



TRINITY

LUTHERAN CHURCH & SCHOOL

2022-2023
Parent/Student Handbook

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SECTION I - PHILOSOPHY AND ORGANIZATION OF SCHOOL

Ministry Philosophy of Trinity Lutheran Church and School

Since 1860, Trinity Lutheran Church has supported and sustained a Lutheran grade school with the purpose of sharing Jesus with the children of Springfield. The ministry of the school was expanded in 2006 with the addition of the preschool. Trinity Lutheran School continues to offer a Christ-centered and academically strong education for students two years through 8th grade.

Trinity Lutheran Church & School Mission Statement: We connect people to the Triune God. (Matthew 28:18-20; Romans 10:14)

Trinity Lutheran Church & School Motto: Sharing Christ, Meeting Needs!

Trinity Lutheran Church & School Vision Statement: We aspire to be an inviting, thriving congregation of spiritually-mature, actively involved members who positively impact our community.

Clarification of Beliefs

We believe that men, women, and children are rescued from the effects of sin purely by the undeserved mercy of God. Through faith, forgiveness and eternal life become ours. This is a relationship of dependence upon Jesus that God Himself gives us. God gives us His Holy Scripture which makes us aware of sin, fills us with faith in Jesus, and guides us into His design for Christian living.

For a detailed overview of our beliefs on social issues including marriage, gender, sexuality, and others, please visit <https://www.lcms.org/about/beliefs/faqs/lcms-views>.

Non-discriminatory Policy

Trinity Lutheran School admits students of any race, gender, color, national and 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, gender, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and other school-administered programs.

The Elements of Success

Following extensive study of current research on the role of education in a rapidly changing world, we have identified 8 key capabilities that we strive to develop in our students:

- **Compassion** - showing kindness to everyone
- **Citizenship** - taking care of the world and all the blessings you have received
- **Composure** - being at peace with yourself and demonstrating patience
- **Creativity** - thinking of new ideas and knowing how to make them happen
- **Clear Thinking** - having enough knowledge and wisdom to make good decisions
- **Curiosity** - desiring to continually learn new things
- **Communication** - connecting with other people to understand their thoughts and emotions
- **Collaboration** - working with others to solve a problem, complete a task, or create something new

Board of Christian Day School

The Board of Christian Day School meets monthly. If a parent wishes to address the school board, they may do so by contacting the chairman of the board to reserve time on the agenda.

Supervision of the school rests with the principal who exercises educational leadership in the operation of the school and implements procedures and carries out the policies and directives of the Board of Christian Day School.

Section II - Academics

Daily Schedule

7:00 a.m.	Morning extended care opens
7:45 a.m.	Student may begin arriving to their classrooms
8:00 a.m.	All classes begin
11:15 a.m.	Half-day Early Childhood dismissal
3:00 p.m.	Grades K-8 and full-day Early Childhood afternoon school dismissal
5:30 p.m.	After-school extended care closes

Grading Scale & Evaluation

Grades K-3 use the following grading standards:

E - Excels at grade level
S - Satisfactory at grade level
N - Needs improvement
U - Unsatisfactory at grade level
NI - Not introduced (for K only)

Grades 4-8 use the following grading scale in subject areas where letter grades are given:

100-98 = A+	79-78 = C+
97-93 = A	77-73 = C
92-90 = A-	72-70 = C-
89-88 = B+	69-68 = D+
87-83 = B	67-63 = D
82-80 = B-	62-60 = D-

I = Incomplete M = Medical P/F = Pass/Fail

Graduation Requirements

For a student to graduate from the 8th grade at Trinity Lutheran School, he or she must be in good academic standing. A student may fail no more than one (1) core class for the year or fail more than two (2) core classes for two quarters or fail more than two (2) core classes the 4th quarter. Assignments must be completed to teacher specifications within the school year before a student can graduate. This includes the last quarter of the year. Students not having fulfilled the requirements for graduation will not be allowed to participate in the graduation ceremony or receive a diploma. For the purposes of this policy, core classes shall include religion, language arts, math, history and science.

Academic Recognition / Honor Roll

Each semester, students will be recognized for academic excellence. Students in grades 4-8 achieving a grade point average of 3.5 to 4.0 on a four-point scale will receive "A Honor Roll" recognition. Students with grade point averages of 3.00 to 3.49 will receive "B Honor Roll" recognition.

Student Support

Eligible Trinity students may receive support for speech/language services through District 186. Diagnostic evaluations for Individual Education Plans (IEPs) may be done through District 186 at parent request. The contact information for the Parochial School Liaison is available through the school office.

Trinity's Educational Inclusion Specialist and Principal are responsible for creating 504 plans for students as needed. 504 plans may be written for physical or educational concerns.

Eligibility for IEPs and 504s is based on documentation gathered from classroom teachers and parents and must be initiated through a referral process. This process involves documentation of interventions tried by classroom teachers and parents along with classroom observations and explanation of concerns.

Trinity has a full time Education Inclusion Specialist on staff who partners with our classroom teachers to provide interventions and accommodations for students in need of additional support. Trinity follows the inclusion model enabling students to be successful within the classroom and provides pull-out instruction as needed.

Section III – Home/School Communication

Office Hours

To assist in the administration of school business, the school office is open each day from 7:30 a.m. to 3:30 p.m. Parents are encouraged to make their contacts with the school during these hours. Parents or visitors needing to communicate with students during the school day or picking up students for appointments are to report to the school office.

Communication Methods

Trinity Lutheran School uses a variety of methods to communicate with parents. In addition to the weekly Tiger Talk eNewsletter, we utilize email, social media platforms, the Sycamore grade book app, the Trinity website, and the Trinity app to help parents stay connected and informed.

Parents are encouraged to download the Trinity School App in order to stay informed with the most recent events and news at Trinity. The app provides a quick reference for information such as school calendar and hot lunch menu, but also serves as our primary way of sending out alerts should we need to close or adjust our schedule with limited notice. Please go to the Google Play Store or Apple App Store and search TrinitySpfld to download the app for your device.

Section IV - Attendance

Attendance

Regular daily attendance and punctuality are important for student learning. Please contact the school office via phone (217-787-2323), email (school@trinity-lutheran.com), or the Trinity app to let us know if your child is ill. Planned absences should be shared with both the child's teacher and the school office in advance. Students who are absent more than twenty-five days during a school year will not receive credit for that school year and will be retained in the same grade. Special cases may be appealed to the Board of Christian Day School. Absence concerns will be communicated to parents through the school office.

Tardy

School begins at 8:00 am. Students will be considered tardy if they are not in their classroom by 8:10 a.m. Arrival after 10:00am counts as a half day of attendance. Parents may be notified by the school office if there is excessive tardiness.

Truancy

In accordance with the Illinois State Board of Education, a child may not be absent from school without valid cause for 5 percent of 176 days, or 9 days. Valid cause is defined as illness, observance of a religious holiday, death in the immediate family or a family emergency. Absences beyond 9 school days for absences without valid cause will be considered unexcused. For extenuating circumstances, parents may request lengthy long-term absences to be excused by the Board of Christian Day School.

The school cannot be held responsible for the educational progress of students who fail to maintain regular attendance habits or who are absent for long periods of time due to vacations or long-term illness. Students with prolonged or excessive absences due to illness will be required to provide medical documentation to excuse absences for illness in excess of 18 school days within a school year.

In accordance with State law, students with long-term absence will be reported by the principal to the truant officer.

Section V - Student Health

First Aid/CPR/AED Training

Office staff and faculty have been trained to administer first aid. In addition, the office staff and faculty renew the CPR and AED training certification every other year. If your child has an epinephrine auto-injector, please schedule a time to train your child's teacher and the office staff on how to properly administer it.

Illness

Students should be fever, diarrhea, and vomit free for 24 hours before returning to school.

Medicine in School

Each student should have a **Parent Authorization for Medication** form on file with the school office each year. This form shall be completed by the student's parents or guardians. Forms are available in the school office and online.

- a. If your child is in frequent need of Tylenol or Ibuprofen, please send a bottle with them.
- b. If your child requests to have Tylenol or Ibuprofen during the school day, the office will contact you via phone to bring in needed medication.
- c. We do not dispense Calamine lotion or "itch cream" unless you provide the topical medication with the proper form. The same procedure applies with cough drops.
- d. All drugs, which are to be taken in school, must be dispensed in the school office. Inhalers must be administered in the school office unless the student has authorized paperwork on file to self-administer.

If your child will need to take prescription medication at school:

1. Submit a note of authorization from the student's doctor.
2. Any prescription drugs must be sent to the school in a properly labeled pharmaceutical container and clearly marked with the child's name, dosage (provide a dosage cup or dropper), and name of medication. Written instructions must accompany the medication.
3. All medication, including Tylenol, cough drops, etc., must be kept in the school office.

The school office is to be informed of any prolonged or continuing medication.

Any prescription medicine that is not picked up by the parents at the end of the school year will be disposed of properly.

Section VI - Discipline Procedures

Purpose

As Christians, we believe God has created each child as a unique individual with unique qualities and characteristics. Each child's actions and reactions tend to be very personal in nature. Therefore, we approach discipline on an individual basis with Christian love and concern at the heart of the response and any resulting consequences. Consequences will be designed to reflect our desire to enable the child to make more God-pleasing choices in the future.

Guiding Principles

With Love and Logic as our guide, we view every disciplinary situation as unique in nature. This core set of beliefs provide a model for dealing with student discipline, guide individual classroom plans, and help students see reasonable connections between their behavior and resulting consequences with the goal of creating a positive, respectful learning environment in accordance with Biblical principles.

1. Every attempt will be made to maintain the dignity, self-respect, and self-concept of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with the natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.

Harassment and Bullying

Trinity is committed to providing a compassionate, receptive, and non-threatening atmosphere in which each of our students can learn and succeed. We expect that anyone - student, educator, family member, or other school personnel - who witnesses or has knowledge of an incident of harassment/bullying will bring it to the attention of a staff member. Incidents will be addressed quickly, thoroughly, and effectively. A timely, diligent investigation will take place and will focus on open communication, conflict resolution, and appropriate discipline.

This policy prohibits student-to-student harassment related to any school activity or attendance, while on school grounds, while going to or coming from school, during lunch, or during or while going to or coming from school sponsored activities. Student actions outside of school can affect the school environment and may be subject to school disciplinary response.

Posting any content on the internet, including social media sites, or communication via text messaging or email which reflects negatively on a student or employee of Trinity or reflects negatively on the school, constitutes any type of harassment as defined using the broadest interpretation of harassment.

Miscellaneous Violations

Fighting: Fighting on campus or during school activities will not be tolerated and the administration retains the discretion for suspension or expulsion for all violations.

Weapons: Trinity maintains a no-weapons policy during school and at all school-sponsored activities. When the school leadership determines a student possesses a weapon or any item likely intended for use to harm another, the student shall be suspended from school immediately. In addition, students found in possession of any weapon shall immediately be referred to the appropriate law enforcement agency. The administration of Trinity retains the discretion for suspension or expulsion for all violations of this policy. A definition of weapons includes, but is not limited to - firearm, knife, metal knuckles, or other dangerous weapons - or any other object capable of being used as a weapon. The use of threat of use of any normally non-dangerous implement as a weapon also falls within this definition.

Liquor and Illegal Substances: Use, possession, or distribution of liquor and illegal substances is prohibited in and around school property. TLS administration has the right to search students, lockers, and other personal effects. The administration retains the discretion for suspension or expulsion for all violations.

Tobacco and E-Cigarette Free Zone: Use, possession, or distribution of tobacco, smokeless tobacco or tobacco products, electronic cigarettes, vape cigarettes or similar products is prohibited in and around school property and at any school function. TLS administration has the right to search students, lockers, and other personal effects. The administration retains the discretion for suspension or expulsion for all violations.

Other Disciplinary Action: Other disciplinary action may be taken including but not limited to the following behaviors - improper language, insubordination, theft, false fire alarms, or other aggressive acts.

Range of Consequences

Unless otherwise stated, students who are found to have violated one of the policies concerning safety in this handbook are subject to the following range of consequences:

- Counseling with a student or group of students
- Conference with parents
- Restitution for damages
- Required counseling program
- In school suspension
- Out of school suspension
- Expulsion

Forfeiture of Scholarship

A student receiving financial scholarship assistance forfeits their financial scholarship for the semester (retroactive to the beginning of the semester) if they serve a suspension of any type for any reason during the semester. Exceptions will be determined on a case-by-case basis.

Section VII – Dress Code Policy

Uniform Dress Code Guidelines

Trinity students should dress in such a way that they are effective Christian witnesses to others. To accomplish this, we have adopted a uniform dress code to establish acceptable dress that maximizes learning potential while attending a Christian education institution.

All clothes should be modest, clean, and in good repair. The fit of the clothing and shoes should be appropriate to the child.

Upper Body

- Approved embroidered polo shirt colors are maroon, black, gray, and light blue and must be purchased through Luers.
- Solid color long sleeves in maroon, black, gray, light blue, navy, or white may be worn under short sleeve polos.
- T-shirts and sweatshirts displaying the approved Trinity logo may be worn. (Visit school.trinity-lutheran.com/school-uniforms to view sample photos.)
- School team jerseys may be worn on game days at the principal's discretion.

Lower Body

- Students are permitted to wear uniform style pants or shorts in black, gray, khaki, or navy. No cargo pants, carpenter pants, or denim.
- Girls may wear solid color skirts in black, gray, khaki, or navy. Plaid skirt and jumper options are also available for purchase through Luers.
- Solid color leggings or tights in black, gray, khaki, navy, or white may only be worn under appropriate skirts, not on their own.

Shoes

- Students are to wear shoes that permit them to play safely.
- Closed toe shoes with a back are required. Crocs and similar shoes are not permitted.

Miscellaneous Items

Students should not change their appearance to draw abnormal attention to themselves. Examples include:

- Hairstyles, haircuts, and hair color to draw attention
- Excessive make-up and/or jewelry
- Tattoos, temporary tattoos, and body writing
- Pierced ears are permitted.
- No sunglasses, hats, or other head coverings may be worn inside the school.

Dress Down/Spirit Days

- Please visit the school website to view the spirit day schedule and themes for the current school year.
- Clothes cannot have offensive, double-meaning, anti-authority, or mean-spirited emblems or sayings, including but not limited to sayings or emblems which refer to alcohol, tobacco, illegal substances, sexual connotations, music groups or individual musicians, and symbols of death (skulls) or that promote violence.

Enforcement of Dress Code Policy

- First occurrence: Students will be notified.
- Second occurrence: Parents will be notified and, at principal's discretion, may be asked to bring appropriate clothing.

Section VIII - Athletic/Extracurricular Programs

Philosophy

The purpose in providing interscholastic competition is to give our students an opportunity to grow physically, emotionally, socially, and spiritually in order to aid them in becoming well-rounded Christian citizens. The athletic program seeks to help a student develop his/her athletic gifts through competitive play in a Christian setting.

It is the school's belief that each student at the fifth and sixth grade level should be given the opportunity to be part of a school team in order to determine his/her interest in a particular sport. The goals of our Fifth and Sixth grade program are to develop basic skills and an understanding of the sport. This is achieved by practices that are grounded in skill development and game participation. It is the goal of this level to develop each student-athlete during the course of the season. Games are to be used as a method to continue the growth of each athlete. Therefore athletes should be allowed a meaningful participation in the games. A coach would have the ability to not play an athlete if there is a concern regarding the "roughness" and/or safety for any athlete. As these teams enter tournaments, coaches should develop a method for each athlete to participate in the tournament experience. The number of eligible team members, participation in practices, and skill level will affect the playing time.

The seventh and eighth grade combined team (or single 7th and 8th grade teams) may be a more advanced level of athletics at Trinity. At this advancing level the more talented players will generally have increased playing time. Although winning is an important concept at this level, every player should be allowed to play when possible, while maintaining a balance with winning. The major goals of this program is improving players' skills and maintaining self-esteem.

Combined teams will be reviewed based on the number of eligible athletes and the availability of coaches. The number of eligible athletes will help determine the use of combined teams or single grade teams.

Athlete Expectations

Student athletes will

- reflect their faith in Christ.
- exhibit good sportsmanship.
- give their best effort in practice and contests.
- strive to be Christian leaders on and off the court/field.

Parent Expectations

Parents will

- reflect their faith in Christ.
- exhibit good sportsmanship.
- transport their child to and from events.
- attend events.
- volunteer to assist with athletic/extracurricular programs.
- serve as a positive role model for our students.

Spectator Expectations

Spectators will

- reflect their faith in Christ.
- treat all facilities with respect.
- show respect to opponents, coaches, and officials.
- provide positive encouragement to all participants.

Coach Expectations

Coaches will

- reflect their faith in Christ.
- exhibit good sportsmanship.
- organize and run effective practices.
- communicate regularly with the athletic director and parents.
- select assistant coach(es) with athletic director approval.
- serve as a positive role model for our students.

General Expectations

- Attendance at games and practices is mandatory.
 - Parents must notify the coach of a student's absence.
 - Unexcused absences may result dismissal from the team
- Student athletes, coaches, parents, and spectators are expected to conduct themselves in a Christ-like manner with their words and actions.
- A current school physical must be on file in the school office in order for an athlete to participate in games.
- A sport participation permission form must be on file with the athletic director prior to an athlete participating in games.
- Students are responsible for proper care of any uniform and equipment associated with the sport or activity in which they are participating.

Grade Requirements/Eligibility

Student grades will be monitored by the athletic director bi-weekly. Students receiving one "F" or two "Ds" will be placed on a two week probation. During probation, students will not attend practices or contests but instead will work to improve their grades. If the grades improve at the end of the two (2) weeks, the student will be removed from probation. After two (2) weeks of no improvement, the student, parents, coach, and teacher(s) will meet to develop a plan of action.

Attendance Requirements

Students must be enrolled at Trinity at least half time in order to be eligible to participate in athletics and extracurricular activities. In order to participate in practices or contests, a student must have been in attendance at least a half day that day. LSA requires that any student athlete competing in a State series must be enrolled full time at the school.

Section IV - Supplemental Information

Cellular Phones

Students may bring in their cell phones, but they may not use them during the school day. During this time, the devices will be collected by teachers in each class. Students may use the device, with permission from a faculty or staff member to communicate with a parent or for an academic purpose.

Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian. A form will be provided at the beginning of the year, which permits parents to authorize their students to carry cell phones to school. Cell phones are brought to school at your own risk. ***Students are not permitted to use their phones to take pictures or record individuals during school hours or activities.***

Electronic Device Policy

Students have permission to bring and use electronic devices at school under the following guidelines:

- Electronic devices brought to school at your own risk. All electronic devices should be labeled so that it is easy to identify the owner.
- Devices should be fully charged before coming to school. We recommend sending a charger which can be left at school.
- Students may print with teacher permission.
- Students may use devices appropriately with teacher permission. Devices may be collected if used inappropriately.

Damages to School Property

School furniture and equipment should not be willfully defaced, marred or damaged by pupils. Violators of this rule may be charged for such damage or asked to make repairs to restore damaged articles to original condition. Children may be required to pay for textbooks willfully or carelessly damaged.

Hot Lunch Program

Trinity operates a well-balanced hot lunch program. Menus are available in the Trinity app, on our website, and in Sycamore. Money for hot lunch should be paid to the school office. Checks are to be made out to **Trinity Hot Lunch**. Any funds left over at the end of the year will rollover to the next school year.

Birthday Treats

Students have the option to bring in birthday treats. Please consult with your child's teacher to arrange an appropriate time. Students are requested to bring treats that are store bought so ingredients can be easily identified for those with allergies.

Recess

Whenever possible, students will go outdoors for recess. Please ensure students are dressed appropriately for the weather. During winter months, students in K-4 are asked to have snow pants and boots at school if they want to play in the snow.

Building Access

For the safety of our students and staff, the school doors are locked at all times. Please ring the buzzer located on the west side of the building. You will be asked your name and reason for visiting.

Weather/Disaster School Closing

School closures will be publicized using the following methods: Channel 20 (TV and website), Trinity Facebook page, Trinity website, Trinity app, and an email from the principal. Please note that Trinity will not automatically follow District 186's school closing.

Section X - Financial & Family Requirements

Trinity Lutheran School is the primary mission of Trinity Lutheran Church and church members support the school through prayer, volunteering, and financial support. More than 75% of the school's funding comes from Trinity Lutheran Church as a result of tithes, offerings, and contributions.

Early Childhood Tuition

Full-Time Tuition (Preschool and Pre-K)

- 5 Days: \$6,600
- 4 Days: \$5,500
- 3 Days: \$4,400

Part-time Tuition (Preschool and Pre-K)

- 5 Mornings: \$3,400
- 3 Mornings: \$2,300

Two-Year-Old Town Tuition

- 3 Mornings: \$2,950

Kindergarten – 8th Grade

	Trinity Church Members	Sister Church	Community Members
1st child	\$2,850	\$3,450	\$5,100
Additional children	\$2,050	\$3,200	\$4,700

Tuition Assistance

Tuition assistance is available. Please visit the school website for more information. There is a fee for this service and funds are distributed on a first come, first serve basis. New families, please contact the Business Manager for more information. Students must be enrolled in order to be eligible for financial assistance.

Church Attendance Requirements

We care very deeply about the spiritual health of our families and encourage all families to worship regularly at their home congregation. Families enrolled in the school as Trinity Lutheran Church members are encouraged to attend at least three worship services per month (nine services during a three-month quarter.) Online worship will count for a maximum of two services per three-month period.

Worship attendance can be submitted using the Trinity app. To install the Trinity app on your smartphone, search “Trinity Lutheran Springfield” in Google Play or the App Store. To submit church attendance, choose “Church” then “Attendance” in the bottom left corner. Worship attendance may also be submitted using the “Record Worship Attendance” form found under the Worship Services heading on the homepage of our church website: church.trinity-lutheran.com.

Family Service Hours

Beginning with the 2022-2023 school year, all families will be asked to complete 10 hours of service within the Trinity community. In Galatians 5:13, Paul says “...serve one another humbly in love.” Paul was encouraging the Christians of his day to embrace the Gospel message and live as Jesus lived - serving others in love. We look forward to having parents and families actively involved in various activities. A list of volunteer opportunities and requirements is available online.