

# **Parent/Student Handbook**



**Trinity Lutheran School**  
**Burr Ridge, Illinois**

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### *Please Note...*

Every effort has been made to create a document that is as complete and correct as possible. Nevertheless, mistakes do happen and changes will occur. Please check the weekly Newsletter, which is e-mailed to parents, for updates to this handbook.

# *Legal Matters*

Trinity Lutheran School is a private school solely owned and operated by Trinity Lutheran Church, Burr Ridge, Illinois, a registered non-profit in the State of Illinois. The mission and policies of the School, specifically including matters relating to curriculum, employment and assignment of faculty and all other issues relating to the operation of the School are established by the School, through its agents, the Board of Dayschool Education.

The enrollment of students in Trinity Lutheran School represents a contractual relationship between the school and the parents or legal guardians of the students enrolled for one school term but may be cancelled by either party at any time for any reason.

This Parent Handbook is part of that agreement. By enrolling at Trinity, parents agree to abide by the rules, procedures, and codes found here.

This enrollment agreement incorporates by reference the terms of the Parent/Student Handbook but is otherwise the complete agreement between the parents and Trinity Lutheran School. The parents acknowledge receipt of a copy of the Parent/Student Handbook, as in effect on the date the parent(s) sign this enrollment agreement. Revisions to the Parent/Student Handbook that may be adopted during the School Year will be communicated via electronic messaging and/or the School weekly newsletter and become effective as specified in the communication.

Tuition and fee payments are not refundable. Moreover, if parents choose to withdraw their child(ren) from the School for any reason, any unpaid tuition is due and payable. All requests to be excused from this requirement must be made, in writing, to the School Board. The request should detail any extenuating circumstances that should be considered. Parents should be able to provide documentation as evidence for any claims about their child(ren) that are part of this process. The School Board will determine, in its sole discretion, whether the circumstances warrant excuse from this contract. The School will make all attempts to collect unpaid tuition.

The School may hold records, prohibit attendance, and/ or refer to a collection agency if tuition, fees, or fines are more than 30 days in arrears.

In the event that the School is unable to provide or continue its education services to the student for any cause, the School will not be liable for claims for any costs or expenses incurred as a result.

Trinity Lutheran School does not discriminate on the basis of race, color, or ethnic origin in its admittance policies.

# Signature page

By signing this page, I acknowledge receipt of the Parent/Student Handbook and by enrolling my child(ren) at Trinity agree to abide by all the rules, codes, and procedures stated therein. Refusing to sign does not free me from the obligation to abide by the rules, codes, and procedures stated in this handbook.

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

\_\_\_\_\_  
date

Please sign and return the bottom half to the school office.

\*\*\*\*\*

By signing this page, I acknowledge receipt of the Parent/Student Handbook and by enrolling my child(ren) at Trinity agree to abide by all the rules, codes, and procedures stated therein. Refusing to sign does not free me from the obligation to abide by the rules, codes, and procedures stated in this handbook.

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

\_\_\_\_\_  
date

# *Purpose, Organization & Philosophy*

## *School Purpose Statement:*

*The purpose of Trinity Lutheran School is the total development of the child; spiritually, emotionally, intellectually, physically – as a Christian living out God’s purposes for one’s life in today’s world.*

Trinity Lutheran School is established and supported as a ministry of Trinity Lutheran Church. The mission of Trinity Lutheran School that we shall experience

- G**row in faith through prayer and the study of God’s Word
- R**each out with the Gospel
- A**ctively serve with love
- C**elebrate the Sacraments
- E**xpress thanks and praise in Worship

## *School Philosophy*

We believe that each child is a special gift of God and is to be encouraged to develop socially, emotionally, physically, cognitively and spiritually. Our goal is to accept and affirm each child’s unique competence as a learner today, rather than just making a child “ready” for future learning. Each child is provided with appropriate activities that will challenge the child to continued growth to reach his/her potential.

As the child experiences these truths, he/she grows in self-esteem, accepting both his/her God-given gifts and limitations. This becomes the foundation for learning, enabling the child to respond boldly and confidently as God’s child and as a life-long learner.

The curriculum of Trinity Lutheran School has been developed using the Illinois State Goals for Learning as a guide, never compromising the doctrine of the Lutheran Church-Missouri Synod or the mission and ministry of Trinity Lutheran Church. These standards are used in the selection of curriculum materials. Under the guidance and support of our Christian staff, the child

learns to approach, examine and evaluate the materials and his/her experiences in light of the Christian faith. This process is a life-long skill that enables the child to grow in faith and to witness that faith to others.

Through a stimulating environment with hands-on experiences and varied learning resources, the child can gain problem-solving skills, social skills, independence and a love for learning. These concrete learning experiences broaden the foundation for future learning. At Trinity each child experiences God’s love and learns to know Jesus as his/her personal Savior. Students join in daily prayer and worship, learn Bible truths, practice stewardship of God’s world and learn to share the Gospel with others.

The school supports the parent/guardian as the child’s primary teacher. We also recognize the family’s responsibility to provide Christian nurture for the child. Since the home remains the chief agency for the Christian training of the child, the school strives to support the family in this task. In turn, the school expects the family to model the Christian faith life in worship and Christ-centered living. Together the parent/guardian and the school work cooperatively to enhance the child’s life as a learner and as a child of God.

# *Program Overview*

## *Preschool*

Trinity offers both 3-year-old and 4-year-old classes. Children entering the 3-year-old class must be 3 years of age before September 1<sup>st</sup> of the current school year. Likewise, children entering the 4-year-old class must be 4 years of age before September 1<sup>st</sup> of the current school year. All children must be toilet trained. No diapers or pull-ups are allowed.

The curriculum meets and/or exceeds the State of Illinois standards including the appropriate ratio of children to certified teacher. Assistants are added as needed.

Age appropriate activities include: guided free play; circle time with movement, music, and Bible stories; projects based on the alphabet and literature (fiction and non-fiction); language development; science; math; and art experiences. Social skills, including: respect for others and the use of good manners are developed throughout daily class. Thus, the child is developed intellectually, physically, emotionally, socially, and spiritually,

Preschool classes are half-day, with the option of a child attending extended care, for a full-day program.

## *Kindergarten*

Students entering the Kindergarten program must be 5 years old before September 1<sup>st</sup> of the current school year. The curriculum follows the standards set by the state of Illinois. Instruction in all areas is developmentally appropriate for the Kindergarten student.

Trinity currently offers morning Kindergarten taught by a certified teacher, which includes: reading, math, Jesus time (Bible stories), computer, library (once a week), art, science, and social studies activities. Parents are offered the choice for children to stay for a whole day after 11:30 a.m., where they participate in an enrichment, extended-day program. Starting with lunch, students will be provided with many activities to stimulate learning throughout the day.

Students in Kindergarten participate in many of the 1<sup>st</sup>-8<sup>th</sup> grade activities including: Chapel, field trips,

National Lutheran Schools' Week, school musicals, Christmas Service, Reading Incentive Programs, and singing in Sunday church services.

## *Elementary School Program*

Teaching and living the Christian faith remains our primary goal throughout all the grades. This is achieved through the integration of the Christian faith in all subject areas. Weekly chapel, daily devotions and weekly memorization also provide faith nurturing experiences for the student.

The curriculum of Trinity Lutheran School has been developed using the Illinois State Goals for Learning and National Lutheran School Accreditation Standards as guides and include some of the Common Core Standards (CCS). Subjects include:

Language Arts	Mathematics
Science	Social Studies Fine Arts
Religion	Technology
Physical Development	

The curriculum is extended through various means, including field trips, speakers, and the integration of technology into the curriculum as a tool to support learning. Music education is included in the weekly schedule and includes an optional band and orchestra program and the participation in school choirs. These choirs share music at Trinity worship services, as well as community and school functions. Fine Arts are included both in the weekly schedule and integrated into other curricular studies. Physical education follows a curriculum plan that supports the whole development of the child.

Other program elements may include:

- The President's Physical Fitness Award
- Reading incentive programs
- Participation in Christmas worship
- Field trips and guest speakers
- Mission and service projects
- Band program
- Piano and strings program, Spelling Bee, Sports Programs: Cross Country, Volleyball, Basketball, Cheerleading, Track & Field
- School theatrical presentations

- Middle school electives
- Talent Show
- National Lutheran Schools Week
- Middle school class trips
- Weekly chapel service
- Field Day
- Outdoor Education in Grade 6
- Student Council
- 8<sup>th</sup> grade class trip

All students are required to participate in daily religion classes, a yearly Christmas service, weekly chapel, daily devotions, and prayers.

## *Academics*

### *Abilities Based Math and Literature (3-8)*

Trinity Lutheran School has chosen to apply learning standards to Math and Literature using ability rather than grade level. We believe children progress and learn differently. In order to best serve each child, we have standards that children must meet before they can be considered to move to the next ability level.

In Literature, teachers have a rotating curriculum so that when a child remains at the same level, each year they will learn new materials and review the previous year's material.

The following are the standards set for the students to advance:

1. Cumulative grade in current class is A
2. Teacher recommendation

In order to remain in the advanced classes the student must:

1. Maintain at least a B average
2. Be diligent in completing work on time in all subjects

### *Late or Missing Assignments Due to Absence*

Tests will be made up at the discretion of the teacher. Assignments that are missed due to an absence will be given upon the student's return to school. The student is responsible for obtaining this information. It is the

**parent/guardian's responsibility** to obtain and ensure completion of all student work following return from an absence. Student work may be requested via a morning telephone call to the school office and picked up on the table in the school lobby. A child will be given one day to make up assignments for each day of absence.

### *Late & Missing Assignments Not Due to Absence*

In order for students to learn at an optimal level, they must come to school with daily assignments finished. In grades five through eight, a student who is not prepared for class (i.e., missing an assignment, does not have proper physical education attire, etc.) will be assigned to the homework room to finish the work that was assigned for that day until 4:00. A grade will be given on the amount of work that is accomplished with 10% taken off and turned in at that time. Because academics come first, students will miss any extra-curricular activities that are occurring during that time.

### *Grading*

Report cards will be issued on a quarterly basis. The following scale will be used in Grades 3 through 8:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69

Grades 1-2: Uses above and:

- E Above Average
- S Average
- U Below Average
- NI Needs Improvement

Kindergarten:

- 1 Exceeds grade level expectations
- 2 Meets grade level expectations
- 3 Beginning to meet grade level expectations
- 4 No Appraisal at this time

## *Awards*

### *Honor Roll*

Certificates will be awarded on a quarterly basis to students in Grades 3-8. The following criteria will be used core subjects: All graded courses.

**High Honor Roll All A's** (in core subjects) No D's, F's or I's in any subject.

**Honor Roll All A's and B's and 1 C** (in core subjects) No D's, F's, or I's in any subject

### *Testing*

Academic progress is measured using MAP (Measure of Academic Progress). This test is administered in the fall and the spring.



# School Procedures

## Attendance

### School Calendar

The school calendar is issued at the beginning of the school year. The calendar meets the attendance requirements of the Illinois School Code.

### School Hours

Preschool 3's..... 8:20-11:00 a.m.  
Enrichment.....11:00-3:15 p.m.

Preschool 4's..... 12:20-3:00 p.m.  
Enrichment..... 8:30-12:15 a.m.

Kindergarten.....8:30-11:30 a.m.  
Enrichment..... 11:30-3:15 p.m.

Grade 1-8 .....8:20-3:15 p.m.

### Emergency Closings

Families will be notified of school closings due to weather conditions or other emergencies via the Fast-Direct system. Information may also be broadcast over local radio and television stations. Information is available through the Emergency Closing Center [www.emergencyclosings.com](http://www.emergencyclosings.com). Preschool sessions canceled for emergency or weather will not be rescheduled. Extended Care is not open during those times.

### Daily Attendance

Daily attendance and punctuality are expected. The school and home must work together to provide for continuity of instruction and the development of positive work habits. To ensure the safety of the student, the parent or guardian must contact the school office when a child is absent via a Fast-Direct message or a telephone call to the absence line (708)839-1444 x110.

### Absence

Attendance and tardiness are recorded on the permanent record for each student in Kindergarten and above. A valid cause for absence shall be:

- Illness
- Observance of religious holiday
- Death in the immediate family
- Family emergency
- Other situations beyond the control of the student

Every attempt should be made to schedule medical and dental appointments outside of school hours. (See Late or Missing Assignments)

**When absent for medical reasons more than three consecutive days or when activity must be limited, students must present a written excuse from a doctor.**

### Punctuality

Students who are tardy must report to the school office. A child is considered tardy if he or she **arrives in the classroom** after the official start of the day (8:20), but within 50 minutes (9:20 a.m.) of that time. Students arriving later than 50 minutes will be marked absent for one-half day of school. Students who leave school more than 50 minutes before the dismissal time (2:25 p.m.) will also be marked absent for one-half day of school. **Students in Grades 1 through 8 will serve a detention after being marked tardy every five times. (3:15-4:00 p.m.).** After the third detention, a meeting with the principal is required to work out a plan to reduce tardiness.

### Truancy

The State of Illinois defines an unexcused absence as truancy; with excessive truancy defined as 5 percent of school attendance days. Any child who accumulates combined absences of more than 5 percent attendance days of the last 180 days will be considered truant and will be considered for grade level retention.

### Code of Conduct & Discipline

Discipline at Trinity is Christian discipline. Therefore, it is not administered in a spirit of vengeance, nor with thought of retribution, but rather that the child be guided toward the achievement of behavior controls that make him or her the kind of citizen who will grow in favor with God and man. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the

matter of discipline, is to be done in a spirit of love for the Lord Jesus and love for the child. No corporal punishment is permitted.

### *Basic Guidelines at Trinity Lutheran School*

In every community there is a need for guidelines. God's Word gives the Ten Commandments as guidelines—guidelines for living lives characterized by love for God and love for others. Trinity Lutheran School does not presume to improve on the Ten Commandments; however, in a general way, the following attempt to state the expectations for students in conjunction with the Law of God:

1. A student should respect God at all times in his or her personal daily living, showing thanksgiving for blessings bestowed upon him or her as God's Redeemed. **(You shall have no other Gods.)**

2. A student should respect God and his or her fellow students by using language becoming to a Christian. Language that insults God's creation, profanity, or other "street language", such as "OMG" will not be tolerated. **(You shall not misuse the name of the Lord your God.)**

3. In chapel or in any worship setting, behavior that dishonors God or makes it difficult for others to worship God will not be tolerated. Faithful, weekly church and Sunday School attendance is required by God. **(Remember the Sabbath Day by keeping it holy.)**

4. A student should respect God by honoring and obeying his teachers or adults who are placed over him as God's representatives. All school assignments made by teachers are to be completed by students on time! Back talk, disrespectful side remarks, excessive and rude talking disrupts others; and disruptive conduct to teachers and others will not be tolerated. Toys, guns, knives or items such as electronic devices, which tend to create a disturbance, are not to be brought to school. The teacher will collect such items. **(Honor your father and mother.)**

5. A student should respect God by controlling his or her anger and humbly take his or her place among his or her fellow students by showing love and forgiveness to all classmates. Fighting, possessing weapons, picking fights, bullying, etc., will not be

tolerated. The possession or use of alcoholic beverages, cigarettes, drugs or fireworks in any form are not only illegal but harmful. Such possession or use will warrant immediate suspension from school. **(You shall not murder.)**

6. Gestures, jokes, pictures, and statements that are sexually insulting to God's creation will not be tolerated. **(You shall not commit adultery.)**

7. A student should respect God and his or her fellow students by respecting the rights and property others. Stealing property from others, "borrowing" without asking permission or destroying property will not be tolerated. The care of personal property and school property is required at all times. Cheating on schoolwork in any way is a form of stealing information and someone else's knowledge. This is against school rules and a sin against God's law. **(You shall not steal.)**

8. Lying and all forms of malicious tale bearing designed to hurt others will not be tolerated. Children of God will want to build up the good names of others rather than tear them down. **(You shall not give false witness against your neighbor.)**

9. Students are not to take or seek to get those things that are not rightfully theirs. **(You shall not covet.)**

### **Code of Conduct**

1. **Respect God and His Word.** For example: be an example to others by following the example of Jesus, use words and language that encourages others and builds them up.

2. **Respect the teacher and others in authority.** For example: respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school.

3. **Respect the Teaching-Learning Process.** For example: be regular in attendance and be on time to school, do your best with the gifts God has given you, completing assigned work and turning in assignments when due, follow classroom rules and help classmates do the same; do not interfere with the learning of others.

4. **Respect the Rights of Others.** For example: recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened, this includes any school activities and Internet interactions.

5. **Respect the Property of Others.** For example: take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology.

*Failure to follow the Code of Conduct may result in detention, suspension or expulsion.*

### *No Harassment Policy*

Trinity Lutheran School does not and will not tolerate any type of unlawful harassment of or by our students or employees. We ask all parents or guardians to explain to their children the types of things that could constitute “harassment.” As adults we understand that “harassment” includes, but is not limited to, bullying, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, national origin or disability. “Harassment” also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct or electronic communication (e -mail) of a sexual nature involving either members of the opposite or the same sex.

These words are not always meaningful to younger children. Therefore, in explaining these concepts you should stress that the school needs to know whether anyone at school makes your child feel uncomfortable. In that regard, you should remind your child that it is inappropriate and unacceptable to call other students mean, unkind names or to tease them in ways that are hurtful. It is also inappropriate and unacceptable to grab or touch another child in ways that are hurtful or embarrassing. You should explain to your child that he or she should not engage in any of these behaviors when your child talks, writes, draws or plays with other children.

If the parent/guardian feels their child is being harassed in any way by a teacher, administrator or fellow student, the child’s teacher or another school administrator should be notified immediately. These

matters will be thoroughly investigated and, where appropriate, disciplinary action will be taken. Please do not assume that the school is aware of your problem. Bring your complaints and concerns to our attention so that we can help resolve them.

### *Search & Seizure*

All items brought onto school premises or to school related events are subject to being searched, with or without cause, by school personnel, including book bags, purses, lockers, etc. Similarly, students will be required to empty their pockets at the request of any school teacher or administrator. The school also retains the right to conduct random locker or book bag searches. Items found to be in violation may be confiscated by the teacher or administrator and returned to the parent or student at the teacher’s or administrator’s discretion. Students found to be in violation of this policy will be subject to disciplinary action that may include suspension or expulsion. Items not allowed include, but are not limited to:

- ✓ Toys (including electronic games)
- ✓ Weapons (any item that could cause personal injury)
- ✓ Tobacco or drugs

Any instance of student possession of weapons or illegal drugs may result in a report to local authorities.

***Violation of this policy will subject the harasser to disciplinary action, up to and including immediate discharge, suspension or expulsion from school.***

### *Bullying*

Bullying is defined as repeated actions, done on purpose, toward an individual with the intent to gain power over that individual and hurt that individual in body or emotionally. Bullying is considered a major offense and will be handled in the following manner.

1. First Offense. A detention will be issued. Contact with the parent will be made by the principal explaining the Code of Conduct and the consequences. An apology is expected from the offender.
2. Second Offense. A detention will be issued. A meeting will be held with the student, parent, principal, and teacher.
3. Third Offense. An out-of-school suspension will be given. The parents, student, principal, teacher, and a

Trinity School Committee member will meet to discuss the future of the student. 4. Fourth Offense. Expulsion from Trinity Lutheran School.

## *Clothing & Personal Belongings*

Each school child must wear neat and clean clothing that reflects the Christian values of the school and that will allow the child to fully participate in all activities.

Students at Trinity Lutheran School are expected to be neat and well groomed. Their clothing should be in good taste for school living, worn in the generally accepted manner, and be decent and inoffensive. Clothing that exposes undergarments, bare midriffs or is otherwise revealing is inappropriate for school. To ensure modesty and appropriate dress for school:

- Shirts and blouses should not be low cut in a revealing way and be long enough to be tucked in.
- No printed T-shirts/Sweat shirts should be worn to chapel.
- Sweat pants, leggings, yoga pants, and athletic pants are not to be worn at school by grades 3-8.
- Skirts, dresses, and shorts must be fingertip length and should NOT be extremely tight.
- Pants should not drag on the floor.
- Pants, shorts, and skirts need to be worn at the natural waist.
- Clothing should not display writings or pictures that are vulgar, suggestive, or advertise alcohol or drugs.
- Excessively frayed or torn clothing should not be worn.
- Gym clothing is required for grades 5 through 8 and should be worn only for gym.
- Students should wear footwear including socks in the building at all times.
- Sandals or shoes must have a back strap or back support (no flip flops or Crocs).
- Hats should be removed upon entering the building and should not be worn at any time in school.
- Coats designed for outdoor wear should not be worn in the classroom.
- Hair should be neat, clean, and well-groomed. No extreme hairstyles.

- Earrings that dangle and could get caught on something should be avoided. Boys may not wear earrings.
- Light makeup is acceptable (girls grades 5-8).

Students who do not adhere to the dress code will be directed to change clothing or wait in the school office until parents are notified and appropriate clothes provided.

### *Preschool through Grade 4*

The child must have clothing and shoes appropriate for daily gym class and daily outdoor play. When snow is on the ground, all students must have waterproof boots and snow pants to play in the snow. Grade school students will go outside for a recess break unless it is raining or the wind chill factor is 10 degrees or below. Shoes must be worn in the classroom at all times. No outdoor clothing, boots, or hats are to be worn indoors.

### *Preschool through Grade 2*

Each child must bring a complete change of labeled clothing in a labeled re-sealable bag for emergency use. A labeled backpack or school bag large enough to accommodate 9x12-inch papers is required. Toys must be left at home.

## *Physical Education*

### *Kindergarten through Grade 8*

All students in grades Kindergarten through Grade 8 are required to wear athletic shoes for participation in physical education class. These athletic shoes will be kept at school specifically for gym use.

### *Grades 5 through 8*

Students in Grades 5 through 8 are required to wear the specified Trinity Lutheran School gym shirt and shorts for all physical education classes. It is the student's responsibility to see that these gym clothes are laundered on a weekly basis or whenever deemed necessary by the physical education instructor. Students who have been issued lockers must keep them neat and orderly.

## *Field Trips*

Field trips are scheduled to enrich and support the curriculum of both the preschool and grade school. A field trip that leaves Trinity's property necessitates a separate permission slip that is made available, in advance, for the signature of the parent/guardian. Please note:

- No child will be allowed to participate in a field trip without a signed permission form. The parent/guardian will be contacted to provide care during the field trip for any student without a signed permission form.
- Children under eight (8) years of age must be transported in an age-appropriate car seat if provided by the parent/guardian.
- Parent/guardians or staff members who drive for field trips must complete a background check, register on the field trip form with the school office by providing proof of a valid driver's license and automobile liability insurance coverage as required by the State of Illinois. (See Field Trip Permission Form in Appendix.)
- Drivers must require that all occupants use seat belts.
- Children under 12 years old may not be seated in a front seat. Parents will follow Volunteer Field Trip Helper guidelines (see Volunteer Guidelines, page 26).

## *Illness, Medical Care & Accidents*

### *The Three Cs of Prevention*

We request your assistance with a simple, yet very important health issue that aims to keep all of our students as healthy as possible and minimize the sharing of germs. We will be teaching and practicing making healthy choices for our bodies, which includes: hand-washing clinics, table washing, and the three Cs of Illness Prevention: Clean, Cover, and Contain:

**Clean** Wash your hands frequently and thoroughly.  
**Cover** Your cough or sneeze with your elbow or sleeve.  
**Contain** Stay home if you are sick or have signs of illness.

It is part of our plan that these choices will become healthy habits that create and promote a healthier learning environment for all students. We are asking parents for their help in this project by reading Trinity's policy on illness (below) and assisting with the Containment portion of the Three Cs.

### *Illness*

A child who is ill cannot attend school. The staff conducts an informal health check at the time of arrival, and if symptoms of illness are present, the child will not be admitted. When absent more than three consecutive days or when activity must be limited, students must present a written excuse **from a doctor**. The staff reserves the right to request confirmation from a physician that the child's medical condition is not contagious. A child must remain at home if he/she shows symptoms of sore throat, earache, fever, stomach upsets, vomiting, diarrhea, rash, persistent cough, or reddened, watering eyes during the previous 24 hours, including:

- Fevers of 100 degrees or higher (Children must be fever free without medication for 24 hours before returning to school)
- Difficulty breathing or persistent cough
- Three or more loose stools.
- Stool that contains blood or mucus.
- Vomiting two or more times during the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration (such as a sensitive gag reflex).
- Mouth sores that cause excessive drooling, resulting in the child's inability to control his or her own saliva.
- Rash with fever, until a physician has determined the illness is not a communicable disease. Eye infections (conjunctivitis or pink eye with drainage) until examined by a physical and determined to not be communicable or until after 24 hours of antibiotic treatment.
- Decreased activity level or if your child appears excessively tired.
- Irritability or persistent crying.
- Any known communicable disease
- Head lice

Students should remain at home until fever-free, vomit-free, or on antibiotics for 24 hours and/or until completely recovered.

**The parent/guardian is to contact the school office within the first hour of class time indicating why the child is absent. The school must also be notified immediately if a student has a communicable condition such as chicken pox, strep throat, measles, conjunctivitis, scarlet fever or head lice so that the school can inform the Health Department and other families, as required.**

### *Illness or Accidents at School*

Any child who becomes ill at school will be separated from the group. A parent/guardian, or other adult authorized on the emergency form, will be contacted to provide care for the child.

In the event of a minor accident, the staff will administer basic first aid. In the event of an emergency, an attempt will be made to contact a parent/guardian and/or the 911 emergency services will be called to take the child to the hospital. Since Trinity Lutheran School does not offer any form of personal or medical insurance, the parent/guardian is responsible for any and all costs incurred for the medical treatment.

### *Medical Needs*

Trinity Lutheran School requires that the parent/guardian submit a Medical Care Authorization form (see Appendix) when a child is in need of individual medical care for conditions such as allergies, diabetes, ADHD, etc. This form must be completed and signed by the doctor, indicating all directions for care and administration of medication. The parent/guardian must also sign the form.

**Prescription medication deemed medically necessary must be brought to the school office in the original container, with the original pharmacy label and the aforementioned completed form. Non-prescription medication may only be administered by the parent/guardian in the school office, unless the Medical Care Form in the Appendix is completed and kept on file in the school office. Students are not to have any type of medications (Tylenol, cough syrup, or cough drops, etc.) in their possession.**

A student may possess medication for (asthma, epi pen, diabetes medications) for immediate use at the student's discretion, provided the Medical Care Authorization form has been completed. The school and its staff shall incur no liability, except for willful and wanton conduct, as a result of a student's self-administration of medication or the storage of medication by school personnel.

### *Safety at School*

To allow for the safety and protection of all students, staff and families, a map is distributed each fall with directions outlining safe parking, entrance and egress. All adults and students are expected to exhibit compliance with these procedures.

Students must walk at all times while in the school and church buildings. The school doors open for office business at 8 a.m. All entrance doors remain locked during the school day, except those monitored by the staff. If a student arrives at school earlier than 8:00 am they are to go to KEEP. Children must be supervised when in the building and on church property.

### *Safety Drills*

Drills for fire, tornado, lock down and other emergencies are held on a regular basis at the school. All occupants of the building, including volunteers and visitors, are expected to participate in all drills.

### *General Guidelines*

--Gum chewing is not allowed by students in the school building due to maintenance issues.  
--Cell phones may not be used for calling during the school day.

### *Gymnasium*

- ✓ Children must be supervised by an adult at all times
- ✓ When mats are stacked for storage, they should not be climbed or sat upon
- ✓ PE equipment is for class use only
- ✓ Equipment must be put away after each use
- ✓ Students must walk in the gym unless participating in class and athletic competition
- ✓ Balls should not be thrown against the walls

- ✓ Only solid or roll-on deodorant may be used (no spray)
- ✓ Uniforms must be cleaned regularly
- ✓ Do not kick off walls

### *Lunch in Classroom*

- Remain seated until dismissed
- Wait to deposit garbage until instructed to do so
- Speak in quiet voices only
- Enter kitchen from gym
- Line up in hall by stairway
- Students must eat only what they brought from home--lunches may not be shared

### *Hallways*

- Children must be supervised by an adult at all times
- Use quiet voices
- Hallways are for walking
- Please stay to the right
- Keep clutter out of the pathway

### *Playground*

- Children must be supervised by an adult at all times
- Slides are for going down seated and feet first only
- One on the slide at a time
- Stay off the top of the equipment
- Leave mulch on the ground
- No snow throwing
- No sitting, standing or walking on the wall, and railing

### *Computer Lab*

- Children must be supervised by an adult at all times
- Food and drink is not permitted near computers
- Computer use policy must be followed

### *Chapel*

- Show respect for God and others by walking, whispering, and worshipping
- Hymnals should remain in the racks unless being used
- Cards and envelopes in pew racks should be left alone

### *Classroom Hallways Parent Policy*

Classroom hallways open for grade school and kindergarten students at 8:10 a.m. and open for pre-school students at 8:20 a.m. and 12:20 p.m. The classroom hallway will again be open for preschool pick up five minutes before dismissal. All other times, hallways remain closed during school hours.

Please note:

- Parents, volunteers, and other visitors must sign in at the office. (Please bring driver's license)
- All items to be delivered to students/staff must be brought to the office.
- All visitors and volunteers must wear a visitor's badge while in the school building.

### *Preschool Arrival*

Each preschool child must be accompanied to the classroom and left in the care of the classroom teacher no sooner than five minutes before class time. No child is to be left unsupervised in the classroom, hallways or parking area.

### *Grade School Arrival*

Grade school students are expected to enter and exit the building following the front lobby doors. Because our hallways are crowded, parents are asked to say good-byes in the lobby. Since teachers are preparing for the day's class and supervising students, parents should contact teachers through the school office.

### *Late Arrival*

Those students arriving after the beginning of class are to report to the school office to be signed in by an adult.

## *Preschool Dismissal*

Students will only be released to a parent/guardian or an adult who has been given written authorization. All changes must be made in writing, in advance, at the school office. The staff may request identification of any individual at any time. Court orders limiting parent/guardian access must be on file in the school office.

## *Early Dismissal*

Those students leaving before the regular dismissal time are to be met and signed out at the school office by the parent/guardian.

## *Grade School Dismissal*

Prompt pick up is expected at the end of the day. Those students remaining after 3:30 p.m. will be sent to KEEP.

## *Snacks & Lunch*

In pre-school and Kindergarten the parent/guardian is required to provide snacks on a rotating schedule as outlined in the monthly newsletter.

All grade school students may bring daily lunches from home or order meals through our hot lunch program. Milk is also available. Carbonated beverages and/or glass containers are prohibited from school lunches. The student should be able to open any and all prepackaged food items included in his lunch. **All food from home should be ready to eat, there is no microwave use by students. There is a hot lunch menu you can order from if your child desires a hot lunch.** Students are not permitted to share food items.

It is a general practice of the school to provide a lunch and milk for students who have forgotten their lunch. Should this service be needed, the school reserves the right to assess the family for the cost of the lunch.

All food served to the students by Trinity Lutheran School, other than daily lunches from home, must arrive in the original packaging of the manufacturer or producer, including:

- Juice or milk served for preschool snacks
- All preschool- grade 1 snack donations
- Snacks or desserts provided in conjunction with hot lunch days or special student events

Since snacks and cooking experiences are often integrated into the curriculum, if, for medical or religious reasons, a child is unable to be served a certain food item, the school must be informed in writing by completing the medical care authorization form available in the school office.

## *Hot Lunch Information*

The school offers a hot lunch program for students and staff. Hot lunch must be ordered online. Orders must be placed and paid for in a timely manner. In the case of a school closing, hot lunch ordered for that day will be cancelled and credited to your account.

## *Technology Acceptable Use Policy*

All persons using the Trinity Lutheran School computers are required to abide by the following rules. Failure to do so will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses.

### Introduction

Trinity Lutheran Church and School utilizes technology to support both the ministry and business functions of Trinity. Technology includes, but is not limited to, the following:

- computers, tablets, monitors, printers, modems, and other peripherals
- networking equipment and access to the Internet
- the sound system
- the telephone and bell
- assorted televisions, projectors, recorders,
- copiers, scanners, fax machines, digital and non-digital cameras.

Technology use is a privilege for the staff, members and students of Trinity. The following guidelines provide a general outline of acceptable and unacceptable use of technology at Trinity Lutheran Church and School. Use of technology at Trinity implies an agreement to these guidelines whether or not the user has signed a formal



agreement. This privilege is maintained by complying with the technology use guidelines in this policy.

### *Guidelines for Use of Technology*

- Technology should be used in a way that treats all people in a God-pleasing manner. Therefore, it is unacceptable to download, store, print or distribute any form of information (e.g. text, photos, graphics, movies, sound, music) that is profane, obscene, offensive or hurtful. Technology must never be used in a way that is harmful to another person.
- The privacy of other people is to be respected at all times. Users may not intentionally access the messages, files or work of others without their permission.
- Users may not interfere or tamper with the work of another. This includes disrupting or degrading the normal functions of computer hardware and software. Nor may technology be used in a way that is disruptive to the classroom or any other ministry or business environment.
- Students and non-staff are to use technology, including the computer network and access to the Internet, only as instructed by a staff member. Any attempt to gain access to resources, programs or on-line sites that are not authorized by a staff member is unacceptable. Computer settings such as passwords, backgrounds, screen savers, icons, etc., may not be altered without the permission of a staff member. The security of computers may not be compromised in any way. Private passwords may not be shared with others. New users are to be registered with the appropriate system administrator.
- All standard copyright restrictions are to be followed at all times. This includes, but is not limited to, printed information and computer software. Copying of program files (as opposed to personal word processing files or other work) is prohibited except with the approval of an authorized staff member.
- Reasonable care is to be taken when accessing and downloading files to determine that they are free from computer viruses. Virus

protection programs are not to be disabled or uninstalled under any circumstances.

- Use of technology at Trinity for personal financial or commercial gain is prohibited.
- The following guidelines are to be adhered to when accessing and using the Internet:
- Personal information of any kind about the user or another person (students, teachers, parents, etc.) may not be transmitted. This includes information about school, home, or the location of a person at any given time.
- Students and non-staff members may not use any Internet feature, including the World Wide Web, Telnet, Gopher, Veronica, Archie, Finger, FTP, or email without the direct personal supervision of a staff member or authorized volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present and is actively monitoring the work.
- Persons accessing the Internet are expected to maintain a Christ-like demeanor at all times. Therefore, no text, image, movie, sound, or other form of media that contains obscene material or language that offends or degrades others will be allowed.
- All changes to the hardware and software setup at Trinity Lutheran Church and School are to be approved and completed by the Trinity Technology Committee and other designated authorities.
- Trinity maintains a website on the World Wide Web as a means for witnessing, communicating information and advertising the ministries of the church and school. All material published to this site must be approved by the Trinity Technology Committee prior to its publication.

Possible consequences for violations of this Technology Acceptable Use Policy include:

- Withholding Privileges
- Liability for use/damages

Student consequences for violation may also include:

- In-school isolation
- Out-of-school suspension
- Expulsion

Those who use technology at Trinity acknowledge that all technology resources are owned by Trinity Lutheran Church and School and administered by the Trinity Technology Committee and other designated authorities. Technology may not be removed from the Trinity Lutheran Church and School site without permission. All computer files, including email, are the property of Trinity and should not be considered private. The Technology Committee reserves the right to inspect computer files and monitor computer systems.

Technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His kingdom. Trinity Lutheran Church and School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our members, families, students and staff to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance the Christian ministry that Trinity is able to provide to the members of the Trinity Lutheran Church and School community.

### *Cell Phones and Other Electronic Devices*

Upon arrival to school all hand-held devices will be placed in a bin in their classroom, they must be turned off. When it is time to leave for the day the students may take them.

Students ARE allowed to:

1. Bring phones, hand held devices, I-pods, I-pads, etc. to school.
2. Use these devices for: reading, calculator in math, dictionary, encyclopedia, thesaurus, etc.
3. Use these devices after school – outside the building, or during athletic events – in the gym only.

Students ARE NOT allowed to:

1. Keep them on their person or in their lockers.
2. Use them in hallways, bathrooms or playground.
3. Use devices when they are to be working on other activities.

4. Use devices to access or send inappropriate material.
5. Use devices for cyber-attacks on students or faculty.
6. On Field trips (unless permission is given by the teacher).
7. Use of cell phones during before after school Extended Care.

The school will not be liable for lost, broken or missing phones, i-pods, i-pads or any other electronic device that are brought to school. Using cell phones or any device illegally will result in a detention and confiscation of the device, which will be held for pick up by the parent or guardian. Suspension of the student may also result. Trinity reserves the right to search student cell phones or electronic devices if there is reasonable suspicion that there has been a violation of school rules.

### *Internet Access*

The school community—students, faculty, administrators and staff—have the privilege of access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal CD or flash drives. While the school cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is.

### *Transportation*

#### *Bicycles*

All bicycles must be walked on school property or riding privileges for that student will be suspended. Bicycles should be locked outside of the building during the school day.

#### *Walkers*

Students who walk to or from school must cross school property at cross walks and use sidewalks at all times. A letter of permission is available in the appendix or

online that parents may complete, which allows students to walk or ride their bicycles to school. Students walking or riding bicycles to school must have a letter of permission on file in the school office.

## *Athletics Program*

### *Team Commitment*

Participating on a team requires the commitment of both athlete and parent. Attendance at practice is required, except for illness or pre-arranged absence by parent. A student who is absent from class may not on that day participate in practice or a scheduled game. Any exception can be made only after consultation with the principal, athletics director and coach.

Parents and students should understand the expectations of individuals as members of a team. When a student makes a commitment to participate as a member of a team, he/she agrees to give that commitment priority. Parents are expected to help their athlete honor this commitment.

### *Participation Fee*

A participation fee, as approved annually by the Trinity Athletics Committee will be assessed for each sport in which the student participates. These fees will cover the costs of the uniforms, referee fees, tournament fees, and supplies not ordinarily provided by the school.

### *Medical Examinations and Insurance*

Students must have a physical examination before being eligible to participate in any interscholastic sport, including practice. The form must be the one approved by the Illinois High School Athletic Association (IHSA). See Appendix or online.

### *Transportation*

Trinity teams must rely on parents to help with transportation, and the parent of each athlete will be asked to share in team transportation. All drivers must meet the requirement for transportation established for school field trips.

It is the school's policy to transport only the number of individuals as recommended for each vehicle's capacity,

and this policy will be strictly enforced for reasons of safety and liability. Illinois State law requires that a working seatbelt must be available and used by each passenger. If sufficient transportation for the entire team is not available, the game will be forfeited.

### *Sportsmanship*

Trinity athletes and fans consider all opponents as friends and guests. They treat them with courtesy and respect. Players and fans accept the decisions of the officials and refrain from abusive remarks from the sidelines. Trinity fans applaud our team and our opponents at a good play and reflect Christian conduct and sportsmanship.

*Trinity players strive to win without boasting and lose without excuses.*

### *Booster Club*

The purpose of the Trinity Booster Club is to support and promote all extracurricular athletic programs at Trinity Lutheran School. The Booster Club will be facilitated through volunteer support. Every family with a son or daughter participating in the Trinity athletics program is a Booster Club member and will be expected to volunteer at sporting events through concessions, score book, and tournament help. Members of Trinity Lutheran Church & School who would like to support the Tigers athletics program are also invited to participate as an active member and volunteer.

### *Program Funding*

The Booster Club will be funded by student athletics fees, concessions sold at volleyball tournament, special event fundraisers, and athletics fund donations.

### *Requirements for Athletic Eligibility Intent*

- To ensure that our athletes, as representatives of our school, represent the entire program and its purpose.
- To help develop the self-motivation and acceptance of responsibility necessary in all aspects of Christian life.

- To remind all participants of the dual purposes of Trinity—education and the service of Christ our Lord.

## Definitions

**Unacceptable grade** -An average for a given grading period in any subject which is lower than a C-, D+ or lower.

**Probation** -A period of time, with full participation, in which the athlete may bring his grade up to an acceptable level. First probation is two weeks, second probation is one week.

**Suspension** -A period of time with no participation in which the athlete may bring his or her grade up to an acceptable level.

**Subjects involved** -All subjects are averaged individually!

## Procedure

- Every two weeks, each teacher with students participating in a sport will determine those students with unacceptable grades or in danger of receiving unacceptable grades. Those students and the coach will be notified in writing and notification will be sent home to the parents. Written notices will be sent home on Monday or the first day of the school week if not a Monday.
- Any student with an unacceptable grade will be placed on two-week probation for the first offense for a subject.
- If, after two weeks, the grade(s) have not reached an acceptable level (letter grade C- or above), the student will be suspended from any participation for two weeks.
- If, after the suspension period the grades are still unacceptable, the student will be removed from the team for the remainder of the season.
- If, after a period of probation, the grade is acceptable, and then once again drops below C- level, the student will be placed on one-week probation.

- If, after a suspension, the suspended grade(s) are brought to an acceptable level and then drop below the C- level, the student will be placed on a one-week suspension. If the unacceptable grade is not brought up to a C- or higher by the end of the one-week suspension, the student will be removed from the team.
- All probation/suspension notices must be signed by a parent and returned to the student's teacher.

## *Eligibility at Start of Season*

Academic Eligibility will begin the first day of practice for each sport. Students will be notified after the first practice of their eligibility status, and, if applicable, will receive a probation notice, as given during the regular season.

## Exception

- If, in the opinion of the teacher and parent, the student is working at the peak of his or her capabilities and still cannot meet these standards, the rules above may be waived.
- If, in the opinion of the teacher and parent, the student is seriously slipping in the level of his or her work, even though work is above minimum requirement, the teacher may choose to enforce any or all parts of this procedure.

# *Volunteer Guidelines*

Trinity Lutheran School is greatly enhanced by the participation of volunteers. The guidelines have been developed to protect the safety and well-being of the children at Trinity Lutheran School. Volunteers serve as role models of Christian behavior, submitting to the directives of the staff members who are ultimately responsible for the student. Volunteers are expected to be supportive of these guidelines and all school policies, and will be denied participation if it is deemed necessary by the administration.

## *Frequency of Volunteering*

It is required that any volunteer working with children must be cleared with a background check through the school office. All volunteering is limited to the parent, guardian or grandparent (grandparents may volunteer in the classroom only) of the student, unless authorized by school administration.

## *Arrival & Departure*

Each time a volunteer helps at Trinity Lutheran School, he or she is to check in at the school office and obtain a volunteer badge. Driver's license will be needed at time of check in. At the end of the activities, each volunteer is expected to sign out. Volunteers are expected to arrive and depart following the agreed-upon time schedule.

## *Confidentiality*

Anything discussed or observed while volunteering is to remain confidential; i.e., a child's behavior, a discussion between a parent and a teacher or an assistant. Often times the things seen and heard are isolated from their full context and the volunteer is not fully aware of all of the circumstances, or what support measures are in place. Our goal is to support each child and his or her family. It is the role of the staff to know and to keep this information confidential, sharing only what is needed.

## *Siblings*

Since the role of the parent volunteer is supervision of students or coordination of student activities, siblings are not permitted to attend field trips or classroom functions in which the parent is acting in a supervisory

capacity. Siblings are welcome to attend functions such as Chapel and special classroom presentations under the direct supervision of their parent(s).

## *Discipline*

The school disciplinary policy is one of positive guidance techniques. All staff and volunteers are expected to model caring Christian behavior to the children and to others in the school settings. Behavior problems can often be avoided by providing clear expectations and appropriate activities. Children are to be redirected to appropriate choices and any behavior problems encountered by a volunteer are to be referred to the teacher. It is the teacher's responsibility to deal with the situation.

## *Training*

Any training needed by volunteers concerning the location of supplies, operation of copy machines, use of the oven, etc., will be made available as needed. If directions are not available, please contact the school office staff for assistance.

## *Field Trips*

Field trips are scheduled to enrich and support the curriculum of both the preschool and grade school. A field trip that leaves Trinity's property necessitates a separate permission slip that is made available, in advance, for the signature of the parent/guardian. Please note:

- No child will be allowed to participate in a field trip without a signed permission form. The parent/guardian will be contacted to provide care during the field trip for any student without a signed permission form.
- Children under eight (8) years of age must be transported in an age-appropriate car seat if provided by the parent/guardian.
- Parent/guardians or staff members who drive for field trips must register with the school office by providing proof of a valid driver's license and automobile liability insurance coverage as required by the State of Illinois on the Field Trip Permission Form (see Appendix).
- Drivers must require that all occupants use seat belts.

- Drivers may not use Cell phone while driving children.
- Children under 12 years old may not be seated in a front seat.
- Parents will adhere to the following Field Trip Helper guidelines.

## *Field Trip Helper Guidelines*

### *Before the Trip*

- Each volunteer must provide Trinity with driver's license information and state-required liability insurance.
- Each participating volunteer must have a background check on file with the school office.

### *At School on the Day of the Trip*

- Volunteers meet in the designated area at the time of the trip. The teacher will provide each volunteer with a list of the students in their group, the school telephone number, and the directions to the destination.
- The students will be grouped in the classroom and leave for the parking lot together with the teacher.
- Each volunteer is responsible for seatbelt use by each occupant of the vehicle. Children under the age of eight (8) are required to use a child safety seat if one is supplied by the parent or guardian. Children under twelve (12) must not ride in the front seat.
- The teacher is responsible for verifying seatbelt use and to indicate when the cars are ready to leave.
- Drivers will follow the teacher's specific directions regarding the route traveled and supervision of students.
- Drivers will not stop in route for food, snacks, fuel, etc. (except in an emergency), unless approved by the teacher. Hard feelings result when one group stops to purchase additional treats.
- Parents who are chaperoning/driving on field trips should not use cell phones, except in emergency. Their primary responsibility is the safety of the students. All drivers must follow traffic laws at all times.

## *At the Destination*

- Volunteers and children remain in the car until all cars are parked and the teacher has exited the car.
- Each volunteer is responsible for helping to provide leadership and care for the group, under the direction of the teacher. Groups are to stay together unless directed otherwise by the teacher. Volunteers can facilitate student learning by directing and guiding the children.
- Return using the procedure in the previous section.

## *Back at School*

Volunteers and children are to remain in the car until all cars are parked and the teacher exits the vehicle. The volunteer escorts the group to the school entry; the teacher leads students to the classroom.

## *Of Special Note*

Drivers of vehicles equipped with on-board video or DVD players may only provide G rated movies while driving students on field trips.

## *Room Parent Guidelines*

### *Communication*

Each teacher utilizes the talents of room parents differently and will be in contact with the room parent to discuss the best ways to meet the needs of the teacher and the students. It is important to talk with the teacher about expectations for any parties before beginning to plan.

### *Correspondence*

Any and all correspondence being sent home in a Monday or Friday Folder must be approved by school office personnel. Monetary donations may be collected for a class gift at Christmas and the end of the year only. Letters requesting donations for these gifts must make clear that contributing to the gift is optional and that there no suggested donation or limits. Treats may be brought to celebrate teacher birthdays. Please work with the school office personnel, who have access to class and school schedules, to determine appropriate timing for treats.

## *Classroom Parties*

Parents are to be asked to contribute supplies needed for classroom parties. Call and request napkins, plates, cups, etc., remembering that all contributions are optional, but that people are very willing to donate if asked. It is a good idea to send a reminder sheet in the Monday or Friday Folder prior to the party. Room parents and other volunteers who assist with parties in the classroom should secure childcare for younger siblings as siblings may not attend these events. Those assisting with parties must sign in as visitors in the school office.

## *Special Events*

Occasionally there are some unexpected special events in the lives of staff members, such as weddings, baby showers, or funerals. Room parents may take up a collection if they desire; however, this is at their discretion.

## *Staff Appreciation*

Trinity has chosen to show appreciation to teachers with lunches served during Parent Teacher conferences, During Lutheran School's Week, and at Teacher Appreciation Week.

# *Home-School Relationships*

## *School Office Hours*

The school office is open from 8 a.m. until 4 p.m. on attendance days. The office is closed on weekends, holidays and other non-attendance days. If you cannot reach office personnel in person, call 708-839-1444 and leave a message or contact the school office through the Fast-Direct main office contact.

## *Communication*

We use Fast Direct, [www.fastdir.com/tlbr](http://www.fastdir.com/tlbr), for messaging, grading, etc. to contact parents in the event of an emergency or to relay information to groups of families. Please let the office know which telephone number(s) to use to notify you. As a parent you can be notified by your home e-mail.

## *School Newsletter*

This informational newsletter, which is the school's main avenue of communication, is sent home via Fast Direct electronically every week. It is the family's responsibility to read the message for announcements and for notification of school activities. Grades Preschool – 4<sup>th</sup> grade children also use a Monday or Friday Folder which includes a place for parent/guardian signature acknowledging receipt of the folder. This signature and folder are to be returned to school each Monday or Tuesday.

## *Money for School*

The school office manages school funds, thus all home-to-school payments such as book orders and hot lunch orders are to be delivered to the school office. All payments are to be enclosed in an envelope labeled with the child's name and payment purpose. If the school office is closed, place your check in an envelope with your name in the locked box in school lobby. Faculty members are not permitted to collect money, nor are they responsible to check student possessions for payments.

## *Student Records*

Student records are confidential, thus information is only shared on a need-to-know basis with the staff. No information, other than directory information, is released to any outside person or agency without the written permission of the parent/guardian.

## *Custody Arrangements*

Court orders limiting parent/guardian access must be on file in the school office before they can be legally enforced by school personnel.

## *Record Updates*

Parents/guardians must keep the school informed of any new or changed information, thereby keeping all records updated and correct. The school cannot be held responsible as a result of false or omitted information that has been requested from or provided by the parent.

## *Family Directory Information*

A button on each family's Fast Direct account, provides student listing by class or alphabetically with parents contact information.

## *Conferences*

The school schedules one required parent-teacher conference. Additional conference appointments may be requested at any time to address concerns or to monitor student progress.

## *Caring & Sharing*

Since family concerns directly affect the child, parents/guardians are encouraged to keep the staff informed of concerns. The staff strives to support both family and child; thus, in addition to the teaching staff, the pastor and principal are also available for support or to provide referrals.

## *Suspected Abuse or Neglect*

The State of Illinois requires that the staff of a childcare or school facility report all cases of suspected child



abuse and/or neglect to the Department of Child and Family Services.

### *Student Telephone Use*

Students are not allowed to use the telephone during the school day except in an emergency, or as directed by staff. Students may not use cell phones for calls, texting, or social media during the school day.

### *Lost & Found*

The school will take normal precautions with personal belongings, but cannot be held responsible for them. Lost and Found items will be placed outside the office door. Any unclaimed items will be donated to charity.

### *Photographs*

Photographs and videos are routinely taken by the school and may be used for publicity purposes. The parent/ guardian must notify the school in writing, upon enrollment, if the child's photograph cannot be used for publicity purposes.

### *Classroom Visits*

Parents or guardians of enrolled students may visit their child's class, with advance-notice, by contacting the school office. Please limit time to two periods (one and one-half hours). Parents are encouraged to participate as classroom helpers to learn more about the school. **Student visitors or potential students may only attend school with their parent or guardian also in attendance or with the prior approval of the school administration. Potential students do get one "Shadow Day" in which to spend an entire day with future class. Teacher education students occasionally observe classes as part of their training, and the school serves as a site for student teachers.**

# *Enrollment, Tuition & Fees*

## *Enrollment*

### *Non-Discrimination Policy*

Trinity Lutheran School does not discriminate on the basis of race, color, sex, national or ethnic origin. Such data are collected upon registration for reports that verify the school's non-discriminatory policies.

### *Enrollment Priority*

Congregation members and continuing families are given priority for enrollment and re-enrollment. Application for enrollment is then open to other interested families. The school reserves the right to order student enrollment according to needs as determined by the Trinity School Board.

### *Enrollment Requirements*

Any child under the age of six must meet the class age requirement before September 1 of the school year. All new students must provide an original birth certificate to verify the child's age upon application for enrollment. In addition to the above, each child aged three or older must be toilet trained.

Before a new student applies for enrollment in Kindergarten or grade school, a meeting is scheduled for the school administration to meet the student and a parent/ guardian. The school reserves the right to administer pre-enrollment testing to meet the student's needs. Students transferring from another grade school must provide proof of successful placement at that grade level before acceptance.

### *Student Class Placement*

All students will be placed in the age-appropriate class unless an alternative placement has been determined to be a more developmentally appropriate placement. An evaluation team consisting of the parent/guardian, staff and school principal will attempt to work together to determine this placement. The final decision is made by the school administration. Placement in a class and enrollment at Trinity Lutheran School is conditional upon the child's success in that environment.

### *Student Needs*

Any child with special needs will be considered for enrollment on an individual basis. In order to best meet the needs of the child, this policy will apply to all needs; i.e., allergy needs, dietary needs, medical needs, educational needs, and all developmental needs; such as speech therapy or monitoring, school district monitoring or services, and enrollment in other programs.

It is the responsibility of the parent/guardian to notify the school in writing of any and all conditions or needs upon application for enrollment and/or as they occur. A release form must be signed to authorize the release of all necessary information and to authorize care for the child's individual needs.

While in attendance at Trinity Lutheran School, the student retains his/her right for special education testing and/or services from the public school district in which the child holds residence. The staff may refer the parent/ guardian to seek testing or services as needed. Students who receive special accommodations and/or modifications and are still not meeting academic standards will have an academic review by an educational team to determine continued eligibility for enrollment.

### *Enrollment Application*

The parent/guardian may visit the school before applying for enrollment by arranging an appointment through the school office. Application for enrollment must include:

- Completed enrollment application
- Completed Tuition Fee and Policy Agreement
- Non-refundable deposit
- Grant or assistance applications, as needed
- Original birth certificate, required of all new students
- Additional forms/records, as indicated

### *Enrollment Confirmation*

The school will confirm the child's class placement via email. The deposit will not be refunded unless the school fails to place the child in a requested class. Preschool students may remain on a waiting list for a preferred class while holding a confirmed class placement.

## *Forms & Health Standards*

The parent/guardian will be given a copy of the current state health standards and requirements. It is the responsibility of the parent/guardian to secure all medical examinations, immunizations, tests and/or records; including the transfer of all records from the child's previous school; and ensure compliance with all state requirements.

- Eye Examination in Kindergarten
- Dental Examination in Kindergarten and Grades 2 and 6
- Physical Examination upon entering school, Kindergarten and Grade 6
- Athletes require a yearly sports physical

## *Legal Names of Students*

When parents or an outside agency seek to enroll a student at Trinity Lutheran School under a name other than the legal name or seek to change the name of a student already enrolled, the parent will be informed that the name of the child as shown on the birth certificate will be used on the official school record until such time as a final court order verifies a legal change. Where a student's name is changed legally, all official school records will be updated to include only the acquired legal name.

## *Parent Meetings*

It is strongly suggested that at least one parent/guardian attend the orientation/curriculum meeting scheduled at the beginning of each school year. A classroom visit is also scheduled for the preschool child and a parent/guardian to provide an opportunity for the child to become familiar with the classroom and staff. In addition, one required parent-teacher conference is scheduled each year.

## *Returning Families*

Registration paperwork must include the \$150 nonrefundable processing fee per student in-order-to confirm a space. As of February 28, 2018, the unconfirmed spaces will be opened to allow enrollment by other families

## *New Registrations Prior to June 1*

For new enrollee, registration is considered complete when the following items are submitted and approved by office staff: non-refundable processing fee, tuition payment in full and/or enrollment of Smart Tuition electronic payment; completed school forms; completed medical records

## *Registration during the School Year*

When a student is registered during the school year, the annual tuition will be prorated according to the remaining attendance days. All forms, records and required payments must be complete prior to student attendance.

## *Tuition & Fees*

### *Tuition Payment*

The non-refundable processing fee and the signed Tuition & Fees Agreement are due when applying for enrollment or reenrollment. This agreement outlines the family's financial obligation and must be signed by the financially responsible individual; (1) The annual tuition is due on August 16, or before student attendance, when enrollment occurs during the school year; (2) The family can only establish a payment plan utilizing the Smart Tuition electronic payment plan.

### *Need-Based Tuition Assistance (K-Grade 8)*

The availability of need-based tuition assistance is dependent on gifts and the status of the school budget. Application forms are available in the school office. The application form must be submitted by April 15 for fall enrollment, or as circumstances warrant during the school year. A subgroup of the School Board will review the application when student enrollment is confirmed. The family will be required to disclose full family financial information to be considered for this award. Awards are announced in writing by May 31 (budget approval required), or as soon as possible for applications received during the school year.

### *Trinity Lutheran Church Grants*

Active members of Trinity Lutheran Church will be credited with a Member Grant for grade school and kindergarten tuition provided they are regular attendees at worship services and Holy Communion.

By "regular attendance" the pastors and the congregation mean and therefore expect at least 50 percent worship each month of the year. If any school family finds that expectation to be impossible to due to extenuating circumstances, they are to discuss that with the senior pastor as soon as possible. Otherwise, consistent failure to meet this minimum attendance requirement may result in the loss of the Church Member Grant.

### *Monthly Tuition Payment Options*

1. All payments to Smart Tuition are due on the agreed upon date or will result in a late fee. All monthly tuition is due the 15<sup>th</sup> of each month.

If tuition is not paid by the 25<sup>th</sup> of the month your child may not return to school.

2. Tuition can **ONLY** be paid through a checking account or credit card. All payments are through SMART tuition or paid in full at beginning of the year.
3. **Progress Reports, Report Cards will not be available to view. Transcripts will not be sent to another school until all tuition and fees are paid in full.** All payments to the school must be made by check or money order, payable to Trinity Lutheran School, or credit card. **KEEP late payments (30 days in arrears) will result in a service fee of 10%.** Checks returned due to insufficient funds will result in a service fee of \$25.

### *Extenuating Circumstances*

The parent/guardian must contact the school office immediately in writing when extenuating circumstances arise, outlining the circumstances and an alternative payment plan. The school office will submit the request to the School Board. Submitting an alternative payment plan will not excuse the family from tuition and fees already incurred.

### *School Property*

The parent/guardian will be held financially responsible for the damages or replacement of any school property that is entrusted to the student's personal care.

### *Terminating Enrollment*

The school reserves the right to terminate the enrollment of any child if (1) the responsibilities of the parent/guardian to the school are not met; (2) the needs of the child cannot be met; or (3) in meeting the needs of the child, the needs of others are compromised.

### *To Withdraw before June 1*

When enrollment circumstances change, the parent/guardian must submit a written notice of intent to withdraw from the school by June 1. Meeting this deadline will release the family of all tuition obligations for the upcoming school year. The non-refundable processing fee will be forfeited.

*To Withdraw between June 1 and the First Day of School*

**Existing Trinity** families must inform the school in writing. The non-refundable processing fee will be forfeited as well as a \$200 withdrawal fee. Failure to inform Trinity by the first day of school, the account will be assessed an amount equal to 10 percent of the annual tuition obligation.

**New Families** must inform the school in writing. The required registration fee and the first month's tuition will be forfeited.

*To Withdraw After the First Day of School*

The parent/guardian must inform the school in writing by the first of the month if the child will be leaving Trinity Lutheran School during the upcoming month. The annual tuition obligation will be prorated accordingly, with tuition due for the entire last month, whether or not the child is in attendance for the full month. Failure to meet the first-of-the-month deadline will result in an additional month of attendance to be included when calculating in the tuition obligation. Account balances must be paid in full and all school property returned by the final attendance day. Refunds due to prepayment will be mailed to the family after the final attendance day.

## *Working Together*

### *Parent Involvement*

The child's school experience can be enhanced when the parent or guardian takes an active role in the school. Thus, the parents of Trinity Lutheran School have formed a Parent-Teacher League (PTL) to further develop the homeschool relationship and to provide support to the school. Additional volunteer opportunities are made available through the school office, the staff, the school newsletter, and sign-up sheets. To provide for the safety of all students and staff, all volunteers must abide by the written volunteer guidelines.

### *Parent Communication*

Working together, we can build our school's reputation as a place that celebrates our faith in our Savior and a place of excellence in education. The staff and Trinity School Board value the input of the family; thus, there is a "Tell us what you think" tab on our website to share **positive** ideas for growth.

At times, concerns will arise. In Matthew 18, the Bible provides God's people with guidance in addressing concerns. At Trinity Lutheran School, God's guidance on this matter is taken seriously. It is our responsibility to first speak directly with the appropriate individual of our concerns. If speaking to that individual does not resolve the issue, please contact the principal, who will assist you in resolving the matter.

If the issue involves school policy, the Trinity School Board must address the issue. The "Tell us what you think tab" or a request for variance of policy must be written, addressed to the Trinity School Board, and submitted to the school office. The principal, who is responsible for all school policy to be followed, will review the input and respond in a timely manner.

*May God bless our efforts, as we...*

*"Train up a child in the way he should go"*

## *Trinity Parent Association Working for our School (P.A.W.S.)*

### *General Information*

To enrich the lives of Trinity students, parents, grandparents, staff, and faculty by offering Christ-centered activities, parent education, and coordinating quality fundraisers that raise crucial funds to support any additional need of the school, all which glorify and display the love and thankfulness we have for God and each other. The Parent Association Working for our School (P.A.W.S.) is dedicated to displaying excellence and integrity even when no one is looking. We are pleased to provide a FREE Parent-Teacher organization at Trinity and anticipate a fruitful, fun and Christ-infused school year.

### *P.A.W.S. Event & Opportunity Descriptions*

The weekly Newsletter has updates and information about upcoming events. It is sent home on Friday's.

*TRIP* (tuition reduction incentive program) is a program that allows you to earn money on the purchases you are already making. Simply buy gift cards through this program and use them at restaurants, stores, gas stations, movies, and more. The vendors in the program refund a percentage of your purchases to the school. TRIP volunteers track your earnings throughout the year and a portion of your tuition will be reduced.

*P.A.W.S. Sponsored Events*—are fun for the whole family! These annual events include a back-to-school pool party, grandparents' day, various fundraising events, and a school picnic.

# *APPENDIX*

# Medical Care Child's Authorization

## Trinity Lutheran School Burr Ridge, Illinois

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

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

Condition covered on this form: \_\_\_\_\_

If this symptom, situation, or side effect occurs:

1. \_\_\_\_\_

Then this procedure shall be followed:

2. \_\_\_\_\_

The law regulating the administration of medication in schools is the same as the law applied to hospitals and other institutions: Medication will be administered ONLY with the written order of the individual's private physician. All medication including over the counter medication must be in the original, labeled prescription container and kept in the school office. Medication to be administered

Name of Medication: \_\_\_\_\_

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

Dosage Administered: \_\_\_\_\_

Prescribing Physician: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

This form must be signed by the prescribing physician or be accompanied by a signed physician order when requiring the administration of medication. By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School and its employees and agents, on my behalf and in my stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of Trinity Lutheran School), lawfully prescribed medication in the manner described above. To indemnify and hold harmless Trinity Lutheran School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.

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

*(Required for administration of care or medication)*

Signature of Physician: \_\_\_\_\_ Date: \_\_\_\_\_



# Field Trip Permission (Parent Driven)

## Trinity Lutheran School Burr Ridge, Illinois

The students of Trinity Lutheran School will participate in a field trip. Students and staff will be driven in private cars by parents or staff who have a valid driver's license and carry liability insurance. Parent drivers will be responsible for assisting with the guidance and care of a small group of children and will adhere to the volunteer guidelines. All passengers will wear seatbelts.

**Children under the age of eight (8) years must provide and use their own car seat or booster seat, in accordance with Illinois State law, effective January 1, 2004.**

Siblings may not participate in field trips.

Field Trip Location	
Class Attending Field Trip	
Date and Time of Field Trip	
Rain Date of Field Trip	
Cost of field trip	
Please sign and return permission slip to school by	

Thank You! (Please detach and return lower portion)

\*\*\*\*\*

I hereby grant permission for my child, \_\_\_\_\_, to go to \_\_\_\_\_ with Trinity Lutheran School, on \_\_\_\_\_ or the alternate "rain date" of : \_\_\_\_\_ insert date

Please fill in the appropriate blanks below:

\_\_\_\_\_ I am unable to volunteer to drive

\_\_\_\_\_ I volunteer to drive on the field trip. I can take \_\_\_\_\_ children from my child's class, including car seats, if needed.

My responsibility for assisting with the guidance and care of a small group of children.

My responsibility to adhere to the field trip and volunteer guidelines

That the following license and insurance information is true as stated:

My driver's license number \_\_\_\_\_ State \_\_\_\_\_

My insurance carrier \_\_\_\_\_

My cell phone number \_\_\_\_\_ Parent/Guardian

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

\_\_\_\_\_ Child's Class \_\_\_\_\_

# *Field Trip Permission (School Bus)*

## *Trinity Lutheran School Burr Ridge, Illinois*

The students of Trinity Lutheran School will participate in a field trip. The distance of this trip necessitates the use of a school bus. Parent helpers will ride the bus and assist in supervision of the students.

Siblings may not participate in field trips.

Field Trip Location	
Class Attending Field Trip	
Date and Time of Field Trip	
Rain Date of Field Trip	
Cost of field trip	
Please sign and return permission slip to school by	

Thank You!

(Please detach and return lower portion)

\*\*\*\*\*

I hereby grant permission for my child, \_\_\_\_\_, to go to  
 \_\_\_\_\_ with Trinity Lutheran School,  
 on \_\_\_\_\_ or the alternate "rain date" of : \_\_\_\_\_ insert date

Please fill in the appropriate blanks below:

\_\_\_\_\_ I am unable to volunteer to assist on this trip

\_\_\_\_\_ I volunteer to assist on the field trip.

I acknowledge the following: My responsibility for assisting with the guidance and care of a small group of children

My responsibility to adhere to the field trip and volunteer guidelines

My cell phone number \_\_\_\_\_ Parent/Guardian

Signature \_\_\_\_\_

Date \_\_\_\_\_ Child's Class \_\_\_\_\_

*Bicycle/Walk Permission Slip*  
*Trinity Lutheran School Burr Ridge, Illinois*

**This form will be in effect from the date listed below or until notification**

**Is submitted to the school office**

\_\_\_\_\_ has my permission to:

Child's name

Please check the following:

ride bicycle to/from home/school                       any time                       only with dated note

walk to school and home                                       anytime                       only with dated note

- Trinity Lutheran Church and School is not responsible for damaged or theft of bicycle
- Trinity Lutheran Church and School is not responsible for injuries sustained while going to/from home/school
- Bicycle must be walked on school campus at all times

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

## *Report on Asbestos*

In accordance with the regulations of the Illinois Department of Public Health, we are required to inform you of the presence of material that contains asbestos fibers was found in the mastic used to adhere the tile in the original school building. It does not constitute a health risk in this location since it is under the tile and bonded within the mastic. Trinity Lutheran School conducts ongoing building surveys to identify and safely manage previously installed products that contain asbestos.

Furthermore, all renovation of our building must be reviewed in advance by our Board of Trustees to ensure that materials that contain asbestos will not be disturbed without the use of proper safeguards. Work that requires removal or repair of material that contains asbestos is restricted to trained and qualified persons only. Your child's health is our utmost concern. Trinity Lutheran School is committed to a policy of safety and to effectively managing asbestos on our campus. Our Asbestos Management Plan is located in the school office and is available for your review.

