

Trinity Lutheran School Parent Student Handbook

Revised September, 2015

Trinity Lutheran School
203 S. Pleasant Ave.
Centralia, IL 62801

Mission Statement

Trinity Lutheran School celebrates God's gift of eternal life by providing children and their families with a Christ-centered, quality education in a caring and nurturing environment.

Philosophy

The Christian educator sees the whole person as God's foremost creation. This necessitates the teaching of (1) knowledge, (2) skills, and (3) attitudes. The Christian training should reach the child's emotions so that the child will see, love, and serve God and respect the dignity, uniqueness, and freedom of his fellowmen.

The Christian educator views the alienated man as one who is born in sin and sins daily, and cannot establish a perfect relationship between God and man. The Christian educator focuses on the redeemed child of God. Because of Christ, the Christian, although sinful, seeks daily to live for Christ. Christian education is geared to both the believing and the unbelieving. Love and forgiveness become the lifeblood of the redeemed child of God, and thus the core of Christian education.

The Christian educator looks upon the contemporary man as the one who needs to be led to repentance and nurtured in the Gospel. Contemporary man lives in a changing world and adapts accordingly. But the world is in God's hands and He is the Lord who changes not.

The Christian educator acknowledges the supreme authority of God and the Scriptures. Our Christian task is to lead the child to know Christ as the center of his life. The Christian educator deliberately and systematically influences the learner toward a mature Christian life. Thus ALL instruction at Trinity Lutheran School is consciously Christ-centered and Bible based.

The Christian educator envisions man as a responsible being who has an obligation toward his Lord, fellow creatures, and himself. The Christian student is to be led to know that he serves God through service toward others and self.

If the Christian student is to develop a mature, wholesome personality, capable of meeting God-given responsibilities, there are many needs that must be met. It is important that spiritual, physical, mental, and social growth occur in a Christ-centered environment.

It must be clearly understood that the school is not solely responsible for meeting all of these needs; other individuals and groups share this responsibility. The Christian educator primarily seeks to relate to the parents the significance of the home as the basic foundation of Christian education.

Non Discrimination Policy

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

Attendance

Absences are counted by half days. If a student misses more than one hour of class in the morning or afternoon, then they will be marked absent for that half day. There is one exception to this rule: The time is increased to 1 ½ hours if they have a doctor or dental appointment. If this appointment keeps them from school more than 1 ½ hours, they will be marked absent for a half or full day.

Three consecutive days absence requires a doctor's note. Not providing a doctor's note will result in the absence being unexcused. (see unexcused absences below)

When a student knows in advance that they will be absent from school the parent or guardian should send a note the day before. Parents or guardians must call the school office before 8:15 a.m. They should also call if their child will leave school and are unable to come back. Students must also bring a note from their parent or guardian if they are going to leave school for lunch.

When students are absent from school they are still expected to do the work and the assignments that they missed. Time will be allowed for them to do this. Work which is not made up by the end of the quarter will mean that they cannot get their report card until the work is finished.

Absences

Any student who has more than thirty (30) absences during any one school year will be reviewed for retention. Notification of possible retention in this type of circumstance does not necessarily need to be made by the end of the third (3rd) quarter.

Unexcused Absences

If a student accumulates 15 days of unexcused absences parents will be contacted to meet with the principal and discuss the situation. If 20 days are accumulated the student may not pass based on the recommendations of the teacher and principal to the BOCE.

Arrival at School/Tardies

School hours are from 8:10 a.m. to 3:10 p.m. The doors open at 8:10 a.m. Students arriving before that time must go to the cafeteria. They will not be allowed in the cafeteria before 7:30 a.m.

Students arriving at school are to go directly to their classroom. They will be marked tardy if they arrive after 8:10 a.m. More than 4 tardies for the year will disqualify them for perfect school attendance. A parent must sign in the student in the office if arriving after 8:10 a.m. or leaving before 3:10 p.m.

If a student has 5 tardies, the parents will be contacted by the classroom teacher. The principal will contact the family if the student has 10 tardies.

Leaving School

When students are dismissed from school at the end of the day they are required to go home or to their scheduled activity. Students are not to stay in the building or on the playground. If they are on a team or group led by a teacher or sponsor they may stay until the activity is completed.

Students who are not in a school activity and who are on the school grounds after 3:20 p.m. will be sent to our After School Care Program and their parents will be charged for the time they spend there.

No student may leave the school grounds during the school day except if this is arranged for in advance by their parent or guardian. Students who go home or out for lunch must have written permission in advance from the parent or guardian. Once a student leaves the school grounds after

dismissal time they may not return until their next regularly scheduled school activity or school day. No students will be allowed in the classroom after 3:30 p.m. unless accompanied by a teacher or extra curricular activity supervisor.

At the end of the school day all Kindergarten through 2nd grade students must be picked up at the classroom door. 3rd through 8th grade will be dismissed through the Pleasant Street door to wait for their ride in the car line. Families with students in both groups will be are to be picked up at the younger siblings classroom. No one is allowed to leave through any other exit.

Detention After School

If a teacher wants or needs to keep a student after school, their parents will be notified some time during the school day. If the parent or guardian cannot be reached, a note will be sent home so that the student can stay after school on the next day.

School Closings

The school calendar published at the beginning of the school year has all of the holidays and special days with no school. In the event that there is a weather related cancellation of school all families will receive a phone call from School Reach. A notice will also go out via FastDirect mail.

Visitors to the Classroom or School

During school all visitors are required to come to the school office to sign in and out. Parents or guardian must write a note to the teacher before a student will be allowed to bring a visitor to class. The teacher or Principal will decide if visitors can come and how long they can stay.

Church Attendance and Chapel

A very important part of Trinity Lutheran School is worshipping God. All students and their families are expected and encouraged to regularly attend worship services.

Once a week, on Wednesday morning at 8:40, our school family gathers together in the church for a worship service. Parents and other members are invited to attend these chapel services. The offerings gathered at these chapel services are used for special purposes to help other people and to spread God's Word. By giving our time, talents, and treasures to God we learn to share the blessings He has given us.

Nuisances

A nuisance is something that could cause problems or be dangerous. Students should not bring matches, knives, guns, sling shots or anything else that could harm another person to school. Toy guns or weapons, MP3 players, and electronic games are also prohibited. If a teacher finds a nuisance item, it will be taken away from them and it will be given back only to the students parent or guardian.

If a student brings a toy, dolls or a game to school to play with at recess they are responsible for it. Students cannot play with them during class time. If they do, the teacher has the right to take them away. They will be returned to the parent or guardian.

Student Cell Phone Use

Students may have cell phones in school with the following stipulations. The phone must be turned off and be in their book bag during school hours.

Dress Code

See page 12 of this policy for Trinity Lutheran Uniform Policy.

A. Authority

The teacher or principal has the right to decide if student's dress is in accordance with this Dress Code Policy and may contact the parents so that a change of clothing may be brought if it is necessary. This Dress Code Policy applies to all school related activities.

B. P.E. Clothes

For physical education class, students in grades 1-8 must wear a special shirt and shorts, clearly marked, which must be purchased at the school at the beginning of the school year. When a student forgets, another set of clothing will be issued by the teacher. For health and safety reasons students must wear tennis shoes in the gymnasium. Please take your clothes home to be washed regularly and whenever your teacher asks you to.

Lost and Found

All lost and found items are placed in the box outside of the gymnasium.

Medication

All medication must be taken to the school office where it will be stored. The container must be clearly marked and a note from the parent or guardian stating dosage and when the student should receive the medicine.

School Lunches

There may be some days when our school lunch room will not be serving lunch and when students will be able to bring a sack lunch from home. Unless the school kitchen is closed students will not be allowed to bring their own lunch. Students may go out to lunch with their parents after they bring a note to school and give it to their teacher before 8:30 a.m. Remember, everyone will be charged for all lunches except in the case of illness or a doctor's appointment.

If a doctor has given a student a special diet to follow they must bring a note to the school office stating what can or cannot be eaten so they will be allowed to bring special food from home if necessary.

Behavior on the Playground

1. Obey the instructions of the adults on duty without argument or disrespect.
2. No rough play; pushing, grabbing, kicking, hitting or tackling.
3. No twisting, wrapping, underdogs, standing, jumping or doubles

- on the swings.
4. No standing on or running up the slides.
 5. No throwing mulch, rocks, sticks, snow or ice.
 6. No name calling, derogatory comments or taunting.
 7. No chase games on the playground or on the playground structure.
 8. No sitting on the spinners or standing on the teeter-totters or parallel bars.
 9. Stay within the boundaries unless directed otherwise by the adult on duty.
 10. Stay off all fences and trees.
 11. May go back into the building only with permission from the adult on duty.
 12. Line up quickly and quietly when the bell rings.

Consequences

1. Warning
2. Stand by the wall for the rest of recess.
3. Will be sent to the Principal's office for severe infractions.

Hallway Traffic

All students are expected to walk in an orderly manner on the right side of the hallway from classroom to classroom and on their way outside. Yelling, shouting and loud noises can also disturb the students in other classrooms. For this reason students are to remain quiet in the hallways at all times.

Care of School Property

School property includes books, buildings, sports equipment, furniture, instructional materials, desks and chairs, and anything that belongs to the school. Students are expected to behave in such a way that property damage is avoided. In cases of deliberate or careless destruction of property, the student and/or parents will have to pay for the damage.

Gum and Candy

Gum chewing and eating candy is not permitted on the schools grounds at any time. The only exception to this is on special days such as parties or the AR store.

Animals or Pets

Students must ask teacher permission at least one day before an animal may be brought to school. The teacher has the right to deny this permission. Parent or some other adult must come with the animal and take it home after it has been shown it to the class.

Bicycles

All bicycles should be kept in the bicycle rack. Students should stay away from the bicycles during the school day. Do not ride around on the parking lot before or after school. Proper safety equipment should be worn at all times.

Field Trips

Each class may have several field trips throughout the year. Students are required to have a signed permission slip before they are allowed to attend. Without this form students will not be allowed to leave the school grounds.

On the trip they are expected to follow the behavior guidelines set by the teacher. Appropriate dress will be announced beforehand. Parents may ask to help supervise on these trips.

Telephone

Students are to ask the permission from the teacher before using the telephone.

Notes for your Teacher

The following notes should be given to the teacher upon arrival at school:

1. A note from parents or guardian giving permission to go out to eat lunch.
2. If you eat lunch at home regularly, your parent or guardian must send a note indicating this will be taking place.
3. If you have medicine to take at school, your parent or guardian must send a note to the school.
4. All notes must be signed and dated by your parent or guardian.

Homework

Class work assigned by the teacher is expected to be completed by the time it is due. If a student is absent it is a good idea to contact the teacher so work can be sent home. Additional time will be given to make up homework that has been missed.

Envelopes

On Fridays an envelope with student papers and other important papers will be handed out. It is the student's responsibility to give it to their parents, see that they read the papers, have the parent or guardian sign the envelope and return it to school on Monday.

Grades

The following scale is used in our school to determine grades:

A 96-100%	B 86-88%	C 77-79%	D 68-70%
A- 92-95%	B- 83-85%	C- 74-76%	D- 65-67%
B+ 89-91%	C+ 80-82%	D+ 71-73%	F 0-64%

Tuition Refund Policy

In the event that a family leaves Trinity Lutheran School prior to the end of the school year, any tuition balance will be refunded on a pro-rated basis based on the number of school days remaining in the school year.

Wellness Policy

Trinity Lutheran School has a Wellness Policy that is available upon request in the school office.

Honor Roll

Students in grades 6-8 are eligible for the honor roll lists at the end of the quarters. The academic subjects that are used to earn an honor roll listing are:

6 th Grade	Reading, English, Spelling, Social Studies, Current Events, Math, Science, Health and Memory Work, Health/P.E.
7 th Grade	Reading, English, Spelling, History, Math, Science, Health and Memory Work.
8 th Grade	Reading, English, Spelling, History, Constitution, Math/Algebra, Science, Health and Memory Work.

Grade point values are assigned on the following basis for these subjects:

	B+	6 points	C+	3 points	
A	8 points	B	5 points	C	2 points
A-	7 points	B-	4 points	C-	1 point

Algebra in 8th grade will be scaled one point higher than the other subjects that the students participate in.

To qualify for the High Honor Roll a student must have a grade point average of 7.25. To qualify for the Honor Roll, a student must have a grade point average between 6.5-7.249.

Bullying and Harassment

No person, including employees of Trinity Lutheran Church/School, or student; shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, or other protected group status. The school will not tolerate harassing or intimidating conduct at school, on school property, or at any school related activity; whether verbal, physical, visual, or through social media that affects tangible benefits of education that unreasonably interferes with 1) a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment, 2) interferes with the student's opportunity to participate in or benefit from services, activities, or privileges provided by the school. Examples of prohibited conduct include but are not limited to name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. The terms *bullying*, *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Complaints of harassment or intimidation should be reported to appropriate school personnel.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Reported incidences of verbal or physical harassment will be thoroughly and discreetly investigated. Students who feel sexually harassed should contact the appropriate school personnel.

BUG and Straight A Awards

At the end of the 2nd, 3rd, and 4th quarters, students in grades 1-8 may earn a “BUG” pin if the student has brought up a grade from one letter grade to the next higher letter grade without going down in any of the other letter grades.

If a student earns all A's in any quarter, they will receive a Straight A pin.

The subjects used in the classrooms to qualify a student for either a BUG or a Straight A pin are as follows”

1 st Grade	Reading, Phonics, Spelling, Math, Memory Work, Science
2 nd Grade	Reading, Phonics, Spelling, Math, Memory Work, English, Science
3 rd Grade	Reading, Spelling, Math, Memory Work, English, Social Studies, Science,
4 th Grade	Reading, Spelling, Math, Memory Work, English, Social Studies, Science,
5 th Grade	Reading, Spelling, English, Math, Memory Work/Religion, Social Studies/Current Events, Science
6 th Grade	Reading, Spelling, English, Math, Memory Work, Social Studies/Current Events, Science, Health/P.E.
7 th Grade	Reading, Spelling, English, Math, Memory Work, History, Science,
8 th Grade	Reading, Spelling, English, Math/Algebra, Memory Work, Constitution, Science, Health, History

Enrollment Policy

Trinity Lutheran School
Centralia, Illinois

Trinity Lutheran School has been established primarily as an educational institution to serve the members' children of the congregation.

Trinity Lutheran Church is solely responsible for the financial stability of the church and school. The parish receives no financial aid beyond the funds directly contributed by its congregation members, school contributions and other fixed fees.

The parents of Trinity Lutheran Church, whose children attend Trinity Lutheran School, are naturally concerned with the Christian education of their children, and they are personally involved with the training of their children. A large part of this training is reflected in the examples they set in evangelism and stewardship. This means giving of one's self in personal commitment to spiritual growth and sharing the cost of Christian education for their children and others.

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

Other children are welcome whose parents are non-members of Trinity Lutheran Church and whose chief motive for enrollment in our school is for obtaining a Christian education. The parents will be asked to support a part of the cost of education by paying a tuition fee.

The principal and Board of Christian Education shall use their discretion to determine whether non-member students will be accepted on a tuition basis. They shall bear in mind, among other things, the experience and talents of the teacher, the requirements of the class as a whole, and the availability of space and equipment.

The principal is authorized to accept any child for enrollment or re-enrollment subject to approval by the Board of Christian Education.

The following priority listing shall apply when applications for enrollment of children are being considered:

- A. Currently enrolled students (members and non-members)
- B. Members of Trinity Lutheran Church
- C. New students to Trinity Lutheran School

Entrance Requirement

To qualify for admission to Kindergarten, a child must be at least 5 years old on or before September 1. No exception will be made. All applicants must pass a Kindergarten screening to be admitted.

To qualify for admission to grade 1, a child must be at least 6 years old on or before September 1. The only exception to this policy is that if a child has attended a Kindergarten in another school in a state whose age requirements differ from that of the state of Illinois.

Policies for enrollment include the following:

A decision to place a child in grade 1 with no previous Kindergarten experience may be warranted because of standardized test results which show the child to be academically capable. The emotional preparedness, as well as the overall benefit to the child and to the purpose of our school, shall also be considered.

All students transferring from other schools in grades 1-8 will be administered a placement evaluation. Incoming Kindergarten students will be required to bring results of Kindergarten screening administered by KSED. During the placement evaluation, there will be interviews with the parents, student, teacher and principal, viewing of previous school records, possible oral reading and math/reading assessments. The results of this evaluation will determine grade placement. There will be a 4 week probationary period. Probation may be extended because of academic or disciplinary problems, or because of standardized test results which show the child to be academically deficient or because the records requested by release forms have not been provided. The emotional preparedness, as well as the overall benefit to the child and to the purpose of our school, shall also be considered. Extension may be granted for the presentation of a medical form for new students to our school or because of academic or disciplinary problems.

The appropriate medical form(s) must be provided by re-enrolling 6th grade students before such students will be permitted to attend classes. Failure to provide the appropriate medical form(s) may prohibit the student(s) from attending classes.

Procedures in practice for determining school enrollment:

A child will be accepted for enrollment in Kindergarten when the following is complete:

1. A copy of the birth certificate is presented for verification of date of birth.
2. A physical examination form is complete and provided.
3. The appropriate fees have been paid.

No acceptance for enrollment of new students beyond Kindergarten will be considered until the following are in evidence:

1. A copy of the birth certificate is presented.
2. Release forms for previous records are signed.
3. A health record is presented.
4. The appropriate fees have been paid.

A pre-registration is held in the spring for students desiring to enroll in Kindergarten for the new school year. A pre-registration is held in the spring for the students presently attending Trinity Lutheran School for the new school year. At such time parents are requested to give an indication of their desire to re-enroll the child(ren) for the coming school term on re-enrollment forms when the appropriate fee is paid.

All appropriate forms are sent to re-enrolling families in July for completion to be returned to school prior to the first day of classes. All remaining fees must be paid in full by that time.

Promotion Policy

Trinity Lutheran School
Centralia, Illinois

Students are promoted at the end of each school year on the basis of progress in all five areas of child development: spiritual, mental, social, physical, and emotional. In considering promotion or retention, the teacher will always have in mind what is best for the child. If the teacher finds it necessary to retain a child in a given grade, he or she will hold a special consultation with the parents to discuss the situation before making a final decision. Christian love will always be the guiding principle upon which such decisions will be based.

Retention is a serious matter which must be done only after very careful study by school personnel and parents. Each student must be carefully reviewed, and each retention must be decided upon its own circumstances.

Retention should be restricted to primary children except in very exceptional cases. This does not imply that students cannot be retained at a higher level if deemed necessary.

A warning notice of possible retention should be sent to the parent or legal guardian no later than the end of the third (3rd) quarter and the appropriate location on the report card should be marked.

Upon recommendation of the teacher, retention of a student will result from the agreeable decision of the teacher and principal, and notification of such decision will be transmitted to the parent or legal guardian.

A review for retention is automatic when a student has received seven (7) or more "F's" on quarterly grades during the first three (3) grading periods in any of the following subjects: reading, language, spelling, mathematics, health, science, social studies, or constitution. Whether or not the student will be retained can be judged in the light of any special circumstances.

Any student who has more than thirty (30) absences during any one school year will be reviewed for retention. Notification of possible retention in this type of circumstance does not necessarily need to be made by the end of the third (3rd) quarter. (Parents of the students enrolled will be given information concerning this policy in the school handbook.)