



SCHOOL HANDBOOK

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1 TRINITY LUTHERAN CHURCH

1.1 Contact Information

church@trinitylutheranministries.org

Phone: 618-656-2918

Fax: 618-656-5941

1.2 Office

Senior Pastor – Rev. John Shank

Associate Pastor – Rev. Jess Bierman

Church Secretary – Brenda Leitner

1.3 Congregational Officers

President – Larry Barringer

Vice President – Mike Beatty

Secretary – Lori Rankin

Treasurer – Shay Modrusa

2 TRINITY LUTHERAN SCHOOL

2.1 Contact Information

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2.2 Office of the Principal

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Secretary Susan Jump school@trinitylutheranministries.org

2.3 Trinity Lutheran School Faculty

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Band	Terry Van	tvan@trinitylutheranministries.org
Music	Bev Kramer	bkramer@trinitylutheranministries.org

2.4 [Trinity Lutheran School Board of Christian Schools](mailto:school_board@trinitylutheranministries.org) school_board@trinitylutheranministries.org

Chairperson	Charles McFarlin
Vice Chair	Justin Brase
Secretary	Jennifer Phillippe
Member	
Member	Julie Simmons
Member	Annette Hartzel
Member	Katy Gayford

3 [PREFACE](#)

This handbook is a guide for all members of the Trinity Lutheran School community, informing them of policies and programs of our school. We encourage you to read carefully as you will find it a useful tool in becoming acquainted with our educational program, policies and curriculum. This handbook is designed to promote good home and school relationships. We look forward to working closely with you in the total educational program of your child.

*Love the Lord your God with all your might
And with all your soul and with all your strength.
These commandments I give you today are to be upon your hearts
Impress them on your children.
Talk about them when you sit at home and when you walk along the road.
When you lie down and when you get up ...,
Write them on the doorframes of your houses and on your gates
(Deuteronomy 6:5-9)*

4 [PHILOSOPHY – TRINITY LUTHERAN SCHOOL](#)

4.1 [Mission Statement](#)

The mission of Trinity Lutheran Ministries is to lift high the cross of Jesus Christ by preaching, teaching, and sharing God's love and unchanging Word.

4.2 [Purpose](#)

Trinity Lutheran School is an integral part of the ministry of Trinity Lutheran congregation. The purpose of Trinity School is to provide a quality education guided by

Lutheran doctrine and serve as a mission out-reach of the congregation and to the community.

*The Lutheran School is not a private affair,
It does not belong to teachers, or parents,
Or children, or voters' assemblies.
The Lutheran School is God's.
It is God's mission.
(Mission Affirmations – Lutheran Church Missouri Synod)*

4.3 Philosophy

- A child born into the world is God's child, endowed with an immortal soul.
- Education of the soul, which prepares the child for eternity, is more important than education of the mind, which prepares the child for life in the world.
- A child can best learn to live his Christian religion when God's Word is woven into every part of his daily life, at home and at school
- A Lutheran School, where every subject is taught from a Lutheran perspective, related to the teachings of Christ and permeated with the spirit of Christianity, can be more successful in leading children to a vital Christian life, than any other agency except the Christian home.
- A child is not prepared for life in this world until he knows God's plan of salvation and, through the work of the Holy Spirit, sees himself as a part of that plan. Only then will he have the proper incentive to prepare for an active and useful life of service to God and his fellow man.
- The home and church are partner agents of Christian education. Parents are responsible for bringing up the child in discipline and instruction. In meeting their responsibilities, parents will see that their children receive a Christian education and the parents set a Christ-like example for them in the following ways:
 - Attend church and Bible study regularly.
 - Commune frequently at the Lord's Supper
 - Support generously and cheerfully the work of the church according to God-given ability.
 - Participate regularly in family devotions.
 - Cooperate with Christian educators.
 - Participate in school and church activities.
 - Live a life of Christian love and concern
- Although the Christian lives in the world, he is not to be of the world or to conform to its standards. Lutheran education must deal with man's relationship to others, to institutions, to society, to himself and above all, to God.

4.4 Objectives of a Lutheran Education

Upon completion of our Lutheran education program each child will be able to:

- Appreciate the wonders of God's creation.
- Understand God's great and undeserved love in sending Jesus Christ to be our Savior from sin.

- Understand that he/she enters God's kingdom of grace through the sanctifying work of the Holy Spirit.
- Grow in a close relationship with Jesus Christ as Savior and Lord.
- Speak to God in prayer.
- Actively use the Bible for personal daily growth.
- Recall from memory and understand the six chief parts of Luther's Small Catechism.
- Appreciate our Lutheran heritage of worship, liturgy, and music.
- Lead a responsible Christian life.
- Have a desire to tell others of Christ and His love.
- Develop pride in work and a feeling of self-worth.
- Develop good character and self-respect.
- Respect and get along with people.
- Appreciate learning now and in the future.
- Master basic skills in math, language arts, science, technology, social studies and research.
- Have a positive concept of family life.
- Gain information about occupations to help in planning a Christ vocation.
- Be a good citizen by understanding and practicing democratic ideas and ideals.
- Be aware of the changes that take place in the world
- Examine and use information.
- Appreciate culture and beauty in the world.
- Practice and learn the ideas of health and safety.
- Use leisure time in a God-pleasing manner.
- Show a healthy attitude toward competitive endeavors.
- Be a good steward of money, property and other God-given talents.

5 EXPECTATIONS

5.1 What Parents Can Expect From the School and Teachers

- Do everything to the glory of God.
- The teachers shall view their students as Children of God.
- The teachers shall use loving, Christ-centered discipline.
- The teachers shall show respect for the child.
- Be guided by professional ethics in relationships with students and parents.
- The teachers will inform parents about academic progress and conduct of students.
- Establish classroom routines that contribute to instruction and the development of civic responsibility.
- The teachers shall exhibit active and regular worship habits.

5.2 What the School Expects From Parents

- Do everything to the glory of God.
- Share with their child's teacher an active and positive interest in academic progress.
- Regular attendance at Parent Teacher League meetings and events.

- Daily communication with children regarding assignments, checking to see that assignments are completed, taking interest in the children's work and activities related to their schooling.
- Provide a study environment in the home that is free from distraction.
- Support of the institution and teachers of Trinity Lutheran School.
- Parents shall support and accept the objectives of the school.
- Parents shall support and build up the child's teachers verbally and in actions, especially in front of the child.
- Parents shall exhibit active and regular worship habits.

5.3 What the School Expects from Students

- Do everything to the glory of God.
- Students should recognize that they are a child of God.
- Students shall respect their classmates and school personnel.
- Students shall exhibit active and regular worship habits.
- Students shall demonstrate an active prayer life.
- Students shall complete and return assignments on time.
- Students shall make wise use of study time.
- Students shall be punctual and attend school regularly.

6 ADMINISTRATION

6.1 The Board of Christian Schools

Trinity Lutheran School is a ministry of Trinity Lutheran Church. The Board of Christian Schools is responsible for the operation of the day school under the policies adopted by the Voters' Assembly and is responsible for the administration of such policies to the church. The Voters' Assembly elects the Board members. The Board of Christian Schools generally meets on the second Monday of each month; however, on occasion meeting dates are changed. Check the monthly church and school calendars for monthly dates and times. A list of current board members and their contact information can be found in the directory of this handbook.

6.2 The Principal

The Principal, with the help of the faculty, suggests changes and policies for improvement and welfare of the school. It is the Principal's responsibility to see that the policies of the Board of Christian Schools and the congregation are implemented within the school. The Principal is the permanent advisory member to the Board of Christian Schools.

6.3 The Teaching Staff

Trinity has a highly dedicated and professional staff composed of "called" and state licensed instructors. A "called" teacher is one who has been trained at a Missouri Synod college/university or who has obtained "called" status by way of the colloquy program. (The teacher has a degree from a secular college but has taken an additional prescribed course of study under the auspices of a Lutheran university.)

Licensed instructors earn a degree from a secular college or university and then complete the state licensure process. Trinity strongly encourages all licensed teachers to be trained through a Lutheran Church Missouri Synod Colloquy Program. Trinity Lutheran Church expects all teachers to teach God's Word together with a prescribed course of study.

7 ACADEMIC PROGRAM

7.1 Curriculum

In keeping with the purpose of Trinity Lutheran School, the curriculum is based on the Word of God. Subjects are selected with the view of enabling every child to develop himself into a whole child. Religion is not a segregated subject in the day's schedule. Its influence permeates and gives substance to all other subject areas taught.

The curriculum meets or exceeds the requirements of the State of Illinois. A nationally standardized achievement test is given annually to students in grades three through eight. Test results for individual students will be distributed to parents at the end of the school year.

Students at Trinity receive a thorough education in the following areas:

- **Religion:** Bible stories, Church history, Lutheran doctrine, seventh and eighth grade confirmation classes which may lead to communicant church membership.
- **Language Arts:** Many learning experiences are offered in the language program for a student to grow in grammar, listening, speaking, composition skills, library skills and research methods.
 - **Spelling:** Skills necessary for good spelling are taught in grades PS-5. In grades 6-8, spelling skills are incorporated into daily assignments.
 - **Handwriting:** Proper technique in handwriting is stressed throughout the grades. Instruction in handwriting is given in grades preschool through grade three.
 - **Reading:** Students learn to read through phonics, silent and oral reading and comprehension and study skills. Vocabulary, creative writing, research, and literary skills will be an integral part of the reading program.
 - **Literature:** Students learn the basic parts of a story, read classic American and English literary works and study the structure of poetry.
- **Mathematics:** Basic skills in addition, subtraction, multiplication, and division are acquired at the appropriate developmental level. In addition, students gain an understanding of math concepts, computation and problem solving. In eighth grade, students are taught Pre-Algebra or Algebra.
- **Social Studies:** Trinity offers a varied program which insures students' awareness of family and community living, geography, history and current events. Upper grade

students' study and are required to pass a test on the Illinois and Federal Constitution as mandated.

- **Science:** The school offers a varied science program in the areas of life science, earth and space science, and physical science. The relationship between God and His creation is explored and identified. Students use the scientific method for observation, identification and classification of living and non-living things.
- **Physical Education:** The gymnasium and outdoor playground provide excellent facilities for a well-rounded physical education program. Primary physical education is movement-centered, focusing on the development of gross motor skill through games and activities. Grades 5-8 stress physical fitness as well as teaching skills and fundamentals of many popular games and activities.
- **Music:** The music curriculum offers children skills in music theory, appreciation, and performance in grades K-8. We also have four singing groups: Cherub, Primary, King's Kids and Joyful Noise. There is an elementary band for grades 5-8. Hand Chimes and Handbells are offered after school for interested students in grades 5-8.
- **Art:** Classroom art fosters intellectual growth through participation in art activities.
- **Technology:** Technology is a major aspect of Trinity's educational program. All kindergarten through eighth grade students are exposed and taught age appropriate skills. Instruction includes keyboarding, use of the word processor, spreadsheets, printing, scanning, and Google Suite. Primary through fourth grade students will use technology to enhance classroom opportunities. Fifth through eighth grade students will use one-to-one technology for all classroom lessons.
 - The use of technology is intended for educational purposes and all users are expected to maintain Christian ethics in making appropriate decisions regarding his/her use of the technology provided by Trinity Lutheran School. An Acceptable Use Policy, on a separate document, must be signed by all students in Kindergarten - 8th grade as well as the student's parent(s). Failure to abide by the AUP guidelines may cause elimination of a user account at any time or further disciplinary action.
- **Health:** Includes such topics as nutrition, risks of smoking, alcohol, and drug use. Also covered will be instruction concerning dating and abstinence.
- **Foreign Language:** A teacher facilitated curriculum is offered in grades K-5. It is taught as an enrichment experience.
- **D.A.R.E.:** The D.A.R.E. program is offered to the fifth graders. It is taught by an officer of the Edwardsville Police Department. A graduation ceremony culminates the program. D.A.R.E. is also offered on a limited basis in grades K, 2, 4 and 7.

7.2 Grading Scales

In areas where grades are given, the following scale is applicable in evaluating the progress of students:

<u>Pre-School – Grade 1</u>		<u>Grade 2</u>	<u>Grades 3-8</u>	
S	Secure	A	A	92 – 100%
G	Growing	B	B	83 – 91%

N	Needs Improvement	C	C	74 – 82 %
		E	D	65 – 73 %
		F	F	Below 65%
		I Incomplete	I	Incomplete

In the lower grades, the teachers may use other letter indications of progress or lack of progress. These grade designations and their explanations are listed on the report card. Although not listed above, "+" and "-" are also given. In grades three through five, percentages and/or letter grades are recorded as well as a final grade for the school year. Students in grade 2 receive letter grades in core subjects and students in Preschool, Pre-Kindergarten, Kindergarten and Grade 1 receive an indication of their developmental progress evaluated according to the skills the child has mastered.

7.3 Honor Roll

The school will recognize students in grades six through eight who meet honor roll grade requirements. Honor rolls are based on quarterly grades. Students receiving honor certificates will be honored during a chapel service.

There are two types of honor rolls: High Honor Roll and Honor Roll. To qualify, students must meet the following requirements:

HIGH HONOR ROLL: A student must have a 95% average or above, in the following academic subjects:

- Religion
- Memory Work
- Language Arts
- Mathematics
- Social Studies/History
- Literature
- Science

HONOR ROLL: A student must have a percentage from 90% to 94% in the academic subjects listed above.

**** A Student earning a "D" or an "F" on his/her report card, in any subject, regardless of average, will not be eligible for either High Honor Roll or Honor Roll.**

7.4 Report Cards

Report Cards are issued quarterly and are viewable by parents on our web-based school management system, FACTS. We prefer that parents view the Report Card online. Paper copies of the report card will be provided for families upon request. For grades two through eight, grades and percentages will be recorded for the four quarters. There will be a number of subjects where a letter grade is recorded without a percentage.

7.5 Promotion and Retention

Promotion in all grades is determined by student achievement. Students not meeting basic expectations are retained. Students who try to do their best, are given due

consideration. In these cases, there are many conferences between parent and teacher, as well as among parent, teacher, and principal.

Parents will be contacted as soon as possible when retention may be a possibility. A student is retained when it appears, he/she will profit educationally from such action. While the teachers and principal confer with the parents regarding this matter, the principal makes the final decision. The Board is informed of the principal's decision.

The following guidelines will be followed when retention is possible. First, parents are notified in writing if there is a possibility that their child will be retained because of poor academic progress. After the second report card is issued, a conference will be required between the principal, teacher and parents. During that meeting an accommodation plan will be developed to provide support for the student. This should give the student the entire semester to bring his/her grades up to the passing mark of 74% average in the core subjects.

At the end of the third quarter, if a student is still receiving a 74% or lower in 2 or more core subjects and has not shown a positive change in attitude and effort, formal plans for grade level retention are begun. This conference will explore other remediation alternatives to assist the student and continue to discuss the retention possibility. When this conference is held, there are approximately ten weeks of school remaining. This gives the student a final chance to improve his/her grades.

Two weeks prior to the end of the final grading period, if the student is not achieving satisfactory grades, formal written notification of retention is given by the principal. The determination of passing grades is made by considering the first and second semester grades in the core subjects.

7.6 [Special Needs](#)

When a child has special needs, Trinity's first responsibility is to help identify and assist the family in securing assistance for the family. The Trinity staff will work in cooperation with the family and District 7 to develop a plan to best meet the educational needs of the child. The special needs of an individual child may be met through a Service Plan or adaptive classroom strategies. While Trinity will endeavor to meet the needs of students who may require a Service Plan, there may be some students whose needs are beyond Trinity's resources. When such a determination is made, Trinity will attempt to refer parents to educational institutions which may be better able to accommodate the student's unique needs as expressed in an I.E.P. or Service Plan.

7.7 [Home Schooling](#)

Trinity does not offer a provision for Home Schooling in association with our Lutheran School. When families who have homeschooled, their children apply for enrollment at Trinity, grade level placement will be determined by Trinity Lutheran School. This may include placement testing in Reading and Math. If a Trinity family should desire to homeschool their child(ren), the procedure would be to withdraw from Trinity and register with Madison County R.O.E. as a

Home School. Re-enrollment in Trinity following homeschooling is certainly a possibility. In such a case, placement testing in Reading and Math may be required as stated above.

7.8 Remote Learning

In the event that conditions arise that require the entire student body to avoid in-person learning for whatever reason, it may become necessary that the educational of the students at Trinity Lutheran extend to the students while they are in their homes. This will be referred to as Remote Learning. The school will provide guidance and expectations from both the students, parents, and teachers on how Remote Learning will operate. This will be outlined in the School Handbook extension, labeled: Remote Learning.

7.9 Homework

We believe that students can profit by developing the habit of home study. It is difficult to establish a fixed policy as children work at different levels of speed. Trinity provides first through eighth grade students, who request, with a daily/weekly planner. The daily planner will aid in organizing and planning homework assignments and projects and for communicating with parents. The daily planner will be available at the School Night in August.

The student is responsible for entering the assignments in his/her daily planner. Parents assist by making sure assignments are completed and brought to school when they are due. As a child matures, the responsibility of completing and returning homework assignments and projects gradually shifts from a parental responsibility to a student responsibility.

Students are expected to complete all assignments. Assignments are due on the date set by the teacher. Teachers will share their homework policies with parents at home visits, during upper grade orientation nights, or by written communication. If the assignment is not handed in to the teacher on time, the homework assignment will not be accepted, and a grade of "O" will be recorded. After-school extra-curricular activities (band, play practice, sports, student council, etc.) cannot be used as an excuse for not having the homework assignment.

7.10 Textbooks

Textbooks are provided to all pupils. Each student in grades 6, 7, and 8 must purchase Luther's Small Catechism and an ESV Bible. Students in grades 3 through 5 must have their personal NIV Bible. A hymnal is provided by the school. All hardcover textbooks remain the property of Trinity Lutheran School. All writing materials (pens, notebook paper, pencils, etc.) will be the responsibility of the student.

Textbooks should not be used carelessly. New and used books alike should be covered to protect them from damage. There should be no markings in the books. Lost or damaged books should be reported to the teacher. Payment for such books will be determined by the teacher based on the following schedule:

- New Book – Full replacement cost.
- Good Condition – 75% of full replacement cost.

- Fair Condition – 50% of full replacement cost.
- Poor Condition – 25% of full replacement cost.

7.11 Chromebook

Trinity Edwardsville is a Google Classroom school, and through the generosity of our PTL, Ministry and parents, students in grades 2-8 are issued their own Chromebook, for the academic year. These students will be instructed that, under no circumstances, are they to touch another student's Chromebook. The students are expected to take their assigned Chromebook home each night, charge it up, and bring it back to their desks each morning. This will enable a student who becomes ill, or has an ill family member to be ready for Remote Learning. Parents must sign a Chromebook Agreement with details for use and replacement for damaged devices. Current Chromebook costs are as follows:

- Chromebook Replacement: \$175
- Charger Replacement: \$20

Note: Students/families, who opt to provide their own Chromebook at home, can do so instead of being responsible for a Trinity supplied Chromebook. However, Trinity will not maintain or troubleshoot non-Trinity issued devices.

7.12 Field Trips

The purpose of field trips is to enhance the Trinity curriculum. A written, signed parent permission form is required for all trips leaving the Trinity property. Teachers will send permission notes home prior to all field trips. The permission notes **must** be returned to the teacher the day prior to the field trip. If the signed note is not returned, the students will not be permitted to participate in the field trip. **Verbal permission over the phone is not an acceptable authorization.** All students must have a notarized emergency waiver on file at the school office. Trinity publishes a Field Trip Brochure that outlines the duties of the teacher, parent drivers and chaperones, and students while participating in a Field Trip. Parents assist on the Field Trip under the direction of the teacher and are advised to be familiar with the guidelines in the brochure. Siblings are discouraged from attending field trips for the safety of the students. Please discuss bringing a sibling to a field trip with the teacher prior to the field trip.

Parent Drivers are required to have working seat belts to accommodate each student passenger, as well as the driver. The number of students that can safely ride in a parent's vehicle is information that should be provided on the Field Trip permission form distributed by the teacher. Adult drivers must also provide the School Office with a copy of their Driver's License and current proof of insurance. **Vans that accommodate 15 passengers are never permitted to be used for a Trinity Field Trip due to liability.**

Please be aware of the Illinois law which requires safety seats up to the age of 8 or for students who weigh less than 80 lbs.

7.13 Eighth Grade Information

Graduation:

- The faculty, administration, and Board of Christian Schools expect that students in 8th grade will fulfill all the requirements for graduation from Trinity by completing all the academic subjects taught at Trinity with passing grades according to the grading scale previously listed in this handbook.
- Failure to complete all subjects with a passing grade jeopardizes the reception of a diploma from Trinity.
- Listed in the "Promotion and Retention" section are the steps that will be followed if an eighth-grade student is failing one or more subjects in his/her eighth-grade year

Eighth Grade Class Trip

- Many Lutheran schools plan a "graduation" trip for the eighth graders, including Trinity. In the past, Trinity eighth graders have spent time in many different locations. The purpose of this trip is multifaceted: increase of educational experiences, living together away from home and for enjoyment.
- The following policy began in the 2006-2007 school year and subsequent school years:
 - The destination: Camp Lakewood
 - Eligibility: All eighth graders regardless of financial ability. Students and families are required to participate in fundraising activities or incur the total expense of the trip.
 - Chaperones: Sufficient number of parents, male and female, must accompany the students on the trip. The number of chaperones needed depends on the number of students going. If sufficient numbers are not available, the trip could be cancelled.

Eighth Grade Awards

Trinity Lutheran School recognizes outstanding achievements through the following awards:

- **American Legion Award**: The boy and the girl who receive this award are selected by their teachers (six through eight.) The standards for selection include: faithfulness, honesty, cooperation with teachers and fellow students, service to church and community, scholarship, and personality.
- **Christian Leadership Recognition**: The male or female student who receives this award will be selected by a vote of the faculty and staff
- **Valedictorian and Salutatorian**: The graduating students with the highest and second highest-grade point average (grades six through eight) are selected as the valedictorian and salutatorian respectively.
- **Gordon Block Sportsmanship Award**: One boy and one girl are selected by vote of their teammates and coaches. The awards are given to those who have demonstrated diligent sportsmanship or discipleship when participating in the sports programs.

- **Steve Roustio Dedication Award:** This award is given to the one male and one female athlete who has shown incredible personal dedication to a particular sport. It is selected by a vote of the teammates and coaching staff.
- **Mark Harrison Eagle Champion Award:** This award is given to the one male and one female athlete who has shown great pride in his or her school and a champion work ethic while participating in multiple sports at Trinity. It is selected by a vote of the coaching staff, athletic director, and principal.

7.14 Early Childhood Programs

- **Pre-School General Information** - Trinity sponsors a preschool program. There are classes for 2, 3 and 4-year-old applicants. The 2-year-old program is for students who turned two years old by August 31 of the current school year. Preschool 3 is offered for 3-year-old students. Preschool 4 is offered for 4-year-old students.

Students enrolled in the preschool program are asked to attend two after-school activities; the Trinity P.T.L. Christmas program, and Preschool spring program in May.

- **Two-Year-Old Program** - The Toddler program at Trinity is intended for children who are two years old by August 31 of the current school year. The program is a two-hour, two day per week program meeting at scheduled times depending on parental interest. Students are not expected to be potty trained to enroll in the program
- **Three and Four-Year-Old Program** - To attend the preschool program, all 3 and 4-year-old students are required to be "potty" trained and will need to be screened to determine appropriate placement. On occasion a child will be enrolled on a trial basis to determine the appropriate placement and/or continuation in the program. After the designated trial period, the principal and pre-school instructors will make a placement recommendation and communicate that with the family.
- **Pre-Kindergarten** - Trinity offers a Pre-Kindergarten program to students transitioning from Preschool to Kindergarten. To register in the pre-kindergarten program students must be approved by the principal and classroom instructor, screened by the Trinity staff and or be five years of age by February 1.
- **Kindergarten** - Trinity follows the age-appropriate guidelines for entrance into Kindergarten. Some children may appear to be ready for Kindergarten earlier than normally recommended. Many educational experts agree that a child is most successful in Kindergarten and beyond when he/she is at least 5½ years old when the school year begins. The issues are complex, but include behavioral, cognitive, emotional, social, and physical age appropriateness.

8 ATTENDANCE

8.1 Enrollment Policy

Children who enroll in Trinity must meet age requirements set by the State of Illinois. Currently, September 1 is the date set for determining this requirement for entry into Kindergarten or below. Enrollment in Trinity is considered in the following order:

1. Members of Trinity Lutheran Church
2. Current families enrolled in school
3. Community

Students with special education needs, which cannot be served in the school's regular program, may be referred to other schools that are designed to meet such needs.

Prior to accepting a student transferring from another school, all transcripts, health records, etc. must be received from the school previously attended. All new applicants will have a conference between parents, student, principal and teacher (if available) before application is processed and accepted. Students applying for enrollment must be approved by the principal, or in some instances the Principal will refer questions to the Board of Christian Schools for their approval. Generally, placement in a grade will be based on the previous school's recommendation.

Students applying for enrollment in seventh and eighth grade must receive Board approval prior to acceptance. This provision does not apply to students who have moved into the area and are transferring from another Lutheran school or are a dependent of a called or contract worker employed by Trinity Lutheran Church and School.

If a student is transferring from a tuition-based institution, all financial obligations to that institution must be satisfied. As a new student to Trinity, the transcript of grades and test scores will be thoroughly examined. Any deficiencies will be noted and disclosed to the teacher. In keeping with a goal of helping each student toward an effective education experience, faculty and parents must work to alleviate the situation if a student experienced difficulty in academics or behavior. If any student continually exhibits unsatisfactory performance, enrollment may be terminated.

In accordance with Illinois school code, parents requesting early entrance into kindergarten for their child must submit results of an appropriate readiness test. This assessment must be administered by a licensed school psychologist at the expense of the parents. Trinity will accept the results of one of the following intelligence tests: Wechsler Preschool and Primary Scale of Intelligence Test-Fourth Edition (WPPSI-IV), the Stanford Binet Test of intelligence-Fifth Edition (SB5), or the Differential Abilities Scale II (DAS-II). Student results from any of the assessments must have scores at the six-year-old level across subtests and for the cumulative score.

8.2 Non-Discriminatory Policy

Trinity Lutheran School is inclusive and open to all children whose parent(s) show evidence of a genuine, positive interest in Christian education. Only when facilities are overcrowded or when there is a question as to our ability to minister effectively would a restriction possibly be placed on the admittance of any child. Parents need not be members of Trinity Lutheran Church to enroll their children in the school.

Trinity Lutheran School admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of our educational policies, athletic programs, admission policies, financial aid programs, or other school-administered programs.

8.3 Attendance

- Trinity Lutheran School has released a Covid-19 Policy that is to be used in conjunction with this School Handbook. Any directive or rule in the Covid-19 Policy, takes priority over any normalized policy outlined in this handbook.
- **Philosophy**
 - Regular attendance and arrival at school on time are vital to learning as well as teaching punctuality and faithfulness. A sick child should not be sent to school. Doctors recommend that students be free of a fever for 24 hours prior to returning to class. Trinity also recommends that a student be free of vomiting and diarrhea for 24 hours before returning to school. On the other hand, a child should be kept out of school only for valid reasons.
 - Missing more than twenty days in a school year will be considered excessive. Parents will be notified by letter when a child's absences reach the twenty-day mark. A child who misses more than 20 days will place his/her promotion at risk. If the student has received treatment from her/his physician, and has a written note from the doctor, those absences will be considered excused absences.
- **Tardies**
 - Students are expected to be in their seats when class begins. The office will be notified when a student is tardy. Prior to the beginning of classes, students should remain in their own classroom. This will eliminate many tardies. While socialization is an important aspect of student life in school, it should be done at appropriate times and places.
 - Kindergarten through eighth grade students who are marked absent for 2 hours or less of a given school day will be considered tardy and unexcused. An absence of more than two hours, but less than a full day will be considered an absence of one-half day.
 - The parents of a student with 10 tardies will be asked to have a meeting with the principal.
- **Absences**

- Students are required by law to be regular and punctual in their attendance. If your child is absent for any reason, please phone the school office between 7:30 and 8:30 A.M. and report his/her absence. When the pupil returns, he/she should present a parental note to his/her teacher giving the reason for the absence. Parents report a student absence, physicians and/or the school office will determine whether an absence is excused or unexcused. Pupils may not leave the school grounds during school hours without permission. Please try to arrange appointments, lessons, and vacations for your child(ren) outside the school day.
- If the parent knows his/her child(ren) will be absent on a future date, the parents must discuss this with the teacher(s) and the school office providing at least two days' notice to receive the assignments for the absent days.
- During cold weather the school closely monitors the outdoor temperature and wind chill factor. Teachers use good judgment as to whether students should go outside and for how long the recess period should last. The child is expected to have a warm coat, boots, hat and gloves. Students are not permitted to remain in a classroom unsupervised. If a student has not recuperated sufficiently from illness and must stay in-doors for several days, then this student has not recovered from the illness. This student should remain at home. Please help us to provide a healthy environment in which our children can learn.
- If a student cannot take Physical Education temporarily, a note from the parent is necessary until the period of time is greater than one week, in which case he/she will need a doctor's note. If a student cannot take Physical Education permanently, a note from the doctor at the beginning of the year is required.
- The school must be notified in the case of a communicable disease. The County Health Department requires the school to record such data and issue warnings to other families in cases in which children are at risk.
- Absences in relation to eligibility in participating in extracurricular activities/games, is outlined in the official School Extracurricular Handbook.
- **Personal Illness**
 - Students who are sick and whose attendance would be detrimental to their health and the health of other students should remain at home. If your child has been absent for five or more consecutive days, a Doctor's written excuse is expected upon return to school. If your child is absent for less than five days, but has seen his/her doctor, please provide the written excuse from the doctor to the school office.
- **Death in Family**
 - Students are excused for three days in the event of a death in their family. Certain circumstances may warrant a longer excused period.
- **Family Illness**
 - Students having an illness in the immediate family which requires the student to give temporary help will be excused from attendance after

submitting a physician's statement stating the necessity of the student's service.

- **Religious Holiday**
 - Students are excused on special or recognized religious holidays regularly observed by the student's faith. Prior approval is required.
- **Personal**
 - Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearance, etc.) may be excused upon proof of appointment, etc.
- **Other**
 - Parents should discuss in advance with the principal and the teacher(s) other possible absences which they would request to be excused absences.
 - If a family vacation is planned during the school year, Trinity requests that parents inform the teacher(s) and school office as soon as possible, but at least one week prior to the planned trip. Homework and assignments will be provided by the teacher(s) to the best of their ability.

8.4 Snow Days

Trinity Lutheran Edwardsville will not implement Remote Learning Days when students cannot be in-person, due to hazardous weather conditions. Traditional "Snow Days" will be implemented, with no classroom or homework assignments given.

Points to highlight and exceptions:

- Students are not exempt from completing homework assigned prior to the snow days. Prior assignments are due on the day students return to school unless a subsequent due date was pre-determined by the teacher.
- The School Board and administration, reserve the ability to institute Remote Learning Days In lieu of Snow Days, when the allocated number of Snow Days has been surpassed, to avoid extending the school year.
- In the event that a Snow Day occurs or is projected to occur over a critical deadline or action needed by a specific class, the School Board and administration reserves the ability to issue a Remote Learning Day for a specific class, in order to accomplish the necessary actions for that day. Examples of this would be projects, deliverables, or tests external to Trinity that have deadlines that don't change because of a snow day.

8.5 Early Dismissals

When a child must be dismissed early during the school day, the parent must send a note to the teacher concerning the early dismissal. Preferably this should be done at least one day prior to the early dismissal. In this way the teacher is able to plan his/her days and be prepared to send with the child any work assigned during the time the student will not be in the class. The early dismissal may be excused or unexcused for the same reason as a full day absence. Please refer to the list of excused absences previously defined.

8.6 Truancy

Truancy is defined as not reporting to school when school is in session and the parents are unaware of the student's absence. Truancy is also defined as leaving school grounds without permission. Truancy is a serious situation. It is potentially both academically disastrous and physically dangerous. Penalties will be assessed for students who are truant.

8.7 Illness at School

If your child becomes ill or is injured at school, we will contact you at home, work, or the emergency number you have given. Be sure to notify the school if there are any changes in your address or phone numbers or your emergency contacts - either names or phone numbers.

8.8 Early Arrival

Classrooms will be opened to K-8 students at 7:30am. Preschool classrooms will be opened for students at 7:45am.

Students arriving at school before 7:30am will be placed in the Before School Program and will be charged for Before School care at the prices listed for that program.

8.9 After School Supervision

Bus riders are dismissed from school at 2:00pm and are expected to behave in an orderly fashion while waiting for the bus. All bus riders exit through the main school entrance nearest the school office. Any student not riding the bus will be dismissed at 2:20pm. Students not involved in school-sponsored extra-curricular activities who remain at school after (2:45pm K-8) / (3:00pm Preschool) will be placed in after school care and assessed a fee at the Day Care rates. Students who remain after school for tutoring are to be in and remain in the supervising teacher's classroom. Students may not use the playground area or gym after school without parental, teacher, or Day Care supervision.

The school cannot be responsible for accidents or injuries incurred on the playground in unsupervised activities after 2:30pm. Please make sure that your children go directly to their assigned destination immediately after school. Unless a student is participating in a school or church sponsored activity after the end of the school day, the student should not be in the building after hours.

9 DISCIPLINE

9.1 Christian Discipline

A unique characteristic of Trinity Lutheran School is that its discipline, goals and procedures are rooted in spiritual understandings of discipleship. Growth in discipleship is a result of the activity of the Holy Spirit working through God's Word. This happens when:

- God's Law shows us our sin, an offense against God which He abhors.
- The Gospel presents Jesus Christ, Savior from sin through Christ's death and resurrection.

- The Holy Spirit works sorrow and repentance and the desire for forgiveness.
- The Gospel proclaims that God has forgiven the sinner and forgotten the sin.
- The sinner responds in faith and gratitude with God-pleasing behavior toward God and others.
- Growth as a disciple continues even as the disciple encounters daily the saint/sinner struggle.

Trinity families can be assured that God's Gospel promise is dependable and certain; both students and teachers can rely on it. At our school, the teacher's goal of good behavior is viewed with the understanding of a student's growth as a disciple.

9.2 Respect Pledge

A pledge is a commitment made to remind people of the promises God has made to us. Because of what God has done for us through Christ we will want to respond to His love and receive the blessings He has in store for His people. As a member of Trinity Lutheran School Family and PARTNER in the Christian education of children:

I will show RESPECT for God and His Word by:

- Faithfully attending worship and Bible study.
- Learning, memorizing, and obeying the Word of God as it directs my daily living.
- Actively supporting the church and school with God-given treasures and sacrificial offerings. (Deuteronomy 11:18-21)

I will show RESPECT for those in authority by:

- Supporting the philosophy and policies of the school.
- Cooperating with the teachers, principal and Pastors in matters of discipline in a willing and prompt manner. (2 Timothy 3:16-17)

I will show RESPECT for my classmates and other people by:

- Praying for and with the children, parents and teachers.
- Instructing my child/student to lead a God-pleasing life by showing love and forgiveness toward others. (Colossians 3:12-17)

I will show RESPECT for my body and my God-given talents by:

- Modeling Christian values by monitoring TV, music, clothes, food, language and activities for the well-being of my child and myself.
- Providing support and commitment to school and extracurricular activities with my presence and serving where needed. (I Corinthians 3:16-17)

I will show RESPECT for the learning process and the classroom environment by:

- Providing a Christian atmosphere and environment for learning and homework.
- Assuming responsibility for my child's completion of homework.
- Accepting responsibility for my assignments both at school and at home.
- Providing assistance for spiritual, physical, social, emotional and academic growth of my child enabling my child(ren) to develop their God-given abilities to their potential. (Proverbs 16:16)

I will show RESPECT for my school and personal property and the property of others by:

- Keeping the school, a safe, nurturing Christian learning environment.
- Care for the supplies and equipment used inside and outside the facility.
(Philippians 2:4)

9.3 Bullying Policy

Bullying Behavior is unacceptable at Trinity Lutheran School. Bullying behavior does not recognize the individual as a unique creation of God and as His baptized child.

Bullying behavior is contrary to God's Law. Mark 12:30 -31: *Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself.*"

Bullying behavior in any form by students, teachers, supervisors, or other responsible adults is not permitted at Trinity Lutheran School.

Although no policy can address all aspects and forms of bullying behavior, at Trinity we are committed to reducing the incidents of bullying behavior and strengthening the ability of victims of bullying to report incidents of bullying to responsible adults. We further commit ourselves to enabling bystanders who witness bullying behavior to also report the incidents to responsible adults.

Bullying behaviors may include:

- Verbal bullying, such as unwelcome teasing, harassment, or trash talk
- Physical bullying such as pushing, shoving, bumping, and other acts of physical aggression
- Cyber-bullying, phone calls, and other bullying that may happen off campus

We will therefore:

- Intentionally incorporate lessons either in our Religion curriculum or as standalone lessons/units about bullying behavior.
- Teach children the difference between tattling and reporting.
- Encourage and allow children to report bullying behavior to their teacher, teacher's aide, or the Principal.
- Record and maintain an anecdotal record of bullying behavior which includes:
 - Date, name of person exhibiting bullying behavior, name of victim, and a brief statement about the nature of the bullying behavior
 - Keep a file in a central location in the office of reported bullying behaviors that have occurred at Trinity.
 - The file will be a cumulative file and available to the entire faculty.
 - This file will be kept separately from the permanent record files.
 - Teachers should familiarize themselves with the file for each student entering their classroom each school year.
 - The file may show patterns of bullying behavior that an individual student exhibit.

Discipline, when necessary, will be dependent upon the nature or severity of a single incident of bullying behavior, or the cumulative, repeated exhibitions of bullying behavior. Discipline will be administered by the Principal in consultation with the classroom teacher(s).

It is recognized that bullying behavior may occur at any age or grade level. Appropriate discipline is dependent upon many factors including, but not limited to: the age of the child, frequency, and the circumstances of the behavior.

The Faculty of Trinity will continue to incorporate positive approaches in their classrooms. We will continue to be trained in classroom management techniques through the Love and Logic program modules, the D.A.R.E. program, Trinity's Faith Families, and such other bullying prevention programs as may be available.

The Faculty also recognizes that some bullying happening off campus requires parental monitoring and input. Parents are expected to monitor use of the Internet, phone, and other devices that may be avenues for bullying behavior to exist and thrive. Parents are encouraged to report such behavior to the school, but also to deal with off campus activity directly as a parental responsibility. Trinity will also maintain a library of Love and Logic materials for parents that may be checked out and help parents deal with and address activity of the victim, bystander, or bully.

9.4 Consequences

Consequences will apply to all school policies. All consequences are given at the discretion of the school staff. In nearly all cases, discipline will begin with the teacher. **A detention may be issued immediately on occasion by school personnel when behavior warrants it.**

NOTE: Representing Trinity Lutheran Edwardsville as a member of an academic or athletic team, is a direct reflection of our school. Because of that, a higher standard is expected of those that represent our school. The school Extracurricular Handbook outlines additional ramifications for members of extracurricular teams when behavioral issues arise in the classroom. The attempt has been made to align these policies, but at times, additional consequences are deliberately outlined in the Extracurricular Handbook.

- First offense:
 - Warning. The teacher will take the student aside and in a respectful manner tell the student what he/she has done. An email will be sent to the parent with the Principal copied in on the email explaining why the student was taken aside.
- Second offense:
 - A note from the teacher will be sent home and emailed (with the Principal given a copy) explaining to the parents what the student did. The form will explain to the parents that if the student acts out again it will result in detention. The form will be signed by parents and returned to school.

- Third offense:
 - Detention. A student may be given a detention for any offense the teacher deems to be needed. If at any time a student is sent to Principal's office, it will result in detention. The detention is to be served the day after the student is given the detention and will last from 3:00 to 3:30. The detention will be served in the room of the teacher who gives the detention. Occasionally, the detention will be served in the office under the Principal 's supervision. A detention notice will be given to the student. The notice is to be signed by a parent and returned the next school day. Failure to report to detention will result in the doubling of the amount of time - two days in place of one day. Further failure to report could result in a suspension.
 - Any student who receives two detentions in one quarter or three in one semester may be issued a suspension of one to three days. See section on suspensions.
 - If two suspensions are accumulated, the student may lose all extra-curricular involvement for one calendar year from the date of the second suspension.
 - A student who is given a detention will not be permitted to participate in any extra-curricular activity on the day(s) he/she is in detention. This includes student council, sports, clubs, etc. Should a student continually be assigned after school detention, he/she may be suspended and lose eligibility for extracurricular activities for the remainder of the school year.
 - Beginning with the second detention a student receives, and every subsequent detention thereafter, the student will serve a one game/event suspension of the next scheduled game/event for each activity that student is involved in. The detention count for purposes of extracurricular suspensions, resets at the beginning of each semester.

9.5 Detention Room Rules

The Principal will monitor the detention in the office. Detention will be served from 3:00 to 3:30. Examples of behavior that warrant detention:

- Disrespect
- Insubordination
- Use of obscenities
- Disruption of class (excessive tardiness)
- Dishonesty
- Bus conduct report
- Repeated behaviors about which a child has been warned or disciplined
- Causing physical hurt to another student in a way that does not require outside medical attention

9.6 Suspension

A suspension should not be confused with expulsion. A suspension is for a short period of time, usually one to five days, depending on the offense or due to repeated misconduct. A suspension may be an In-School Suspension (ISS) or an Out of School Suspension (OSS). Expulsion is a permanent removal from Trinity and is an action that only can be taken by the Board of Christian Schools. Parents would be required to appear before the Board for a hearing.

If a student receives an In-School Suspension, he/she spends the day separated from the rest of the student body but uses the time to do his/her homework and may take any tests or quizzes that are given that day. The student receives credit for his/her work done in ISS.

Any student suspended from school, will automatically serve a minimum one game/event suspension for each activity that the student is involved in. The severity of the incident causing the suspension may result in additional game/event suspensions at the discretion of the Principal. After receiving a suspension from school, any subsequent detention or similar punishment handed out by a teacher or administrator, will result in another one game/event suspension.

If a student is given an Out of School suspension, he/she receives a "0" for any assignment due or test given during the time he/she is on suspension. A student, however, should still do his assignments, even though they would not be accepted for credit.

If a student has been suspended in the current school year, he/she is eligible to have the number of suspension days increased. Repeated suspension could be cause for the Principal to make a request to the Board to expel this student.

9.7 Serious Offenses

All disciplinary actions are subject to the decision of the faculty and Principal. Every effort will be made to determine all the facts that are pertinent to the event, including the statements of witnesses and victims. Information that is shared by student(s) with the Principal or teachers is kept as confidential as possible. Discipline decisions are dependent upon the serious nature of the behavior and repetition of behaviors.

Examples of behaviors that warrant suspension, probation, and possible recommendation for expulsion:

- Assault - Physical fighting with students or staff members.
- Threats of harassment against students or staff members. This would include prank calls.
- Bullying - Verbal abuse, intimidation, and other perceived threats to other persons. See Policy on bullying.
- Vulgarity - Use of language that is not appropriate for Christian young people to use. Included in vulgarity is the use of common curse words or sexually explicit

words. This prohibition also includes the written or printed word, student produced or commercially available in magazines, books, etc.

- Use, possession, sale of tobacco, drugs (including look-alikes), alcohol, or related paraphernalia.
- Use, possession, or sale of weapons including guns, knives (pocketknives), fireworks, bombs or any facsimile thereof.
- Vandalism - Intentional destruction of personal, school, or church property.
- Stealing - Taking someone else's property or possessions.
- Sexual Harassment - Any type of unwelcome conduct directed toward a student, staff member, or other individual in the school because of his or her gender. This conduct may include verbal and written comments about parts of the person's body, name calling, spreading sexual rumors about a person, attempts to alter articles of clothing, pressure for sexual activity or other unwelcome advances.

9.8 Level One Infractions

The first offense of these infractions is punishable by a maximum of 5 days out of school suspension

- Bullying
- Harassment
- Simple Assault
- Sexual Harassment
- Theft
- Use or possession of pocketknives
- Vulgarity
- Vandalism less than \$500.00

9.9 Level Two Infractions

Infractions outlined in Level One Infractions but committed as a second offense. Level Two infractions are punishable by a maximum of 10 days out of school suspension.

9.10 Level Three Infractions

Infractions listed in this section are punishable by a 10 day out of school suspension, with a possible recommendation for expulsion:

- Aggravated Assault
- Use, possession, sale of tobacco, drugs, alcohol, vaping or related paraphernalia.
- Use, possession, or sale of weapons, including guns, knives, fireworks, bombs or any facsimile thereof.
- Possession of weapons.
- Vandalism greater than \$500.00

9.11 Level Four Infractions

Infractions outlined in Level Three Infractions, but committed as a second offense, is punishable by a 10 day out of school suspension and recommendation for expulsion.

9.12 Safety Exclusion

If the school has reason to believe that a child is at risk for hurting himself/herself or others, the parents may be asked not to return a student to school until the principal receives written confirmation from a psychiatrist, certified clinical psychologist, licensed clinical social worker, or licensed professional counselor that it is safe for the student to return and that the student is not in danger of hurting himself/herself or others.

The determination of the safety exclusion will be made by the principal in consultation with the teacher(s) and based on written or anecdotal evidence shared among the professional staff in a confidential manner.

Parents may also be required to provide continuing professional counseling for the student. Trinity may ask for permission to verify that attendance at counseling is occurring.

9.13 Resolving Parent/Teacher Conflicts

In realizing that even Christians at times have differences of opinions and disagreements with each other, the school has developed a procedure to be followed in resolving such conflicts. By following this procedure, the school feels problems can be solved in a method which will cause the least disruption in harmonious operation of our school and at the same time follow the guidelines set forth in Scripture, especially in Matthew 18:15-17.

Steps to Resolving Conflicts

1. Parent-Teacher Conference

When a need for a conference arises concerning a conflict, an appointment should be made with the teacher involved. A tentative appointment can be made through the school office and confirmed later after conferring with the teacher. An appointment can also be made directly with the teacher. It should be a scheduled conference and not an unscheduled visit to the teacher's classroom, speaking to the teacher in the hall, on the parking lot, or any other area of the school or church. A personal face-to-face conference is preferred, not via the telephone, exchange of notes or by e-mail.

2. Parent-Teacher-Principal Conference

If a conflict cannot be resolved between the parent and the teacher in a private meeting then the parent should take the matter to the school Principal. The secretary of the school should be contacted to set up an appointment. This appointment will be arranged at a convenient time for all parties involved.

3. The Board of Christian Schools

If, after meeting with the Principal, the conflict is still not settled in the parent's opinion, they may contact the chairperson of the Board to request a meeting with the Board. The teacher or teachers in question and the Principal will be in

attendance when the unresolved conflict is before the Board. The following procedure is to be followed:

- A written statement containing information regarding both the conflict and the efforts made toward resolving it must be sent to the chairperson of the Board. Copies of the statement must be given to the Principal and the personnel involved
- The chairperson of the Board will present the statement to the Board at the next regularly scheduled meeting. At this meeting the Board will decide to reject discussion, to resolve it or to require the parents and appropriate school personnel to be present at the next regularly scheduled meeting or at a special meeting called for hearing and discussing the unresolved conflict. Since this involves personnel (student and faculty), the proceedings shall be in executive session.
- Following the meeting, within the time span of five days, the Board will issue a written statement regarding its decision.

4. The Congregation

As a last resort, and only after the above procedures have been followed, the parents may refer this unresolved problem or complaint to the Voters' Assembly of Trinity Lutheran Church. The parent must contact the president of the congregation to place the complaint on the Voters' agenda. The teacher(s) involved and the principal shall be notified of the request and shall be invited to attend the Voters' meeting.

Spiritual or Doctrinal Concerns:

In matters centering up on spiritual or doctrinal concerns, any of the parties involved (parent, teacher or Principal) can request the presence of a Trinity Pastor at any of the above steps. The Pastor's role in the above process of resolving concerns is limited to spiritual or doctrinal concerns only and does not extend to educational matters.

10 TUITION AND FEES

The tuition schedule for Preschool through Grade Eight is available online or in the school office.

Additional fees include: Registration, lunch, daycare, field trips. Optional fees could include band, yearbooks, enrichment classes and clubs.

10.1 Discounts

Families with 1 or more children enrolled in the day school and a child enrolled in the Pre-Kindergarten program will pay the day school tuition rate corresponding to the number of children enrolled with no other discounts applied.

10.2 Financial Aid

There are 2 ways in which families are able to obtain financial aid. Trinity Lutheran School works with LESA (Lutheran Elementary School Association), to provide financial aid to needy families. To apply for financial aid, please go to: <http://www.lesastl.org/tuition-aid/>. Click on the “Scholarship” tab, or by submitting directly through FACTS. There is an application fee to be paid by the applicant for use of these services.

Steps:

1. Parents in need of financial assistance must first apply to the LESA Building Blocks Scholarship Fund. Parents will be notified through the Eagle Informer when application forms are available.
2. Building Blocks will notify the school of any assistance available. After notification, the parents may apply to the church for additional aid. The Financial Assistance Committee will review the application and award financial assistance. The amount of assistance depends on the amount appropriated by the Voters’ Assembly approved annual budget.

10.3 Delinquent Tuition Payment Policy

The Board of Christian Schools takes a consistent and compassionate approach to handling delinquent accounts. The intention is to assist families who may be experiencing financial hardship while being firm and consistent in dealing with families who ignore their financial obligations of Trinity.

- Tuition and fees are due each month on the date agreed upon in the FACTS enrollment agreement. Families that are late in making a payment will be notified by FACTS. A late fee may be applied at this point.
- Those families who are on a 9- or 12-month payment plan that are two months in arrears with tuition payments or families who are on a 2- or 4-month payment plan that are one month in arrears will be contacted by the principal. These families will be asked for a plan to meet their financial obligation. Completion of Fees Reduction Application may be requested at this time.
- If a family continues to be delinquent in meeting their financial obligation, the following steps will be taken:
 - A personal contact will be made by one of the Pastors for delinquent member families.
 - A conference will be requested for the parent, principal, and a BCS member.
 - Enrollment for the remainder of the current school term may be denied by the BCS for any family with delinquent financial obligations after previous steps.
- Eighth grade graduates will not receive a diploma if the family accounts are not paid in full prior to the graduation ceremony. The student may participate in the graduation service, but will receive only a folder during the ceremony.

- At the beginning of a school year, any family with a delinquent account must pay the account in full or submit a repayment plan before the first day of school, or admission will be denied.

11 HEALTH

11.1 Immunization

The Department of Public Health requires students to have specific immunizations. Parents are asked to provide this information to the school office by the first day of school. The school secretary will check student records, file an annual report, and notify parents concerning inadequate compliance. **Students who do not have necessary immunizations by the first day of school will not be allowed to begin the school year.**

11.2 Medication

Until further notice, During the Covid-19 Pandemic, only maintenance medication for chronic medical conditions will be allowed and dispensed by the school nurse.

All medication (including aspirin) to be taken by the students must be stored in the school office. Parents are to send the medication with the child's name clearly marked on it. Written permission and instruction for dispensing must accompany the medication. The prescription bottle must indicate the time the medication is to be taken and how often. The medication remains in the school office. If it is a maintenance medication, the parents should know when a new supply is to be sent to the office.

11.3 Physical Examinations

In accordance with Illinois state law, Trinity requires a physical examination for all students enrolled in school. Physicals are required for students entering Preschool 1, Kindergarten, Sixth Grade, new Preschool students, and new students from out of state. Physical exam forms are available in the school office. The state of Illinois requires eye exams prior to entrance in Kindergarten. **Students who do not have necessary physical examination by the first day of school will not be allowed to begin the school year.**

11.4 Dental

In accordance with Illinois state law, Trinity requires proof of a dental examination for students in grades Kindergarten, 2, and 6. Forms are available in the school office.

11.5 Wellness Policy

Trinity Lutheran School participates in the National School Lunch Program. Under the requirements of the child Nutrition and WIC Reauthorization Act of 2004, and the Illinois school code, we are required to adopt a Wellness Policy that addresses nutrition guidelines for all foods available during the school day, nutrition education, and physical activity. Implementation and measurement of the Wellness Policy is to include parents, students, school food service personnel, the Board of Christian Schools, the administrator, teachers, and the community. A copy of Trinity's Wellness Policy is available from the school office.

12 DRESS CODE

As a Christian community, Trinity encourages proper dress and grooming. The purpose of the dress code is to promote a positive learning environment in our school and not disrupt the educational activities and processes of the school. It is the responsibility of the parents to work with their child to select appropriate dress which will contribute to the health and safety of the school environment while reflecting the modesty and dignity of the individual in God's sight. The dress code also applies to all school-sponsored functions. We intend that students are dressed comfortably, yet modestly. When making clothing choices, please purchase items that will keep the shoulder, midriff, and waist covered during normal movement and activity throughout the school day. Clothing that is too revealing or requires frequent adjustment is a distraction.

These dress code guidelines were developed through the direction of the school board with the cooperation of parents and teachers.

- Clothing with holes, tears, or inappropriate patches will not be allowed.
- Clothing and jewelry must be free from inappropriate sayings, pictures, or suggestive messages. This includes clothing which advertises, implies or displays the symbols of drugs, tobacco products, or alcoholic beverages as well as clothing that displays or implies profane or obscene language or symbols. This also includes clothing with words of any nature across the individual's bottom.
- Clothing that is too tight or revealing is unacceptable.
- See-through clothing is not allowed. All pants and shorts should be size appropriate and need to be worn at/or above the hipbone. Belts should be worn when needed to keep pants or shorts at/or above the hip-bone.
- Shorts and skirts should be longer than fingertip length when the student is standing up and are hanging straight at the student's side.
- Belts are to be the proper length tucked into belt loops.
- Shirts, blouses, and tee shirts must be size appropriate.
- Shirrtails must be below the belt line.
- Shirts that expose bare midriffs, bare sides or bare backs are not permitted.
- Shirt straps need to be at least 2 ½ inches wide.
- Spaghetti strap type tops may only be worn with a shirt over them which meets the 2 1/2-inch-wide strap requirement or with a tee shirt underneath.
- Halter-tops are not allowed to be worn to school.
- Boys' shirts must have sleeves.
- Appropriate undergarments must be worn at all times and should be covered by other clothing.
- Students must wear appropriate shoes.
- Heels should be no higher than 2 ½ inches in height.
- Thong-type shoes or flip-flops are not allowed.
- Students are expected to have traditional hairstyles and colors.
- Make-up is not permitted in grades K-5. Girls in grades 6-8 may apply a modest amount of make-up at home. Make-up should not be brought to school.
- For girls, earrings should be of the post variety. Large hoops and dangling earrings are not permitted for safety reasons.

- All jewelry must be removed for physical education and when participating in athletic events. Earrings are not permissible for boys.
- Tattoos and body piercing, with the exception of girls with pierced ears are not permissible.
- Proper outer clothing appropriate for weather conditions needs to be worn when temperatures fall below 60 degrees.
- All hats and caps must be removed before entering a building with the exception of winter hats. Hats are not allowed to be worn during class or while eating.
 - Exceptions: Hats/caps may be worn due to illness and on special days (for example, during National Lutheran Schools Week).
- Sunglasses may only be worn outdoors.

12.1 Enforcement

No policy or statement can list every possible example. Parents can help the school implement the intent of these guidelines by making sure their child is dressing appropriately for school and school activities. The principal and faculty will enforce the dress code by using one or a combination of the following when a student is wearing in appropriate attire:

- Parents will be notified of the inappropriate attire.
- Students may be asked to turn inappropriate clothing inside out.
- Students may be asked to change into clothing that the school may provide.
- Students may have clothing brought to school by parents.

Failure to comply with the Dress Code will be dealt with as follows:

- Counseling with the student and/or parent(s) to discuss appropriate dress that complies with the Dress Code.
- Detention
- Suspension.

12.2 Cleanliness

All pupils must appear with clean bodies and clothing. Desks and surroundings must be kept clean and orderly. Desks and lockers are the property of the school and may be subject to periodic inspection.

13 COMMUNICATION

13.1 FACTS

Trinity uses a web-based management system for parents. Parents are requested to provide an e-mail address to the school. This allows parents to log on to the system for many types of information available to the school community.

FACTS is used to communicate by e-mail between the school and the home. Teacher grade books, mid-term reports, report cards, financial records for tuition, the lunch program, Day Care, miscellaneous fees, lunch calendars, and activity calendars are all

available to Trinity families through FACTS. All information on FACTS is password protected.

FACTS also provides a Smartphone app for iPhone and Android devices for a fee. This can be directly purchased through your phone app store. This provides a quick and easy access point to school policy documents, calendars, grades and much more.

13.2 [Newsletter](#)

Each month the school newsletter, THE EAGLE INFORMER, is published by the school office. The Eagle Informer is available to all parents online on the website trinitylutheranministries.org. It contains various articles of importance to school families such as approaching activities, lunch menus and other important information. Please read the Informer as it is Trinity's primary means of communication.

13.3 [Parent Teacher Conferences](#)

A parent conference is scheduled with all families at the end of the first quarter. Additional conferences can be scheduled by parent, teacher or principal. Consultation with your child 's teacher(s) or the principal is always welcome. However, it would be in the best interest of all concerned if such consultations were made by appointment. The daily schedule of the principal and teachers is usually very busy and unannounced consultations cannot always be given the attention and consideration they deserve. Therefore, should a parent wish to speak in person with the teacher or principal, please call the school office to make an appointment.

13.4 [Parents and Visitors to the Building](#)

During COVID-19 Pandemic Protocol, parents and visitors are not permitted in the classrooms.

Parents and visitors should stop at the school office to inform the secretary of their presence in school. Parents are not permitted to observe in the classroom. This would include observation of the child or the teacher. If a parent feels a need to observe his/her child in class, permission must be granted by the principal only after a conference with the principal at least one day prior to the requested observation. As it is the responsibility of the principal to observe the teacher, parents will not be given permission to observe the teacher.

13.5 [Emergency Closing Data](#)

If school is going to be closed because of bad weather, parents are encouraged to tune to one of the following media outlets:

- KMOV, channel 4
- KDSK, channel 5
- KTVI, channel 2

Trinity will also use FACTS's automated calling system to announce school closings and weather-related messages. Parents should be sure that the office has all current phone numbers on file.

Trinity determines its own closing schedule, and does not necessarily follow what Edwardsville public schools (District 7) decide. On rare occasions, when the weather is threatening, District 7 may find it necessary to pick up children early. In these cases, Trinity will be directly impacted by a sudden change to the bus schedule. If you have a student(s) who ride the bus, please inform your children of this possibility so that they will have a place to go in case of early pickup.

13.6 Storms

In the event of a severe storm warning, please note the following:

- Students will be kept at school until weather permits them to leave, especially if the warning comes at dismissal time.
- Students may be released to parents who come to the school in person for their children or other designated adults if the parent request is sent to the school in writing. This will be adhered to rigorously.

The general procedure for a storm warning will be as follows:

- Students should move to the area designated by their teacher.
- Everyone should stay clear of glass covered openings.
- Students should kneel with hands over the head if indoors and lie flat with hands over head if outdoors.

It is necessary for everyone to remain quiet in order to hear instructions.

13.7 Publication/Distribution of Material

The general public, students and staff members may not use school facilities for the promotion of any group or vested interest without the Principal's approval. Materials not directly related to the school or church may not be distributed on school premises without the approval of the Principal.

14 Parent-Teacher League (P.T.L.)

All parents and teachers of Trinity Lutheran School are members of the P.T.L. Parents are encouraged to attend all P.T.L. meetings and to volunteer for planning and participation in P.T.L. events. P.T.L. meeting dates and events are listed on the school calendar.

Through various fundraisers throughout the school year, the P.T.L. raises money to support a variety of programs that contribute to the education of the students. In order for the P.T.L. to be successful in providing many support functions (such as the library, teacher classroom grants, playground equipment, technology, etc.), we need all parents to be involved and to volunteer their time and talents.

A partnership of teachers, staff, and parent volunteers is essential for making our school P.T.L. and its many programs a success. The strength of any school is parental involvement and the P.T.L. is a great way to stay connected and get involved. A volunteer checklist is provided with enrollment packets and/or available in the office so parents can easily review

the many areas where we need support. The P.T.L. recommends that each family contribute to at least 4 volunteer opportunities throughout the year

15 GENERAL INFORMATION

15.1 Bicycles and Skateboards

The school assumes no responsibility for accidents incurred while bicycles or skateboards are ridden on school grounds. Bicycles and skateboards may not be ridden on church property at any time except in traveling to and from school. Violators of these rules may forfeit the right to bring their bicycles or skateboards to school. Bicycles should be parked, and securely locked in the bike rack during school hours. Bicycle riders should wear a proper helmet and should use the Water Street entrance to enter the school property and leave by the Cass Street exit.

15.2 Birthdays

When a student is celebrating a birthday, he/she may wish to bring a treat to school for the class. This is a family decision and should never be seen as an activity that is required or expected. However, in keeping with the Wellness Policy (see Handbook Section on Health), or the complete Wellness Policy available from the office, parents are requested to consider sending healthy and nutritious snacks. If a treat is brought to school, it should be provided for all students in the class. Parents are advised to check with the classroom teacher regarding children with food allergies or special health concerns in the class before determining what treat to send.

If the birthday child is inviting classmates to a birthday party or event, and the invitations are distributed at school, all children in the class, or all children of the same gender are to be included in the invitations. If the family is only choosing to invite a limited number of classmates that type of invitation should be done by phone or mail, but not in the classroom. Likewise, gifts for a birthday party should not be brought to school unless all are invited.

The faculty has requested that teacher birthdays be treated the same as student birthdays. Thus, no gifts should be purchased for the teacher by the class or by the room parents. A treat for everyone in the class would be appropriate.

15.3 Buses

Bus riders are extended the special privilege of transportation to and from school each day. When Trinity children misbehave on the bus, the driver may give them a misconduct notice. If a child receives three misconduct notices by the driver, he/she may be suspended for the privilege of riding the bus for an amount of time determined by the Principal. Trinity children are expected to follow all Trinity policies while riding the bus.

If a child misses a connection for his local bus at one of the middle schools, he or she should go directly to the school office and tell the secretary. The middle school secretaries have been very helpful when a crisis has arisen in the past. If you have a

problem or complaint about bus service, please call the bus company at 656-0125. If the problem does not reach a satisfactory conclusion, contact the school principal for assistance.

15.4 Chapel Services

Effective August 11, 2020, until further notice, in response to the COVID-19 Virus, Chapel Services are NOT open to family and friends.

Weekly chapel services are held from 8:05-8:35. This schedule may be altered while Covid-19 precautions are in place. The chapel services are a vital part of the school program for religious education. Freewill offerings are encouraged at these services. The offerings are designated for various aspects of God's work: charitable agencies, missions and local area agencies. Family and friends are welcome to participate in these chapel services. These chapel services are not intended to be a substitute for weekend church services.

Students are to show respect for God's house. Proper behavior is expected by all students. This is done by using quiet voices and reverent behavior. Sixth grade students will be used as acolytes.

15.5 Church

Membership: Parents who have no church home are cordially invited to worship with members of Trinity. Trinity offers several worship times. Information is available in the school office.

Church and Sunday School Attendance: The actions of parents are observed and copied by their children. As a parent committed to Christian education, we ask that you do not neglect your own spiritual growth. Regular and faithful attendance at church services and Sunday school are expected of the children. Attendance is recorded by the classroom teacher every Monday morning and is included on the quarterly report cards. At the end of each quarter, students with faithful church attendance will be recognized. Trinity's faculty stresses and encourages faithful attendance in choir when a child's choir sings in weekend worship.

We strongly encourage parents to provide a positive example by attending and participating in worship, Bible study and regular personal walk of faith. Adult Bible classes are open to all parents.

15.6 Daily Schedule

Pupils and parents are asked to observe the following schedule for Kindergarten through Grade 8:

** This schedule has been adjusted for the start of the 2020-2021 School due to the Covid-19 related bus schedule adjustments that District 7 is making.

7:30am – 7:50am	Arrival
7:50am	Class beings (K-8). Children not in their respective classroom by this time are marked tardy.

2:20pm	Bus Students dismissed
2:45pm	School Dismissal

Preschool 2 meets Monday/ Wednesday or Tuesday/Thursday from 9:00-11:00.
Additional sessions may be offered depending on enrollment levels.

Preschool 3 will meet Monday/Wednesday/Friday or Tuesday/ Thursday mornings 8:00-11:00. Additional sessions may be offered depending on enrollment levels.

Preschool 4 will meet Monday, Tuesday, Wednesday, and Thursday mornings from 8:00-11:00.

Pre-Kindergarten will meet Monday through Friday mornings from 8:00-11:00 or afternoon sessions from 12:00pm-3:00pm.

15.7 [Daycare](#)

Trinity has a full time Daycare program available to preschool three children through eighth grade from 6:30 A.M. to 6:00 P.M. This service is available Monday through Friday all year except for major holidays. On minor holidays and Parent Teacher Conferences the day care will be available. It is requested but not required that those utilizing Day Care on those days sign up so that proper staffing is planned. The days that Day Care is closed will be published as part of the yearly calendar.

A Christ-centered program is provided which includes games, activities, art projects, reading time, supervised homework time, outdoor play and more. During the school year lunches are available through the school lunch program. In the summer and non-school days families are responsible for their own lunches. Snacks are available daily. Application forms are available in the school office or at the Day Care center. Families using the Day Care service may contact them directly concerning schedules or absenteeism by calling 656-0411. For more specific information on Trinity's Day Care program, please see the Trinity Day Care Handbook.

15.8 [Entering and Exiting the Parking Lot](#)

Each family will be provided a family-name poster by the school. These posters will be used by school personnel to identify which students to send out for pickup

Parents will not leave their vehicles

For security concerns, anyone picking up a student, must have the school-issued identification poster. Anyone picking up a student that does not have a poster, will be directed to a holding area so that a staff member can verify the identity of the individual as someone on-file with the school office as a verified pickup person.

For parents arriving on campus for an after-school activity or appointment, please park in the area away from the main parking lot, walk around the parking lot, in front of the day-care building and up to the front of the school for entry.

Parents will follow the following steps when picking up students at the end of the day:

1. Vehicles will enter Trinity Campus via Cass Avenue.
2. Vehicles will park in the school parking lot, with all vehicles facing the Day Care Building.
3. Parents/Guardians will then display the Trinity School issued family poster in the front car window.
4. Individual cars will be directed into the pickup area, where their students will be loaded into the vehicles.
5. Vehicles will exit Trinity Campus via Water Street.

Both school and Daycare parents are reminded to please drive carefully and be alert for small children at all times when driving on church and school parking lots. This is a school zone so remember that cell phone usage while driving is in violation of Illinois state law. **Please slow down!**

15.9 Student Safety and Security

Trinity Lutheran School makes every attempt to plan for the safety and security of our students. For that reason, we lock our building during school hours. Admission for visitors, volunteers, and guests is made through the main entrance of the school. At the main entrance, Trinity has installed a camera phone. Persons wishing to enter the building should push the button on the camera phone and the school secretary will answer. After the visitor identifies him/herself, the secretary can admit the individual by releasing the lock, which will allow the left outer door to be opened. Visitors will then be directed to the office to check-in and receive a visitor identification sticker that must be work while on campus as a visitor. Five of the outside doors are equipped with keypads which allow a staff member to swipe their keycard and unlock the door from the outside. Students are instructed not to open the doors from the inside by using the crash bar to admit visitors.

Security cameras have been strategically placed around campus. This allows recorded coverage of the external property and common areas in the school.

15.10 Fundraising

Generally, fundraising for Trinity Lutheran School is done under the direction of Trinity's PTL. There are occasions when other fundraising is permitted. Any fundraising outside of the PTL's direction is conducted under a fundraising policy adopted by the Board of Christian Schools. All fundraising begins with a discussion with the Principal regarding the purpose and goal of such a project. The Principal reports the request to the Board for approval. Details of the complete policy are available upon request.

15.11 Lost and Found

Misplaced and lost articles are placed in the Lost and Found cabinet. To ensure lost items are returned, please place your child's name on all personal items (jackets, gloves, boots and athletic shoes.) Students should not leave money or valuable items unattended. The school cannot be responsible for such items. Any article found on the

school grounds should be turned in to the Lost and Found. Students are asked to inspect the Lost and Found frequently. Unclaimed items will be donated to a charity.

15.12 Lunch

The Hot Lunch Program

Trinity operates a type "A" lunch program. The cost is published on the website. The cost of a school lunch is determined by the cost of the program, therefore, if food or other costs increase, the cost of the school lunch may also increase. Non-payment of lunches will result in losing the privilege of buying a hot lunch. Once the payment has been made, the hot lunch privilege will be reinstated. Trinity's FACTS system allows parents to log on and view the lunch calendar as well as their lunch account balance. Parents deposit money in the family lunch account in order to pay for milk and lunches. It is not necessary to deposit a specific amount or to designate whether the money is for lunch or milk. As the point of service count is taken daily and returned to the school office, deductions are made for lunches and milks consumed by the student. Parents should check the account regularly to ensure that sufficient funds are in the account to cover the milk and lunches consumed by the student(s). When the account balance is low, the system generates an e-mail reminder to the parent's e-mail address indicating that payment is due.

Free and Reduced Lunches

The government provides help with the costs of lunches to those who qualify. If you feel you qualify for free or reduced-price lunches, please ask the secretary for an application. Return the application form to the office as soon as possible. Free or reduced prices will not take effect until the application is approved by the school administrator. This information is kept confidential.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the

letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

15.13 Phones

School telephones are available for students use only with teacher permission. The secretary will contact parents when a child is ill. In the event that schedules for sports or other after school activities change during the course of the school day, students will be given permission by the teacher or coach to phone parents. Cell phones are not permitted in the classroom or on the playground during the school day. All Middle School students will turn their cell phone in to their home room teachers at the beginning of the school day. Teachers will have a designated place for students to turn them in, where they will be held until dismissal.

If a student is using a cell phone during the school day, the phone will be confiscated. An exception may be granted by the teacher as necessary with prior principal approval.

Confiscated phones will be returned to a parent.

15.14 Asbestos Management Plan

The following note is written in compliance with the AHERA federal law guidelines.

The federal law, AHERA (Asbestos Hazard Emergency Response Act), requires all primary and secondary schools to develop and implement a management plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all parents, guardians, and staff members of the presence of asbestos-containing materials and provide an opportunity for interested parents to review the management plan. This plan includes and outlines materials that contain asbestos and our intent for controlling the potential exposure of asbestos fibers in our school.

Trinity has been inspected for asbestos-containing materials since 1990. The most recent 3-Year Re-inspection was completed January 20, 2016, and was noted:

The materials were found to be in good condition throughout the building. Continue to monitor the materials under Operations & Maintenance and report any change in condition immediately.

Trinity is intent on taking necessary steps to ensure our students and employees have a healthy, safe environment in which to worship, learn, and work.

A copy of the Asbestos Management Plan is available for review in the church office.

Sincerely,

Della Field, Business Manager

16 HISTORY OF TRINITY LUTHERAN SCHOOL

1901

- Trinity Church and School is established. Members worshiped in the Christian Church on North Kansas Street. School is conducted in the church basement. 20 students are enrolled in the school and all classes are taught in German by Rev. Brunn as the teacher.

1903:

- Trinity selects its first school board at the suggestion of Rev. August Bemthal, who succeeds Rev. Brunn as teacher.

1906:

- Completion of new church on North Fillmore Street. School is held in the basement of the new church building.

1915:

- A white frame school building next to the church is constructed at a cost of \$2,365.00. 44 students were enrolled in grades 1-8. The building is dedicated on September 12 with a morning German service and an English service in the afternoon.

1920:

- The first full-time teacher, John H. Rieck, is called.

1922:

- A new addition is built. The addition included one large classroom, one smaller room and an entrance hall. An assistant teacher is hired. The school is run by two trained teachers. Enrollment is 60.

1929:

- A Parent Teacher League (PTL) is organized to foster good relationships between parents, teachers and students.

1947:

- Mr. Aldo Schnack accepts a teaching position. He continued to serve as teacher and principal for 37 years.

1952:

- 105 children are enrolled in the school with two teachers.

1954:

- A new school at 600 Water Street is constructed adding additional classroom space.

1960:

- An addition of four classrooms and a basement are added to the east end of the present building. 191 students are enrolled with four full-time teachers.

1962:

- 214 students are enrolled at Trinity.

1972:

- A co-op preschool is started, meeting in the school basement.

1974:

- The library is established. Currently the library has 4,000+ books located in the media center in the modular unit.
- 1984:
- Mr. Terry Schmidt accepts the position as principal having served as a teacher since 1975.
- 1985:
- The new church adjacent to the school is dedicated.
- 1989:
- The daycare program is established.
- 1990:
- A daycare facility is built. Mr. Roger Sprengel becomes principal.
- 1992:
- Enrollment is 250 with additional students enrolled in the preschool. An additional classroom is provided with remodeling of the school basement.
- 1994:
- A portable classroom is added to the school's facilities. 1996: An additional portable classroom is added.
- 1998:
- An addition of four classrooms, cafeteria, and church/school offices is completed. The existing school is renovated.
- 1999:
- A computer lab is added containing 20 computers.
- 2000:
- Pre-kindergarten program is established.
- 2001:
- Mr. Michael Font accepts call as principal.
 - Three classrooms and a science lab are added.
 - The Pre-school classes move into main school building.
- 2002:
- Weather station is added to science lab and Spanish instruction for Grades 5-8.
 - Enrollment exceeds 350.
 - Student newspaper is published monthly.
- 2004:
- A completely new computer lab containing 30 Dell computers is placed into service.
 - National Lutheran School Accreditation is granted.
 - Mrs. Paula Nelson accepts call to become principal.
- 2005:
- Trinity school library is moved into the main building and into a renovated classroom.
- 2006:
- The first Race for Education is held in April. A new computer for each classroom, PK-8 was purchased with the funds. These computers are designated for student use. Preschool chose to use funds from the Race for software.
- 2007:

- Building security is upgraded with the addition of a camera phone at the main entrance. All outside doors remain locked during the course of the school day.
- 2008:
- Library is enhanced by the addition of a classroom converted into a Media Center.
 - Toddler program is started for two-year-old children.
 - Eric Dunn accepts Trinity's call to be DCE.
 - Pastor Martin Springer accepts Trinity's call to be Senior Pastor.
- 2009:
- Mrs. Jan Rusnak Arneson accepts the position of full time Minister of Music.
- 2010:
- Mrs. Paula Nelson enters her Heavenly home after a battle with cancer.
 - Mrs. Elizabeth Gooden accepts call to become principal.
- 2011:
- National Junior Honor Society is begun.
- 2012:
- Trinity Lutheran School receives NLSA accreditation.
- 2013:
- Pastor John Shank accepts Trinity's call to be Senior Pastor.
- 2014:
- Pastor Jared DeBlicek accepts Trinity's call to be Associate Pastor.
- 2016:
- Mr. Wes Jones accepts a call to become Trinity's principal.
- 2017:
- Mrs. Celeste Erb retires as teacher at Trinity Lutheran School
 - Mrs. Beth Quandt is named Kindergarten teacher
- 2019:
- Ed Cook retires as teacher at Trinity Lutheran School
 - Kayla Ridgeway is hired as 8th Grade Homeroom and Middle School Math Teacher.
- 2020:
- The Covid-19 Pandemic impacts the United States, and at the direction of Governor Pritzker, all Illinois schools close to in-person learning. Trinity takes advantage of its 1:1 Chromebook ratio and implements remote learning for the 4th Quarter of the 2019-2020 school year.
 - Myra Farrell accepts a call to become Trinity's interim principal for a year.
 - Wes Jones becomes 8th Grade Homeroom teacher
 - Lynn Koch retires as teacher at Trinity Lutheran School
 - Kayla Ridgeway becomes 2nd Grade teacher.
- 2021:
- Kenneth Krueger accepts a call to become the principal of Trinity Lutheran School
 - Wes Jones becomes 7th Grade Homeroom teacher
 - Beverly Schroeder becomes 8th Grade Homeroom teacher
 - Sharon Reynolds becomes 6th Grade Homeroom teacher
 - Pastor Jess Biermann is called as the Associate Pastor at Trinity Lutheran Church

- Trinity Lutheran School begins the 2021-2022 school year with in-person learning, with restrictions in place, continuing to mitigate the effects of Covid-19

17 [Revisions](#)

8/9/2021: Updated with changes for 2021-2022 School year.