

Trinity Lutheran School
Hoyleton, IL
Student and Family Handbook



RUN WITH ENDURANCE, LOOKING TO JESUS

Hebrews 12:1-2 "Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne of God."

Compelled by the grace of God, Trinity Lutheran Church and School forgives, teaches, and serves in the name of Jesus.



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Welcome to Trinity Lutheran School!

We are preparing our students to be responsible members of the Christian community, strong in faith and equipped with the knowledge and skill to live as powerful, forgiven witnesses of Christ and His love. Our mission of forgiving, teaching, and serving our students and families remains the same. We are honored to share this responsibility with you as parents.

This handbook was written as a guide for students and their families. It contains policies and information which we feel are very important. By having these guidelines and rules in writing, you will have a much better idea of what is expected of you and your child(ren) at our school. Please take the time to read this handbook and discuss it with your child(ren). Not all questions can be addressed on these pages. Please ask when there is a question. You may rest assured that all personnel will do their very best to help you.

May God greatly bless you and your education at Trinity!

In Christ,

The Faculty and Board of Education
Trinity Lutheran Church and School, Hoyleton, IL

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Philosophy of Education

When Trinity congregation was founded in 1867, one of the first things the congregation did was to establish Trinity Lutheran School.

We believe that Christian education is an important part of God's mission to the Church. Christ commands us in Matthew 28:19-20: "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always to the end of the age."

We believe that there must be a partnership between the parents, the church, and the school to bring up a child in a Godly fashion. The parents are God's representatives to their children on earth and the family is the greatest influence on a child's education. As it is stated in Eph. 6:4, "Fathers, do not exasperate your children: instead, bring them up in training and instruction of the Lord." The church and the Lutheran School must assist the parents in bringing up the child. Parents, school, and the church must work together to develop a child to his/her fullest potential.

A school without Christ can only train the body and the mind. We believe that a Christian education is dedicated to providing a complete education by meeting the spiritual, intellectual, physical, emotional, and social needs of the child. It is the primary purpose of Trinity to guide the thoughts and actions of the students in a way that their characteristics, actions, thoughts, and attitudes will reflect Christ-centered behavior here on earth and prepare them for eternal life in heaven.

The spiritual development of the child brings the child to a better understanding of God and His Word. The child will grow in faith in Jesus as his or her Savior and come to the recognition that he or she is a sinner and that God has forgiven him or her of their sins. The spiritual development of the child should create in the child a desire for self-discipline, to serve God and his fellow man, to carry on a rich devotional life, and to continue to study His Word. Finally, the spiritual development will lead the child to recognize that all earthly and spiritual blessings come from the Lord.

The intellectual development of the child will give the child a good knowledge of the skills in all basic branches of learning. The child will develop an investigative mind, learn to think independently, learn helpful study and work habits, and discover leisure time interests. The child will use God's Word to evaluate all human knowledge.

The physical development of the child's muscles and coordination must be assisted and developed by the school. The child will be assisted in developing and keeping desirable physical habits. The child will regard his or her body as a temple of the Holy Spirit and learn to use his or her body for the work that God has given to him or her.

The emotional development of the child will be met by providing the child love, security, and feelings of acceptance and self-worth. The child will be able to practice self-control. The child will realize that he or she is the crown of God's creation, Christ died for him or her, and God has forgiven his or her sins. The child will develop a sense of what is beautiful in the world that God has created around him or her.

The social development of the child will bring the child to lead a Godly life. The child will recognize that he or she is living in a world filled with other humans. The child will learn to recognize the rights of others. The child will respect, under God, the authority of the home, school, and government. The child will realize his or her civic responsibilities to his or her fellow man.

We believe that Christians “are not of the world as I am not of this world...” (John 17:14). However, Trinity has the responsibility to teach its students the cultural history of the past, to train students in the ideals of democracy, to develop in its students the ability to think clearly, and to give its students the realization that they must be open to learning new things. In conjunction with parents, we use the resources of the school and the church community, including the most up-to-date technology, materials, and techniques.

Student Responsibilities

Students should:

- Do all for the glory of God
- Be responsible for their own education
- Be punctual and attend school regularly
- Respect the rights of fellow students and school personnel
- Attain the best possible level of academic achievement
- Strive for educational independence with the help of teachers
- Inform teachers of any special needs or situations that might affect their education
- Fully complete all assignments on time
- Keep their parents informed of their progress in each class
- Treat others with dignity and respect

Parent Responsibilities

Parents should:

- Do all for the glory of God
- Expect a quality Christian education for their child(ren)
- Assume responsibility for their son/daughter’s prompt and regular school attendance
- Share with their child’s teacher an active and positive interest in academic progress
- Plan the time and place for homework assignments and provide necessary supervision
- Cooperate with the school in fulfilling recommendations made for their child(ren) and instill a positive attitude in their child(ren) towards his or her school and education
- Inform the school of any special needs or situations that might affect their child(ren)’s education
- Treat others with respect
- Be granted reasonable access to all school records pertaining to their child(ren)
- Receive periodic official reports of their child(ren)’s academic progress and social adjustments.

Teacher Responsibilities

Teachers should:

- Do all for the glory of God
- Be guided by professional ethics in relationships with students and parents
- Inform parents about academic progress and conduct of students
- Show concern and respect for each student
- Plan and conduct an effective and motivating instructional program
- Establish classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility.
- Require a reasonable standard of orderly behavior
- Treat others with respect
- Expect students to put forth their best effort
- Expect all class assignments to be completed on time
- Engage in timely and effective communications to parents

Students will experience the most growth physically, spiritually, and academically when all three groups unite and cooperate in their efforts!

Admission Requirements and Procedures

Non-Discrimination Statement

Trinity Lutheran School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at this school.

Trinity Lutheran School does not discriminate on the basis of race, color, or nationality in administration of its educational policies, admission policies, and athletic policies, or any other school administered programs.

Admission Requirements

A child may enter Kindergarten if five years old on or before September 1st. A child may enter first grade if six years old by September 1st, and so on. An official birth certificate from the state must be presented the first time any child is enrolled as verification of name, place, date of birth, and name of parents.

Admission Policy and Procedures

Please follow the following procedure to enroll a new student:

1. Contact the school office for a New Student Application.
2. Complete the application and return it to the school office.
3. Schedule a meeting to visit with and meet the principal, homeroom teacher, and other staff members.
4. Once admitted, request that records be transferred from the student's most recent school.
5. Each student will be given a Wide Range Achievement Test to determine their placement.
6. After the student has been enrolled for one month, the principal, teacher, and parents will meet to discuss the student and their progress.

Attendance Requirements and Procedures

Importance of Attendance

In accordance with the laws of the State of Illinois, all pupils must be punctual and regular in their attendance to school.

When a child is out of school for vacations or other non-medical reasons, keep in mind that a great deal of learning takes place in the classroom and that many educational lessons build sequentially upon the others. Therefore, if days are missed, educational progress also is missed and it may be difficult for your child to catch up or fully understand subject matter. Please keep this in mind if you are planning to take your child out of school for reasons other than illness.

Attendance Procedures

When a student is absent from school, the student's parent/guardian is requested to contact the school to communicate the student's absence. All absences for more than one half of a day will be recorded as a full-day absence. Absences for less than one half of a day will be recorded as absent for one-half day. To get credit for one-half day, the student must be present for all classes following the school lunch period.

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; a school representative will contact the parents/guardians.

Absences

Trinity recognizes three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absence)

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal.

A health care provider's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

- Missing the bus
- Family vacations that are 6 or more school days
- Needed at home
- Other avoidable absences.

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including

out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

Family Vacation Absences: Family travel during the school year does interrupt a student's regular progress; however, we recognize the potential educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. All missed assignments will be prepared for the student upon his/her return. Work shall be completed and returned to the teacher.

Tardiness: Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Principal will monitor student tardies. Students may be considered tardy if they arrive after the official starting time of school. Students may receive consequences for excessive tardies.

Make Up Work

Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Illness

Students should not attend school when they are ill or have a fever. Students should be fever-free for twenty-four hours without the aid of medication before returning to school.

Head Lice

Students who have scabies, head lice, and other such contagious conditions will not be allowed to attend school until the condition is cured completely. No nits are to be present on the scalp or in the hair if a child is in school. Parents are encouraged to check the hair and scalp frequently for signs of head lice. This condition is very contagious and must be treated immediately and completely to prevent spreading and recurrence.

The parent will be called and the child sent home if the condition is discovered at school. Students should be treated with an appropriate shampoo. Students may return to school after treatment and after the removal of all nits.

Schoolwork and Extracurricular Activities

Students must be present by noon to participate in extracurricular activities that day. Students must also be present on a Friday to participate in an event on Saturday or Sunday.

A student's participation in school-sponsored extracurricular activities during school hours will not count as an absence.

Students are required to complete any assignments that were missed. Time will be allowed for the work to be completed. Generally, the rule is one day to complete the work for each day absent. However, the amount of time given to complete assignments is given at the discretion of the teacher. Assignments and tests missed during an unexcused absence may earn a zero.

Daily Schedule and School Closings

Schedule

All classes begin at 8:10am and end at 3:15pm.

Morning Entrance to the School

The Activity Center doors will be opened at 7:30am daily. If you need to drop off your child(ren) earlier than 7:30am, please contact a teacher or the school office to make arrangements. In order to maintain a secure setting before school begins, all students entering the building between 7:30am and 8:10am will enter through the Activity Center doors, go through the Activity Center, and enter the hallway near the kitchen.

At 8:10am, all doors of the school will be locked. All students arriving after 8:10am will be considered tardy and must enter through the office door on the north side of the building and be signed in by an adult. Tardiness due to a late bus or pre-arranged doctor or dentist appointment will not be recorded as "tardy."

Leaving School Grounds

Students must be signed in and/or out of school by an adult in the office if they will be leaving between 8:10am and 3:15pm.

When dismissed from school at the end of the day, students are required to go home or to a school scheduled activity. They are not to stay in the building or on the playground. If students are on a team led by a coach, supervision must be arranged for the students until practice begins, and a coach must stay until all students have been picked up.

School Closings

If school is to be closed due to bad weather or other reasons, a phone message will be sent to all homes. In addition, notifications will be provided on television channels 2 (KTVI), 4 (KMOV), and 5 (KSDK) and Gradelink.

School Property Use

School property, such as classrooms, are designed primarily for classroom use. Unless a teacher is present leading a school-sponsored activity, the computer lab should not be used outside of school hours.

Worship Opportunities

Chapel

Children's chapel service is held weekly on Wednesday at 8:20am. Trinity's pastor, the principal, and teachers from Trinity and Christ Our Rock Lutheran High School will lead services. At times, the children may give the message. Parents and friends are cordially invited to attend these services.

These services provide excellent opportunities for the development of the act of the worship and also promote growth in Christian stewardship. An offering will be taken during these chapel services. These offerings are given to missionary and charitable endeavors each quarter, as designated by the faculty.

All children receive a chapel shirt shortly after the beginning of the school year, and all children are encouraged to wear their chapel shirts on days with chapel.

Church Attendance

Since the religion instruction and program of the school are an integral part of congregational life, it is strongly urged that all students attend divine worship regularly and faithfully. As part of this mission, parents need to set a good example if children are expected to follow in the Lord's footsteps.

Church attendance records are kept by each teacher, and these records are also indicated in the regular report cards to remind parents of their duty.

Choirs

The school assembles choirs mainly for the purpose of enhancing the worship of our Lord. Thus, choir participation is an opportunity to practice what we have learned about giving God praise. During the school year, the school will assemble various choirs to perform at Sunday worship services. Advance notice will be provided regarding the dates that the students will be singing.

In addition, the school regularly assembles choirs for the following events:

- Church Christmas Concert
- School Christmas Program
- School Musical
- Graduation (Grades 3-7 only)

School Wellness Policy

For the entire wellness policy, please contact the school office.

Philosophy

Trinity Lutheran School believes that by the grace of God, we serve our Lord in promoting spiritual, emotional, academic, social and physical growth. Children and youth who begin each day as healthy individuals can learn more and best utilize their God-given talents and abilities. To that end, this policy encourages the wellness of all students and staff at Trinity Lutheran School.

Policy Law

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), passed by the U.S. Congress and signed into law by the President, established a new provision requiring districts/schools participating in the federally funded school meal programs to develop and implement a local wellness policy by the beginning of the 2006 school year.

Congress, concerned with the growing problem of childhood obesity and health problems associated with poor nutrition and a lack of physical activity, enacted this legislation because they identified schools as playing a critical role in promoting school health, preventing childhood obesity and preventing diet-related chronic diseases. The law requires wellness policies be developed locally to allow a district school to address their local concerns.

General Statement

The Board of Education recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.

The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

The Board of Education encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing Trinity's nutrition and physical activity policies.

Children need to have access to healthy foods and opportunities to be physically active to grow, learn, and thrive.

All Trinity students will have opportunities, support, and encouragement to be physically active on a regular basis.

Trinity will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant settings, and adequate time for students to eat.

Food and Beverage Guidelines

Trinity will provide a positive Christian environment and appropriate knowledge regarding food.

Trinity will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.

Food service volunteers shall adhere to all federal, state, and local food safety and security guidelines.

The hot lunch director creates a balanced meal plan for Trinity. Each meal strives to provide 1 serving each of: grain, fruit, vegetable, and protein.

Nutrition Education and Promotion

The Board of Education will encourage and support healthy eating by students and engage in nutrition promotion.

Trinity will enable all students, through its curriculum, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.

When using food as part of class or student incentive program, staff and students are encouraged to utilize healthy food choices.

When classroom food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.

Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs.

Communication with Parents

The Board of Education recognizes that parents and guardians have a primary and fundamental role in promoting and protecting the well-being of children's health. The Board of Education will support parents' efforts to provide a healthy diet and daily physical activity for their children. The Board of Education encourages parents to pack healthy lunches and snacks, and refrain from including beverages and foods without nutritional value.

Tobacco, Weapon, Drug, and Alcohol Free-Facility

In accordance with Illinois state law, Trinity Lutheran's facilities and grounds are weapon, drug, and tobacco free, including e-cigarettes.

Implementation and Monitoring

The administrator will ensure compliance with the wellness policy and will provide an annual report of compliance with the policy to the Board of Education.

General School Policies

Dress Code

Trinity Lutheran School's dress code can primarily be summed up in four words; clean, neat, reasonable, and appropriate. Children are to dress in keeping with their God-given role in life. Please use modesty and simplicity.

Teachers have the right to decide if clothing is objectionable and may contact parents so that a change of clothing may be brought to school. If a parent cannot be reached, school apparel will be given to the child to wear for the remainder of the day.

Student dress must follow these guidelines:

- Students shall not wear clothing with writing or symbols which:
 - Promote or advertise drugs, alcohol, or tobacco products.
 - Are sexually explicit, suggestive, or otherwise inappropriate.
 - Denigrate others or themselves
 - Promotes violent and/or inappropriate behavior.
- Other than in the ears, pierced-body jewelry is not allowed.
- All students must be clothed from the top of the shoulders to at least the mid-thigh length. Hats are not acceptable attire. All shorts, pants, and jeans must be worn at the waist and should be free of tears and/or holes. In all cases undergarments and skin must NOT be visible. Shorts, dresses, skirts, and skorts should be of at least mid-thigh length. If leggings are worn, shorts, a skirt, or a shirt of at least mid-thigh length must be worn over the leggings.
- All tops shall be at least three (3) fingers in width at the shoulder and gather directly under the arm. Midriff, back and cleavage must be covered during the course of normal school activities, i.e., sitting, leaning, reaching, etc. No bare midriffs or low-cut arm holes. Otherwise, a sleeveless top may be worn over or under another sleeved garment.
- Students wearing inappropriate shirts will be given a school t-shirt to wear for that day.
- School footwear should be properly tied and for safety reasons high heels, clog type, or backless shoes are not acceptable for the children. A separate pair of gym shoes must be worn during physical education classes, and for in-door recess. Students should always have tennis shoes available for recess time and/or physical education. Soles that leave marks are not allowed.
- Classroom temperatures vary with air conditioning and heating so it is a good idea to dress in layers in all seasons.

The dress code is in effect any time a student is at a school function, including before and after school hours and school functions that occur off-site (such as away games).

Medication

Short-term medications, including prescription and non-prescription drugs, must be brought to school in an appropriately labeled container including the name of the drug, dosage, and times to be given.

The parent's written permission to administer medication will be required. If this is desired, the pupil may give such medication to the teacher or school office for safekeeping.

Field Trips

Field trips are to be scheduled by either teachers or the principal. These trips are to be both educational and recreational in nature.

At least two weeks' notice will be given to parents for all scheduled field trips, and permission slips are to be returned to the school prior to the occurrence of the field trip. Students without permission slips will not be allowed to attend the field trip. Provisions will be made by the principal to provide supervision by a member of the faculty for students not attending a field trip.

All those attending will leave and return to school together unless granted permission by the teacher. Teachers will determine whether siblings are allowed and number of chaperones. No alcoholic beverages, tobacco-based products, or electronic cigarettes are to be consumed by the students, chaperones, or staff at any time during the trip.

Sex Offender Information

In accordance with Illinois state law, parents/guardians may request information in the school office regarding area sex offenders.

Lunch and Breakfast Programs

Our school is blessed to offer well-balanced and nutritious lunches. These are served daily in our school cafeteria. Students are also able to bring a cold lunch.

The cost of a student lunch is \$2.60 per day, and it includes a half-pint of milk. The Board may change the price of a lunch during the school year. Additional half-pints of milk may be purchased for \$0.30 per carton. The cost of breakfast is \$1.50, which includes milk or juice. A lunch/breakfast/milk bill will be sent home monthly, and payments may be made in the school office.

Free and reduced-price lunches and breakfasts are available to those who qualify. Please apply in the office. All applications are kept confidential.

Lost and Found

Please be responsible for all belongings and write your name on all personal items. If something is lost, look in the lost and found box in the school office. Anything not taken from the box by the end of the school year will be given to the needy.

Damage to School Property

Students who damage school property will be required to reimburse the school for the loss of, as well as for any willful or careless damage to school property or equipment, including but not limited to school furniture and/or property that is deliberately or carelessly defaced, damaged, or marred. If the student is following the school and/or teacher's regulations and breakage or damage occurs, the student will not be held responsible. The teacher in charge of the activity will determine the responsibility of damage.

If found to be responsible, the student will be assessed a minimum of one-fourth the replacement cost of the item.

Nuisances

A nuisance is something that could cause problems or be dangerous. Items not needed for the academic process should not be brought to school since they become nuisances and such items will be confiscated. Such items will be returned to the pupil based on the teacher's discretion.

Bicycles, Skateboards, and Rollerblades

All bicycles must be placed in the bike racks provided, and all skateboards and rollerblades must be stored in the space provided by the teachers.

Bicycles, skateboards, and rollerblades are not to be ridden during school time, but can be ridden to and from school. Teachers can give permission for additional use, if appropriate. Students who persist in disregarding these safety measures may be asked to forego the privilege of riding their bikes, skateboards, and rollerblades to school.

School Searches

Teachers and the principal may search a student's belongings (purse, wallet, book bag, etc.) when they have reasonable grounds for suspecting the search will produce evidence that the student has violated the rules of the school.

Telephone

The school telephone number is (618) 493-7754. Parents are asked to use good judgment in making phone calls to children during school hours. The phone is a convenience to be used in case of an emergency. Calling during school hours disrupts classes. Students may use the phone at school in case of emergency only. They must have the teacher's consent. During the school day, messages may be given to the school secretary and she will relay the notes/messages. In addition, all staff members have secure, individual voicemail boxes for messages left before and after school.

School-Provided Technology

The use of school provided technology is subject to the Acceptable Use Agreement. The Acceptable Use Agreement Policy must be signed by parents and students.

Personal Electronic Devices

The use of electronic devices is becoming a day-to-day part of our lives. To be able to help the children with their Christian educational experience here in the 21st century, electronic devices will be allowed that will help and expand a child's education here at Trinity. However, to make sure the devices are not being abused and used only for educational purposes, the following is required: Students should keep personal Kindles, iPads, Tablets, Nooks, notebook computers, etc. in their backpacks.

- If a student wants the teacher to keep it for safe keeping during the day, the student should give it to the teacher at the beginning of the day.
- If a student wants to use it to read a book or during a teacher-led educational project, the student should ask permission to get it out of his/her backpack to be used.
- If at any time while the device is out and the student is caught using it inappropriately, (playing games, downloading things, etc.) the teacher may take it away. After the first offense, the device will be returned to the student at the end of the day. After the second offense, the parent will be called to pick up the device.
- The child will be allowed to bring it back to school the next day. If caught again using it inappropriately, the student will not be allowed to bring it until the next quarter.
- Smart watches (such as Apple Watches) that are connected to personal cell phones should be used for timekeeping purposes only. Use of smartwatches to send or receive messages or interact with their phone will be grounds for confiscation of the smart watch.

Insurance

School insurance is covered for students as part of their tuition. These policies are not transferable to another school.

School Supplies

A list of required school supplies will be provided to each family prior to the start of school. Please bring all of the necessary items the first day of school.

Fundraisers

Each Pre-K-8 family is required to work at a minimum of one activity-based fundraiser (Wurstmarkt, Beer and Wine Tasting, etc.). If a family does not meet this they will be assessed a \$100 fee.

Academic Policies

Homework

The challenging program at Trinity Lutheran School may require that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place for the child to study at home. Parents should also show an interest and concern in the child's work by checking and discussing it with the child. However, providing too much help, or just plain giving the answers should be avoided and in the long run harms the child's sense of security and independence.

Daily Planners

Each child in grades 1-8 will be required to acquire and fill out a daily planner.

Grading Scale

The following grade scale will be used for grades 1-8:

<u>Percent Grade</u>	<u>Letter Grade</u>
100	A+
94-99	A
92-93	A-
90-91	B+
85-89	B
83-84	B-
81-82	C+
76-80	C
74-75	C-
72-73	D+
67-71	D
65-66	D-
Below 65	F

Kindergarten will use a satisfactory/unsatisfactory system.

Communication of Grades

Grades are to be used as an indication of how well a student is mastering the material for his/her level. They are used as one type of guideline. They should not be used as a system for reward or punishment. By doing this, the grade loses the purpose for which it is intended and may cause fear, tension, and stress in the student. A student who consistently receives poor grades may be showing a need for a different type of program.

Parents or guardians and students in grades 1-8 may examine grades anytime by using Gradelink. Details and instructions are available from the classroom teacher. Teachers will issue mid-term reports every quarter. The report must be viewed on Gradelink, signed by the parent or guardian and returned within one week. Report cards are given out at the end of each quarter to show progression in each subject area. Parents or guardians are asked to talk to their child(ren) about the report card, sign it, and return it to the teacher after the first, second, and third quarters. Parents may keep the report card at the end of the school year.

Parent-Teacher Conferences

To a large degree, a child's success in school is reflected by the cooperation between the parents and the teachers. The first and main part of a child's training was given to the parents by God Himself. We, the staff at Trinity, pray that God's blessings rest upon the joint effort of school and home.

It is the goal of the school to work with the children and parents in the oneness of spirit and purpose. If school and home pull in opposite directions, the child suffers. This can lead to conflict and emotional disturbances for the child. A Christian day school does not relieve the parent of this duty. Rather, the purpose of the school is to serve as an extension of the home in the vital work of Christian training. When home and school are both Christ-centered, your child is receiving the best education he or she can receive anywhere.

Student progress is reported to the parents at the end of each quarter. At the end of the first and third quarter, parent/teacher conferences are held to discuss the report cards.

Promotion and Retention

Each student is treated as an individual. When doubt arises whether to promote or retain a student, the teacher will take grade point average, maturity, interest, natural ability, and actual achievement as indicated by standardized achievement tests and report cards into consideration.

If a teacher is considering retaining a student, the following procedure will be used:

- The teacher will discuss the student(s) in question with the principal.
- The parents will be notified of the possibility of retention at the end of the third quarter parent/teacher conferences. A consultation is also to be held with the student's parents to get their suggestions, opinions, and advice.
- The Board of Education is informed of such cases.
- Promotion to the next grade is based upon the successful completion of the minimum requirements of the grade, along with the student's capacity for development.

Honor Roll

Students in grades 3-8 may earn a place on the Honor Roll at the end of each quarter. These lists are then published in the church newsletter and the area newspapers.

To qualify for the High Honor Roll, a student must have an A- or higher in each subject area. For the Honor Roll, a student must have a B- or higher in each subject area.

Valedictorian and Salutatorian

Awards are given to the top students in the 8th grade class each year. These awards are determined by the students' grades during the 7th and 8th grade years using a 12-point scale. The following subjects will be used in determining the students who are Valedictorian and Salutatorian: Religion, Memory, Reading, Language, Spelling, History, Geography, Mathematics, Science, Current Events, Music, P.E., Technology, Art, and Health.

To earn the awards, Valedictorian and Salutatorian students must achieve honor roll each quarter of their 7th/8th grade years.

State Test for U.S. and State Government

In the second semester of odd years, the seventh and eighth grade students will be taught a course on the U.S. and Illinois State Constitutions. All students must pass a test on both the U.S. and State of Illinois Constitutions before passing the eighth grade.

Extracurricular Eligibility

Trinity believes that the participation in extracurricular activities can play a critical role in the development of elementary and middle school students. Extracurricular activities provide opportunities to develop leadership skills, learn teamwork, develop social skills in a structured environment, and give students an opportunity to give witness to the Gospel message to others through their actions. Students are not obligated to participate in extracurricular activities, nor is participation required to meet any academic requirements. Thus, participation in these activities is a privilege, not a right.

In order to participate in extracurricular activities, students need to maintain a 70% or higher in all of the following subject areas: Religion, Memory, Reading, Language, Spelling, Social Studies, Mathematics, Current Events, Music, Technology, Art, Health, and P.E. Please note that all students may not be participating in all of the above classes at a given time.

A complete review will be done every week concerning students' grades on Friday, starting with the third week of the quarter. Grades will be calculated using all grades from the beginning of the quarter to present. If a student falls below 70% in any of the above subject areas, the student will be ineligible for a school week period, running Saturday through Friday. During this two week period, he/she may not attend practices, sit on the bench for games, or dress in a school uniform for games. He/she may attend games as a spectator. If a student is found to be ineligible, a letter will be sent home on Friday to both the parents and the coach/advisor by the principal. At the end of the week period, the student's grades will be re-checked. If every grade is 70% or above, the student will regain eligibility. If any grades are below 70%, another week period of ineligibility will begin.

In addition to maintaining grades, each participant's family is required to work concessions, the scorer's table, or assist in some other way during the activity in which their child is involved. If they are unable to do so, they must find their own replacement. If requirements are not met, the child will sit out the next game, match, or event.

Volunteer Policies

Introduction

We are thankful that God has provided a great number of dedicated volunteers to help implement our various school programs. Our programs would not be able to function without these great volunteers. Because student safety is a paramount concern at Trinity, all volunteers must abide by the roles and expectations given below.

Background Checks

In order to maintain a safe environment for our students, all employees of Trinity Lutheran School, as well as volunteers who drive on field trips and will be working directly with children, need to have a current, completed background check on file with the school before engaging in any activities with students. Background checks must be re-completed every two years. Please see the principal for instructions on completing the check. - 09-12-2022

Reporting of Incidents or Injuries

If you witness an injury or incident, report the incident to the appropriate teacher, administrator, coach, or other staff member. Administer first aid if needed. If a life-threatening situation occurs, call 911 first and then notify the appropriate staff member. Upon returning to school, please document the incident using the forms available in the school office.

Promptness

Even though no pay is exchanged, the school is counting on you to be present at the agreed upon time. Promptness is expected and is a good example for the students. If you will be late or absent, please contact the school office as soon as possible. Please sign in at the school office if volunteering during school hours upon arrival and sign out before departure.

Open Door Policy

When meeting with students, always stay visible to at least one other adult and keep the door to the room open.

On Campus Contact

Unless specifically directed by staff at the school to meet as a group at a destination, contact with students for school purposes should only happen on campus.

Field Trip Policies

Parents driving for field trips must have the following on file in the office:

- A copy of current and valid driver's license
- A copy of current insurance identification
- A signed sheet stating he/she will follow the guidelines put forth by the teachers and Board of Education

Drivers must also have legal seat belts, and child restraint seats must be provided for each passenger under the age of eight.

Drivers will be given copies of emergency information for every child in his/her vehicle. This information is considered confidential and must not be disclosed to anyone else. At the end of the field trip, return that information to the school office.

While driving, do not text on your cell phone. Talking on the phone is only acceptable if it is a hands-free device, per Illinois State Law.

Christian Behavior of Volunteers

Christian behavior is expected from all adults while volunteering. Do not use drugs or alcohol for the entirety of the activity, and do not arrive under the influence of drugs or alcohol. Please avoid using harsh language and/or profanity, and avoid inappropriate or suggestive clothing. These and other outward expressions of an un-Christian lifestyle will be addressed.

Inappropriate Student Behavior

If at any point a student engages in inappropriate behavior, report that behavior to the staff member that is in direct supervision of the student. Never physically discipline a child. If the behavior persists, seek the advice of an appropriate staff member.

Parent-Teacher League (PTL)

Introduction

The Parent-Teacher League (PTL) supports students, teachers, and parents through various activities. They also raise funds for needed projects for the school. All parents/guardians of children in Trinity Lutheran School are members of the PTL and are encouraged to participate in all events.

Structure

The PTL Board will lead the entire league by organizing the fundraisers and activities for the entire PTL. The PTL Board consists of 6 parents, 1 teacher, and the principal. Board members will fill a three-year commitment. Two parent members are voted on to the board each year, and two members leave the board. The two members to leave should be those on the board the longest, unless another parent currently on the board has a conflict and needs to leave earlier. The teacher representative changes each year.

In March of each school year, a request for new board member applicants will be sent to school parents. Additionally, a whole school PTL meeting will be called where a ballot vote will occur to determine the two new committee members. Prior to the new school year, the new board will meet to plan for the year.

The offices of the board will be voted on by the board.

Committee Member Duties

President: Runs each meeting, has an agenda for each meeting, and keeps the meeting on task and moving along. The President should also lead the large group PTL business meeting.

Treasurer: Keeps track of the finances for the PTL league. The treasurer should report in writing on the PTL treasury account to each PTL board meeting, PTL large group meeting, and monthly Board of Education meeting. The treasurer should also be responsible for paying all bills on time.

Secretary: Keeps the minutes for each committee meeting and PTL meeting. The secretary is responsible for typing up the minutes and providing them to the Principal to be shared at the next month's Board of Education meeting. The secretary must also keep the minutes in a file in the office.

All-Parent Meetings

All-Parent Meetings occur in September and April of each school year. These meetings include a business portion to communicate with all parents what has happened, what will be happening, and to solicit ideas from parents. In addition, communication for upcoming events, subcommittee selection for fundraisers, and other events will be performed at the meetings.

Non-Participation Fee

Each Trinity family will be required to work the annual PTL Wurstmarkt or a different activity-based fundraiser each year. Failure to do so will result in the family being assessed a \$100 fee.

Financial Policies

Tuition Collection Introduction

Tuition revenue, fundraisers, and congregational support from Trinity Lutheran Church fund Trinity Lutheran School. The timely collection of tuition is a necessity for the efficient management of the school's financial situation. Therefore, the Board of Education, in Christian love and concern, has instituted this policy to assist in the effort to exercise responsible stewardship. Tuition and other fees are payable to Trinity Lutheran School. Students whose families have not satisfied their tuition obligation for any given year may not be allowed to register at Trinity Lutheran School in subsequent years.

Tuition Schedule for 2024-25

	<u>Amount</u>	<u>Total</u>
First Student	\$1000	\$1000
Second Student	\$900	\$1900
Third Student	\$800	\$2700
Fourth Student	\$0	\$2700

No other tuition or fees (except for usage fees, such as lunch and field trip fees, etc.) will be charged.

Families may take advantage of the following discounts:

Full Payment in August	\$50/student
Semester Payments	\$20/student

Discounts may not be combined.

Tuition Payment

Parents may choose one of the following options:

- Pay in full in August
- Pay in two payments, one per semester (August and January)
- Pay in ten monthly payments (August through May) – automatic withdrawal from a checking or savings account is necessary for this option.

Tuition and Fees Refund

In administering the fiscal considerations of Trinity Lutheran School, it is assumed that accurate financial projections are essential to meeting the expenses of the school. Advance billing meets the true cash flow demands of a school with a 12-month operation. Therefore, a student leaving after the beginning of the school year taxes the school financial plans and creates financial administrative difficulty. These guidelines concerning the refunding of tuition and fees are in effect:

- Trinity Lutheran School does not refund tuition and/or fees for students who are expelled or suspended from school
- Trinity Lutheran School does not refund tuition and/or fees for students who leave school to attend a private or other parochial school in the greater Centralia and/or Nashville area
- Trinity Lutheran School does not refund tuition and/or fees for students who transfer to their regular public school district
- Trinity Lutheran School will refund prorated tuition and/or fees if a student moves to a school outside of the greater Centralia and/or Nashville area
- Trinity Lutheran School will refund prorated tuition and/or fees if a student's custodial parent moves the family residence to a new school district outside of the greater Centralia and/or Nashville area

Financial Aid and Tuition Offset Programs

Trinity Lutheran School wants to ensure that financial hardships do not prevent students from attending. Aid will be granted by the executive committee consisting of the principal, pastor, and co-chairs of the Board of Education prior to each school year and, in some special cases, during the school year. The following outlines the school's financial aid policy.

Availability

- The school will allocate up to 5% of its total tuition received (the number of students multiplied by current tuition rate) each academic year for annual financial hardship assistance.
- A small portion of this financial assistance pool may be held to assist families with unexpected financial shortfalls during the school year.
- Families can annually receive up to half of their children's total tuition obligation in financial aid.
- If a student is withdrawn from Trinity Lutheran School for any of the following reasons, all financial aid from the following semester will be revoked, and all tuition for the current year, as well as any tuition that is unpaid from previous years, will remain payable in full:
 - Suspension or expulsion
 - Withdrawal to attend another school, either public or private, in the greater Centralia and/or Nashville area
 - Withdrawal to homeschool within the greater Centralia and/or Nashville area

Qualifications & Consideration

- Families that are not members of Trinity Lutheran Church in Hoyleton are asked to first approach their own congregation for financial assistance.
- As a guide, only families qualifying for reduced price or free meals as defined by U.S. Dept. of Agriculture's most recent "Income Eligibility Guidelines" will be considered for financial aid.

- Families experiencing significant life change situations or unforeseen financial hardships such as catastrophic medical bills or casualty losses not covered by insurance may also qualify. Limited financial resources in these situations must be demonstrated.

Applications & Decisions

- Applications and the USDA income eligibility chart are available from the school secretary.
- Families are asked to submit one of the following:
 - An application for tuition assistance along with a copy of their most recent IRS tax return as proof of household income.
 - An application for tuition assistance along with an application for free and reduced lunch for the current school year
- Applications submitted by April 30 prior to the upcoming school year in which the funds are being applied for will be given priority. Applications submitted after the last day of school will not be guaranteed aid for the following year.
- All decisions will be confidential and made as soon as possible by the Board of Education. Families that submit their applications will receive a decision letter.
- The school reserves the right to revoke financial aid at any time, but only with ample warning and discussion with the family.

Delinquent Accounts

All tuition and fees, including lunch fees, are to be paid promptly. Payments may be made in the following manners:

- In person by cash or check
- In person by credit/debit card (a 3% surcharge applies)
- Online payment from a checking or savings account

If payment is not possible, the family is to contact the principal to make arrangements for payment. If money is owed to Trinity for more than thirty days, the following will result:

- A 10% late fee will be assessed after each thirty-day period for up to three months.
- After one month overdue, students will not be allowed to participate in any extracurricular activities. Examples would include sports teams, scholar bowl team, field trips, etc. The 10% late fee will continue to be assessed. The principal will notify the Board of Education about the situation.
- Students will not be allowed to attend the second semester if fees are not paid by last day of the first semester unless special permission is granted by the Board of Education.
- Students will not be allowed to register for the new school year if money is owed to Trinity unless special permission is granted by the Board of Education.
- Accounts more than 90 days past due may be subject to further action at the discretion of the Board of Education.
- Eighth graders with any delinquent tuition and/or fees will not be allowed to participate in and receive their diplomas during graduation ceremonies. Tuition and/or fees must be paid in full one week prior to graduation to allow participation. Special consideration may be allowed if presented to the Board of Education in advance. The Board of Education must be notified seven days before its April meeting.

Student Behavior

Lifestyle of Christian Students

Obedience is a very important part of Christian Education. From our troubled world, we can clearly see why children today need to be obedient to parents and elders, or those who have been placed over them. Children today may rebel against these moves but deep down in their hearts they know they need discipline.

- We expect each and every one of our students to represent themselves and our school in a Godly manner.
- Treat others as you would like to be treated! In all cases of discipline, Matthew 18:15-17 will prevail.
- Classroom dishonesty will not be allowed.
- Cheating of any kind is offensive to the school and short-changes the learning process for the one who is cheating.
- Plagiarism and/or cheating either by copying another's work or by using illegal notes are considered to be serious offenses.

School-Wide Discipline Policy

The following policy has been adopted by the Board of Education of Trinity Lutheran School. Trinity Lutheran School is a Christ-centered school where self-discipline for each student is the goal. Discipline at Trinity Lutheran School should follow the Christian principles based on the proper balance and distinction between Law and Gospel with love being predominant.

- The faculty and principal will develop and implement school and classroom rules and consequences to provide for the student's well-being and to provide an environment which is conducive to academic excellence with a goal of self-discipline.
- Teachers are in complete charge of their classrooms and are encouraged to handle discipline problems to the best of their ability by applying Christian principles, and are encouraged to consult the parents and principal when problems occur.
- Students are to respect their teachers as stated and indicated in the Fourth Commandment.
- Students at Trinity Lutheran School are responsible for their actions while at school and while representing Trinity at any school functions.
- Trinity students are to treat everyone, students and adults, with Christian love and respect.
- Teachers will refer problem students to the principal due to repeated infractions of the rules or based on the seriousness of the problem.
- After due consideration and consultation with the parties involved, the principal may suspend students from school for up to three days.
- During suspension, school work must be completed, but no academic credit will be given.
- While suspended, the student may not attend any school activities.
- The principal may also impose other appropriate sanctions instead of a suspension, such as after school time, apologies, writing assignments, etc.
- After due consideration and consultation with the involved parties, the Board of Education may expel a student.

The following misbehaviors shall result in a suspension from school for up to three days and the consideration of expulsion from Trinity Lutheran School by the Board of Education:

- The possession, sale, or use of alcohol, drugs, tobacco, or related substances at school or during school events.
- The possession or use of any weapons or items used with intent to harm at school or during school events.
- The threat to do harm, a physical attack, sexual harassment, verbal harassment, cyber-bullying, etc.

Parents should be willing to exercise their responsibility for their child's school discipline by cooperating with the teachers in the matter. Without this, the child's education will suffer.

At no time will any form of corporal punishment be used at Trinity Lutheran School.

Grades 3-8 Student Behavior Policy

Trinity Lutheran School has adopted rules and regulations to promote an orderly and wholesome atmosphere in which knowledge can be acquired. In that order, a system has been created to foster a sense of mutual respect and aid in the growth of self-discipline for students. Additional infractions of the rules may be determined by the teacher involved based on the nature of the infraction. Students must also obey the classroom policies established by individual teachers.

A student will serve his/her detention for one hour after school. Parents/Guardians will be notified at least one day in advance of the day of detention. Parents/Guardians will receive a detention notice *that must be signed, dated, and returned the following school day.* (Failure to get parental/guardian signature and/or returning this notice on time will result in another detention.) A student scheduled to serve a detention must attend the next school day. After school jobs, practices for athletics, club participation, catching the bus, car pools etc. will be no excuse for missing detention. A teacher will supervise the detention period during which the student may be given a task to complete.

Infraction of the following rules will result in a student receiving an automatic detention.

- Repeatedly disobeying classroom rules
- Disrespect of people
- Stealing, cheating, or lying
- Using profanity or vulgarity
- Attempting to hurt or harm anyone
- Violation of the Acceptable Use Policy
- Damage to school/church property

These are not exhaustive lists of all of the behaviors that could result in an automatic detention. The teacher shall use his/her judgment in each situation, with the support of the school staff and parents/guardian.

Continued problems will result in the following:

1. One Day In-School Suspension
2. One Day At-Home Suspension
3. Expulsion

At-Home Suspension can be lifted only by a conference with the parent/guardian, principal, teacher, and a member of the Board of Education within two school days of the infraction.

If a student's presence in school will be injurious to the health, morals, or education of other pupils or the welfare of the school, At-Home Suspension (with number of days decided at this time) or expulsion by the Board of Education may result.

Written records of the above disciplinary steps will be maintained in the student's file, and all school work must be completed satisfactorily during suspensions.

If a parent/student(s) fail(s) or refuses to meet the outlined step(s) of compliance of a policy or rule in any meeting of principal/board member, or board member/teacher, the Board reserves the right to suspend or expel such student.

Anti-Bullying Policy

STATEMENT OF FAITH

At Trinity Lutheran Church and School we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

Jesus replied: *“Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’”* Matthew 22:37-39

At the heart of following Jesus’ command is a commitment by the faculty and staff of Trinity Lutheran Church and School to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s).

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. **1 John 1:9**

Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. **Colossians 3:13**

BULLYING-A DEFINITION

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyberbullying or bullying through note writing (such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

Reference: [www. stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)

BULLYING MISCONCEPTIONS

Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. We are committed to naming bullying for what it is and to avoiding the excuses that are often given for bullying behavior(s).

Excuses:

- Bullying is a normal part of growing up, a life stage that everyone needs to live through
- Bullying has no serious consequences
- Those who are bullied “ask for it” or are simply getting what they deserve
- Bullying only involves physical attacks
- Adult intervention causes the bullying to escalate
- Students can resolve bullying problems on their own
- Bullies have this type of personality (reality: they are often victims of bullying)
- Bullies have an overly strong self-concept (reality: they bully because of fear and insecurity)

IMPACT OF BULLYING

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying are committed to being aware of the results of bullying behavior(s).

- Stress of bullying interferes with a student’s ability to engage in classroom activities and interferes with learning
- Stress of bullying can cause depression, loneliness, low self-esteem, health issues and concerns, and in extreme cases, thoughts of suicide.
- Stress of bullying can cause fear of going to school, fear of being in locations such as the bathroom or at recess, fear of riding the school bus or in a carpool situation.
- Those who bully can develop serious antisocial and violent behavior patterns, including frequent fighting, involvement in vandalism, smoking and drinking, truancy, and use of weapons.
- Bullying affects those who are witnesses by creating a climate of fear and intimidation and ultimately affects the learning environment.

Reference: [www. stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)

PROCEDURE FOR ADDRESSING BULLYING

A. Trinity Lutheran Church and School will practice zero tolerance toward bullying.

B. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).

C. Students demonstrating bullying behaviors will be subject to the following discipline process.

1. Address the situation with appropriate apologies given
2. Loss of privileges: (recess, free time, etc.) or time out
3. Inform parents
4. Visit to the principal’s office
5. Parent/ Teacher/ Principal/ Student conference
6. Referral: counseling as recommended by the principal and teacher
7. Suspension-because of refusal of counseling
8. Dismissal- to an alternative education program that is best suited to meet the student’s individual needs.
9. Proper Authorities will be notified when criminal intent is obvious or when the situation warrants such action

D. Staff members demonstrating bullying behaviors will be subject to a conference and review with the appropriate supervisor(s) with an action plan given to address needed behavior changes. Follow up review(s) will take place at intervals determined by the supervisor(s). Severity of the staff bullying action may result in immediate dismissal.

IDENTIFYING FACTORS

A. Bully

1. Has a desire to hurt and/or control
2. Operates with an unjust use of control and power
3. Will repeat the hurtful action
4. Enjoys seeing the target suffer
5. Possesses a sense of the target's susceptibility
6. Likes to be in charge
7. Believes he/she should get what he/she wants
8. Misperceives how others treat him/her
9. Has a network of friends that he/she controls
10. Denies feelings of the victim

B. Target

1. Passive Target

- Quiet, sensitive, cautious in interaction with peers
- Lacks skills of assertiveness
- Has diminished self confidence
- May withdraw, run away, breakdown, or cry when confronted by a bully

2. Active Target

- Anxious and insecure
- Pesky behavior
- Repeatedly annoys others
- Lacks appropriate social skills

C. Bystander (Witness)

1. Empowers the bully with silence
2. Feels empathy for the target, but afraid to act
3. Fears becoming a target if associated with the target
4. Is afraid of causing the situation to escalate
5. Seldom steps forward to defend or speak against the bully
6. May feel guilt
7. Lacks skills and knowledge in how to deal with the situation
8. Doesn't seek help to resolve the situation
9. Sees silence as the only way to avoid being a target

D. Common Misconceptions by Faculty and Staff

1. Belief that they shouldn't intervene because of a lack of conflict resolution skills
2. Belief that teachers alone have the ability to fix problems and prevent victimization
3. Fear that they will cause the problem to escalate
4. Unaware that adults are capable of and sometimes display bullying behaviors
5. Belief that bullying is a natural part of life
6. Belief that teaching core subjects is all that is required.

E. Potential Target

1. New students

2. Those of different ethnic groups
3. Those with learning disabilities
4. Those who are athletically challenged
5. Those with social class issues
6. Those with health and hygiene issues
7. Shy students
8. Those who are easily manipulated
9. Those with physical appearance issues (real or perceived)
10. Those who lack assertiveness skills

STRATEGIES FOR TEACHERS AND STAFF

Teachers and staff will learn strategies to:

- Each teacher or staff member needs to examine his/her own behavior.
- Relationships of staff to staff, staff to students, and staff to parents need to be addressed.
- Consistently confront inappropriate comments, jokes, and gestures.
- Teachers and staff are given opportunities to receive ongoing training in anti-bullying and assertiveness skills.
- Model good behavior by using good communication, anger management and conflict resolution skills
- Help students learn how to express themselves in positive ways.
- Make expectations clear.
- Recognize the importance of supervision in reducing bullying behavior(s).
- Listen, validate, and intervene when bullying occurs.
- Fill out a report form for teachers when bullying occurs. (See accompanying document)
- Consistently enforce consequences for bullying behavior(s).
- Give as much attention to the target and witness as to the bully when addressing bullying behavior(s).
- Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness.

STRATEGIES FOR STUDENTS

The Bully will learn strategies to:

- Accept responsibility for his/her behavior
- Change his/her thinking
- Develop personal insight or self awareness
- Understand why he/she bullies others
- Know what to expect as consequences of bullying behavior
- Manage anger
- Identify with feelings of the target
- Explore positive ways to feel powerful
- Gain strength and confidence (self worth)

The Target will learn strategies to:

- Stick up for himself/herself (assertiveness skills)
- Respond immediately to bullying
- Report bullying incidents immediately
- Differentiate between “reporting” and “tattling” (first is to help another/second is to get another in trouble)
- Identify friend(s) for support
- Gain strength and confidence (self worth)
- Learn and strengthen bullying resistance skills
- Build social skills
- Plan ahead to avoid potential problems
- Use power skills to disarm bullies
- Fill out report: I saw_____ I heard_____ I did this_____

The Witness will learn strategies to:

- Recognize bullying behavior
- Differentiate between “reporting” and “tattling”
- Read the emotional cues of a target
- Know when and be empowered to intervene
- Help to physically remove target from situation
- If bullying is physical, get attention of others immediately
- Fill out report: I saw_____ I heard_____ I did this_____

STRATEGIES FOR PARENTS

- Each parent needs to examine his/her own behavior.
- Relationships of parents to staff and parents to parents need to be addressed.
- Consistently confront inappropriate comments, jokes, and gestures.
- The school will inform parents regarding information about anti-bullying and assertiveness skills.
- Model good behavior by using good communication, anger management and conflict resolution skills.
- Help own children learn how to express themselves in positive ways.
- Make expectations clear.
- When children are present, recognize the importance of supervision in reducing bullying behavior(s).
- Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s), if necessary.
- Help children take ownership for his/her behavior.
- Empower children to report bullying.
- Differentiate between “reporting” and “gossiping.” Reporting is necessary to conflict resolution. Gossiping prevents conflict resolution.

Student/Parent Grievance Procedure

The faculty will work with children and parents during grievances. At times, there may arise an occasion where there is a difference of opinion between a staff member and a student and/or parent. Should a problem arise, the procedure for resolving these differences is as follows:

- **Contact the teacher at a reasonable time after school hours to discuss the issue.**
- If not resolved, the issue should be discussed with the principal.
- If the principal is unable to resolve the issue, the next step would be to contact a Board of Education Co-chair. At a Board of Education meeting, all parties will be invited to attend for discussion and resolution. The Board of Education's decision will be final.

Sexual Harassment

Trinity demands an environment that is free from sexual harassment. Violations of this policy will result in the following:

- Any student who verbally or physically harasses another in a sexual way will be immediately sent to the principal's office.
- The principal will then determine punishment.
- The parents will be notified.

Board of Education

Structure

The Board of Education consists of six members elected from Trinity Lutheran Church – Hoyleton. In addition, the pastor and principal serve on the board in an *ex officio* and advisory manner. Each member serves a three-year term, progressing through “regular” status, Co-Secretary status, and Co-Chair status on a yearly basis in February.

Duties

The Board of Education, through creating policies and ensuring that existing policies are carried out, ensures that the teachers of our school are upheld, the pure doctrine of God’s Word is taught, that Christian discipline prevails, and that general good order is maintained in the school. The Board of Education is charged with directing the entire Christian Education program on behalf of the congregation of Trinity Lutheran Church – Hoyleton, and sees that the matters concerning education from the church constitution are carried out.

Meetings

The Board of Education meets every second Monday to discuss and implement policies that affect the operation of the school. The regular sessions of the Board of Education are open to guests for the purpose of observing the meetings.

Guests who wish to address the Board of Education with issues or concerns must contact a Board of Education member and request to be added to the agenda no later than seven (7) days prior to the meeting. Permission can be granted for special circumstances.

Notification of Receipt

All families must return this notification to your child's teacher.

I hereby notify Trinity Lutheran School that I/we have read and understand the contents of the Parent/Student Handbook (2024-25) as presented within these pages and agree to abide by the rules set forth therein.

Parent/Guardian
Signature

Parent/Guardian
Signature

Student Signature

Student Signature

Student Signature

Student Signature

Date