

CREDO OF TRINITY LUTHERAN SCHOOL

WE BELIEVE that a Christian school, where every subject is taught from a Christian point of view, and where the teaching reflects the spirit of Christ, can be more successful in leading children to a vital Christian life than any other agency except a Christian home.

WE BELIEVE that Trinity Lutheran School thus supplements the religious training which the child receives at home and in some cases is the main source of training through which a child learns about their Savior.

WE BELIEVE that Trinity Lutheran School follows the directive of our Lord in “teaching them to observe all things whatsoever I have commanded you”, and thus makes Christ the focal point of its educational process.

WE BELIEVE that Trinity Lutheran School, empowered by the Holy Spirit and viewing the pupil as a child of God, is concerned with the child’s total needs: physical, social, emotional, intellectual and spiritual.

WE BELIEVE that the most effective influences in a child’s life can be realized when the church, home, and school work together in following the commands of God.

WE BELIEVE that each entity has an immediate and direct influence on the developing child. Trinity Lutheran School is an important ministry of the congregation in nurturing children in the Christian faith. We consider Trinity Lutheran School to be an extension of the home and a partner with the parents.

WE BELIEVE that the future of both the Church and country lies in the hands of God working through the lives of our children. Therefore, as a Christian school, our school is one of the best agencies to:

1. Preserve pupils’ life eternal in the Kingdom of God through the grace of our Lord, Jesus Christ;
2. Teach children their proper relationship to God and their fellow men; and
3. Develop necessary skills and attitudes for children to be responsible citizens of their community.

PURPOSE OF TRINITY LUTHERAN SCHOOL

The primary purpose of Trinity Lutheran School is to provide the opportunity for students to find identity, purpose, and power for their life in Christ by living in the grace and knowledge of Christ as their LORD and SAVIOR. The teacher helps students to develop their God-given abilities, to make thoughtful decisions and to take positive action as the people of God in society.

Trinity Lutheran School is vitally concerned with all the needs of the child: spiritual, intellectual, physical, and social-emotional.

NOTE TO PARENTS

While the primary responsibility for bringing up a child “in the nurture and admonition of the Lord” rests upon the parents, all members of the Church have the responsibility to bring the love of JESUS to all people and to teach them to observe “all things” GOD has commanded. In such an important matter, all need to work together in love. Our prayers for you and your prayers for the faculty are always most important. If you should wake and be unable to sleep, try praying for each of your children and their teachers.

Please provide and encourage your child to eat a good breakfast. Eggs, cheeses, yogurt, meats, or peanut butter give your child proper fuel for a school day.

Establish regular times for bed. It is important that your child be well rested in order to handle a busy day at school. Fatigue can negatively influence your child’s day. Routine times for bed allow for both enough sleep and a more quality night’s sleep.

Maintain supervision of your child’s television viewing, computer game selections, and phone usage in terms of subject matter and time spent. Know what your child is seeing and playing, and set limits.

Develop the attitude that school is a positive thing, and that the staff are here to help and support your child. We want TLS to be a warm and welcoming place where Christ's love is the center of all we do.

Provide suitable clothing for the weather: shoes with back straps, gym shoes, coats, hats, gloves, etc. Tennis shoes are best for our playground, and a separate pair of tennis shoes is required for gym usage.

Encouragement, not flattery or commiseration, will do much to help your child over some of the rougher parts of his school life. Encouraging a child to overcome difficulties when possible or enduring them until they pass may not be as easy as letting him avoid all obstacles, but encouraging such traits in the child will reap many rewards later in life.

Parents are encouraged to contact the school any time there seems to be a difficulty or misunderstanding, rather than waiting for a problem to escalate. Doing so may avoid a larger problem later on. Parents are further encouraged to follow Matthew 18 in resolving difficulties that may arise, not only in school, but in all areas of life.

Matthew 18: 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 does 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 even to the church, treat him as you would a pagan or a tax collector.

Because a child's attitude and perception of his teacher greatly affects his willingness to learn, parents are especially requested not to discuss in front of their children what the parent perceives to be faults and shortcomings of the teacher or any other person. The parents' perception of an individual often becomes the child's perception, even if the parent is incorrect.

STUDENT NON-DISCRIMINATORY POLICY

Trinity Lutheran School admits students of any race, color, 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, national or ethnic origin in administration of its educational policies, athletic, or other school administered programs.

HARASSMENT

Trinity Lutheran Church and School will not tolerate any harassment of any employee or student relating to the individual's race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not necessarily limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or handicap. Harassment also includes unwelcome sexual advances and similar behavior as a condition of employment, or the purpose or effect of interfering with one's academic or work performance, or the creation of an intimidating, hostile, or offensive work or learning environment. Those guilty of harassment or retaliation against any individual making such charges will meet with appropriate sanctions which may include termination of employment or suspension/expulsion of a student.

Those employees or students who believe that they have been a victim of any type of harassment should talk with the school principal, a teacher, a school board member or a pastor.

SCHOOL POLICIES

Trinity Lutheran School welcomes any eligible child into our school. Members of our congregation are strongly urged to enroll their children for the entire elementary program, especially during the seventh and eighth grade confirmation instruction. Only a small percentage of the congregations in our Missouri Synod enjoy the blessings of a Christian day school. It would seem to be pleasing to God if every parent of our congregation would utilize this precious gift of a Christian education for his/her child. Trinity also welcomes all other eligible children whose parents are not communicant members of our church.

Any child who is able to relate in a normal classroom situation is eligible to attend Trinity Lutheran School. However, Trinity Lutheran School is not equipped to give children with serious learning or emotional disabilities the specialized training and attention which they may require. Students with these disabilities will be referred to the proper agencies for professional attention and referral.

Enrollment of new students is contingent upon receipt of full school records from the child's previous school (s), including grades, attendance, health records, test results, etc. Failure to disclose information shall be grounds for immediate dismissal.

WORSHIP

Weekly Chapel devotions are held each Wednesday at 8:20 a.m. in the church sanctuary for all students and guests. These services are conducted by Pastor. The offerings collected at Chapel are used to support various projects such as By Kids...For Kids, Lutheran Bible Translators, Lutheran Braille Workers, Camp Cilca, disaster relief, etc. Students are encouraged to bring an offering for **each** Chapel as a response of gratefulness for GOD'S blessing and for training in regular giving. Students are to dress appropriately for these Chapel services.

CHURCH ATTENDANCE

Since the whole life of a Christian is to be a life of worship, and since the Lord commands us to sanctify the Holy day, the congregation and school is very concerned with the worship life of its students and therefore expects attendance at Sunday School and all church services. It is likewise important for the parents to attend services with the child. If a parent does not attend, it discourages the child from wanting to attend and implies that we can make exceptions to GOD'S law when HIS expectations do not suit us. What is important for the parent is important for the child also. Age has no privileges where GOD'S law is concerned. Attendance at church and Sunday School is recorded each week.

Non-member families are encouraged to attend their own church. **If they have no church home, we invite them to worship with us here at Trinity.** We encourage non-member parents to attend our Adult Information Class so they will understand the teachings of the Lutheran Church - Missouri Synod. **When our school children are involved in church-related activities, ALL families, Preschool through Grade 8, are expected to participate.**

CODE OF CONDUCT

When parents enroll their child in Trinity Lutheran School, it is in agreement with the following statements:

- All children are expected to conform their attitude and behavior to that of the Christian way of life.
- Children enrolled are here to learn.

A student may be suspended at the discretion of the principal each time any one of the following occurs: stealing, fighting, cursing or use of obscene language or gestures, exhibiting disruptive or poor behavior.

Students are expected to conduct themselves as Christians toward all people with whom they come in contact in the school, in the church, on the playground and in the community. This includes other students, teachers, the principal, the pastor, the secretary, the custodian, volunteers, bus drivers, parents and visitors. Older students are encouraged to assume responsibility for younger student's behavior by setting an appropriate example for them.

Students are expected to respect property and materials. This includes respect for both school and church property. They are responsible for the care of their own possessions, as well as possessions of others.

PLAYGROUND BEHAVIOR

Play time should be a pleasant experience for all. Behavior hindering this from happening is not acceptable. All playing which could prove hurtful, or in any way would endanger a student, also will not be allowed.

BUILDING AND GROUNDS CONDUCT AND SAFETY

Running, chasing, or any other kind of similar conduct is not in keeping with the order desired in a Christian school except during appropriately supervised activities. Students are not to bring potentially dangerous articles to school such as skateboards, roller-skates, knives of any kind, etc.

BUS SAFETY

All students are required to obey the bus rules as given by the bus driver each day. Remember, SAFETY should be first on the bus. In the event of a discipline problem or incident on the bus, it is to be reported to the driver first. The bus driver will report it to the school principal. A REPORT OF BUS DISCIPLINE will be filled out by the driver. Parents will be contacted and made aware of the situation. A copy of the form will be sent home to the parent(s), and kept in the student's file.

The following guidelines will be used when disciplinary action is necessary:

FIRST OFFENSE: warning, parents will sign form to acknowledge that student(s) and parent(s) discussed it. Student may also receive possible suspension of bus riding privileges.

SECOND OFFENSE: one day suspension.

CORPORAL PUNISHMENT

No corporal punishment shall be administered in accordance with Illinois State Law.

ENTRANCE REQUIREMENTS

- Preschool** Student must be 3 or 4 years of age by August 31 of the year enrolled, and **toilet trained**.
- Kindergarten** The student must be 5 years of age by August 31 of the year enrolled.
- Grade One** A student who has not been enrolled in Kindergarten must be 6 years of age on or before August 31 of the year enrolled.

All students enrolling in Trinity Lutheran School for the first time must present a birth certificate. **STATE LAW also requires that a student entering preschool, Kindergarten, 6th grade, or another grade from out of state has a physical examination.** Also, students entering Kindergarten, 2nd, or 6th grade must have proof of a dental examination. Eye examinations are applicable only to children entering kindergarten or any other grade for the first time in an Illinois school. Forms for these examinations may be obtained from the school office. The completed form is to be presented at the time of registration. If a student does not comply with the requirements of this policy by October 15 of the current school year, such student shall be excluded from school until proof of having received the required health examination and immunizations is presented to the school office. All new students who are first-time registrants during the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.

FINANCIAL SUPPORT

TUITION
2024-25

Trinity Lutheran School assesses the following tuition rates:

Members - yearly		Non-members - yearly
\$1450	1 st child	\$1650
\$1320	2 nd child	\$1500
\$1195	3 rd child	\$1350

Financial aid is available through the Tuition Assistance Program (T.A.P.) for K – 8 families who will need assistance paying the tuition. Contact the principal for further information and the necessary forms.

TEXTBOOK FEES

A textbook and supply fee is charged each student at the time of registration. Fees are as follows:

Preschool: \$75; Kindergarten - \$110.00; Grades 1 to 4 - \$125.00; Grades 5 to 8 - \$85.00

These fees are due at the time of registration. Pupils who leave Trinity early in the school year will have their book and milk fees considered by the school board on a case by case basis for partial reimbursement.

Each book is the sole responsibility of the student to whom it is issued. No student is to mistreat the book in any way. The book fee covers the use of the book by the child for that year; however, if the book is lost or damaged, the child will be charged the replacement cost of the book.

PRESCHOOL FEES

Students attending preschool are required to pay the book fee and tuition. The monthly tuition is determined by the Board of Christian Education, and is to be paid by the end of the first full week of each month. Refunds for preschool students will be made in the same manner as book fees listed above.

PRESCHOOL TUITION 2024-25

Trinity Lutheran Preschool assesses the following tuition rates over 9 Months

<u>Members (all day)</u>	<u>Non-Members (all day)</u>
Tues-Thurs: \$200 per month	Tues-Thurs: \$220 per month
M-W-F: \$300 per month	M-W-F: \$330

SCHOOL MILK

Milk is offered each regular school day to those students who desire to participate. Milk may be purchased by the year, and must be prepaid. Students may also purchase milk each day by the carton. The milk fee and price per carton will be \$.25. Families who qualify for either reduced payment or free milk, as determined by state guidelines, may obtain more information by contacting the principal.

PAYMENTS

Payments in full for tuition, book fees, milk, health screenings, PALS dues, and technology fees are appreciated at registration for each school year.

TLS does understand that life has a way of changing budgets from time to time, and payments might need to be made. IF a payment schedule is necessary, TLS respectfully asks that the minimum payment at registration be the costs needed to open the school year in good standing with the school's bills – the total due, minus tuition. A payment schedule can then be set for the tuition balance moving forward. Please make all payments in the school office, and make sure that a staff member receives that payment.

SCHOOL LUNCH

Trinity **does not** offer a hot-lunch program. Students are expected to bring their own lunch, which should include items from several food groups to provide your child the necessary nutrition and energy for the remainder of the school day. Refrigeration and microwaves are available for student use. It is the practice of the school that students will eat all of the lunch they bring. Students are not to waste GOD'S blessing to them by throwing unwanted portions in the trash. If you do not wish your child to be upset at being required to eat all of their lunch, please do not send more than your child can eat or any item your child does not like.

The P.A.L.S. group will provide hot lunch for the school one day each month.

The following section covers many points necessary for the care of our students.

HEALTH

Beginning fall of 2013, students entering, advancing or transferring into grades 6, 7 or 8 will be required to provide proof of **Tdap vaccination** along with the school physical forms that are also required for these grades. Students in grades 6, 7, or 8 without one of the following will be subject to exclusion from school on or before 10/15/13:

1. Proof of Tdap vaccination
2. An approved medical or religious exemption on file with the school
3. An appointment to receive the Tdap shot during the school year

Lead Requirement: The Child health Examination Code says: "Lead screening is a required part of the health examination for children age six years or younger prior to admission to kindergarten or first grade."

Vision Exam Requirement: Children entering kindergarten or enrolling for the first time from another state will be required to have an eye exam performed only by a qualified eye doctor (optometrist or ophthalmologist). The law states that "an eye examination shall at minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests of observations that in the professional judgment of the doctor are necessary."

Regular visits by the County Health Nurse provide vision testing, hearing testing and check physical and immunization records. The mandated grades for vision and hearing screening are as follows: K, 1, 2, 3, 5, and 8. There is a service charge for hearing and/or vision screening to be paid at the time of registration.

Vision tests will be administered between October and April each school year. Vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months, and that is on file at the school. This notice is not a permission to test. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

EMERGENCY HEALTH AND INFORMATION FORM

This must be filled out and kept current as part of the school's files. If anything regarding health or contact information changes, please notify us immediately so that the form can be updated.

INSURANCE

Trinity does not assume responsibility for financial expenses incurred due to injuries during school hours or school related events. Families are encouraged to purchase their own health and accident insurance.

All students participating in extra-curricular activities must have a signed waiver indicating personal insurance coverage on file.

MEDICINE

Parents need to know the following about any child who needs medication during the school day:

*Please take note that, by law, no staff member is permitted to administer any form of medication to students. If a student is to take medication during school hours, please follow the method outlined below.

*Students are never allowed to share medications with other students.

*All medication shall be given to the office for safekeeping, and needs to be accompanied by a completed Medication Form (from the office) that includes:

- Name of the medication
- Dosage amount(s) and time(s) - including a measuring device, if needed
- Any possible side effects

*Parents shall sign the Medication form as proof as a request for Trinity to hold the medication, and provides authorization to Trinity to allow the medication to be taken by the student as prescribed by a physician.

*Regular medications need to be listed on the Medication Form that is part of the student's file.

*All medications must be in their original container from the pharmacy or doctor, and include information and instructions regarding how it should be given and whether the medication needs to be refrigerated.

*Prescription medications need to be dropped off at the beginning of a school day, picked up at the end of a school day, and returned the following day(s), if necessary.

*Information on medications (pain or fever reducers, prescriptions such as antibiotics, allergy medication, etc...) given at home before your child comes to school need to be shared in writing with the staff.

ILLNESSES

Attendance is commendable, and is required by state law. There are times, however, when it is wise for a student to remain home. Parents are urged to check their children, including their temperature, before leaving for school if the child complains of feeling ill. Students who come to school ill have great potential to spread the illness to others. Such conditions would include, but are not limited to: chicken pox, measles, mumps, pink eye - [24 hours after medicated], fever within the past 24 hours, Strep throat [24 hours after medicated], and stomach flu. The final decision on whether or not a child should remain in class shall be up to the teacher.

If, in the opinion of the teacher/principal, a student is too ill to remain in class, the student will be made as comfortable as possible until arrangements can be made for the student to be picked up. Parents are requested to provide the school with the names and phone numbers of persons to contact if the parent cannot be reached.

PHYSICAL EXAMS

Physical exams are required for:

- *all students entering Preschool
- *all students entering 6th grade

- *all students entering Kindergarten
- *all students entering Trinity in any grade from another state

Also concerning athletics:

*No student may compete in a tryout, practice, or contest unless such student has a certificate of physical fitness on file in the office that is issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding such athletic activity.

PHYSICAL EDUCATION AND RECESS EXEMPTIONS

A parent note may exempt a student from P.E., and/or recess activities, for a valid reason for up to two days. A doctor's written excuse is needed before a student may be excused for three or more consecutive days.

ACCIDENTS

In case of an accident at school, emergency first-aid is administered to the best ability of those present. Every effort will be made to contact a parent when a serious accident occurs.

ATTENDANCE

Parents are responsible for seeing that their children attend school. **If your child will be absent, please notify the school office at 682-3881 by 8:15 A. M. Failure to notify the school could result in an unexcused absence. In the case of an unexcused absence, the student will be required to complete all work but not receive credit.** Please make arrangements for assignments to be sent home each day. All school work assigned before the absence is to be turned in when the student returns to school. Students are to be ready and prepared to take all tests scheduled before their absence on the day they return.

NON-MEDICAL ABSENCES

The practice of taking children out of school for family vacations, or other activities, is highly discouraged. This is a disruption to the student's classroom learning and is an unnecessary burden for the teacher. In such cases, the parent is responsible for seeing that all schoolwork to be missed is completed.

ATTENDANCE RECOGNITION

Perfect school, church, and Sunday School attendance will be recognized on a quarterly basis, with special certificates issued for perfect attendance all four quarters.

SCHOOL HOURS

The faculty meets daily to have devotions from 7:45 to 8:00 a.m.

Children who do not ride the bus should not arrive at school before 8:00 a.m. If it is necessary for a child to arrive earlier, please make sure you have a signed form on file in the office. There is not full-time teacher supervision in this room. All other students are to go directly to their classroom when arriving at school. Students who are not in their classroom by 8:20 a.m. will be marked as tardy.

To assure the safety of all the children, we ask that you follow these procedures:

-A parent or guardian must walk their child to the Preschool classroom

-Children will only be released to adults authorized to pick them up.

-Please provide us with a list of the adults authorized to pick up your child, and update us in writing whenever changes occur.

The closing of the school day for Kindergarten through 8th grade has been set at 3:00 p.m.

M-W-F Preschool will be from 8:20.-3:00 p.m. T-Th session will be 8:20 a.m. – 3:00pm. Please make arrangements with the preschool teacher if you would like your child to only attend for half day sessions. Students are to be on their way home following dismissal, unless they are involved in a school sponsored

activity or have permission from a TLS staff member to remain longer.

Parents are asked to remember Trinity Lutheran School is not a baby-sitting service and that teachers have much to do before and after school, and are not expected to parent a child when the child should have been picked up. **Students may continue to use the playground equipment if they have adult supervision after the school day, but will not be under the supervision of a teacher.**

No student is permitted to leave the school grounds during the school day without permission from a teacher. Children who must leave school during the day, except for illness, must present a **written request** from a parent.

SCHOOL CLOSINGS

When bad weather forces the cancellation of school, announcements will be made through a One Call robocall and over radio station WXF-97.9, WKJT-102.3, and other local stations. Trinity Lutheran School and preschool will follow the closing schedule of Stewardson/Strasburg Unit 5A during bad weather. Any sports event scheduled at Trinity on a day when school is cancelled is also cancelled. Away games may still be played.

GRADING SYSTEM

Intelligence is a gift of GOD and HE, in HIS wisdom, has given to each differing degrees in different areas. Striving for an "A" or a "B" is an excellent goal, but of more importance is for each student to use the abilities which GOD has given to the fullest extent, regardless of the end result. Not every student will get A's, but every student can do their **best**. The following grading scale is used in all subject areas for grades 1 - 8:

A = 95 - 100
B = 85 - 94
C = 75 - 84
D = 65 - 74
F = 64 & below

Report cards are issued quarterly in all grades. In addition, Weekly Reports are sent home each week in **grades two through eight** to inform the student and parent of the child's progress throughout the quarter. **WEEKLY REPORTS are sent home for parents to review and return as directed by the teacher.**

SCHOOL WORK that is assigned by the class teacher needs to be completed by the student either during the school day or at home, and turned in by the designated day.

HONOR ROLL

Students of Trinity Lutheran School in grades 3 through 8 are eligible for honors each quarter. Students who attain an average of at least 95% qualify for High Honors. Students who attain an average of 92% to 94% qualify for Honors. There may be no D's or F's on the report card. Individuals will be recognized at the end of each quarter. Those who have maintained an Honor status all four quarters will receive a certificate.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for grades K – 8 are held at the end of the first quarter. Preschool conferences will be held at the end of 1st semester. Parents may also arrange to meet with their child's teacher at any time during the year if concerns arise.

TESTING

In addition to regular classroom tests, the Northwest Evaluation Association is administered 3 times during the year in Kindergarten through 8th grade to evaluate student progress. The results of these tests, along with the student's classroom performance and the classroom teacher's evaluation, are used to aid in determining a student's promotion or retention. A copy of each student's NWEA MAP Growth Testing results is sent home to their parents.

PROMOTION AND RETENTION

In most instances, students will be qualified to advance to the next grade level. However, social promotion is not the general practice of Trinity Lutheran School. When information indicates that the student's education would best be served by retention, promotion to the next grade level will be withheld. Parents will be notified as soon as possible when it becomes apparent that promotion may not be possible. It is also the practice of Trinity to honor the retention of students by other schools, unless conditions indicate otherwise.

SCHOOL RECORDS

Trinity maintains a record file for each student while a student at Trinity. Upon transfer from Trinity, parents must sign a record release form before records may be forwarded. Parents must come to the school office to complete this form. In some instances, the school may request parents complete a form at the receiving school before records are sent. Records are then forwarded to the receiving school. The County Health Nurse is the only individual or agency permitted to inspect records without written permission from parents. Should a parent wish to examine their child's records, they may do so by making an appointment with the principal.

Fourth quarter report cards of returning students will not be issued, and student records of transferring students will not be forwarded, if outstanding fees are due Trinity Lutheran School.

TELEPHONE USE

The school telephone may be used by students only with permission. Students should ask permission from their own teacher unless that teacher is not available. Cell phones and smart watches may not be used by students during the school day. Cell phones and smart watches are to be turned off before the student enters the building for the school day, and should be put away in a coat or a backpack for the entire day. Parents are requested to leave a message with the school office (682-3881) during class time, except in an emergency. If you wish to speak to a teacher for more than a few minutes, please make arrangements that are convenient for both parent and teacher.

STUDENT CELL PHONE USAGE

*Cell phones and smart watches may not be used by students during the school day.

*Cell phones and smart watches are to be turned off before the student enters the building for the school day.

*Cell phones and smart watches should be put away in a coat or a backpack for the entire day.

BICYCLES

Students who ride bicycles must place them in the bike rack provided. They **should not** be parked on the sidewalk or on the grass unless the bike rack is full. Bicycles may not be ridden during school hours.

CLOTHING - DRESS - APPEARANCE FOR GRADES K - 8

Trinity Lutheran School wishes to develop in its students a feeling for proper grooming and dress. In looking to Scripture for guidelines for Christian living, we find that moderation and dressing in a way so as not to draw undue attention to one's physical self is a helpful guideline. Student dress and grooming should be in a manner that is GOD-pleasing and not disruptive to the educational atmosphere desired in the school.

We thank parents and students for accepting and cooperating with our dress guidelines and for joining us in fostering neat, clean dress which reflects well upon our school and upon all the members of our school family. We require that all students adhere to our school dress code. Failure to wear the proper attire will result in a note sent home with the student on the first occurrence, a phone call from the teacher on the second occurrence, and the privilege denied on the third occurrence.

DRESS REGULATIONS

- Dress and grooming should meet the tests of good judgment, good taste and Christian modesty.
- School clothing should not be excessively frayed or with holes, aside from normal wear-and-tear holes at the knee.
- Shorts may be worn through October 31, and beginning April 1, unless otherwise notified. Running shorts, biker shorts, spandex or volleyball shorts are not to be worn. Shorts when properly worn should come below mid-thigh when standing.
- Leggings, stretch pants, and yoga pants may be worn under dresses, skirts, and long shirts that extend down to the student's fingertips when the hands are placed at the side. Leggings must be opaque and not see through.
- Shirts and blouses must be sufficiently long to cover the upper torso during all normal classroom activities.
- No tank tops or spaghetti strap tops will be allowed, unless worn with a T-shirt underneath.
- Students may not wear shoes that are worn outside onto the gym floor, whether they are gym shoes or not. Shoes with straps or ties are to be fastened. Students should have a separate pair of gym shoes/sports shoes that have **non-marking soles**. Footwear appropriate for running and playing safely should be worn. All shoes must have a back or back strap.
- No body decorations** – body tattoos (permanent or removable), colored hair, excessive makeup, and body piercings of any kind (except for girls' ear lobes). Students will be asked to cover or remove any of the above while at school.
- Specific situations not covered above will be dealt with on a case-by-case basis by the principal.

UNCLAIMED ITEMS

Efforts will be made to return lost, found and/or forgotten items to their rightful owners. However, at the end of the school year, any items remaining will be donated, if possible.

EXTRA CURRICULAR ACTIVITY POLICIES

ELIGIBILITY

During the school year, each student's grades will be averaged weekly to determine eligibility. Grades will be done weekly and cumulative for the quarter. Teachers will figure grades weekly and send home a summary report as outlined earlier. Eligibility or ineligibility is then affected on the Monday following the week that was checked. If the student's cumulative total falls below an 80% or they receive an 'F' in a subject area, (Religion, Memory work, Math, History, Social Studies, Spelling, Reading, Literature, Art, Science, or English) during that time, the student will be ineligible to practice or play.

One time per quarter, a student may be placed on probation due to low grades, for a period of one week. Again, this is once per quarter. Eligibility will be from Monday through Sunday for all school and co-op related sports. Being on probation will still give the student a chance to participate in athletics for that one week. However, if the student's grade point average stays below or falls below the 80% or they receive an 'F' in a subject area, the student will be placed on the ineligible list for all athletic activities for a minimum of one week, again running from Monday through Sunday. The student can regain eligibility when their grades have improved above the 80% mark or they have no 'F' in a subject area. -Trinity School Board 05/16/23

SCHOOL ATTENDANCE FOR PARTICIPATION

A student, who misses a part of the school day due to illness, must have attended school for three consecutive hours in order to participate in an event or practice that day. We encourage students who are really ill not to stay in school only to participate in activities. This is not good for either the student or his/her classmates. Students missing school for reason other than illness must have an excused absence in order to participate.

VACATION POLICY

(Athletics only)

Vacations by athletic team members during a sport season are discouraged. In the event an absence due to vacation is unavoidable, the athlete must:

- Contact the sponsor/coach prior to the vacation.
- Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, 3rd string, etc., upon their return.

PLAYING TIME

The coach may alter playing time due to absenteeism from practices or games, displaying lack of effort, forgetting uniforms, or any season-long rule approved by the Athletic Director.

SPORTS PICTURES

When having sports pictures taken, every effort will be made to accommodate all the players on the team. If a player is absent the day of the pictures, the school or coach should be contacted on that day. If parents want pictures retaken, it is up to the parents to pay for the photographer's fee to retake the pictures.

SCHOOL VISITS

Parents are welcome to visit the school at any time. While it is not required that you notify the school before you intend to visit, it would be a common courtesy for you to do so prior to the day of your visit.

PALS

All parents of students in Preschool through eighth grade at Trinity Lutheran School are members of the Parent Association of Lutheran Schools (P.A.L.S.). Each student is assessed a \$5.00 fee annually. Parents are encouraged to become involved in the school through volunteer services and participation in the programs and activities of PALS. This group publishes a booklet containing their yearly schedule. Information on PALS activities can be found in the newsletter, bulletin and weekly school notes.

PARTIES

Classroom parties held at school for holiday observances are determined by the teachers. Students may also provide birthday treats with teacher permission. Please check with the classroom teacher concerning any food allergies. **When students plan to have parties outside of school, invitations are to be mailed rather than distributed at school unless the entire class is invited.**

SCHOOL NEWSLETTER

A weekly school newsletter, the Cardinal Corner, is sent home regularly on Thursday or Friday. This is an important source of information regarding school happenings, upcoming events and schedules.

Please also connect with Trinity via Facebook and our website: <http://www.trinitystewardsonil.org>

EMERGENCY POLICIES AND PROCEDURES

Our staff is trained in emergency situations, and drills are run with the children appropriately.

Emergency situations covered include:

- **Fire**
- **Tornado**
- **Bus**
- **Earthquake**
- **Active Shooter**
- **Building safety drills**

Procedures are covered, and building layouts – including accessible exits – are displayed in all rooms children frequent during the school day.