

Trinity Lutheran School
School Board Policy Manual
MISSION STATEMENT

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

TLS, together with our congregation, exists to:

welcome children and their family to a Christ-centered environment;

equip them with the foundations for academic excellence;

and send them forth in lifelong service for the Lord.

Trinity Lutheran School
School Board Policy Manual
Philosophy Statement

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

We believe that Christian education is the responsibility of the family and the congregation working together. The role of the Christian school is to assist parents in providing a Christ-centered education in obedience to God's command. To this end, our teachers instruct children in the light of God's Word and aid them in their growth and development:

Spiritually: A knowledge of the Gospel message is considered to be of primary importance. Our students learn to know God through Jesus Christ, God's Son. They are taught that "all have sinned and fallen short of the glory of God" (Rom. 3:23) and come to know that Jesus is the only source of salvation from sin, death, and the power of the devil. Above all, our students learn that they can be saved only through faith, a gift from the Holy Spirit. The teachings and truths of God's Word motivate, direct, and guide the conduct of our teachers. God's Word is our standard for everyday living. By the grace of God, our students are empowered to do His Will in lifelong service out of love for their Lord and Savior.

Academically: Students are provided with a comprehensive program of quality education so that they may develop their God-given talents and skills for lives of responsible Christian service. Under the guidance of Christian teachers, students learn to understand and appreciate their talents and abilities as gifts from God. Students are provided with a solid scholastic foundation for the purpose of continuing their future education.

Physically: Students have a physical need to satisfy the demands of the body (food, water, air, sleep, etc.). Students need to accept the responsibility for their bodies' health, safety, and recreation. Students are taught 1 Cor. 6:19-20, "Do you now know that your body is a temple of the Holy Spirit, who is in you, whom you received from God? You are not your own; you were bought with a price. Therefore honor God with your body."

Socially and Emotionally: Students are provided with opportunities to mature in social interactions with others. They have an emotional need for stability and security, acceptance from others, affection, and a sense of personal worth and achievement. This is provided through the Christian environment.

Trinity Lutheran School
School Board Policy Manual
Board of Education Membership

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The Board of Trinity Lutheran School shall be composed of three (3) elected members, Pastor, and the School Principal.

The term of office for the elected members shall be three (3) years with one member being elected each year.

Trinity Lutheran School
School Board Policy Manual
School Board Meetings

Initial Adoption Date:
Date of Last Review:
Date of Last Revision:

School board meetings are usually open to the public in that all constituents are welcome to attend and observe the proceedings. However, there are occasions when the board must deal with confidential and sensitive issues that will need to be dealt with in executive session. At that time, the public will be asked to leave the meeting. Board members must then refrain from reporting confidential information or talking about personnel issues outside of the meeting. In the case of very sensitive or important matters, the board must decide how, by whom, and to whom these matters will be reported.

Trinity Lutheran School
School Board Policy Manual
School Board Organization

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The Board of Trinity Lutheran School shall be composed of three (3) elected members, the Pastor, and the School Principal.

The term of office for the elected members shall be three (3) years, with one (1) member being elected each year and terminating on December 31, of the third year of their term.

The chairman of the school board will be elected by the new board each year.

The chairman will then appoint the secretary and vice chairman.

Trinity Lutheran School
School Board Policy Manual
Responsibilities of the Chair

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The chair shall:

1. Preside over all Board meetings.
2. Call special Board meetings when the need arises.
3. Attend Church Council meetings and report on behalf of the School Board.
4. Attend and report to the Voter's Assembly.
5. Be on call for questions and information for the administration, staff, parents, and congregation.
6. Hand out diplomas at graduation.
7. Speak at school function when necessary.
8. Coordinate any committee work of the School Board.
9. See to it that the School Board is maintained and updated on a three year rotation.
10. See to it that all board members have a copy of the current policy manual.

Trinity Lutheran School
School Board Policy Manual
Board of Education Responsibilities

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The board of TLS shall be responsible for the quality of the Christian based education offered by Trinity Lutheran School and compliance with the State of Illinois guidelines for school health and safety. The scope of this responsibility shall include providing overall direction for school policies, curriculum, staffing, facilities, and financial management.

The board shall:

1. Maintain a written, clear and precise statement of the purpose of the school.
2. Offer an educational program and curriculum that fulfills the school's stated purpose.
3. Provide for the promotion of the school.
4. Develop school policies that will guide and direct the principal in the daily management and operation of the school.
5. Work with and supervise the school principal who, under this board, is the school's executive administrator and is responsible for the daily management of all aspects of the school's operation.
6. Be responsible to Trinity for the calling, engaging, discipline or release of the principal, faculty, or staff members to ensure excellence in education.
7. With the principal, engage competent people to fill short term teacher position vacancies.
8. Administer with the Board of Property the health, sanitary, and safety standards of the school and recommend any significant changes needed to the educational facilities.
9. Prepare and present an annual report to the Church Council summarizing plans and recommendations for the school's future.
10. Annually recommend a schedule of student fees and tuition for the coming school year.

Trinity Lutheran School
School Board Policy Manual
Governing Board Minutes

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The School Board of Trinity Lutheran School is responsible to ensure that regular school reports are prepared and presented to the Voter's Assembly. Minutes of school board meetings need to be written in a manner that clearly describes that activities of the board and allows for easy reference. The school board secretary should complete and return to each board member, the school administrator, and the pastor, a written copy of the minutes of each board meeting. Copies of these minutes are to be on file in the school office.

Trinity Lutheran School
School Board Policy Manual
Anti-Discrimination Policy

Trinity Lutheran School does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, hiring policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

Trinity welcomes and admits students and staff of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Trinity Lutheran School's admission policies are to be in compliance all applicable state and federal laws prohibiting discrimination, including:

- Title IX of the *Education Amendments of 1972* (20 USC 1681 et seq.).
- the *Individuals with Disabilities Education Improvement Act* (20 USC 1400 et. seq.).
- the *Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.).
- Title VI of the *Civil Rights Act of 1964* (42 USC 2000d et seq.).
- Title VII of the *Civil Rights Act of 1964* (42 USC 2000e et seq.).
- The *Americans with Disabilities Act* of 1990 (42 USC 12101 et seq.).

Trinity Lutheran School
School Board Policy Manual
Development/Adoption of Policy

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The Board has the jurisdiction to legislate policy for the school with the force and effect of law. Board policy shall provide the general direction as to what the Board wishes to accomplish while allowing the principal the professional prerogative to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the congregation members, administration (School Board and principal), staff and students of Trinity Lutheran School.

A member of the Board, the principal, staff, students, or any members of Trinity congregation may propose policy statements. Proposal policy statements or ideas must be submitted to the School Board through the office of the principal in order to be placed on the agenda of the School Board meeting.

The final action taken to adopt the proposed policy shall be by a simple majority of the Board. The policy will take effect on the later of the date of passage or the date stated in the motion.

It is the board's responsibility, in consultation with the principal, to adopt school policies. The Board will avoid making decisions that are the responsibility of the principal. The Board passes policy, the principal creates procedures.

Trinity Lutheran School
School Board Policy Manual
Review and Revision of Policy

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School Board will, at least every month, review the Trinity Board Policy Manual as needed. When the policy manual has been reviewed, a notation of the date of review will be made to the front of the Board Policy Manual. The review date and any provisions shall be attached to the minutes at the time of the review.

Trinity Lutheran School
School Board Policy Manual
Emergency Preparedness

Initial Adoption Date:
Date of Last Review:
Date of Last Revision:

Trinity Lutheran School will provide a safe and secure environment to all those persons: students, participants, staff, and visitors, who enter the school property.

It shall be the responsibility of the principal to establish and carry out written regulations which will:

1. Identify staff members who will be responsible for the effective administration of the plans.
2. Provide a review (written) on the plan's effectiveness.
3. Gather input on safety Committee which shall be charged with the task of:
 - a. Discovering and investigating unsafe conditions.
 - b. Discovering breaches of property security.
 - c. Making recommendations to the principal.
5. Establish an Internal Response Team. (Defined in Emergency Plan)

It shall be the responsibility of the principal or a duly authorized member of the staff to contact local law enforcement authorities in the event of the following:*

1. an incident of physical violence occurs on school property
2. an incident involving firearms or other weapons occurs on school property
3. an incident involving drugs or drug paraphernalia occurs on school property

*[SEE ALSO: Trinity's Crisis Management Plan]

Trinity Lutheran School
School Board Policy Manual
School Wellness Policy

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The entire school program, not just the classroom, will be aligned with healthy goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity. The school supports an environment where children learn, develop, and participate in positive dietary and lifestyle practices leading to lifelong wellness behaviors. By facilitating learning through the support and promotion of good nutrition and physical activity, a school contributes to the basic wellness of its children. Wellness, in turn, contributes to achievement, attendance, and behavior. All procedures for implementation are described in the Wellness Handbook.

The TLS principal will report to the TLS School Board at least yearly on how the Wellness Policy is being implemented and how well its goals are being met.

Trinity Lutheran School
School Board Policy Manual
Weather Related Closings

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

A. In the event of inclement weather, the principal shall make the decision on whether or not to close the school for the day. That decision shall be made in consultation with local public school officials.

B. Information regarding a school closure/delay will be broadcast on radio stations and shared via a message will also run on the robo call system.

C. If school is dismissed early, all after school activities will be canceled.

Trinity Lutheran School
School Board Policy Manual
IOSHA

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School shall be in compliance with the Illinois Division of Labor's IOSHA rules and regulations.

Trinity Lutheran School
School Board Policy Manual
Fire Marshall

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School shall be in compliance with the State fire Marshall in accordance with the fire and safety regulations of the state of Illinois and the city of Stewardson.

Trinity Lutheran School
School Board Policy Manual
Health and Safety

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School shall be in compliance with the Illinois Department of Health in accordance with the state of Illinois.

Trinity Lutheran School
School Board Policy Manual
Basic Instruction

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

ACADEMIC EXCELLENCE IN A CARING, CHRISTIAN ENVIRONMENT:

PRE-SCHOOL: Trinity Lutheran School offers morning and afternoon pre-school for three and four year olds.

KINDERGARTEN: All day kindergarten is available.

GRADES ONE THROUGH EIGHT: The courses of study at TLS are: Religion, Language Arts, Science, Mathematics, Social Studies, Computer Science, Fine Arts, Physical Education, and Health Textbooks are Illinois State approved. Seventh and Eighth graders study the Federal and State Constitution and then are tested on the material.

Trinity Lutheran School
School Board Policy Manual
Curriculum Requirements

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Kindergarten: The kindergarten curriculum shall include developmentally appropriate activities in the following areas:

1. Language experiences, including oral, listening, and visual activities.
2. Creative experiences, including music, dramatics, arts and crafts.
3. Personal growth experiences, including motor skills development, health, safety, nutrition, and self-concept development.
4. Social living, environmental science, and math experiences.

Elementary: Elementary curriculum in each grade 1-6 shall:

1. Include a balance of learning experiences in all subject areas.
2. Be appropriate to the developmental characteristics of young learners.
3. Be aligned to Illinois' Academic standards.
4. Develop student competency in gathering, using, and evaluating information in a technology-rich environment.
5. Be provided through interdisciplinary learning experiences.

Middle School: Middle level curriculum in each grade 6-8 shall:

1. Include a balance of learning experiences in all subject areas, and should be provided through interdisciplinary activities.
2. Be appropriate to the development of young adolescents.
3. Be aligned to the Illinois' Academic standards.
4. Develop student competency in gathering, using, and evaluating information in a technology-rich environment.
5. May be provided in a team setting.

Trinity Lutheran School
School Board Policy Manual
School Hours

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The school day begins at 8:20AM and closes at 2:55PM for students in grades K-8. Preschool and prekindergarten hours are from 8:30AM-11:00AM for morning sessions and 12:00PM-2:55PM for afternoon sessions. (NOTE: Please follow the weather related policy in the event of late starts or early dismissals.)

Trinity Lutheran School
School Board Policy Manual
Instructional Days

Initial Adoption Date:
Date of Last Review:
Date of Last Revision:

Trinity Lutheran School will conduct a minimum of 176 days of student instruction.

Student instructional day time consists of six hour school days with one half hour used for lunch.

Trinity Lutheran School
School Board Policy Manual
Educational Activities/Field Trips

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

All non-classroom activities, such as field trips, workshops, convocations meet the following:

1. Is consistent with and promotes the educational philosophy and goal of Trinity Lutheran School and the state board.
2. Facilitates the attainment of specific educational objectives.
3. Is a part of the goals and objectives of an approved course of curriculum.
4. Represents a unique educational opportunity.
5. Has been approved by the school principal.
6. Cannot reasonably occur without interrupting the school day.

Each field trip is recorded on a form located in the school office. The form contains a description of the activity and a brief statement of the educational objectives of the activity.

*Classes plan field trips throughout the year. Permission slips are sent home prior to the field trip to inform and obtain parental consent. The signed permission slip grants a child permission to attend the field trip. This signed agreement absolves the teacher, Trinity Lutheran School, and any and all members of its governing boards of any responsibility for safety, welfare, health, and well-being of the child names on the form, beyond such matters as may be called reasonable care for children in the custody of a teacher and subject to the teacher's clear instructions. Parents assume personally and exclusively all responsibility for accident, injury, etc., which may occur to the child named on the form during the time of the specific activity as set forth on the permission slip.

* Only those children who return the form properly filled out and signed will be granted permission to participate.

* Parents/grandparents/guardians may be asked to drive or serve as chaperones for these activities. Parents/grandparents/guardians who are driving should have proper insurance and well-equipped and functioning vehicles.

* Students may not sit in the front seat of the vehicle and all children must be in a seat belt or car seat if they fall under the requirements for the state of Illinois.

* Siblings are not allowed to accompany field trips.

Trinity Lutheran School
School Board Policy Manual
Transfer of Student Records

Initial Adoption Date: 4/29/22

Date of Last Review: 5/17/22

In the event that a family chooses to transfer away from Trinity Lutheran School and asks their new school to initiate a transfer of records, Trinity's office staff shall adhere to the following protocol:

1. Contact the student's family to confirm that the request for records is legitimate.
2. Locate and pull all relevant files from the filing cabinet.
3. Transmit those files via fax, email, or registered mail.
 - a. In the event that physical files are sent, copies shall be made prior to sending.
4. Once receipt of files has been confirmed, remaining copies will be re-filed.

Trinity Lutheran School
School Board Policy Manual
Technology in the Curriculum

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The School Board at Trinity Lutheran School shall provide for the efficient and effective use of innovative methods of technology in the delivery of our educational programs. The School Board shall encourage school staff personnel to investigate ways to utilize television, audiovisual materials, computers, and other technological devices as a part of our curriculum here at Trinity Lutheran School.

Trinity Lutheran School
School Board Policy Manual
Technology Moral and Ethical Use Policy

Initial Adoption Date:
Date of Last Review:
Date of Last Revision:

Computer technology is a gift from God to His people. Like many other gifts, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Trinity Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is keeping with our Christian faith. We pray that God will bless our efforts to enhance our student's educational experience through technology.

1. Technology should be used in a way that will treat other people in a God pleasing manner. Therefore, the sending of harassing or degrading messages, using files and E-mail to bear false witness or spread rumors about someone, or posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of the computer, which demeans another person, whether they are students, teachers, staff, or parents, in a manner that is contrary to God's Word will not be tolerated.
2. Interfering with the work of another student or teacher is prohibited. Students may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged. Neither may students use technology in such a way that is disruptive or harmful to the teacher, students, or classroom environment. Similarly, any student who uses a computer in a manner that is outside the parameters established by the teacher is subject to disciplinary action.
3. The privacy of other people, whether they are fellow students or teachers, is to be respected. Any invasion of the privacy of another person is a violation of the school technology use policy. Students may not intentionally access the message, files, or work of another student or teacher, nor alter any of these in any way.
4. Students using technology are expected to uphold the 7th commandment. It is illegal to violate copyright laws. Copying of program files (as opposed to personal word processing files, or other student work) is prohibited except with the approval of the teacher and their personal supervision.
5. Students are to use computers only as instructed by their teacher. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites. These settings (such as the background, icons, screen savers, etc.) may not be altered without permission of the instructor.
6. Students may not use the technology at Trinity Lutheran School for their own financial or commercial gain.

SOCIAL MEDIA

Trinity Lutheran School encourages its families to have open and honest discussions with their students regarding the benefits and risks of social media use.

The teachers, administrators, or leadership of Trinity Lutheran School may **not** request or require any student to supply their password or login credentials to any social networking websites to which they belong.

However, the Trinity School administrator may conduct an investigation or require student cooperation in the event that sufficient evidence suggests that that student's social network account violates Trinity's behavior policies.

In the event that such an investigation is deemed necessary, students may be required to share the content of their social networking sites.

Students and parents are to be reminded of this policy in writing on an annual basis and sign a statement signifying their agreement thereof.



Trinity Lutheran School Technology Agreement

Technology is a useful tool for communication, research, and understanding. While Trinity values the role that technology offers in the furthering of the students' education, we also recognize that its misuse can be harmful. We therefore ask that all families review and sign this technology agreement.

Students are expected to adhere to all of the following guidelines concerning Internet use:

1. Personal information of any kind about himself or herself or other persons may not be shared. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.
2. Students may not use any Internet feature without the direct personal supervision of the classroom teacher, teacher's aide, or authorized adult. ***Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom or computer lab and is actively monitoring the work of the student.***
3. Students are expected to maintain a Christ-like demeanor at all times. Therefore no text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed.
4. Students will not play games on the computer unless approved by their classroom teacher.
5. No food, candy, or beverages are permitted around any Trinity Lutheran School Computer.
6. Students will not access any social media/social networking websites during school.
7. Personal student electronic devices, including cell phones and smart watches, will be powered off and placed in their backpacks during the school day.

Social Media/Social Networking Use

1. Students are discouraged from having individual profiles on any social media/networking website.
2. Students who do possess online profiles are expected to maintain Christlike behavior in what they view, post, and comment.
3. Trinity School may conduct an investigation into a student's social media use if sufficient evidence exists that the student's social networking account violates school policies.
4. While Trinity staff and administration may require cooperation in such investigations, they may not request or require that students share their login credentials to any social media/networking account or profile.

Possible consequences for violations of the school technology use policy include: withholding of technology privileges (on first offense), or detention, suspension or expulsion (repeat offenses.)



TECHNOLOGY AND SOCIAL MEDIA USE AGREEMENT

Student Name(s) _____ Grade(s) _____

___ I agree to abide by the technology guidelines set up by Trinity Lutheran School.

___ I agree to monitor my child's technology and social media use as appropriate.

___ I understand that any violation of this policy may result in a loss of privileges, detention, and/or suspension.

Signed _____ Date _____

Trinity Lutheran School
School Board Policy Manual
Homework Policy

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Homework contributes toward building responsibility, self-discipline, and life-long learning habits. It is the intention of Trinity Lutheran School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with opportunity to apply information they have learned, complete unfinished class assignments and develop independence.

Time

A. Actual time required to complete assignments will vary with each student's study habits, academic skill and selected course work. If a child is spending an inappropriate amount of time doing homework, contact should be made with the teacher.

B. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.

C. Homework will not introduce new or unfamiliar concepts or skills.

D. The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration will be given to school events and other subject area requirements.

E. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to the students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

F. Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis may receive any of the following based upon individual teacher policies, discretion or grade level; partial credit; no credit; communication with parents; after school detention.

G. Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one day for each day absent plus one extra day to make up work. It is the student's responsibility to get work missed due to illness or absence.

Trinity Lutheran School
School Board Policy Manual
Testing

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Standardized and informal tests are administered during the school year for grades K-8. Results are used as a tool for diagnosing and determining each child's strengths and weaknesses. Test results are made available to the parents. TLS uses the Iowa Test of Basic Skills (ITBS) for grades K-8.

Trinity Lutheran School
School Board Policy Manual
Class Size

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

In an effort to keep class sizes to teacher ratio, the School Board has determined that the following class size shall be:

1. Preschool: Ratio of 1 to 10. If the class contains eleven or more children, an adult aide will be added. The maximum enrollment will be 14 students in preschool (determined by the preschool teacher). Once that number has been obtained, a waiting list shall be established. There will be a morning and afternoon session offered, based on numbers.
2. The maximum class size for kindergarten will be 15 students.
3. The maximum class size for grades 1-2 will be 20 students.
4. The maximum class size for grades 3-4 will be 20 students.
5. The maximum class size for grades 5-6 will be 20 students.
6. The maximum class size for grades 7-8 will be 20 students (or as set by the School Board).

Once the maximum number in any grade K-8 has been obtained, a waiting list shall be established.

Mult/combo classes may be formed whenever there are two classes and their combined total of students does not exceed 25 students. The School Board reserves the right to make changes to this policy based on applications submitted.

Trinity Lutheran School
School Board Policy Manual
Retention Policy

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

1. Students who have the ability to master grade levels, but whose performance is well below grade level, may be considered for retention.

2. Students who have missed more than 20 days of school may be considered for retention.

Student retention will be based on formal and informal classroom evaluation, or attendance records.

The above policy will be implemented on the following:

A. Identification of student.

B. Diagnostic record of keeping by teacher.

C. Attendance record by teacher and office.

D. Conferencing between teacher and principal.

E. Conferencing between teacher and parents. Note: For any student being recommended for retention, the teacher will provide parents with data to support the concern.

F. Before a student is to be retained, there will be a meeting between the teacher, parents and principal to discuss the possible retention.

An appeal process could be made to the TLS Board after all other steps have been completed.

Trinity Lutheran School
School Board Policy Manual
Electronic Devices

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Electronic devices are not to be used in the hallways or during school hours.

Trinity Lutheran School
School Board Policy Manual
Attendance/ Tardies

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

1. Regular daily attendance is very important in order to achieve success in school. Students who attend without being absent or tardy will be recognized at the end of each quarter. Certificates will be presented.
2. When students miss school, one of their parents or a guardian must call the school office and notify the secretary. Doctor and dental appointments should be arranged outside of the school day whenever possible. When this cannot be avoided and is known in advance, a note should be sent to the teacher. Students will not be permitted off the school grounds without the written/verbal consent of one of the parents in the event the parent is not the one who is picking up the student.
3. Any student absent the day of an extracurricular event will not be allowed to participate in that event.
4. Children who miss an extended amount of school for an illness should be under a physician's care. Before a child returns to the classroom after 6 or more consecutive school days of absence, the physician should certify that the student is able to return. This certification must be presented to the school office.
5. If a child is going to be absent for 6 or more consecutive days for a reason other than illness, it will be necessary to meet with the teacher and inform the principal. Vacation trips are strongly discouraged. Such absences adversely affect the quality of a child's education. If a trip must be taken, classroom teachers must be notified in advance. After the trip, it is the child's responsibility to make up all missed work. Teachers will not be expected to prepare assignments in advance for completion during a vacation trip. Work missed is due the number of days equivalent to the time lost. (For example, For 1 ½ days out, due 1 ½ days after return.)
6. Children who miss more than 20 days of school during a school year (excused and unexcused combined) may be retained. This is equivalent to missing an entire month of school. The teacher and principal will evaluate the child's progress and make a final determination. The absences alone are sufficient cause for retention.
7. Children who have 20 or more days of unexcused absences are considered truant and subject to the Illinois truancy laws.
8. Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not the work must be made up. It is the parent's responsibility to contact the school and inform them of the reason for the absence.
9. Unexcused absences are those for which the school is given no explanation, an explanation which is not valid as an excuse, and absence which was not prearranged and excused in advance, or for which the student neglected to bring a note and the parent did not contact the office.

Trinity Lutheran School
School Board Policy Manual
Use of Medications

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Before any medication or treatment may be administered by school personnel to any student during school hours, the School Board shall require the written prescription from the child's physician for all prescription drugs. This must be accompanied by the written authorization of the parent. In the case of non-prescription drugs, preparations or remedies, a written authorization from the parent must be on file prior to the administration of the treatment. These files and all medicines must be kept in the school office.

Only medication in its original container, labeled with date, the student's name, and the exact dosage will be administered. If the medicine is non-prescriptive, it must also be in the original container along with exact instructions in writing, or the dosage and time it needs to be taken.

The School Board shall permit the administration, by staff, of any medication requiring intravenous or intramuscular injection or the insertion of a device in the body when both medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as stated above, stored in the school office with all staff knowing how to get to it.

Trinity Lutheran School
School Board Policy Manual
Home-Schooled Students

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

While recognizing the requests of home-schooled families to be involved in the various athletic, academic, and extra-curricular activities supported and sponsored by Trinity Lutheran School, our school allows participation only to those who are registered as full time students at Trinity Lutheran School.

Trinity Lutheran School
School Board Policy Manual
Reporting to Parents

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

At Trinity Lutheran School, we make every effort to report student progress to parents.

1. Progress reports are sent home the first day of each school week.
2. Formal report cards are issued quarterly (every 9 weeks) in grades K-8.
3. Formal Parent-Teacher Conferences are scheduled for first quarter.
The first conference is for all students.
4. Frequent and informal contacts between parents and teachers are encouraged.

Trinity Lutheran School
School Board Policy Manual
Reporting to Parents

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School will conduct a Parent-Teacher conference in the fall once a school year.

Trinity Lutheran School
School Board Policy Manual
Student Discipline/Due Process

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

We believe an integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian education, a child needs to experience the forgiveness of his/her teacher and be reassured of Christ's forgiveness.

Teachers make every effort to treat all children in accordance with God's Word. It must be understood by students and parents alike, that students respect their teachers under the rule of the Fourth Commandment. Student conduct and attitude at Trinity is expected to be of the highest Christian quality both in school and when involved in co curricular and extracurricular activities. Students are expected to conduct themselves in a manner consistent with the school philosophy and goals and serve as ambassadors for the school.

The Law states that fundamental goal is the educational development of all persons to the limit of their capabilities. However, when citizens act irresponsibly, violate the rights of others, or present actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld.

Except for cases of serious misconduct, the following sequence is used to correct problems.

A. Classroom Procedures/Rules: Each classroom teacher has classroom procedures and consequences in cases of misconduct or misbehavior.

1. The student may be subject to a "time out", "sitting out of activity", "putting their heads down", or some other consequence.
2. Parents may be contacted.
3. Students may be sent to the principal.

B. Detention: Detention may be required if behavior persist or teacher and principal deem it necessary.

C. In-School Suspension: In-school suspension is the temporary isolation of a student from more classes while under appropriate supervision. Generally, suspensions last 1-5 days. All work must be completed but will be penalized as *late* (according to the classroom teacher's procedure for late work). Before issuing the suspension, the principal will meet with the teacher and student. All incidents will be documented and presented to the student and the parents.

D. Out-of-School Suspension: Out-of-School Suspension is the removal from the school environment for periods of short duration. The principal, for gross or repeated infractions of school rules, regulations, policy or the law, will impose this suspension. All incidents will be documented and presented to the student and parents.

In cases of serious misconduct, the school may not deprive a student of rights via a suspension or expulsion without due process. A student is entitled to and shall receive due process and will be allowed to present a defense, to explain the circumstances of the action in question, or to attempt to prove innocence.

In the event of serious infraction, the student will remain suspended pending a hearing with the School Board to determine whether the child will be expelled. This meeting will be held at such a time as Board members are reasonably able to assemble. The decision of the School Board is final.

The offenses resulting in any type of suspension will be determined by the principal, but are not limited to: repetitive or flagrant disobedience; misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal or gestured); cheating; plagiarism; disrespect toward staff; intimidation, stealing, physical harm to others; or activating a false alarm.

Following any suspension, before returning to class, the child and parent will meet with the principal. Students returning from suspension are on probation for the remainder of the school year.

E. Expulsion: Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Only the School Board may remove a student from the school environment in this manner. Students may be expelled for violations of board policy, school rules, or the law.

When a student is recommended for expulsion by the School Board, the student is provided with:

1. Notice of the reasons for the proposed expulsion
2. An oral or written report on the facts.
3. An opportunity to present a defense against the charges on the student's behalf. The

results of the School Board's findings will be in writing and open to the student's inspection.

F. Physical Restraint: In the event physical restraint becomes necessary, an employee must consider the following factors:

1. The size and physical, mental, and psychological condition of the student.
2. the nature of the student's behavior or misconduct provoking the use of physical force.
3. What is used in applying the restraint.
4. The extent and nature of resulting injury to the student, if any.

The student's parents are given an explanation of the reason for the restraint.

Violent, destructive, and seriously disruptive behavior will result in immediate removal from class or other activity in which the student is involved. The principal will investigate the incident, talk with parents, child, and teacher, and determine what additional action, if any, is necessary.

Specific Serious Offenses are Identified and Handled as Follows:

Weapons: The possession of weapons is handled according to state law. Violators are expelled from school and the incident is reported to the appropriate law enforcement agency. The possession of *lookalike* items result in a suspension from school pending a hearing before the School Board.

Tobacco, alcohol, and controlled substances-Possession or use results in a suspension from school pending a hearing before the School Board. An incident involving alcohol or controlled substances may be reported to the appropriate law enforcement agency.

Sexual Harassment: Sexual harassment includes any inappropriate behavior of a sexual nature whether physical, or verbal. Any behavior which embarrasses a student and has sexual connotations or calls attention to the students sexuality in a demeaning or un-Christian manner will not be tolerated. Sexual harassment complaints may be filed by the victim's parents, or any observer. The school will act in the following way to immediately and deliberately halt toe harassment:

1. First offense will result in a school detention. The teacher or principal will inform the child that the offense constitutes sexual harassment and explain it. The child will apologize to the victim. The child's parents are notified in writing. The victim's parents will be notified of the incident and of the action taken by the school. The child will be informed that another act of sexual harassment will result in a hearing before the School board to decide upon continued enrollment. *If, in the opinion of the principal and classroom teacher, the incident is extremely offensive (e.g., fondling, indecent exposure, etc.) the principal may suspend the student pending a hearing of the School Board to determine the enrollment status of the offender.*
2. A second offense will result in immediate suspension from school until such time as the School Board is able to conduct a hearing to determine the enrollment status of the offender.
3. A third offense results in expulsion.
4. Any act of sexual harassment which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.

Harassment/Bullying: This entails any electronic (computer, Cyberspace), verbal or physical act or conduct toward a student which is based on an actual or perceived trait or characteristic of the student that creates a hostile school environment that meets one of the following conditions:

- A. Places a student in reasonable fear or harm to the student's property or person.
- B. Has a substantially detrimental effect on the student's mental or physical health.
- C. Has the effect or interference with the student's academic performance.
- D. Has the effect of interfering with a student's ability to participate in or benefit from services, activities, or privileges.

Harassment and bullying may include, but are not limited to, the following circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, fear, or suffering to the victim.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, fear, or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, fear, or suffering to the victim.
- Demeaning jokes, stories, or activities directed to the student that have the purpose or effect of causing injury, fear or suffering to the victim.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

The school will act in the following way to immediately and deliberately halt the harassment:

1. First offense will result in school detention. The teacher and principal will inform the child that the offense constitutes harassment and explain it. The child will apologize to the victim. The child's parents are notified in writing. The child will be informed that another act of harassment will result in a hearing before the School Board to decide upon **continued enrollment**. *If, in the opinion of the principal and classroom teacher, the incident is extremely severe, the principal may suspend the student pending a hearing of the School Board to determine the enrollment status of the offender.*

2. A second offense will result in immediate suspension from school until such time as the School Board is able to conduct a hearing to determine the enrollment status of the offender.

3. A third offense results in expulsion.

Any act of harassment which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.

Trinity Lutheran School
School Board Policy Manual
Dress Code

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

In keeping with the principle that God does set standards in Holy Scripture for Christian modesty and appearance, Trinity Lutheran School expects its students to dress neatly, to be well-groomed, and to avoid extremes in clothing. Students are also expected to dress appropriately for existing weather conditions.

Specific Dress code requirements:

PANTS: Students may choose from:
Denim, khaki, corduroys, knit, cargo/painter dress pants of appropriate length.
No pants will have hole, tears, rips, or frayed edges. No pants are to be low riding.

SHORTS/CAPRIS: Shorts/Capris (see pants) will be allowed. Shorts must be longer than finger-tip length.

TOPS: Skirts/dresses must be longer than finger-tip length.

OUTWEAR: You may choose from: Collared, crew neck, turtleneck, mock neck, or sweater-type tops. All tops are to have sleeves and must be of an appropriate length to display Christian modesty at all times. Pictures and writing acceptable in a Christian environment are allowed.

HAIR: Hair must be well-groomed, neat, and away from the eyes. No extreme styles or colors are permitted.

Note: Trinity Lutheran School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

FOOTWEAR: Children will wear athletic shoes or shoes with closed toes and backs. Heels are to be 1 inch or less.

Trinity Lutheran School
School Board Policy Manual
Admission Policy

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, other admissions policies, scholarship and loan programs and athletic and other school administered programs.

To enter the pre-School program, a pupil must be 3 years old on or before Sept. 1 of the calendar year in which she/he is to be enrolled.

Pupils entering 1st through 8th grades will be evaluated before admission.

By state law, all children admitted to school in Illinois for the first time must be immunized. Records of immunization must be presented to the office prior to the first of school (See Health Section). Complete immunization records, including a physical exam before kindergarten, are required to be furnished prior to the beginning of the school year.

Trinity Lutheran School
School Board Policy Manual
Student Check –Out Procedures

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

If a parent or guardian wishes to take a child from school prior to the end of the school day, or out for an appointment and then returning, the following procedures must be followed:

1. The parent/guardian must sign a note indicating time and where the appointment is at.
2. If the child returns, a note must come from the appointment.
3. The secretary will contact the classroom.
4. If someone other than the parent/guardian is picking up the child, the parent/guardian must notify the school office by telephone of the name of the person picking up the child. This person may be asked to show proper identification if the secretary feels it is necessary.

People picking children up after school must be on the emergency form as an authorized person to take the child. School personnel may ask for identification if they do not recognize the individual.

This procedure has been implemented to protect our students. While teachers are acquainted with the parents, they may not recognize older siblings, relatives, and friends of the family.

Trinity Lutheran School
School Board Policy Manual
Extracurricular Programs
Participation/Eligibility

Initial Adoption Date:
Date of Last Review:
Date of Last Revision:

Students at Trinity Lutheran School are encouraged to participate in our extracurricular programs.

1. A. We offer an athletic program which consists of boys and girls basketball, girls' volleyball, and track and co-op sports with Stew-Stras School Only TLS students are eligible to participate on sports teams. The administrator, athletic director, and coaches will determine the grade eligibility for each sport on a year to year basis. Student athletes are expected to demonstrate Christian sportsmanship, a willingness to listen and learn, and attend all practices and games unless excused by the coaches.

B. These sports will be offered providing there are enough participants and interest. If insufficient numbers occur in the middle of the season, all games will be discontinued or use younger students, until the situation is corrected. Practices may continue at the option of the remaining team players and coaches.

C. Students are allowed to make modifications to sports uniforms/attire for purposes relating to religious, cultural, or modesty preferences.

D. No student will be retained in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

2. Fine Art Opportunities include musicals and singing.

All students involved in any extracurricular activities will be subject to the following academic standards:

1. If a student receives two D's or an F on any quarterly report, he or she will be put on a quarterly probation period.

2. If the grades have not improved at the end of that quarter period, the student will not participate in the extracurricular activity for the next quarter. (This includes all sports practices, games, any academic competitions, or after school activities, etc.)

Teachers and coaches will discuss this with the student in an effort to encourage the student to improve his or her effort.

Any student absent from school the day of any extracurricular event will not be allowed to participate in the event on that day.

Trinity Lutheran School
School Board Policy Manual
Classification of Staff

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The Board of Trinity Lutheran School shall classify staff in order to provide correct compensation and benefit administration.

1. Called faculty: Educators who are on the roster of the Lutheran Church Missouri Synod, classified as a “Minister of Religion” and self employed by the Internal Revenue Service may be eligible for having a portion of their salary designated as Housing Allowance which is not subject to income tax.

2. Contract Staff-Staff may be classified in one of the following categories:

- A. Educators who are certified by the state of Illinois, graduates of a synodical or non-synodical college, and regularly employed to work the normally scheduled school week for a period of time are considered full time.
- B. Educators who may be, but are not required to be, certified by the state of Illinois and/or by the Lutheran Church Missouri Synod, graduates of a synodical or non-synodical college, and are occasionally employed to work less than the normally scheduled school week for a designated period of time.
- C. Educators who are certified by the state of Illinois and are occasionally employed on a per diem basis.
- D. Individuals who are regularly employed to work the normally scheduled work week for a designated period of time.
- E. Individuals who are regularly employed less than the normally scheduled work week or a designated period of time.

Trinity Lutheran School
School Board Policy Manual
Employment Procedures

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School maintains a uniform selection procedure related to the filing of a teacher vacancy. The qualifications of the teacher shall be determined by the need and finances of the school and congregation.

The School Board will recommend individuals for all calls and contracts according to the procedures outlined by Lutheran Church of Trinity. No school staff may be employed without the approval of the School Board and passed at a Voter's Meeting.

Called Teachers: Graduates from synodical institutions, and teachers completing the colloquy program, are eligible for a call to TLS. Called members of the staff are called to serve twelve months beginning August 1 and ending July 31.

Contract: Contracts for full-time or part-time teachers are written on a twelve month basis beginning August 1 and ending July 31.

Trinity Lutheran School
School Board Policy Manual
Job Description-Principal

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Basic Function

The principal shall promote and maintain a Christian Day School in accordance with the Lutheran Church Missouri Synod and Trinity Lutheran Church's School Board guidelines. This includes execution of any and all procedures and policies necessary to ensure a successful day school program. The principal is responsible for the day-to day operations of managing a Christian Day School.

Accountability

Responsible to: School Board

Works with: Pastors, Teachers, Support Staff, Parents, Students, Volunteers

Qualifications

1. The principal shall meet professional staff qualifications.
2. The applicant shall have met the requirement for the professional certificate endorsed for one of the several types of teaching services, and in addition thereto, have secured a masters degree in elementary education with an emphasis on Administration or be actively pursuing this degree in elementary education with an emphasis on Administration or be actively pursuing this degree within a time frame acceptable to the School Board.
3. The principal shall be a member of professional organizations and associations.
4. The principal shall be certified by the Lutheran Church Missouri Synod through graduation from a synodical school or by colloquy, and by signing the synodical constitution, take an active interest in the work of the Synod.
5. The principal shall be a member of Trinity Lutheran Church.

General Responsibilities

1. Evaluate the curriculum and programs with other professional staff.
2. Regularly evaluate teachers' classroom performances as outlined by policy and reports to the School Board.
3. Maintain teacher files including biographical data, correspondence, state certificates, transcripts of academic records.
4. Require daily classroom schedules of each teacher and suggest revisions, if needed.
5. Require the preparation of lesson plans by all teachers.
6. Represent the faculty at all School Board meetings.
7. Report to the faculty and staff on Board action related to school and faculty.
8. Administer the budget as approved.

9. Approve student admissions and transfers in consultation with the Board. Approve all promotions, accelerations, and retentions of pupils in accordance with policies set forth by the School Board.
10. Conduct faculty meetings regularly using planned and written agendas.
11. Provide orientation for all new and returning professional staff.
12. Coordinate fire and tornado drills.
13. Maintain current handbooks; parent, student and faculty.
14. Coordinate health related visits and tests.
15. Coordinate all open houses.
16. Be responsible for ordering of all school material and equipment.
17. Make certain teachers communicate to parents through conferences, private consultations, written and oral forms, and the status of each student.
18. Coordinate administration of annual achievement tests and review results as part of curriculum review.
19. Keep accurate student records according to the law.
20. Recommend policies as needed, to the Board.
21. Disseminate school news to school and church families and other area churches when appropriate.
22. Actively participate in PALS.
23. Promote the school and encourage parents to enroll their children.
24. Administer policies set by the School Board.
25. Work through all state requirements for accreditation.
26. Actively participate in District sponsored conferences and workshops, as well as attend principal meetings.
27. Oversee Tuition and payments as well as delinquent tuition.

Trinity Lutheran School
School Board Policy Manual
Job Description-Teacher

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Basic Function

The teacher is part of the team ministry of Trinity Lutheran church and School. The teacher provides instruction in the Christian Day School in accordance with the guidelines of the School Board of TLS. Any additional duties will be determined by the School Board and the principal and will be included with the teacher's contract or Call documents.

Accountability

Responsible to: Principal

Works with: Other teachers, staff, students, parents

Qualifications

1. The teachers shall be defined as a member of the professional staff who holds a certificate/license endorsed by the type of position in which employed.
2. The teacher models Christian faith, dresses appropriately, and is an effective communicator.

General Responsibilities

1. Keeps license current.
2. Takes continuing education courses.
3. Supports in practice of the school's statements of purpose, philosophy, goals and the mission statement of the congregation.
4. Diagnoses, prescribes, evaluates, and directs student learning in terms of the school's objectives.
5. Follows Matthew 18 in conflict resolution.
6. Fulfills assigned responsibilities-including grade level assignment, staff assignments, and co-curricular assignments.
7. Completes required reports, records, and forms on time.
8. Maintains a Christian professional relationship with colleagues, parents, and students.
9. Attends and participates in faculty meetings.
10. Attends PALS meetings as directed by the principal.
11. Participates in the total life of the congregation.

Trinity Lutheran School
School Board Policy Manual
Job Description-Secretary

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Basic Function

To assist the principal in maintaining an effective and efficient school office.

Accountability

Responsible to: Principal

Works with: Teachers, Students, Parents, Visitors

Qualifications

1. The secretary shall model the Christian faith and understand the philosophy of the school.
2. The secretary shall have minimum of a high school education and demonstrate skills in word and data processing, accounting, telephone etiquette and office organization.
3. The secretary shall relate well to children and adults.

General Responsibilities

1. To receive, screen and route telephone calls and to deliver messages.
2. To give routine information or answer questions according to pre-established guidelines with the principal.
3. To organize the work of the office so that records, reports, and general correspondence are forwarded on time.
4. To have general experience/training in office procedures and have the basic typing proficiency and knowledge of word processing skills.
5. To handle confidential correspondence with the principal.
6. To prepare routine reports under the direction and by the supervision of the principal.
7. To maintain school records and develop and adequate filing system.
8. To keep the principal informed about activities needing the principal's attention.
9. To send our mailings to school families when necessary.
10. To sort mail daily and to mail out any letters, packages when needed.
11. To order office supplies and school supplies as guided by the principal.
12. To be public relations person for prospective school parents over the phone or in person.
13. To keep copier and other office equipment operable.
14. Performs other duties as deemed necessary and directed by the principal.

Trinity Lutheran School
School Board Policy Manual
Job Description-Teacher Aide

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Basic Function

Assist the teacher in the classroom

Accountability

Responsible to: Classroom Teacher, Principal

Works with: Teachers, Students

Qualifications

1. Hold at least a high school diploma or it equivalency.
2. Ability to work with students, staff, and parents.
3. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

General Responsibilities

1. Work one-on-one basis with special needs children under the direction and guidance of classroom teacher.
2. Assist the classroom teacher with some aspects of the educational program.
3. Support students and instructional programs in other ways within the school context.
4. Act as a positive role model for students through appropriate action and dress.

General Principles

1. Teacher aides are not teachers and will not carry out any tasks normally reserved for teachers. They are responsible to the teacher who prepares and plans lessons, activities, and seat work. They may be asked to assist in the preparation of materials planned by the teacher.
2. Teacher aides may work in the classroom with the teacher or work in a small group of students in a room assigned for that purpose. They may supervise the work assigned by the teacher, such as practicing, reviewing concepts taught, reading with the children, etc.
3. Teacher aides will not be responsible for direct evaluation such as preparing and marking exams. They may, from time to time, be asked to do minimal corrections, but the final evaluation is done by the teacher.
4. Teacher aides shall respect confidentiality of information pertaining to the school and the students. They will not have access to confidential records unless deemed necessary by the principal. Any inquiries from parents regarding their child's progress shall be directed to the teacher. Communication with parents shall be through the teacher.

5. Teacher aides have the authority to administer disciplinary measures in regard to unacceptable behavior outside of the classroom. More serious or repeated incidents shall be brought to the attention of the teacher or the principal.
6. Teachers aides' hours will be specified by the School Board.

Trinity Lutheran School
School Board Policy Manual
Job Description-Teacher Assistant

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Basic Function

Provide assistance to the classroom teachers, principal, and office.

Accountability

Responsible to: Principal, office staff, classroom teachers

Works with: Other Staff

Qualifications

1. Models the Christian faith.
2. Personality and ability to work with co-workers, school staff.
3. Supportive of the ministry of Trinity Lutheran School.
4. Shall be over the age of 18 and a high school graduate.
5. Ability to multi-task.

General responsibilities

1. Arrive promptly and regularly.
2. Copy papers for teachers, principal.
3. Cut items out for teachers.
4. Laminate.
5. Gluing and pasting items.
6. Work on bulletin boards.
7. Performs any other duties deemed appropriate by the classroom teacher and principal.

Trinity Lutheran School
School Board Policy Manual
Evaluation of Staff

Initial Adoption Date:
Date of Last Review:
Date of Last Revision:

During the school year, the principal will observe the teachers in the classroom setting. This will occur at least twice during the year, once informally and the other formally.

Following the formal observation, the teacher and principal will meet to discuss the observation.

Observations will be done for the purpose of improvement of instruction on the part of the teacher. An evaluation form will be filed for each observation. A formal evaluation to be shared with the School Board will be made at the end of the school year.

An evaluation of full and part time staff will also be made annually.

Trinity Lutheran School
School Board Policy Manual
Termination of Call or Contract

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

All disciplinary actions should follow the passage in Matthew 18:15 dealing with Christian love as a preliminary to corrective actions. Before termination occurs, a performance improvement program must have been considered and either implemented or rejected by a simple majority of the Board of Education.

Showing Christian concerns for all parties, a teacher's Call or Contract may be terminated by the calling/contracting entity under the following circumstances clearly documented by date and incident:

- the worker is incompetent, immoral, or teaches false doctrine.
- Irreconcilable, unhealthy worker/congregation relationships persist.
- The worker refuses the Synodical reconciliation process and/or refuses to abide by its results.
- Reduction in staff is necessary.

Called Teachers: A vote by the Voter's Assembly is required.

Contract Teachers: A simple vote by the School Board is required, then the voters are made aware of the decision.

If the board is not renewing a contract for the next school year, the School Board must notify the teacher in writing, before the end of the school year, that his/her contract is not being renewed.

In the event of immediate dismissal, all benefits and salary will be terminated.

Trinity Lutheran School
School Board Policy Manual
Reduction in Force

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Recognizing its obligation to be responsible to the congregation, the board is aware that financial resources and/or pupil enrollment may not always be capable of supporting the current school staff.

Called and continuing contract faculty may be terminated by the School Board and administrator as a result of conditions that do not reflect on the competency or faithfulness of the individual faculty member whose position is affected for the following reasons:

1. Discontinuance of a curricular area or program.
2. Reduction of the size of staff in order to maintain financial viability.
3. A state of financial emergency.

Procedure:

When the School Board or the Church Council determines a reduction is necessary, the following steps will be taken:

1. The decision will be communicated with staff.
2. The School Board will determine the area in which the reduction will be affected.
3. Every attempt will be made to adhere to the following order as it will minimize the impact to students, although each situation will have to be addressed individually.
 - a. Support staff
 1. Contract-non-Lutheran
 2. Contract-Lutheran
 3. Called
 - b. Special Area Teachers
 1. Contract-non-Lutheran
 2. Contract-Lutheran
 3. Called
 - c. Classroom Teachers
 1. Contract-non-Lutheran
 2. Contract-Lutheran
 3. Called

Trinity Lutheran School
School Board Policy Manual
Sexual Harassment

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

It is the policy of Trinity Lutheran School to strictly prohibit and conduct which constitutes sexual harassment by an employee (worker) or non-employee and will take action against any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

Sexual harassment in any form toward an employee (worker) by another employee or a non-employee (e.g. student, parent, vendor, visitor) will not be tolerated. Employees who believe they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to school and/or church authorities. Any employee who believes that he or she has been subjected to repeated or abusive sexual harassment shall report the conduct to the school administrator (or pastor) who will arrange investigation of the incident and will present the investigated incident to the School Board. The board will decide the appropriate action the situation warrants. This could result in termination of employment, contract, or enrollment. It is the responsibility of each employee (worker) and non-employee to respect the rights of others.

Trinity Lutheran School
School Board Policy Manual
Grievance Procedures-Staff

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The school staff is composed of a pastor, principal, teachers, secretary, custodians, teacher aides, and volunteers in various activities. All must work cooperatively to offer the best Christian education possible. Each has been called by the Lord to work with and for His people.

It is important that all staff members be unified in their efforts and feel a common bond of Christian purpose and fellowship. A sincere interest in not only their own individual tasks, but also in the labors of other members of the staff is essential for each. Professional and Christian ethics require that the members speak well of each other, encourage each other, and give whatever help that they are able to give when it is necessary.

Staff members who believe they have been treated unfairly, or subjected to any form of abuse or harassment as a result of their working conditions or another staff member's actions, may initiate the formal grievance procedures according to scriptures as follows:

"If your brother sins against you go and show him his fault just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen to even the church, treat him as you would a pagan or a tax collector." Matthew 18:15-17

1. The problem should be resolved prayerfully between the two parties involved. All problems will be solved at the lowest level whenever possible.

2. If the problem persists, staff members should meet with the principal to resolve it.

3. In the event the above steps do not result in a solution, the principal will take the matter before the school board for resolution.

4. In the event that the staff member is dissatisfied with the decision reached by the School Board, they may appeal to the Voter's Assembly by presenting a written request to the President of the congregation. The decision of the Voter's Assembly is final.

Trinity Lutheran School
School Board Policy Manual
Personnel Files

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Staff personnel files shall include a certificate or statement of professional recognition, transcript, physical exam, evidence of child abuse training and record of benefits.

Trinity Lutheran School
School Board Policy Manual
General Personnel Physical Examination

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Good Health is important to job performance. Employees shall present evidence of good health in the form of a written physical examination report form qualified medical personnel prior to their employment to the school.

Trinity Lutheran School
School Board Policy Manual
Teacher Personal days/Absences

Initial Adoption Date:

Date of Last Review: 6-15-2021

Date of Last Revision: 6-15-2021

If you find it necessary to be absent from school and you need a substitute teacher, notify the principal at your earliest opportunity to ensure a substitute can be found. It is important that you keep a daily schedule, seating chart, and lesson plans in your desk for the substitute.

Professional days- two (2) days a year, with the understanding that these days do not have to be used. Congregation will pay for substitute. Professional Days may not accumulate.

Sickness (extended, full time employees)-ten (10) paid days will be granted per teacher per year. Can be used for self or family medical needs. Sickness beyond 10 days will be considered as needed. If you must take time off from school because your child is sick, this time will be taken from your sick days. If your child must go to the doctor or dentist during a school day, this time will be taken off your sick days. Any part of a day will be called a half day.

Personal days-two (2) paid days per year are granted for taking care of matters that cannot be handled after school or on weekends (school pays for substitute). Personal days may be taken in ½ day increments. Additional days may be requested from the Board of Education through the Principal. In these instances the teacher will be responsible for paying for the substitute.

Maternity Leave- Maternity leave will be considered as needed.

District Service- Faculty members who are representing the school or district on various committees will be given the necessary days off to complete their assignments.

Special requests pertaining to any of the above mentioned leaves should be brought to the Board of Christian Education.

Approved June 15, 2021 by Trinity Lutheran School Board.

Jason D.

Philip M.

Kyle D.

Teacher (Printed Name)_____

Teacher Signature:_____

Date:_____

Trinity Lutheran School
School Board Policy Manual
Employee Benefits Package

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The School Board shall classify school staff in order to provide correct compensation and benefit administration.

1. Full time Called faculty: Educators who are on the roster of the LCMS, classified as a “Minister of Religion” and self-employed by the Internal Revenue Service may be eligible for having a portion of their salary designated as housing allowance which is not subject to income tax.

2. Full-time Contract faculty or staff: Educators or other workers who are regularly employed to work the normally scheduled school week for designated period of time.

3. Part-time Contract faculty or staff: Educators or other workers who are regularly employed less than twenty hours per week.

Holidays

All full-time and part-time faculty and staff receive paid legal holidays.

Vacation

1. Teachers normally would take vacation during the summer months. Teachers may take vacation when school is in session with School Board approval. Teachers are required to be on call one week prior to the start of school to one week after the last day of school.

2. All full-time personnel receive four weeks vacation annually.

Death

All full-time personnel receive an allowable number of days for a death in the immediate family

Family Emergency

An allowable number of days are available in the event of an impending death of an immediate family member, or the employee’s spouse: specifically father, mother, brother, sister, spouse or child. Requests must be made to the principal who will discuss the situation and consider any special circumstances.

Personal Days

All full-time personnel receive time for personal business. These days are to be scheduled with the principal in advance and may only be taken if a substitute can be found.

Relocation Expenses

Full-time Called faculty receives relocation expenses when moving to the community.

Health/Retirement Plan Enrollment:

1. The Concordia Health Plan will be provided for all full-time workers who average 40 hours/week.
2. All full-time personnel are enrolled in the congregation's retirement plan.
3. Personnel enrolled in the Health Plan will pay a percentage towards the plan. This is based on their salary.

Maternity

1. Maternity leave shall be a maximum of six months from the date of birth of the child. The leave shall be unpaid except as provided by benefits available to the teacher through Concordia Plan, or if not covered by the Concordia Plan, by use of sick days. The minimum leave will be determined by a physician's release to return to work.

2. Time away from the classroom because of medical reasons relating to pregnancy of the child will be considered disability/maternity leave.

3. No later than three months prior to the expected date of the child's birth, the teacher shall, in writing, state:

- a. The expected birth date,
- b. Whether the teacher intends to return to work,
- c. The duration of maternity leave.

Trinity Lutheran School
School Board Policy Manual
Financial Policy

Initial Adoption Date:
Date of Last Review:
Date of Last Revision:

Tuition

Trinity Lutheran School is funded through tuition and a subsidy from the Trinity Lutheran Church. Tuition is payable by the year, by semester, or by month. School parents who are granted member tuition status are expected to attend church regularly, volunteer for school and church activities, and financially support the church within their abilities. Church attendances are monitored, and non-member rates may be imposed if these conditions are not satisfied.

Preschool (Monthly)

Member \$110 TTh (3 yr. old)	Non-member \$120
\$120 MWF (4 yr. old)	\$130

K-8 (yearly)

Member \$900	1 st Child	Non-member \$1050
\$770	2 nd Child	\$900
\$645	3 rd Child	\$750

Registration Fee

Book Fees:

Preschool \$75
Kindergarten \$110
Grades 1-4 \$125
Grades 5-8 \$105

Technology Fees:

Kindergarten-4th \$10 per student
5th-8th Grade- \$80 per student

(includes payment towards Chromebook-after 4 \$80 payments student will own Chromebook.)

Trinity Lutheran School
School Board Policy Manual
Member/Non-member Tuition Rates

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The cost of and education at Trinity is funded through tuition and the Church. Trinity Lutheran School has tuition rates for both members and non-members as follows:

1. Members of Trinity Lutheran Church receive a member tuition rate.
2. Anyone who takes the adult confirmation classes to become a member of Trinity Lutheran Church will receive member tuition beginning the following semester after the class is finished.
3. Anyone else enrolling in Trinity Lutheran School receives a non-member rate.

Trinity Lutheran School
School Board Policy Manual
Delinquent Tuition

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

From time to time, families get behind in paying their tuition and fees to Trinity Lutheran School. This can become a burden to the school and makes it difficult to pay salaries and other expenses. Therefore the School Board of Trinity Lutheran School has determined the following course of action.

1. For any account that is thirty days past due, the school office will send a reminder letter to the address of record.
2. For any account that becomes sixty days past due, the school office will send a second letter and will include this policy. The party will be directed to contact the school office to set up a course of action for repayment.
3. In the event the account becomes ninety days past due, the school office will send a final notice letter. If no progress is made within five business days, the school office will refer the bill to the School Board.
4. In addition, the school office will hold report cards and transcripts for any and all students whose accounts are not in good standing.

Trinity Lutheran School
School Board Policy Manual
Milk

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

The cost of milk is \$0.20/carton

The number of milks for the different grade levels will be determined by the teachers. Families not able to afford milk, may apply for “Free Milk” if they meet state guidelines.

Trinity Lutheran School
School Board Policy Manual
Fundraisers

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Fundraisers are an important part of the Ministry of Trinity Lutheran School. They are used to offset general school costs or to offset the cost of specific items. Each year the school will have fundraisers to offset costs for class trips and bus expenses.

PALS currently does the SCRIP program.

Trinity Lutheran School
School Board Policy Manual
School Wellness Handbook

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school supports a healthy learning environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health of children. Improved health optimizes student performance potential and ensures that no child is left behind. Nutrition is linked to achievement, attendance, and behavior.

A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat low nutrient foods to support the school lunch program.

B. Support and promote proper dietary habits contributing to student's health status and academic performance.

All school foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed school standards. Emphasis should be placed on foods that are nutrient dense per calorie. Food should be served with considerations toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

C. Increase the amount of time students are engaged in physical activity.

The quality of a P.E. program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in the daily education program for grades PS-8th grade. Physical activity should include regular instruction, curricular activities and recess. Teachers and other personnel will not use physical activities (e.g., running laps, pushups) as punishment, or withhold opportunity for physical activity (e.g.; recess, P.E.) as punishment. ALL students will have at least 20 minutes a day of supervised recess.

D. The school is committed to improving academic performance in high-risk groups so that no child is left behind.

Educators, administrators, parents, and health practitioners must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school

environment to ensure student's basic nourishment and activity needs are met. Research highlighting the positive relationship between a good nutrition, physical activity, and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of student population (e.g., economic, religion, nationality, and medical) should be considered at all times to ensure that all students' needs are being met so that no child is left behind.

Trinity Lutheran School
School Board Policy Manual
Student Nutrition Procedures

Initial Adoption Date:

Date of Last Review:

Date of Last Revision:

Trinity Lutheran School promotes healthy students by supporting wellness, good nutrition, and regular physical activity as a part of total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
 - a.) Adequate space to eat and pleasant surroundings.
 - b.) Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they wash their hands.
 - c.) Convenient access to hand-washing facilities before meals.
 - d.) Ten minutes of quiet time starting when the last child sits down, so children can focus on the task at hand without being distracted.

Teacher-to Student Incentive:

Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to Nutritional Standards.

Student Nutrition Education

Trinity Lutheran School will provide a comprehensive curriculum approach to nutrition PS-8th grade. Beginning the 2016-2017 school year, all staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. The nutritional themes include but are not limited to:

- Knowledge of food guide pyramid
- Healthy heart choices
- Sources and varieties of foods
- Guide to a healthy diet
- Diet and disease
- Understanding calories

- Healthy snacks
- Healthy breakfast
- Healthy diet
- Food labels
- Major nutrients
- Multicultural influences
- Serving sizes
- Proper sanitation
- Identify and limit junk food

Trinity Lutheran School
School Board Policy Manual
Student Physical Privacy Act

Initial Adoption Date: May 17, 2016

Date of Last Review:

Date of Last Revision:

I. Purpose

In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, the Policy is enacted to advise school site staff and administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.

II. Definitions

“Sex” means in individual’s immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth. An individual’s original birth certificate may be relied upon as definitive evidence of the individual’s sex.

III. Policy

A. Use of School Facilities

1. Notwithstanding any other Board Policy, every public school restroom, locker room, and shower room accessible by multiple persons at the same time shall be designated for use by male persons only or female persons only.

2. In all public schools in this District, restrooms, locker rooms, and showers that are designated for one sex shall be used only by members of that sex; and, no person shall enter a restroom, locker room, or shower that is designated for one sex unless he or she is a member of that sex.

3. In any other public school or facility or setting where a person may be in a state of undress in the presence of others, school personnel shall provide separate, private areas designated for use by persons based on their sex, and no person shall enter these private areas unless he or she is a member of the designated sex.

4. This section shall not apply to a person who enters a facility designated for the opposite sex:

- a. for custodial or maintenance purposes when the facility is not occupied by a member of the opposite sex;
- b. to render medical assistance; or
- c. during a natural disaster, emergency, or when necessary to prevent a serious threat to good order or student safety.

5. Nothing in this section shall be construed to prohibit schools from adopting policies necessary to accommodate disabled persons or young children in need of physical assistance when using restrooms, locker rooms, and shower rooms.

B. Accommodation for Students Desiring Greater Privacy

Students who, for any reason, desire greater privacy when using a facility described in subsection A may submit a request to the principal for access to alternative facilities. The principal shall evaluate these requests on a case-by-case basis and shall, to the extent reasonable, offer options for alternate facilities; access to a uni-sex restroom; or controlled use of an employee restroom, locker room, or shower. In no event shall the accommodation be access to a facility described in subsection A that is designated for use by members of the opposite sex while students of the opposite sex are present or could be present.

Trinity Lutheran School
School Board Policy Manual
Fraud Awareness Program for STAFF

Initial Adoption Date: February 18, 2020

Date of Last Review:

Date of Last Revision:

In order to maintain high standard of ethics in fiscal integrity, the staff shall be trained according to the standards found on the OIG website:

<https://www2.ed.gov/about/offices/list/oig/invreports/edoigfraudIndicatorsonline.pdf>

<https://www2.ed.gov/about/offices/list/oig/index.html>

Report Fraud, Waste and Abuse

Accountability is a top priority for Trinity Lutheran School. Our policies formalize the expectations of personal honesty and integrity required of employees, students, and others who do business with our School.

What should I report through the Fraud, Waste, and Abuse Hotline?

Information provided to the Fraud, Waste, and Abuse Hotline Program should be made in good faith. The Fraud, Waste, and Abuse Hotline should be used to report fraud, waste, and significant non-compliance issues.

Any employee should report known or suspected wrongdoings such as:

- o Illegal or fraudulent acts
- o Investigations by State/Federal agencies
- o Theft of School property, funds and/or resources
- o Waste and/or abuse of funds and/or resources
- o Misuse of School property, funds and/or resources
- o Significant non-compliance issues
- o Conflict of Interest
- o Code of Ethics violations

Can the person making the report remain anonymous?

We encourage individuals to provide contact information because it allows the School administrator, who is assigned the report, to follow up with you to ask questions or to seek clarification when more information is needed.

Protection from Retaliation

As a reminder, Board Policy states, “Neither the Board nor any employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.”

Your call or online report can be confidential or anonymous; however, keep in mind that may limit our ability to investigate. If you provide an anonymous report, you will be given an incident report number and encouraged to call back in case additional information is needed.

What will I need to provide when making a report?

The more you can tell us, the better chance we have of determining whether fraud, waste, or abuse has occurred. When you make a report, you will be asked to provide information about the specific allegation, the parties involved (reported individual(s), individual(s) involved, and names of others who are aware), and other information about the suspected/known wrongdoing including:

- o What occurred?
- o How do you know about the incident?
- o When it occurred?
- o Where it occurred?
- o What documentation is available?
- o Other relevant information.

What is the Online Contact and Incident Reporting Tool?

The School’s Online Contact and Incident Reporting Tool is intended to give individuals another avenue to report concerns, comments, and complaints that are not related to fraud or waste.

How do I make a report?

If you’re interested in the following:

- o To make suggestions, comments, or ask questions related to District matters
- o To report employee complaints
- o To report student/parent complaints

To report fraud, waste, and significant non-compliance issues:

Call the Fraud, Waste, and Abuse Hotline at **1-800-647-8733**, or complete a report online by clicking on the link on the right navigation.

All staff members shall read and be familiar with the standards, as well as proper channels to follow/call if they see such standards being violated as listed on the above page. A training will occur and each staff member will sign off verifying that he/she has read and understood the standards listed.