

Trinity Lutheran School
Handbook
2011-2012



“Be joyful in hope, patient in affliction,
faithful in prayer.”
Romans 12:12

PHILOSOPHY

Parents are the primary educators of their children. The goal of Trinity Lutheran School is to establish an environment for Christian learning which aids parents in the development of the whole child.

To this end it is imperative that parents, the School Council, the administration, and the faculty be strong and unified. This unification grows when these vital elements have open, effective and truthful communications.

The School Council sets policy and supports the administration and its faculty. The administration implements this policy, supervises staff, and motivates them toward continued professional growth. The faculty accepts the responsibility of being not only qualified and professional but, most importantly Christ-like role models for the students.

In conjunction with this atmosphere of positive and effective interaction among these groups, the structure is completed when placed on the solid foundation of God's Word. Trinity Lutheran Church & School is built on that foundation and is committed both spiritually and financially to the achievement of this goal, a **CHRIST-CENTERED ENVIRONMENT**.

Within this environment, it is the purpose of Trinity Lutheran School to produce happy, successful, and active members of the body of Christ. To achieve this purpose the curriculum in all grades, preschool through eighth, is a broad one that fosters the ideals of Christian and civic responsibility. A concentrated effort is made to present a well-rounded program. This program should not only answer the spiritual, scholastic, emotional, social, and physical needs of each student, but challenge his/her potential as well.

The learning process takes place in a sound, Christian environment where faith attitudes are developed and fostered by religious instruction and formation. Teachers endeavor to know, understand, and treat each student as an individual. They model their faith convictions by word and example. In this school community all strive for evident friendliness, care for one another, trust and respect for each person, service to others, and especially service and witness to Christ.

Trinity Lutheran School offers an opportunity for personal growth within the special dimension of a Christian community which shares, cares and values the unique qualities and needs of the individual.

**Trinity Lutheran School Staff
2011-2012**

Mr. Shawn Hoffmann	Principal
Mrs. Cindy Guetschow	Administrative Assistant
Mrs. Nancy Rinda	Financial Assistant
Mr. Kurt Busse	8th Grade/Athletic Director
Ms. Donna Smith	7th Grade/Assistant Principal
Mrs. Jan Wirsing	7th Grade
Mrs. Heather Nitzel	6th Grade
Mr. Dan Bell	6th Grade
Ms. Elizabeth Tomera	Part Time 6th Grade Teacher
Mrs. Kathy Bahn	5th Grade
Mrs. Julie Hoffmann	5th Grade
Mrs. Deb Weaver	4th Grade
Ms. Linda Heidloff	4th Grade
Mrs. Linda Brockett	3rd Grade
Mrs. Jill Peters	3rd Grade
Ms. Sara Pittman	2nd Grade
Mrs. Melissa Rock	2nd Grade
Ms. Gretchen Buhrke	1st Grade
Ms. Andrea Winter	1st Grade
Mrs. Laura Busse	Kindergarten/ECE Director
Mrs. Gayle Dietsch	Kindergarten
Mrs. Jan Wohlers	Kindergarten
Mrs. Becky Griffin	Pre-Kindergarten
Mrs. Donna Mikesell	Pre-Kindergarten
Mrs. Lana Blair	Preschool
Mrs. Nancy Fuemmeler	Music
Mrs. Judy Vasel	Band
Mrs. Michelle Garcia	KEY Program
Mrs. Ruth Eickenberg	Reading Resource
Ms. Stephanie Davingman	LCFS Counselor
Mrs. Mary Gordon	Computers
Ms. Lora Glenn	Art
Mrs. Shanon Hoskins	Cook
Mrs. Carylon Richards	Cook
Mrs. Debbie Garbe	Cook
Mr. David Tosh	Custodian

ADMINISTRATION

Trinity Lutheran School is operated by Trinity Lutheran Church through the School Council.

Three members of the Board of Lay Ministry (School Administration, Curriculum and Instruction, and Student Services) are vested with the responsibility and authority to make all policies concerning the administration of the school. The senior pastor, principal and administrative assistant to the principal serve as ex-officio members.

Immediate supervision of the school is entrusted to the principal and members of the faculty.

ADMISSIONS

Trinity Lutheran School is open to all children of Trinity Lutheran Church. If facilities are available, it is open also to anyone else who is interested in Christian education.

Age and entrance requirements are the same as for any public school in the city. A child must be three (3) years of age on or before September 1 in order to be admitted to Preschool. A child must be four (4) years of age on or before September 1 in order to be admitted to Pre-Kindergarten. A child must be five (5) years of age on or before September 1 in order to be admitted to Kindergarten. A birth certificate must be presented for anyone entering the school. A parent or guardian may enroll any child by conferring with the principal prior to the day that the child begins classes.

Trinity Lutheran School admits children of any race, color, national and ethnic origin to all 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, admissions policies or in athletic or other school administered policies.

ASBESTOS

There is no friable asbestos in the school building. Asbestos management plans are available in the school office.

ATHLETICS

Interscholastic athletic contests in baseball, cross country, volleyball, soccer, basketball and track are offered to students in grades 5-8. Practices are held after school two or three days a week. Sportsmanship and Christian fellowship are stressed above all other aspects in our athletic program. All students who participate in interscholastic activities must have a physical examination each school year and provide the school office with a copy of that exam.

ATTENDANCE

In accordance with the laws of the state, all pupils are held to regular and punctual attendance. Parents should notify the school by **telephone** when a child will be absent. A **written** excuse needs to be turned in when the child returns after an absence. Excessive absence will be dealt with on an individual basis by the principal and reported to the School Council.

No student will ever be given permission to leave the school grounds from the time he/she arrives until the time he/she is dismissed except for the following:

1. If the parents have sent a written statement requesting the child be permitted to leave at a certain time and a parent/guardian picks the child up in the school office;
2. If the principal has given permission for the child to leave for which he assumes full responsibility;
3. If the child has become ill during the school day and the parents have made arrangements to pick up the child in the school office.

All students who are tardy to class must first report to the school office.

Parents must send a written note to the classroom teacher and to the school office as soon as they are aware that their child(ren) will be missing school for something other than an illness. Teachers will not be expected to give assignments to the students ahead of a vacation time from school. For any absence there will be one day given to complete assignments for every day missing, up to a two-week limit.

BICYCLES

All bicycles are to be parked in an orderly manner in the designated area and are to be equipped with a parking stand. Safety on the roads should be stressed by parents, teachers, and fellow students.

CALENDAR

A full school term is observed in accordance with state educational regulations. The school term begins on the date specified with an opening worship service.

CHAPEL SERVICES

A children's chapel service is held weekly. Children are taught to worship God by listening, singing, praying, and bringing gifts. The gifts are given to designated worthy charities. Before the service the pupils will be informed of the work of the charity.

PLAYERS RESPONSIBILITIES:

Any team member participating in or attending the overnight stay for a tournament is required to:

- Stay at the hotel with the team
- Participate in team activities during the day
- Be under the guidance of the coach in charge for activities, curfews, etc.

COACHES' RESPONSIBILITIES:

The coach in charge of the team at overnight tournaments is required to:

- Inform the participants of event schedules
- Inform players and parents of conduct expectations
- Maintain proper discipline for the participants
- Establish a reasonable curfew for the participants

PARENTS' RESPONSIBILITIES:

Any parent or adult chaperone attending the overnight stay for a tournament is required to:

- Make arrangements for accommodations for their student athlete.
- Be under the guidance of the coach
- Enforce guidelines set by the coach

DIRECTIONS TO GAMES

The new church/school website, www.trinluth.org, has a section under Athletics that lists directions to most of the other schools, parks, and tracks where we compete. We try to keep hard copies available in the school office. If a location is not listed on the website, directions will be listed on the fastdirect bulletin board.

SPORTS AWARDS

At the conclusion of a season, team participants will receive awards if they attended 2/3 of the practices and games for the season. Exceptions will be made if an athlete missed part of the season due to injury or illness. Athletes receive a "T" for the first sport they complete, and a pin for each sport.

CONFERENCE INFORMATION

Trinity is a member of the Central Illinois Lutheran Conference (CILCON). Currently conference standings are kept for the varsity A or 8th grade level only. Each school plays a minimum of one game versus other member schools during the regular season. If more than one game is played, then a designated league game is established before the season. The conference winner is awarded a traveling banner to be showcased in the school's gym for one year.

Current conference members are as follows:

Bloomington, Trinity	Peoria, Christ
Champaign, St. John	Peoria, Concordia
Lincoln, Zion	Springfield, Our Savior's
Morton, Bethel	Springfield, Trinity
Pekin, Good Shephard	

GUIDELINES FOR TOURNAMENTS

PHILOSOPHY:

Tournaments are contests designed to allow teams to display the skills that have been developed during the regular season games. This allows our school the opportunity to play on a competitive basis. As a result each child may not get the opportunity to play during a tournament game. Although we encourage attendance in order to support the team, some players and families may elect not to attend based on the expense associated with attending the tournaments that require an overnight stay.

STATE TOURNAMENT PARTICIPATION REQUIREMENT:

In order to apply to attend the Lutheran State Tournament, a team must have at least a .500 record vs. Lutheran schools on the day the application is due.

CHURCH AND BIBLE STUDY

As a part of the Christian training and Christian living, families are expected to attend worship services and Bible study sessions regularly. A record of attendance is kept to aid Trinity Lutheran Church & School in its ministry.

Faithful attendance certificates will be awarded at the end of the school year. Those students who have missed no more than 1 worship opportunity per quarter throughout the school year will receive these certificates.

COMMUNICATION

Communication is the most effective way to successfully address the needs of children, parents, and teachers. It is also the most effective way to deal with concerns that are part of any school year. When a parent has a concern, the parent should contact the teacher involved. If this does not bring a satisfactory solution, the parent will direct the concern to the principal. If the parent feels that the concern is not satisfactorily resolved, it may be brought to the attention of the School Council. It is requested that the concern be addressed to the School Council either in person or in writing at a regularly scheduled meeting.

CURRICULUM

The curriculum is drawn up in accordance with requirements and suggestions as set forth by the National Lutheran School Accreditation Association of the Lutheran Church – Missouri Synod in combination with the Illinois State Department of Education.

The curriculum includes the following areas of study:

1. Religion and Church History
2. Language Arts – reading, spelling, language, grammar, writing, phonics, literature, speech
3. Mathematics
4. Science and Health
5. Social Studies – history, geography, citizenship
6. Physical Education
7. Art
8. Music
9. Computer
- 10.

DISCIPLINE GUIDELINES

Trinity Lutheran School strives to display our faith in Christ by word and example. To accomplish this task at school we use the following discipline guidelines.

Goals

1. To live in a school environment which promotes friendliness, care for one another, trust and respect for each person, service to others, and especially service to and witness for Christ.
2. To provide every child with an effective learning environment which will enhance academic and spiritual growth.
3. To have consistency of staff action when working with the children of Trinity Lutheran School.

Students Have A Right To...

1. Feel responsible by completing class work on time.
2. Learn and study within an orderly classroom.
3. Be respected and give respect to fellow students and teachers.
4. Work and play in a church and school that is pleasant and safe.
5. Receive forgiveness from fellow students and teachers.

Student Expectations

Students will be expected to observe the rules of the school and act in a manner that is respectful of the rights of others. In order to define expectations of Trinity students, we have divided those requirements into two categories, Academic and Behavioral.

Rewards

Rewards that may be given to the students include:

1. A weekly blue slip from the teacher if a white slip or green slip was not necessary; or if a student served a time out at recess.
2. Verbal compliments from teacher and classmates.
3. Notes, stickers, etc., from the teacher.
4. Trust and respect from classmates and teachers.
5. Extra privileges from the teacher.

Academic

First and Second Grade

The following steps will be used for incomplete academic work:

1. If an assignment is not completed, a white slip will be sent home to inform parents. The slip should be signed by the parent and returned the next school day. Students receiving white slips will serve a timeout during recess.

member attending a school sponsored sporting event may result in the following:

FIRST VIOLATION: a conference will be held including the offender, parents/guardians if the offender is a student, the Athletic Director, and possibly a coach or Athletic Council member. The purpose of the meeting will be to discuss the recent event and what steps need to be taken to prevent any further unacceptable behavior.

SECOND VIOLATION: A conference will be held including the offender, parents/guardians if the offender is a student, the Athletic

Director, the Principal, and possibly a School Council member. The purpose of the meeting will be to discuss the second event of unacceptable behavior and what steps need to be taken to prevent further unacceptable behavior to ensure that a positive Christian atmosphere is maintained at sporting events. A possible consequence may include the loss of the privilege to attend school sponsored athletic events for the remainder of the school year. Any additional action taken related to this matter will be at the discretion of the School Council.

SCHEDULES/CALENDAR

Schedules are maintained on the school's information website, www.fastdir.com/trinluth, in the Athletics section. If families do not have access to the website, they need to inform the Athletic Director so they can receive hard copies.

Information regarding late additions or changes to the schedule, cancellations due to weather, or other athletic reminders, is listed at the same website, but on the Athletics bulletin board.

PRACTICE INFORMATION/LIMITS

- Practices will not exceed two hours in length. There may be some exceptions for cheerleaders when preparing for a tournament.
- JV teams are limited to having practices or games on 4 days in a given week. Varsity teams may have practices or games on 5 days.
- All practices will be completed by 5:30 p.m. on Wednesdays to allow students to attend church services or activities.
- Due to limited gym space and availability, it may be necessary for coaches to schedule practices during the evening, on weekends, or during school holidays.

dren will have sufficient time available in their schedule of activities to participate in a particular sport.

CODES OF CONDUCT

These are the expectations of our athletes, coaches, and parents concerning behavior at practices and games.

ATHLETES:

1. I will glorify God and uplift my team.
2. I will follow the directions of my coach.
3. I will accept decisions and calls of coaches and officials with grace.
4. I will obey the rules of the game and be a good sport.
5. I will do my best and play unselfishly for the benefit of my team.
6. I will treat our opponents, their coaches and fans with grace and respect.

COACHES:

1. I will glorify and honor God by my words and actions.
2. I will encourage and model Christian behavior.
3. I will treat all players, coaches, and officials with dignity, courtesy, and respect.
4. I will make a sincere effort to give every athlete a fair amount of playing time.
5. I will maintain my self-control.
6. I will enforce the rules of the game and the spirit of good sportsmanship.

PARENTS:

1. I will worship with my family regularly.
2. I will cheer enthusiastically for the team as a whole.
3. I will treat all players, coaches, and officials with courtesy and respect.
4. I will accept and support decisions and calls of the coaches and officials.
5. I will be positive—before, during, and after games—or I will exercise my right to remain silent.

In an effort to maintain a Christian atmosphere at athletic events, Trinity Lutheran School wants to discourage unacceptable behavior. Unacceptable behavior is any conduct that would cause an official to instruct a spectator to remain seated, remain silent, or to leave the premise. It also includes any physical or verbal intimidation or abuse by a spectator toward players, coaches, or other spectators.

Unacceptable behavior by a parent/guardian, sibling, or any family

2. If a student receives white slips habitually a conference may be held.

Academic

Third - Eighth Grade

1. If an assignment is not completed, a white slip will be sent home to inform parents. The slip should be signed by the parent and returned the next school day.
2. One recess is forfeited as a consequence. During the forfeited recess time students will attend an In-Room session wherein they will have opportunity to complete the missing work.
3. The grade is lowered one letter grade in fairness to other students who had their work completed on time.
4. If the note and/or work is not returned by 8:15 AM the next day, (unless otherwise noted) a failing grade is recorded. A Yellow slip will be sent to inform parents. If that yellow slip is not returned within two (2) days, the teacher will call. A recess is forfeited for each of those two (2) days that the yellow slip is not returned.
5. A conference with the child, parents, teacher and principal will be scheduled after five (5) white slips per week during the first quarter, four (4) white slips per week for the remainder of the year. These meetings are designed to help the child

Behavioral

Green Slips: First and Second Grade

For discipline concerns other than a Major Infraction, the following steps will be followed:

1. A verbal warning will be given to the student.
2. The student will lose five (5) minutes of the next recess, and a blue slip is forfeited for the week.
3. For ongoing mis-behavior the student will lose ten (10) minutes of the next recess.
4. A green slip will be sent home to communicate to parents about a behavioral problem. The green slip is to be signed by the parent and returned the next school day.
5. One recess is forfeited for the behavior and for each day the note is not returned. If the note is not returned after two (2) days, the teacher will call.
6. A conference will be schedule with the child, parents, teacher and principal after two (2) green slips within one week. These meetings are designed to help the child demonstrate

responsible behavior.

Green Slips: Third - Eighth Grade

For discipline concerns other than a Major Infraction, the following steps will be used:

1. A Green slip will be sent home to communicate to parents about a behavioral problem. The slip is to be signed by the parent and returned the next school day.
2. One recess is forfeited for the behavior and for each day the slip is not returned. If the slip is not returned after two days, the teacher will call.
3. A conference will be scheduled with the child, parents, teacher and principal after two (2) Green slips within one week. These meetings are designed to help the child demonstrate responsible behavior.

Bullying: K-8

Definition: Bullying is an unwanted, intentional, repeated behavior that may be exhibited through physical, written, or verbal means. This may result in bodily harm, emotional distress, or damage to personal property, thus creating an intimidating and/or hostile learning environment. These behaviors are contrary to the mission of Trinity Lutheran School in providing a well-rounded, Christian education.

Philosophy: Consequences (discipline) for an act of bullying shall be unique to the individual incident and will vary in method and severity according to the basis of facts found on the behavior, the nature of the behavior, the developmental age of the students involved, and the students' history of behaviors.

Response:

1. Discipline responses may include but are not limited to green slip, major infraction, or immediate disciplinary action as outlined in the TLS handbook. An incident report will be retained in temporary discipline files.
2. There is an ongoing goal to heal relationships. Principles such as communication, repentance, and forgiveness will be encouraged.
3. Communicate and educate all parties involved, including bystanders (where appropriate), about unwanted and unwelcomed behaviors as well as how to respond to any future behaviors.
4. Communication with parents of both parties.

ATTENDANCE

Athletes are expected to participate fully in all PE classes and attend all practices and games. If an athlete is unable to attend, notification should be given to the coach as soon as possible, preferably a written note or email from a parent. No notification is necessary if the student is absent from school that day.

Students who are absent from school due to illness will not be permitted to practice or play in a game that same day. Students who miss practices may be limited in their game time at the discretion of the coach. Absences due to ineligibility will impact playing time.

Two unexcused absences during any athletic season could result in suspension from the team.

If a student is ineligible for two full, consecutive, grade periods (4-5 weeks), they will be suspended from the team.

RESPONSIBILITIES OF PARENTS:

The school can only support and encourage Christian behavior if it is reinforced at home. To set an example for their children, parents are requested to:

- Worship regularly as a family
- Have a current physical form on file with the school for every child participating in sports. Physicals are good for 12 months.
- Help your student athlete establish proper priorities with respect to the Lord, the church, family, peers, study, behavior, and play.
- Model good health habits toward sleep, diet, and exercise, and discourage the use of tobacco, alcohol, and drugs.
- Commit to our student athletes and the program by attending events, encouraging the athletes and coaches, and assisting with duties such as hall monitors, concessions, admissions, or scoreboard.
- Enthusiastically support teams at athletic events, always avoiding criticism of coaches, players, officials, and fans.
- Provide or arrange for transportation for your children to and from practices and games. Coaches are not responsible for transportation.
- At the beginning of each season, a parent meeting may be held. A parent must attend this meeting or make arrangements to meet at another time with the Athletic Director and the coach. Their child will not be allowed to play in any games until the meetings have taken place.
- At the beginning of each season, parents will receive a description of the sport offered, along with the time requirements and other necessary information associated with participation in a given sport. Each family is asked to decide whether their chil-

ties, but there is no guaranteed minimum playing time

Trinity has set the following limits on number of games in any given season:

Baseball: Varsity—22 games*

Soccer: JV—12 games Varsity—16 games

Cross Country: Varsity—no limit at this time

Volleyball: JV—16 matches Varsity—22 matches*

Basketball: JV—17 games Varsity—22 games*

Track: JV—6 meets Varsity—9 meets*

*Does not include State Tournament or Meet.

In order to help our families maintain a balance in their lives, we try to maintain the tournament limit at two, especially in basketball.

RESPONSIBILITIES OF ATHLETES

WORSHIP:

All athletes are expected to worship regularly with fellow Christians. This is a priority for our school and should be at home as well.

GRADES:

God expects us to use our talents and abilities to glorify Him and further His kingdom. We are expected to perform our very best in all academic areas. Grades should not suffer due to extracurricular activities. Students can learn good time management skills. **The grade policy is outlined in the Trinity Lutheran School Handbook in the section entitled “EXTRA-CURRICULAR ELIGIBILITY”.**

CONDUCT

God has given us a most precious gift of eternal life through the death and resurrection of His son, Jesus. As His redeemed children, we desire to live in a way that reflects His love for us. Part of this is learning how to behave toward God and toward each other.

Trinity Lutheran School uses green slips to communicate in appropriate behavior. **This system is outlined in the Trinity Lutheran School Handbook in the section entitled “DISCIPLINE GUIDELINES.”**

Major Infractions

Major infractions could be defined as but not limited to:

1. Verbal abuse, sexual harassment, profane language
2. Physical intimidation, fighting
3. Cheating, plagiarism, forgery
4. Vandalism, stealing
5. Internet misuse
6. Cutting class

Consequences for any major infraction committed after school hours, yet during a school sponsored event, will be implemented on the following school day.

1. First Major Infraction of a school year

The student will automatically be removed from the classroom until the present situation is resolved with the principal. They will not be permitted to participate in any co-curricular activities on that day.

2. Second Major Infraction of a school year

The student will automatically be removed from the classroom until the present situation is resolved with the principal. The student will not be permitted to participate in co-curricular activities for a one week period. This eligibility begins the day of the infraction and continues for one consecutive week.

3. Third Major Infraction of a school year

The student will automatically be removed from the classroom and will phone a parent/guardian for immediate pick-up from school. The School Council will be contacted to arrange a council hearing to determine disciplinary action. The student will immediately be suspended from school and all co-curricular activities with possible reinstatement pending the School Council's decision.

Immediate Disciplinary Action

Possession of, and/or use of, smoking materials, drugs, alcohol, fireworks, weapons and the like, as well as leaving school grounds without permission, will automatically be referred to the Administrator for immediate disciplinary action.

At Risk Status

A. Definition of At-Risk

At-Risk students are those who are “turned off”, disruptive, chronically tardy, chronically absent, often referred for misbehavior, and avoid schoolwork. These are students most likely to disengage from the school system. Helping At-Risk students is possible through intervention and increased teacher contact, support and encouragement.

B. Student Movement to Behavior “At-Risk” Status

At the attainment of the second Major Infraction of the school year, or four weeks of two Green slips or more in a quarter, a student will be moved to Behavior “At Risk” status.

C. Steps To Be Removed From Behavior “At-Risk” Status

1. A student will remain on Behavior “At Risk” status for six (6) consecutive weeks. At that point the student’s discipline record will be reviewed by school personnel and parent/guardian.
2. The student and parent will attend at least two sessions on behavior management during this six (6) week time period with the school counselor.
3. At the end of the six (6) week period, school personnel and parent/guardian will review the student’s discipline record.

DRESS:

The School Council and the faculty of Trinity Lutheran School request all students dress in a manner which befits a Christian who lives to show honor to Christ. Parents will be notified if inappropriate attire is worn to school.

Certain exceptions may be granted by the principal for Spirit Days. All questions concerning appropriate apparel should be addressed to the individual teacher BEFORE wearing the clothing to school. The following are the guidelines for the different grade levels:

First through Third Grade

Students may **NOT** wear the following:

1. Shirts with wording or pictures of poor taste.
2. Inappropriately low cut tops, tube tops, open midriffs,

PHILOSOPHY AND OBJECTIVES

Athletics are an important part of Trinity's parish school program. They help students develop physical, mental, social, and emotional skills. We are called to use the talents God has given us to be well rounded, lifetime, Christian disciples. Participation in athletics should lead first and foremost toward that goal.

The objectives of Trinity’s athletic program are summarized by the 3-D’s, stated below.

Students involved in athletics at Trinity Lutheran School will have the opportunity to:

- Develop one’s own God-given skills in various sports
- Display a proper attitude of dedication and competitiveness
- Demonstrate teamwork through Christian attitude and spirit

Every student who wants to participate will have that opportunity. In **fifth and sixth grade**, the focus is on skill development, recreation and fellowship. The teams consisting of only fifth and/or sixth graders are the Junior Varsity (JV) level.

Students who fulfill their responsibilities (see Responsibilities of Athletes) to their coaches and teammates may expect to receive significant game time: on average, at least one quarter for basketball and soccer, or one game in volleyball.

Teams with **seventh and eighth grade athletes** are the varsity level. The focus is still on skill development, recreation, and fellowship—but at a more competitive level.

Some sports at Trinity do not fit this model. Cross Country is just a varsity sport open to all 5th-8th grade athletes. Track has a JV level and Varsity level, but 5th and 6th grade athletes can participate in Varsity meets if their ability allows. Baseball is just a varsity sport for 6th-8th grade athletes. They must tryout for the team to show they can safely compete in the sport. Competitive Cheerleading is also just a varsity team for only 6th-8th grade athletes. Girls must try out for the squad and are selected based on attitude and ability. Those in 5th grade or not selected for the Competition Squad are on the JV or Varsity Cheer squads.

When numbers dictate, for volleyball and basketball, the varsity team will be divided into A and B squad placement on the basis of skill, attitude, and team spirit. Coaches will attempt to provide significant game time to every varsity athlete who fulfills his or her responsibility.

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3. halter tops, tank tops or sleeveless/strapless garments
4. footwear that does not have a back strap
5. Shirtless bib overalls
6. Flannel or pajama pants, pants with rips, tears or holes, or overly short or tight shorts
7. Cowboy boots and other shoes that scuff the floors.
8. Hats of any kinds inside the building
9. Any clothing indicating or suggesting gang involvement.
10. Any type of make-up or lip gloss (Chapstick IS acceptable)
11. In an effort to promote a positive learning environment, hairstyles that disrupt classroom learning are prohibited (i.e. colored hair, Mohawk cuts, etc.) Exceptions can be made on special occasions with the permission of the principal.

Fourth through Eighth Grade

Students may **NOT** wear the following:

1. Inappropriate sized clothing, including shirts and pants that are too tight or excessively baggy.
2. Shirts with wording or pictures of poor taste or of a derogatory nature.
3. Inappropriately low cut tops, tube tops, open midriffs, halter tops, tank tops or sleeveless garments
4. Footwear that does not have a back strap
5. Shirtless bib overalls
6. Flannel or pajama pants, pants with rips, tears or holes
7. Hats of any kind inside the school building
8. Dresses, skirts or shorts that are inappropriately short or tight
9. Any clothing indicating or suggesting gang involvement
10. Make-up may not be applied during school hours
11. Pants that do not cover undergarments
12. In an effort to promote a positive learning environment, hairstyles that disrupt classroom learning are prohibited (i.e. colored hair, Mohawk cuts, etc.) Exceptions can be made on special occasions with the permission of the principal.

Boys: No earrings or pierced body jewelry are permitted.

Girls: Only earrings in the ear permitted. No pierced body jewelry is permitted.

Early Childhood students (preschool, prekindergarten and kindergarten): Refer to the dress code outlined in the *Early Childhood Handbook*.

DRILLS:

State fire regulations require that schools have an average of one fire drill per month. Local fire districts suggest one fire drill per quarter. The local fire district rule will be followed subject to the condition of the weather. Tornado drills are also practiced.

ELECTRONIC DEVICES

Students may not use electronic devices such as pocket pagers or similar electronic signaling devices, cellular communications devices, MP3 Players and the like while on school grounds during supervised school hours, 8:00-3:30. The use of such devices is also prohibited during evening curricular events (i.e. band/choral concerts). During school hours, such devices should remain turned off and in the student's locker. Violation of policy may result in confiscation of device. Exceptions will be made by the School Council and the Principal.

EQUIPMENT AND PROPERTY

Students will be expected to pay for any property damaged willfully or carelessly. Each child's clothing or property should be marked so ownership can be determined easily.

EXTENDED CARE

The purpose of the Trinity Lutheran School Extended Care Program is to assist parents in providing a safe and secure environment for those children enrolled in Trinity Lutheran School who must arrive before and/or remain after the regular school day. Students in this program must be at least 5 years old. The school day begins at 8:15 AM and students are allowed into their classrooms at 8:00 AM.

Before school care is provided by the YMCA Pals Program beginning at 7:00 AM. A participation fee is required for this service. Any student on school property prior to 7:50 AM must go directly to Before School Care. If your child is not participating in the Before School Care program he may not enter the building prior to 8:00 AM. Students not in the Before School Care Program may be dropped off at 7:50 AM and will be supervised outside the school building by a staff person.

After School Extended Care is open to all students each school day from 3:00 PM to 5:30 PM. A participation fee is charged which includes snacks. Participation in this program will be required for all students who cannot be picked up by 3:30 PM.

Specific guidelines and fee schedules for both of these programs are published annually and are available in the school office.

HISTORY OF TRINITY LUTHERAN SCHOOL

Trinity Lutheran Church started a school the same year the church was organized in 1858. The school was located at Lincoln and Main. Classes were held at two locations in 1883— one in the southern part of Bloomington (Lincoln and Main) and the other in the western part of the city on West Chestnut. In 1892 a school building was erected at 701 S. Madison Street.

That building was renovated in 1921, then was razed and a new school and parish hall was built and dedicated on March 2, 1941.

Classrooms were added when the church building was built at that same location. The final construction on that site was completed in 1979. Modular buildings for classrooms were added in 1987.

On January 21, 2003, Trinity Lutheran School moved into a new facility at 1102 W. Hamilton Road, Bloomington and serves children from three years of age through eighth grade at this present location.

The church remains at 801 S. Madison Street in Bloomington.

TRANSFERS

When students transfer to Trinity Lutheran School from another school, they will be enrolled at the discretion of the principal. Parents wishing to enroll their children at Trinity Lutheran School will schedule a conference with the principal.

When it is known that a student plans to transfer from the school, the teacher and principal should be notified immediately so that all matters can be completed before the student withdraws from the school.

TUITION AND FEES

A financial commitment is set yearly. This commitment pays for much of the cost of books, workbooks, salaries, and other student materials and supplies. This commitment applies to all children Preschool through grade Eight.

Tuition rates are determined by the School Council and reviewed annually. Once a decision is made the amounts will appear on registration information. Tuition is charged for all children with membership in churches other than Trinity Lutheran Church. Tuition payments may be made on a monthly, semester, or yearly basis. Payments on a semester or yearly basis are to be made in advance.

Tuition is charged to all members of Trinity Lutheran Church with children enrolled in Trinity Lutheran School. These members also support Trinity Lutheran Church through regular contributions to the church.

TUITION AID

There is some tuition aid available each school year. Those with a tuition assistance need and who are attending worship services on a regular basis may make application for aid in the school office.

VISITORS

Visitors are welcome anytime after the first three weeks and before the last three weeks of the school year. Anyone below the ninth grade will not be permitted to visit a classroom unless he/she is accompanied by an adult and is seated with the adult. (Special permission may be granted by contacting both the teacher and principal.)

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EXTRA CURRICULAR ACTIVITIES

God expects us to use our talents and abilities to glorify Him and further His kingdom. We are expected to perform our best in all academic areas; grades should not suffer due to extra-curricular participation. To assist students, especially those in extra-curricular activities, grade checks will take place every 2 or 3 weeks, depending on timing within the quarter. Though parents are encouraged to set a higher standard if appropriate, a grade of C– or better must be earned by the student in all subjects. Students will attain one of the following three different steps or status levels, depending upon their grade checks:

OK—all students will begin at this level at the beginning of the school year. At this level the student may participate in all extra-curricular activities and should continue to work toward earning satisfactory grades. At a grade check while on this level, one of two outcomes may occur.

- student earns all satisfactory grades and remains at the OK level. OR
- A student earns one or more grades below a C– and is placed on **PROBATION**.

PROBATION—a student on probation may participate in extra-curricular activities, but should spend extra effort earning satisfactory grades for the next grade check. At the next grade check, one of the following two outcomes may occur:

- A student earns all satisfactory grades and returns to the **OK** level.
- A student earns one or more grades below a C– and becomes **INELIGIBLE**. This change in level will take effect the next school day.

INELIGIBLE—With care and concern for the student as a priority, the student may NOT participate in any extra-curricular activities. The student is encouraged to spend the time away from the activity as a period of concentrated focus on academics, seeking assistance from parents and teachers as needed. At the next grade check, one of the following two outcomes may occur:

- A student earns all satisfactory grades and returns to the **PROBATION** level. This change in level will take effect on the following day.
- A student earns one or more grades below C– and remains **INELIGIBLE**.

An **INELIGIBLE** student may not begin a new activity/sport until the grade status is brought up to the **PROBATION** level.

Coaches, leaders or directors are given the discretion to set a “last possible date” for joining an activity/sport. This date, when determined, will be communicated at the information meeting prior to the activity/sport.

An **INELIGIBLE** student may not try out for a play, Christmas program, or commit to participate in any music contest, IMEA, or Honor Band. Directors will look at the most recent grade check AND student history to determine if the student may be considered for participation. Once a student is given a part in one of these activities, it is expected that the commitment will be fulfilled.

KEY PROGRAM—Eligibility of students receiving services through the Key Program falls under the current policy. Accommodations made for the student through the Key Program make the C-/passing grade standard attainable for all Trinity Lutheran School students.

FIELD TRIPS

Field trips are a highly desirable technique for learning. This is a school activity and permission from parents is given each year on the field trip permission form. Students who do not conduct themselves properly on field trips will be denied the opportunity to be taken on further field trips.

Parent Drivers—Parents who are driving on field trips must provide the school office with a copy of their valid driver’s license and insurance card before they will be allowed to drive for a field trip. On the day of the field trip drivers will sign in at the school office before reporting to the classroom.

Booster Seats—Due to changes in the Child Passenger Protection Act the following guidelines will be followed during field trips:

- All children will be placed in the back seat of the vehicle. No child will ride up front, even if the car does not have a passenger side airbag.
- All children under 8 years of age should be in a booster seat with a lap and shoulder belt system. We strongly encourage you to provide a booster seat for your child when they are on field trips.
- HOWEVER, if you choose not to provide a booster seat, it is permissible for your child to ride in the back seat of a car secured only by a lap and shoulder seat belt.
- Siblings not yet in school may be welcomed on certain field trips pending teacher discretion.

2. You have the right to inspect and review the educational record within a reasonable amount of time (no more than 45 days).
3. You have the right to challenge and amend the record if the record is inaccurate or misleading. The parent has the right to challenge the record and request that the record be corrected. If the request is refused, the parent may request a formal hearing on the matter.
4. You have the right to prevent disclosure. This simply provides that personally identifiable information contained in the student record cannot be released without the written consent of the parent.
5. You have the right to complain to the Family Educational Rights and Privacy Acts officials.

STUDENT TEACHERS

Student teachers may be periodically assigned to do their practice teaching in our school. The student teachers are to receive the same respect and cooperation as any of the regular teachers of the school.

SUPPLIES

Each student must supply his/her own pencils, paper, crayons, rulers, notebooks and other necessary materials.

TARDIES

Being late for school is a disruption and a hindrance to the educational process for all students. If a student arrives at school after 8:15 they must report in to the school office to be signed-in by an adult. Chronic tardiness may warrant a phone call by a school official.

TELEPHONES

The school telephone is provided for school business. Permission to use the telephone is given in emergency situations at the teacher’s discretion. Parents are asked to refrain from calling students during school hours unless it is an emergency.

TEXTBOOKS

All textbooks are the property of Trinity Lutheran School. Each student is responsible for keeping his/her book covered with a cover. Students are not permitted to write in any textbooks. Any damage to the textbook must be paid by the student, which may include replacement cost.

SAFETY AND SECURITY

Anyone other than students and staff in the school building during school hours will need to register in the school office and wear a Visitor's badge during their stay. The goal of this procedure is to maintain the safest environment possible for your children.

SCHEDULE

Classes at Trinity Lutheran School begin at 8:15 AM and end at 3:15 PM. Early childhood times are listed in the *Early Childhood Handbook*.

Students should arrive at least five (5) minutes, but not more than 15 minutes, before the beginning of classes. Students should be picked up within 15 minutes after dismissal unless permission has been obtained from the principal.

SCHOOL CLOSINGS

When bad weather requires school to be closed, it will be announced on radio stations **WJBC** (1230 AM) and **WCIC** (91.5 FM) and on TV stations **WEEK** (10) and **WMBD** (7) as early as possible.

Because parents come from a variety of locations and distances, no decision is ever right for all the drivers involved. If children cannot get to school because of poor weather condition, please inform the school office of your situation..

SCHOOL NEWSLETTER

A weekly newsletter is sent home with the youngest child in each school family on Fridays or on the last day of the school week if school is not in session on Fridays.

STAFF DEVELOPMENT

Teacher in-service days are scheduled throughout the school year to provide opportunities for staff development. Staff development is vitally important for the growth of the teachers as professionals for the betterment of the students they serve.

STUDENT RECORDS

The Family Educational Rights and Privacy Act provides certain rights with respect to educational records of students.

According to this Act, we are required to inform you of the following specific rights that are accorded to each parent when it comes to their child's student record.

1. You have the right to be informed that this Act exists.

GUM AND CANDY

The chewing of gum is not permitted on school grounds. Candy is discouraged during the school day except as a birthday treat.

HEALTH

State law requires that children have three immunizations and one booster against diphtheria, tetanus, pertussis, and polio. A child must also have two immunizations against 10-day measles, rubella (German) or 3-day measles, and mumps. In addition, the immunization series for Hepatitis B is also required.

Physical examinations by a doctor are required for every child entering preschool, prekindergarten, kindergarten and sixth grade, as well as those students participating in a sports activity. These examinations must be completed and on file no later than the first day of school.

Dental examinations are required of all children in kindergarten, second and sixth grade.

Students recovering from an illness **must be fever free** for 24 hours before returning to school. Students with a fever do not function in the learning environment to the best of their abilities and expose other students to the same illness.

HOMEWORK

There is not always sufficient time in the school day for a student to do all the work in lesson preparation. The amount of work that a child will have to do at home will depend upon the ability of the child, or how well he/she makes use of the available time during the school day. Homework is a valuable discipline for learning both academics and responsibility.

INJURIES

Minor accidents at school which require only first aid will be treated by the teachers. In case of a serious injury, the parents will be notified. If no contact can be made with the parents or the designated guardian, the child will be taken to the family doctor or the rescue squad will be called to take the child to the hospital.

INSURANCE

All students enrolled at Trinity Lutheran School are covered by the student accident insurance policy held by the school. This policy covers only those accidents which occur at school during the school day or during school-sponsored events. Additional insurance will be available for purchase. Detailed information will be distributed by the first day of school.

It is the responsibility of the student and/or parent to promptly report all accidents to the child's teacher and the principal. Failure to do so may affect the settlement of a claim.

LIBRARY

The school has a central library. Guidelines for checkout procedures will be provided by the teachers. In addition, children are encouraged to make use of the city library. Each classroom has a library. Lost or damaged books may result in a fine.

LUNCH

Trinity Lutheran School operates a hot lunch program in agreement with the rules of the Federal Lunch Program. Cost to students is announced at the beginning of each school year.

Each student who wishes to participate in the hot lunch program must first deposit money into his/her own lunch account. Parents will be kept informed of the balance of their children's lunch accounts.

Due to Federal Government regulations with the lunch program, lunches may **NOT** be brought from a restaurant or fast food establishment in the community.

MEDICATION

No oral medication will be given without written parental consent. All medication, including cough drops, should be taken directly to the school office, where it will be administered at the requested time. The medication must be in the original container and be accompanied by written instructions which should include the following information: name of student, name of medication, dosage, time to be taken and date. No medication will be provided by the school. The only exceptions to this rule are inhalers and medications for students with severe allergies. These medications may be kept with the classroom teacher.

MUSIC

All students in kindergarten through grade 8 will be involved in music as part of the curriculum. Kindergarten through fifth grade students will participate in a music class with the music teacher. The 6th-8th grade students will participate in Junior High Choir.

Instrumental lessons are offered for students in grades 5-8. Individual lessons are given during the school day by a qualified instructor.

Each grade or a combination of grades is encouraged to use some of their musical talents to enhance worship at church services.

Special choirs perform on various occasions. These are school functions and attendance is strongly encouraged. We invite the Trinity students from other church denominations to visit our church at those times. With many voices, we can give praise to a great and mighty God and be His witnesses. We ask parents and students to accept this opportunity and make a special effort to attend whenever possible.

NUISANCES

Anything which is not conducive to the learning process should not be brought to school. Teachers have the right to confiscate any nuisance items.

PARENT-TEACHER LEAGUE

All parents of Trinity Lutheran School students are automatically members of the Parent-Teacher League (P.T.L.). The main purpose and objective of this organization revolves around the areas of Christian family nurturing, fellowship, and service.

The annual meeting of the PTL will be held in the fall. Other meetings may be scheduled as needed. A wide variety of programs and other activities are scheduled throughout the school year. All parents are strongly encouraged to become involved in the activities of PTL.

Parents are also encouraged to volunteer their time and talents as room parents or by assisting in other ways with the various school programs.

PARKING

NO PARKING is allowed in the drive-through lane at any time during the day.

A map of school traffic patterns will be distributed at registration.

PHYSICAL EDUCATION

Physical fitness is an important part of the school's program. Each child is encouraged to develop himself/herself physically in order to serve God and man. Fifth through eighth grade students will purchase a gym uniform and be required to bring these uniforms to class.

REPORTS

Written reports concerning the work of each child are issued each nine weeks. Fourth through eighth grade students also receive a mid-quarter report. An important part of these reports deal with Christian living.

Conferences are scheduled once a year. Other conferences may be scheduled at the request of the parent or teacher.