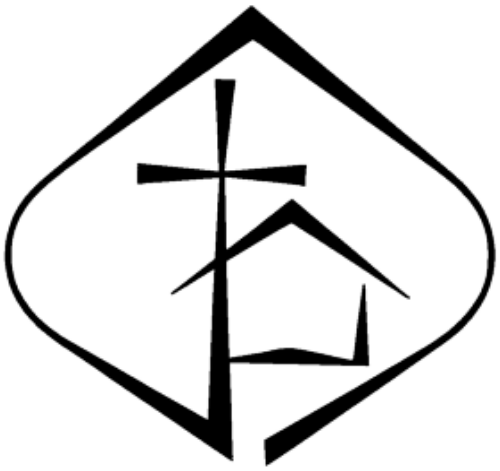
TRINITY LUTHERAN SCHOOL



2026-27

Rooted in Christ

Colossians 2:6-7

PARENT - STUDENT HANDBOOK

(Revised July 2026)

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SCHOOL MISSION STATEMENT

"Trinity Lutheran School partners with families for the total development of each child to become a lifelong learner and to serve others through an excellent Christ-centered education."

TRINITY LUTHERAN SCHOOL PHILOSOPHY STATEMENT

We accept the Bible as the true, divinely inspired Word of God. We believe that the Bible is the foundation of all Christian education. The truths of the Bible permeate and influence our view of ourselves and the world around us.

We believe that Christian education is a vital aspect of God's mission, commanded by Him to the church through the Great Commission in Matthew 28 verse 19: "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them all that I have commanded you."

We, therefore, believe that the purpose of Trinity Lutheran School is twofold:

- To proclaim the Gospel to the community that we serve in accord with the purpose of Trinity Lutheran Church; and
- To provide for the Christian education of our students in order to strengthen and nurture their faith as well as provide principles for daily living.

We will strive to provide a curriculum that includes formal religious instruction as well as informal religious direction. Our entire curriculum reflects Christian attitudes and beliefs. Religious instruction is a cooperative effort of the church, school, and home. Thus, we hope to encourage in our students a life-long desire for the Word and encourage them to continue their Christian education beyond their years at Trinity Lutheran School.

We will strive to prepare our students to lead Christian lives in the world. We will train children through Christian instruction and example to lead Christ-like lives and to apply Christian beliefs and principles in their relationships with their families, co-workers, and friends. In addition, we will strive to develop a Christian concern for their fellow man and teach our students to live lives of service to God and others. We will encourage children to be Christ's representatives to our society as well as all individuals around them.

With God's help, we intend to fulfill the above-stated purposes of Trinity Lutheran School.

TUITION POLICY

Tuition payments must be made with automatic withdrawal from bank accounts or be charged to bank cards. Bank card fees will be the responsibility of the parent or guardian. All outstanding balances must be pain in **full** before registration for the next school year to be accepted.

STUDENT NON-DISCRIMINATORY POLICY

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks and twists. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, athletic and other school-administered programs. The school will be in general compliance with the applicable sections of the Illinois School Code, with relevant case law (including Plyler v. Doe), and with 23 Illinois Administrative Code Part 425.

INCLUSION POLICY

Trinity Lutheran School aims to provide an inclusive environment which promotes equality, values diversity and is committed to maintaining an environment of dignity and respect where all staff and students can develop their full potential to the extent there is no conflict with the values and teachings of our Faith.

ADMISSION REQUIREMENTS

AGE VERIFICATION

All new pupils enrolling for the first time in Trinity Lutheran School must present a birth certificate or notification of Birth Registration as verification of age. A copy of the previous year's report card in addition to all transcripts is required of all students enrolling in any grade.

- PRESCHOOL
  A child whose third birthday occurs on or before September 1 of the year enrolled will be accepted for the Three-Year-Old Preschool class. A child whose fourth birthday occurs before September 1 of the year enrolled will be accepted for the Four-Year-Old Preschool class. Students must be completely toilet trained. Parents/guardians may petition the Board for a one-month exception to this policy.

- KINDERGARTEN
  A child whose fifth birthday occurs on or before September 1 of the year enrolled

will be accepted for the Kindergarten class. Parents/guardians may petition the Board for a one-month exception to this policy.

- GRADE 1
  A child who has not been enrolled in Kindergarten must be six years old on or before September 1 of the year of enrollment.

- GRADES 1 THROUGH 8
  Newly registering students and transfers are required to submit transcripts and a *Report of Good Standing* from the previous school. The exception will be made for any first grader who has not previously attended school.

BEHAVIORAL CONTRACTS

Admission of students whose previous school is unable or unwilling to provide this *Report of Good Standing* will be decided on a case by case basis with the principal and the Board of Education reserving the right to initiate "behavioral contracts" during and after the six-week probationary period given to all new students.

PROBATION

Trinity Lutheran School desires to minister to all children. Due to the lack of a special education teacher, Trinity reserves the right to deny enrollment to students whose educational needs are beyond our capacity to meet those needs. Students may enlist services of the local school district for testing and are entitled to special services from the local district even while they are enrolled at Trinity. For those students with special needs, Trinity's staff will have regular conversations with parents and those providing services to the student. Should continued enrollment at Trinity become detrimental to the student or the school as a whole, Trinity reserves the right to unenroll said student.

Any new or transfer student is subject to the probationary status of the six weeks. During this time, all students are evaluated by the teachers and the Board of Christian Education to ensure that the needs of all children are being met. If any serious concerns should arise during this time, you will be notified immediately. Trinity reserves the right to unenroll said student.

IMMUNIZATION AND PHYSICAL INFORMATION

Students entering school for the first time, as well as those entering kindergarten and sixth grade and those new to the State of Illinois, must have on file a physical completed by a licensed physician or health care provider.

The State of Illinois now **requires that all students in grades 6 through 8 must show

proof of receiving one dose of **Tdap** vaccine (defined as tetanus, diphtheria, acellular pertussis) regardless of the interval since the last Tdap, DT or Td dose.

Students entering kindergarten must submit a State of Illinois Eye examination certificate. Students transferring from another school may submit a properly completed physical examination record from the previous school.

The aforementioned physical examinations are to be completed within six months prior to the date of entering school.

All students enrolled at Trinity are expected to have up-to-date immunization records on file in the school office. Students will be excluded from school as of October 15 until a completed physical form and a record of immunizations, which meets the requirements of the IL State Board of Education, are on file at school.

Dental examinations are recommended for all children on an annual basis but are **required** by the state using an official form for students in **kindergarten, second** and **sixth** grades.

The following policy sets the procedures which would be followed in the event that a student with a chronic infectious disease sought enrollment or was enrolled at Trinity. It is listed here for your information.

INFECTIOUS DISEASE POLICY

- To provide the healthiest and safest environment possible for all students and Trinity staff members.
- To establish proper guidelines and procedures to minimize the possible transmission of any chronic infectious diseases in the school environment.
- To make specific provisions to provide education and information to our students, staff, and parents regarding the school policy.
- To provide information to all students on infectious disease transmission and provide a model of good hygiene practices, advice on healthy living, and how to stay well, in accordance with *I Corinthians 6:19*. "Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own?"

THE RESPONSIBILITY OF THE BOARD OF EDUCATION SHALL BE TO ENFORCE THIS POLICY IN ORDER

- To protect the rights of an individual's privacy in accordance with state and federal law. Honor that right as strictly as possible, except in cases where it conflicts with the "need to know" and "duty to warn" obligations we have.
- To protect the rights and safety of the group and student body at large, as well as all the

people associated with the school, from unnecessary and needless exposure to chronic infectious disease.

- To establish guidelines for admission of students into Trinity and continuing enrollment of students with chronic infectious disease.

- If a child who has a chronic infectious disease as defined by the State of Illinois Department of Public Health seeks admission to the school, a pre-enrollment conference will be held including the child's parents, physician, probable teacher, principal and at least three members of Trinity's Board of Education to determine:
    1. Illness-induced impairment of the child's mental function;
    2. Psychological impairment manifested in aggressive or erratic behavior, maturity and individual personality, and the potential exposure of others to infection or infected body fluid;
    3. Immunization status of the child;
    4. Necessary limits on the child's curricular and extra-curricular activities participation.

TEMPORARY REMOVAL FROM SCHOOL

Pending the decision from Trinity's Board of Education, the principal may temporarily remove a student with a chronic infectious disease from school in order to protect the health of the student and the health of the school community.

SPECIAL EDUCATION

Under Public Law 94-142, Special Education testing and services are available to all students through Public School District 45. Special Education services can be requested through your child's classroom teacher, the school principal, and the school district. Trinity Lutheran School is not equipped to educate children whose primary educational needs require Special Education services.

GENERAL RULES AND GUIDELINES

ATTENDANCE POLICY

- Full school day is from 8:15 a.m. to 3:00 p.m. Half school day is from 8:15 a.m. to 11:30 a.m. Daily attendance is essential if a student is to make use of the educational opportunities the school offers. Daily attendance develops a sense of responsibility and dependability while ensuring academic achievement.
- The number of days absent which total more than 10% of the attendance days in a school year is defined as "excessive" by the state of Illinois Board of Education. Truancy (unexcused absence) is defined as "excessive" when the number of truant days exceeds 5% of the attendance days.
- Parents should make every effort to schedule medical appointments outside of school hours.

- If a student is absent for more than 3 consecutive days or when activity must be limited, students must present a written excuse signed by a medical provider.

- **Students who are excessively absent/truant may be considered for grade retention**

- These policies and procedures have been established in the hope that they will result in daily school attendance on the part of each student, more effective teaching and student happiness and satisfaction.

EXCUSED AND UNEXCUSED ABSENCES

- **Excused** absences are those which are unavoidable or prearranged (illness, death in the family, situations beyond the control of the student).
- **Pre-arranged** absences are those arranged in advance. In order to be considered excused, it must meet the following criteria:
    - Approval by the teacher.
    - School work missed during the time a student is absent is to be made up and is due in the number of days equal to the number of days absent.

- **Unexcused** absences are those which are avoidable and those for which:
    - The school is given no explanation.
    - The explanation is not valid as an excuse.
    - The absence was not pre-excused.
    - The student neglected to bring a written explanation on the first day of his or her return.
- **Truancy** is an absence without the knowledge of the parent or guardian.
    - School work for truancy cannot be made up.
- **Vacation Trips**
  Vacation trips are strongly discouraged during the school year. Teachers are not required to provide school work ahead of time to be completed on vacation, and decisions regarding this are left to the individual classroom teacher.
- **Excused**
  Children are expected to bring in a written/email excuse for absences, as well as permission for medical, vision and dental appointments, and non-participation in physical education or recess.
- **Procedures for Reporting Absence**
  Parents must call the school office 630.627.5601 or send an email through Jupiter by 8:15 AM.
- **Tardiness**

Students are expected to be ready to participate fully in the classroom at 8:15 am. Tardiness is disruptive to the classroom. After the fifth unexcused tardy in a grading period, an after-school 30 – minute detention will be served.

- **Excuses for being tardy include**
    1. The request of a parent for a child's doctor or dental appointment (a note from the doctor or dentist is required).
    2. Delay due to weather conditions, however, an unreasonable delay of a student to report to class after arrival is not excused.

BEFORE SCHOOL CARE

- **General Information**
  Before school care begins at 7:00 a.m. Students arriving between 7 a.m. and 8 a.m. will be charged $5.00 per day for this service. Students are to enter through door number 4 (preschool door). Arriving before this time will require your child to wait with you, until the doors open at 7 a.m.
- **Procedures and Rules**
  Students attending before school care are expected to observe the following rules. Failure to observe the rules may result in loss of the privilege to attend before school care.
    1. When a student arrives, they are expected to hang up their coats, put away their backpacks, use the restroom, and go directly to the preschool room (preschool and kindergarten students) or to room 3 (1^{st} - 8^{th} grades), which serve as the before school care rooms.
    2. When students enter the classroom, they should bring something with them to occupy their time, such as a book to read, paper and pencil to draw with, homework, or other educational items.
    3. Computer use is not allowed unless a teacher has authorized computer use on an assignment. The teacher will give authorization to the supervisor. The room is considered a quiet place, and the expectation is that the students refrain from speaking with one another and are expected to work quietly.
    4. Once in the room, permission from the supervisor is required for the student to exit the room.

PICK-UP PROCEDURE

- Students are required to be picked up by a parent/guardian promptly at 3:00 p.m.
- Parents who choose to enter the school building to pick up their child must park their vehicle in the center section of the school parking lot.
    - *Teachers will walk students directly to the school office/front doors.*

- Parents may pull up along the walkway if their child is allowed to walk to the car by themselves and if the car is ready and waiting for them.
    - Please be courteous to others who may be waiting in line behind you and do not block the loading area. If your child is not present and waiting for you, please circle the lot again.
    - Please stay **off** cell phones during pick-up as a safety precaution for all students, staff, and parents. (*We try to keep students from darting out into the lot, but children rarely warn you and may not look before they walk).*

DEPARTURE

- Students that walk home by themselves will be dismissed when staff feels it is safe.
- Upon being dismissed from class, those students whose parents/guardians pick them up by car will walk in an orderly fashion to the front doors of the school, without blocking access to those doors.

    - *Please be aware: children may be always present in parking areas*
    - *Vehicles should never be left running with unattended children inside*

DEPARTURE/AFTER SCHOOL

- Students who are not picked up by 3:15 p.m. will be placed in our after-school care program.
- The family will be assessed charges according to the following rates:
    - 3:15-3:45 p.m. = $ 7.50 per day per student
    - 3:15-4:30 p.m. = $15.00 per day per student
    - 3:15-5:30 p.m. = $20.00 per day per student

  Students who are picked up after 5:30 p.m. will be charged $1.00 for every minute after 5:30 p.m. as a late fee.
- Your student will not be allowed to leave the school with anyone other than a parent/guardian unless the parent/guardian has given permission to the teacher before classes are dismissed.
- If your student will be picked up by anyone other than the parent/guardian, it must be stated in writing and given to your student's teacher.
- Other designated people will be required to provide an ID to the school before the student is released. If the school/teacher is known, an ID will not be required.
- *If your student is allowed to walk home or part of a carpool with other students, a written note to the teacher is required.*

EMERGENCY CLOSING

In the event that school is canceled due to an emergency, we will rely on the use of email and texting alerts through **Jupiter Ed**. In addition, we will use the emergency closing information on the Trinity website.

STUDENT ILLNESS GUIDELINES

Parents are responsible for keeping their students who are ill at home. In some cases, the school will ask that the student's physician determine the cause of the symptoms that may indicate a communicable disease. The Illinois Department of Public Health Rules and Regulations for the control of Communicable Diseases are used by schools to determine how long students must remain out of school with diseases such as chickenpox, measles, impetigo, and strep throat. The County Health Department epidemiologist can help the school interpret the state regulations. Here are some guidelines for parents to use when a student is too ill to be in school:

1. If a rash is present that has not been evaluated by the doctor.
2. If your student's oral temperature exceeds 100 degrees Fahrenheit; students with such fevers should *remain home for 24 hours after the temperature returns to normal* without the use of medications.
3. If your student has vomited and continues to experience nausea and/or vomiting, the student should remain home until 24 hours after the last episode of vomiting
4. If your student complains of severe, persistent pain; the symptom should be referred to a physician for evaluation.
5. If your student shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the student's ability to learn.
6. If there are signs of conjunctivitis ("pinkeye") with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by the doctor.
7. If there are open sores that have not been evaluated by the doctor.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp), your student should be treated with a pediculicide. An infected student will be sent home and not allowed back in school until all the nits have been removed.

    - *Please do not send your student to school for the teacher to make a decision regarding illness or symptoms. A call to the student's physician is usually appropriate when you are in doubt.*

    - *The school needs to be notified immediately of a **communicable disease**. All students should be **excluded** from school for a communicable disease or a condition that is readily transmitted to others.*

The following guidelines apply:

- **Chickenpox** - Exclusion for at least six days after the onset of skin eruption. (Note to parents - after exposure, the first sign may be the onset of a fever. This can occur up to two weeks after the initial exposure but does not happen in some children. For some children, the first sign is the skin eruption.)
- **Fifth Disease** - Exclusion as for any rash, until diagnosed by a physician. May return to school after diagnosis by a physician, if the student feels well.
- **Head lice** - Exclusion until effective treatment has been administered and when the student is nit free.
- **Impetigo** - Exclusion until prescribed medicine treatment has been taken for 24 hours.
- **Mononucleosis, Meningitis, Hepatitis** - Exclusion until a written release from a physician.
- **Skin rashes, eruptions, and Conjunctivitis (Pinkeye*)*** - Exclusion until the condition clears or a written statement from the physician that contagion does not exist.
- **Strep infection** - Exclusion until the student has been on *antibiotic therapy for 24 hours*. It is important that treatment continues for ten days. The bacteria can do internal harm if treatment is discontinued too soon.

REPORT CARDS

Parents will receive grade reports four times during the school year informing you of your students' progress. The final report card will be sent home with the student on the last day of school. Dates for these reports are listed on the school calendar. If you have any questions regarding your student's progress at any time, please contact your student's teacher. Third through eighth-grade student's grades should be monitored by parents via Jupiter Ed.

CHURCH ATTENDANCE

Throughout Scripture, Christians are encouraged to gather together regularly in worship.

- Exodus 20:8 - Remember the Sabbath day by keeping it holy.
- Romans 10:17 - Faith comes from hearing the message, and the message is heard through the Word of Christ.
- Hebrews 10:25 – Let us not give up meeting together, as some are in the habit of doing, but encourage one another.

All members of the Trinity family are encouraged to attend all the worship opportunities to receive the blessings which come through Word and Sacrament.

Trinity has a 160+ year history of supporting member families that have children in Trinity School and therefore, has established a reduced member tuition rate. As part of this benefit, these families are required to comply with the following policy:

- The minimum church attendance requirement to maintain the Trinity Member tuition rate is six (6) church attendances per calendar quarter (Sept – Nov, Dec – Feb, March – May and June - August).
- Services include regular Sunday/Monday services and Holiday services (Christmas, Thanksgiving, etc.).
- Attendance is recorded by filling out the attendance card located in the pew.
- The primary purpose of the attendance policy is to encourage family worship. Therefore, the student and at least one-member parent/guardian must attend.
- The policy is in effect whenever a student is being charged Trinity Member tuition rates.
- If a family fails to meet this policy, their tuition rate will change from "Member" tuition to "Community" tuition until such time as the family is back in compliance with this policy. This rate change may be appealed under extraordinary circumstance.
- **Attendance discounts will be monitored by Pastor Wagner**

We are so thankful for all of our Trinity families and for the congregation's financial commitment to support the operation of the school. (Trinity subsidizes approximately 65% of the costs of operating the school, with the rest coming from Tuition, fees…)

> So, let each one give as he purposes in his heart, not grudgingly or of necessity, for God loves a cheerful giver. 2 Cor. 9:7

PARTY INVITATIONS/ GIFT EXCHANGE

Distribution of invitations to non-school sponsored events such as birthday parties should **not** take place at school unless the entire class is invited. Student gift exchanges and/or grab bags that are not staff authorized may not be conducted at school.

FIELD TRIPS

Field trips offer a wealth of educational experiences. Our students and teachers take advantage of this opportunity on a regular basis. Along with the activity fee that is included at registration time, an additional fee may be charged for field trips, based mostly on admission fees and bus charges. A signed permission slip from a parent or guardian is required for the student to participate in the field trip. If parents drive for field trips, a copy of their driver's license and insurance must be turned into the office.

MEDIA POLICY

During the school year, there will be times when pictures of the students will be used for publicity. These pictures may be used in the local papers or on the church and school web site. On the web site, names will not be used with the pictures. The newspaper will sometimes use student names with a picture. Please indicate on the parent contract if your student can be included or excluded from pictures.

HOMEWORK

We regard homework to be an essential part of the curriculum. A varied amount of homework is expected to be completed apart from lessons that are completed in school. Homework will usually be an extension of the classroom instruction that may take the form of drill, work not completed in school, make-up work, or projects that require more time for completion.
It is important that assignments be completed to the best of the pupil's ability. The assignments should be accurate, neat, and available when due. Homework further promotes better study habits and provides valuable training for the classroom instruction by providing an opportunity for practice, strengthening concepts, and providing opportunities to develop individual creativity.

GRADING

The basis for all evaluation at Trinity Lutheran is the Scriptural admonition: "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." (1 Peter 4:10). We believe that academic standards, tests, and evaluations should provide measures for students to evaluate their strengths, weaknesses, and limitations. This should equip them to grow and advance toward their particular vocational goal.

EVALUATION/GRADING SCALES

Grading is a professional judgment of multiple factors based on:

- **Achievement** -- meeting the requirements of the course on the basis of God-given talent. This means satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussion as required.
- **Christian stewardship in work habits** -- using assigned study time for study, bringing required texts and necessary materials to class, keeping work well organized, paying attention to instructions by teacher or presentations by class-mates, doing independent work, spending sufficient time on home study, and completing assignments on time.
- **Christian-motivated conduct** - showing courtesy and respect for both teacher and classmates, taking assigned place upon arrival in the classroom, not interrupting classroom routine by misbehavior, and willingly accepting correction by teachers and classmates.

We make every effort to assist students individually so that each student has an opportunity to succeed, and to be challenged academically. We encourage parents and students to communicate with teachers about academic programs. In order to prevent the continuation of problems, cooperative effort is essential. It is the responsibility of both parents and teachers to work together to help our students find success in school.

Report cards will be issued during the school year using the traditional grading system. In

addition, teachers are encouraged to send commendation slips to keep parents informed of significant problems or achievements. In kindergarten through second grade, the teacher will use a scale to denote developmental progress.
The academic grade indicates the individual progress of a student in relation to class standards as set by the teacher and the curriculum.

Grading is on a percentage scale for third through eighth grade:

A 100-90 **B** 89-80 **C** 79-70 **D** 69-60 **F** 59-0

HONOR ROLL

"High Honor Roll" and "Honor Roll" are the two designations we apply to students who demonstrate academic excellence. To be considered for these awards, students must maintain an average of 3.6 or higher for High Honor Roll and an average of 3.0-3.5 for the Honor Roll. A student may have one "C" on their report card and still qualify for Honor Roll.

PROMOTION & GRADUATION REQUIREMENTS

The decision to promote a student to the next grade level is based on academic performance including the successful completion of curriculum, attendance, performance on standardized tests, and other testing.

To qualify for 8th Grade Graduation, the student must pass the U. S. Constitution test and the State Constitution test as well as successful completions of all assignments.

A graduation ceremony is held for all graduating eight-grade students, usually during the last week of school. The exact date is set when the school calendar is set and approved. All eighth-grade graduates are required to wear appropriate clothing and footwear.

SOCIAL EMOTIONAL LEARNING POLICY

We believe students will grow socially and emotionally when:

*children know that God has created us, loves us, and has forgiven us.
*children know what is right and wrong according to God's Word.
*children willingly practice self-control and display fruits of the Holy Spirit.
*children know their strengths and are given opportunities to fully develop their talents.
*children know their limits and weaknesses and can develop habits and coping mechanisms to navigate stressful situations.

*children celebrate individual and group accomplishments while giving all glory to God.

Using Scripture as our model, we must practice problem solving skills and practice offering and receiving grace as we have been shown by our Heavenly Father.

ADMINISTERING MEDICATION IN SCHOOL

When a student requires daily or regular medication, the responsibility for administering such medication rests solely on the parents. Only medicines which are essential for the student to remain in school or medication for severe allergies or severe asthma will be administered in the presence of school staff, and then only when the School Medication Permission form is completed and **signed by a physician**. A copy of this form is available in the school office. Trinity shall incur no liability as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless Trinity and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The school has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/procedures allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33.

- **Over-the-counter medication is not to be brought to school.**

DIABETES

If your student has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their student.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Permission forms will **not be accepted** for random administration of aspirin or pain relievers.

DRESS CODE

Trinity Lutheran School requires that all students wear clothing that is a reflection of their Christian training and which does not distract from the educational process. Therefore, we recommend that modesty, cleanliness, and neatness be under consideration at all times. We ask parents to lend guidance on how their student's dress.

<u>The following is a list of clothing items that are not to be worn at Trinity:</u>

- Excessively tight clothing
- Imprinted shirts in questionable taste or vulgar in nature. This will include shirts that promote musical groups, video games, or movies that would not be suitable in a Christian school.
- Tank tops or tops with "spaghetti" straps
- Hats and/or head coverings may not be worn in the school building except on authorized "hat days."
- Blouses or shirts that show midriff, bare shoulders, or open back
- Shorts with a length less than mid-thigh – Standing up straight, put arms at side. If shorts or skirts are shorter than middle finger length, they are too short.
- Pants or shorts with holes. No pajama pants except on designated days.
- Shoes must be closed toe and supportive. Slippers and slides are not acceptable footwear.
- Hoodies (shirts with hoods) may be worn in school, but the hood must remain off the head. If the hood is covering the head while in the school building, the student will be required to remove the shirt for the rest of the day.
- Children are required to have gym shoes at school for physical activities. 5th-8th are required to change into "gym clothes" on designated PE days. Other grades are encouraged to wear clothing that allows them to perform during PE.
- The school allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

Violation of the dress code may result in the child being sent home to change clothes, or the child will be given other clothes to wear. ***The school staff forms the final judgment regarding inappropriate dress.***

INSPECTION OF STUDENT FILES

All student files are confidential and can be released to outside agencies or other schools only with parental consent. Trinity Lutheran School complies with House Bill 69 entitled, "Protection of the Rights and Privacy of Parents and Students." This law provides parents with the right to inspect their child's cumulative records. A parent may also challenge the contents of their child's file. Advance appointments must be made for the inspection of a student's records with the principal.

Certified copies of transfer student records are requested within 14 days of enrollment; the school sends unofficial records of students transferring to other schools within 10 days of the request.

The school has a written system/procedure in place that the school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records.

Trinity Lutheran School agrees to comply with any other applicable State or federal law or regulatory requirements.

LUNCHES

The lunch your student brings to school is not refrigerated. Please be careful when packing your student's lunch to avoid items which may spoil without refrigeration. In order to keep your student's lunch cold, you may wish to pack a frozen juice box, make a sandwich on frozen bread, or include an ice pack in your child's lunch. You may also wish to send your child's lunch in an insulated bag. Please try to pack a nutritious lunch and encourage your student to finish the entire lunch. We do not want to see food wasted. Lunches which are left in the hallway after school, however, are thrown away, and we cannot be responsible for missing spoons, containers, etc. We will not accept deliveries for student meals (ex. Doordash, Uber Eats, Jimmy John’s, etc.).

HOW MAY I HELP MY CHILD

- Ask your student to bring home his/her assignment book or check online to see what he/she has to study.
- Arrange a quiet, comfortable place for your student to study.
- Help your student to schedule a time for homework.
- Check to see how well the assignment is completed.
- Ask your student to recite religious memory work to you.
- Help your student see that religious memory verses serve Christians as a defense against temptations, comfort in sorrow, reassurance in times of danger, and guidance to do God's will.
- During family worship, memory texts might be reviewed and explained.
- **Check it out**...A child's point of view regarding his environment is fascinating. Children

sometimes express themselves in an exaggerated or self-centered manner. This is natural and must be understood within the context of the child.

We sometimes hear statements which begin, "someone stole my..." or "he hit me..." etc. It's amazing how many stolen items turn up in the dark recesses of a cluttered desk. It usually takes more than one child to get involved in a hitting contest. Before getting angry at someone else over a child's statement, check it out for accuracy with a teacher.

STUDENT DISCIPLINE AND CONDUCT CODE

In the training of children, it is necessary that boundaries be set for acceptable behavior. The classroom is a community of learners committed to developing each child's God-given gifts for Kingdom service. A clear classroom structure, with clearly articulated boundaries is necessary for a safe learning environment for all students. Teachers will establish and communicate clear boundaries for a safe learning environment as well as the consequences for failing to meet these expectations. These community expectations will then be consistently enforced within the classroom environment.

Students should understand that discipline is an act of love and we at Trinity Lutheran School love students enough to discipline them. The teachers deal with minor infractions of the school or classroom rules. If the problem becomes repetitious or is of a more serious nature, it will then involve the parents and the school administration.

Discipline Plan

In its Discipline Plan, Trinity Lutheran School strives to maintain the dignity of the student while continuing to guide them in understanding and obedience through Christ centered discipline. Christian discipline is restorative in nature and future focused. It also recognizes that there are consequences for behaviors. Trinity Lutheran School Staff are dedicated to creating appropriate consequences for student behaviors that does not meet community expectations. In doing so, the dignity of the student is maintained, the classroom order is upheld, the students acknowledge they are wrong and learns from it, and the learning environment is not disrupted.

There are times when detentions/lunch detentions and suspensions may serve an important role in helping to discipline a student.

Preschool – Grade 4

Each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. This includes classroom rules and

procedures with positive reinforcement as well as consequences when rules are not followed.

Grade 5- 8

Beginning in 5th grade, students may receive detentions. These are usually served during lunch, however, in repeated offenses, an after-school detention will be arranged on a case-by-case basis. Parents will be notified in advance if an after-school detention has been assigned. See Behavior Examples.

Each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. In addition, staff are dedicated to creating appropriate consequences for student behavior that does not meet community expectations.

The employee code of professional conduct policy has been added and it is also available on the website.

Behavioral Issue Examples

Below are some specific examples which could result in detention or additional consequences:

- Disrespect to people or property.
- Repeated missing homework assignments.
- Abusive and/or obscene language.
- Threatening or bullying (see "Other General Guidelines" section on bullying).
- Fighting.
- Leaving the school grounds without permission.
- Stealing, lying, cheating (which includes plagiarism).
- Use or possession of cigarettes.
- Use or possession of alcohol or drugs. This may also involve notifying the police department

Severe Behavior Infractions

In any situation where a student commits or threatens personal violence of a potentially criminal nature against another person on school premises, the following steps shall be taken:

- The offending student shall be removed from the classroom and company of other students and placed in a supervised setting, with parent(s)/guardian(s)

notified to retrieve the child immediately. The offender will not be returned to the classroom or peer setting and shall be suspended until further notice, pending the determination of consequences by the principal and Board of Education.

- Local law enforcement will be contacted through a liaison officer to determine if their involvement is advised.

  The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel;
  and,
  Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1st for the preceding school year.

Student Expectations

Students must take time to read over these rules. They are designed to make Trinity a safe and happy place to attend.

- Students are to treat each other in a respectful manner. Physical force is never to be used to solve problems or express emotions.
- Students are to treat teachers and other adults with whom they have contact in a respectful manner.
- Students are to walk in the hallways, classrooms, and parking lot.
- Students are to be careful in the bathrooms to ensure their safety and respect the privacy of others.
- Students are to speak in normal tones while in the building.
- Students are to treat the building, furnishings, books, and supplies carefully and with respect.
- Students are to arrive at school promptly and leave promptly.
- Students are to hand in homework neatly completed and on time, according to the homework policy.
- Students are not to go into storage rooms or any other closets without teacher permission and supervision.

- Students are to remain in the field while at recess. They are not to play in the front parking lot.
- Students are not to chew gum in school.
- Students may not bring animals to school for any reason.
- Students are not to use foul language in school.
- Students are not to keep over-the-counter medicines or prescription drugs in their possession. All medication, with the exception of inhalers, is to be kept in the school office. Students who take medication, including inhalers, must have a medication form on file in the office.
- Students may not throw snow or ice.
- Students are not to bring toys, radios, etc., to school without prior permission.
- Students may not bring pocketknives, laser pointers, or any weapons to school.
- Students may not bring illegal substances, drugs, fireworks, cigarettes, e-cigarettes, or any other inappropriate substance to school.

Failure to follow these rules may result in a loss of privileges. Other offenses may result in repairing or replacing damaged property or other appropriate consequences. Repeated offenses and more serious offenses may result in detentions and/or consequences as previously outlined in this handbook.

CELL PHONE POLICY

Students are allowed to have cell phones at school, but the school will not accept any responsibility for their safekeeping. Cell phones must be turned off during school time. Receiving or sending text messages during school is not allowed. Under no circumstances should cell phones be taken into the restroom or the locker room area. Phone usage shall be permitted only after school and only to contact parents or guardians. Misuse of a cell phone may result in the phone being held in the school office until a parent/ guardian can pick it up.

Upon arrival, at school, all cell phones will be placed in a bin in their classroom. They must be turned off. When it is time to leave for the day, the students may take them.

<u>Students are NOT allowed to:</u>

- Keep them on their person or in their backpacks.
- Use them in the entryway, hallways, bathrooms, or playground.
- Use cell phones when they are to be working on other activities.
- Use cell phones to access or send inappropriate material.
- Use cell phones for cyber-attacks on students or faculty.

- Take them on field trips unless the teacher gives permission.

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

BULLYING

Violation of this policy will subject the harasser to disciplinary action, up to and including immediate discharge, suspension, or expulsion from school. Bullying is defined as repeated actions, done on purpose, toward an individual with the intent to gain power over that individual and hurt that individual bodily or emotionally. Bullying is considered a major offense and will be handled in the following manner:

- **First Offense**: A detention will be issued. Contact with the parent will be made by the principal explaining the Code of Conduct and the consequences. An apology is expected from the offender.
- **Second Offense**: A detention will be issued. A meeting will be held with the student, parent, principal, and teacher.
- **Third Offense**: An out-of-school suspension will be given. The parents, student, principal, teacher, and a Trinity School Board member will meet to discuss the future of the student.
- **Fourth Offense**: Expulsion from Trinity Lutheran School

Any instance of battery against a school employee must be reported to their supervisor, who will report it to the authorities within three (3) days.

EXITS

When going outside for recess or gym class, students use the door nearest the Preschool room.

SNACKS

No eating is allowed in the hallways, bathrooms, or locker rooms. Snacks must be healthy and nutritious.

PHONE USE

The phone in the office may be used only with a **teacher's permission**. Do not ask to use it to call your parents to see if a friend can come over, or if you can go to a friend's house. Arrangements should be made prior to coming to school.

PHYSICAL EDUCATION (Gym) CLASS

Students will need to wear appropriate clothing to school on the days that they have physical education (**P.E**.). P.E. classes will take place twice a week and may be subject to change during the school year, and notification will be provided to the students and parents in writing and through email. Students are to wear appropriate athletic wear. Shorts are not to be made of spandex and should be loose fitting. During winter months students are allowed to wear sweatpants and sweatshirts for gym. Students will need to wear gyms shoes to participate in class. The gym shoes should have non-marking soles.

Prior to practice or competition, all student athletes must have had an annual sports physical within the last 365 days. Forms are available in the office.

SPORTS EQUIPMENT

Sports equipment such as basketballs, baseballs, or volleyballs may be brought to school; however, the school assumes no responsibility for the care and use of such equipment.

TOYS AND ELECTRONICS (Personal Property)

I-Pods, tablets, and electronic games should not be brought to school (except on designated days with the permission of the classroom teacher). Trading cards, toys, and games must be left at home. The selling of cards, toys, or similar items is not allowed in school. Trinity assumes no responsibility for lost, damaged, or missing items.

PLAYGROUND BEHAVIOR

Notify your teacher when a ball rolls across the street. Students are to stay on the level part of the field within the fence line; children may not play in the ditches along the road. All school rules regarding common courtesy and safety also apply to behavior on the playground.

PROPERTY

Respect the school, its property, and all equipment. Keep your desk clean. Do not write on any furniture or any part of the school building. Students will be required to reimburse Trinity for any damage they have done to school textbooks, desks, equipment, or school property. Students must also assume the cost for the replacement of lost textbooks or library books.

LOITERING

Do not loiter (stand around and talk) in the bathrooms, locker room, or hallways.

SAFETY - Safety Drills

At the start of each school year, classroom teachers will give students instructions regarding safety drills. Students will use this information in order to follow procedures during fire, tornado, and lockdown drills.

- **Safety Guidelines**
    - Be careful when opening or closing the main school doors.
    - Do not play on the ramp or stairs, or climb on the railings.
    - Be considerate of other students, especially those who are younger and smaller than you.
    - Hold the door open for others (adults, too).
    - Be careful not to leave your school bag, lunch box, etc. lying in the hallway where someone could trip or fall over it
    - Watch carefully for others when opening or closing classroom, gym, or bathroom doors.

ILLINOIS STATE POLICE "NO FIREARMS"

Illinois prohibits the knowing possession or carrying of any firearm, stun gun or taser on or about the person in any public or private elementary or secondary school, on the person or in a vehicle on the real property of any school.

In Illinois, a school board must expel a student who possessed a firearm or other weapon at school, any school-sponsored activity or event or activity or event that bears a reasonable relationship to school. The expulsion period will be determined by the school board, principal, and teachers on a case-by-case basis.

"No Firearms" signs are posted all entrances to the school and church.

ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS) LICENSE EXEMPT CENTER CERTIFICATION

Trinity is a DCFS license exempt facility. The school meets the standards of the exempt category. License exempt centers must comply with all applicable Department of Human Services CCAP background checks, health, safety and child development requirements.

TECHNOLOGY – ACCEPTABLE USE POLICY

Use of the Internet enables Trinity to enhance the curriculum by providing students and faculty with current information, ideas, and commentary from around the globe. It is not intended for commercial use or personal entertainment. Since the Internet is an unregulated medium, there is the risk that users may encounter sources considered controversial and/or offensive.

Students have the privilege of accessing technology only for educational purposes. Users must accept full responsibility for all material viewed, downloaded, and/or produced. Unauthorized access to systems, software, or data is unacceptable. Attempting to damage or destroy the data of another user is also unacceptable. Adult supervision is required for any technology use.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

Unacceptable use would include, but is not limited to:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit
- Sending or receiving personal, not educational, e-mail messages
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Non-educational chat usage and non-educational online game usage are prohibited.

Violations may result in a loss of access as well as other disciplinary or legal action.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a

social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's network account violates the school's disciplinary policy. The school may also require the student to share the content in the course of such an investigation.

Because Internet information is not always accurate or reliable, students should verify the source of information before citing it as a reference. To avoid plagiarism, students must give credit to Internet sources used in any research paper in the same way that print sources are cited.

Both the student and his/her parent/guardian must agree to adhere to this policy before students are allowed access. Please sign this form (last page of handbook) and submit to the office. Signed forms will remain on file.

*Treat others at all times with consideration, the same way you wish to be treated. Let your behavior **in all areas** of the school building reflect that you are a Christian*.

SCHOOL MISSION STATEMENT

"Trinity Lutheran School partners with families for the total development of each child to become a life-long learner and to serve others through an excellent Christ-centered education."

Acceptable Use Policy for Technology
2025-2026

One Form per Family
Signed by Students and Parents (Kindergarten-Eighth Grade)

To ensure the rights of all students and staff to learn and grow in a safe Christian atmosphere, I/We agree to abide by these Acceptable Use Policies for Technology outlined in the Trinity Lutheran School Parent Handbook.

Family Name: _____

_____ Grade _____ Date _____
Signature of Student 1

_____ Grade _____ Date _____
Signature of Student 2

_____ Grade _____ Date _____
Signature of Student 3

_____ Grade _____ Date _____
Signature of Student 4

_____ Date _____
Signature of Parent/Guardian:

_____ Date _____
Signature of Parent/Guardian:

Parent/Student Handbook Acknowledgement Form

The 2025-26 Trinity Lutheran School Parent/Student Handbook contains policies with regard to attendance, dress code, technology, and cell phones, student conduct expectations and discipline management, grading, reporting, testing, information, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT

I, the parent of (student name(s)) _____ hereby confirm that I have received a copy of the 2025-26 Trinity Lutheran Parent/Student Handbook, and further understand the responsibilities expected of Trinity parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2025-26 Trinity Lutheran School Parent/Student Handbook.

Student(s) Printed Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Disclaimer: Trinity Lutheran School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.