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# **Mission and Philosophy**

## **Mission**

**PARTNERS IN CHRIST ✦ INSTRUCTING FOR LIFE ✦ EQUIPPING FOR ETERNITY**

## **Philosophy**

The staff of Trinity-St. John Lutheran School seek to worship and serve the Lord through joint partnership with the congregations Trinity Lutheran Church and St. John's Lutheran Church to show the students the power of the Gospel that they also may become witnesses of Jesus. The gifts of the Holy Spirit: gentleness, patience, and compassion, are modeled by the staff, pastors and teachers. Through daily interactions, students see that Christ's love is shown by forgiving one another, as God forgives us through Jesus' death on the cross. Guided by the staff, the students, too, can become imitators of their Savior, living members of the body of Christ. We prepare the students, as God's redeemed creation, for service to God as they reflect the presence of Christ in all they think, say, and do.

Therefore, Trinity- St. John Lutheran School will:

- Prepare students to be able to search the Scriptures so that they continue to trust and accept God's promise of forgiveness and everlasting life.
- Prepare students for the succeeding levels of education so that they may function in society with a Christian perspective.
- Provide a secure, caring environment for all students and teachers.
- Provide students with worship experiences including daily devotions and weekly chapel services.
- Provide students and their families with opportunities for Christian fellowship.
- Lead students, through instruction and by the example of the teacher, to develop and respect their bodies as the temple of the Lord.
- Lead the children, by example and through instruction, to appreciate, understand, and participate in musical and artistic areas.
- Lead children to become lifelong learners in the information age; helping them to develop reasoning, communication, and purposeful knowledge acquisition skills.
- Lead students, by example, to share Christ and proclaim Him, thus accomplishing the command of Christ in Matthew 28.
- Lead students to reach out to be of service to others through chapel projects and other Christian educational experiences which instill the Christian values of compassion and love for all people.
- Provide help for parents in carrying out their parental responsibilities in Christian education.

## **Trinity- St. John Lutheran School Staff and Faculty**

Mrs. Amy Kurtz.....Principal  
Miss Cheryl Zapp.....School & Church Office Administrator  
Pastor David Benning.....Pastor Trinity Lutheran Church  
Pastor Tim Mueller.....Pastor St. John Lutheran Church  
Mrs. Dawn Mueller.....Pre-Kindergarten 3 & 4 and 4th grade afternoon  
Mrs. Lindsey Langenfeld.....Teacher Aid  
Mrs. Dana Haertling.....Teacher Aid  
Mrs. Janice Lange.....Kindergarten and Music  
Mrs. Kimberly Fairbanks.....1st grade homeroom and 1/2 combination  
Mrs. Diane Backs.....3rd grade, 3/4 combination and Music Director  
Mrs. Deb Lange.....2nd grade Language Arts and Math, Technology Director, and Yearbook  
Mrs. Tabatha Wesseln.....5/6 grade homeroom, 4th grade Math and Science, Middle School Science  
and Math  
Mrs. Jennifer Kozan.....7th grade homeroom, Middle School Language Arts and 5th grade Math  
Mr. Shaun Renth.....8th grade homeroom, Middle School Math, P.E., Social Studies  
and Athletic Director  
Mrs. Amanda Kozuszek.....Cook and Librarian

## **Board of Christian Education**

### **Trinity**

Mr. Matt Meinert, Secretary  
Mr. Brett Schuessler  
Mrs. Casey Bochantin

### **St. John**

Mr. Clint Dunn, Chairman  
Mr. Ryan Blumhorst  
Mr. John Kroeger

## **Student Responsibilities**

### **Students should:**

- Do all for the glory of God.
- Be punctual and attend school regularly.
- Respect the rights of fellow students and school personnel.
- Strive to attain their best possible level of academic achievement.
- Fully complete all assignments on time.
- Respect school property and the property of others.
- 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.
- 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 and instill a positive attitude in their child towards his or her school and education.
- Inform the school of any special needs or situations that might affect their child's education.
- Treat others with respect.
- Respond to official reports of their child'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 well-ordered classroom routines that contribute to instruction.
- Require orderly behavior.
- Treat others with respect.

## **Accreditation**

Trinity-St. John Lutheran School (T-SJ) is fully recognized as a Nonpublic School by the Illinois State Board of Education. Recognition was received during the 2020-2021 school year and is renewed annually.

## **Administration**

T-SJ is owned and operated by St. John and Trinity Lutheran Churches which are members of the Southern Illinois District of the Lutheran Church- Missouri Synod. The policies and activities of T-SJ are controlled and supervised as outlined in the Solemn Agreement between the two churches. The principal is directly responsible for overseeing the operation of the school. The School Board oversees school policies and programs. The School Board reports to the Church Council and Voters Assemblies of both churches.

## **Admissions Policy**

T-SJ admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities. T-SJ also welcomes children of all faiths. T-SJ may not be equipped or staffed to meet the needs of all children, and we recognize that other schools may be better equipped to serve some children with special needs and challenges.

Applications for enrollment for future years are accepted throughout the year. Parents are notified of their child's acceptance as space is available.

### **Priority for admissions is:**

- 1) Children of families already enrolled from the previous school year
- 2) Children of families outside of T-SJ

### **Items needed for registration:**

- school application
- student profile form
- birth certificate
- academic records from previous school (if applicable)
- immunization record
- registration fee
- health examinations (varies by grade and must be turned in before school begins)
  - Medical and immunization record: PreK, Kindergarten and 6th grade
  - Dental: Kindergarten, 2nd and 6th grade
  - Vision: Kindergarten

Health examinations are required by law for each child upon entrance to Kindergarten.

## **Entrance Age Requirements**

- 3-year-old pre-K: at least 3 years old on or before September 1st of the current school year
- 4-year-old pre-K: at least 4 years old on or before September 1st of the current school year
- Kindergarten: at least 5 years old on or before September 1st of the current school year.
- First Grade: at least six years old on or before September 1st of the current school year.

## **New Students during the Year**

T-SJ accepts new students throughout the school year. Prior to attending class, the following guidelines will be followed:

- All registration requirements must be met.
- The principal will evaluate the new student's records from the previous school.
- A meeting will be held with the family, principal, and teacher.
- The classroom teacher will be given one-day minimum advance notice to prepare for the new student.

## **Arrival and Dismissal**

### **Arrival**

#### **Arrival before 8:00 a.m.**

- The building will be open for students at 7:30 a.m.
- Students are asked to go to the cafeteria between 7:30 and 7:45 a.m.
- Breakfast items are available for \$.25- \$.50 each.
- Classrooms are open at 7:45 a.m.
- All students should arrive and be ready to learn by 8:00 a.m.

#### **Arrival after 8:00 a.m.**

- Students arriving after 8:00 a.m. will be counted as tardy and need to be signed in by an adult.
- All persons entering the school after 8:00 a.m. should enter through the Main Office Door.

### **Dismissal Procedures**

#### **Early Departure**

Students must be signed in and out of school by an adult in the office if they will be leaving between 8:00 a.m. and 2:55 p.m.

#### **Dismissal**

- Bus riders will be dismissed to the gym and released from the Southeast gym exit door when the bus arrives.
- Students who walk or ride bikes home will be excused after the carline area is clear.

#### **Carline Procedure**

- The carline begins moving North on Grand St. turning East (right) onto Walnut St.
- Do not pass within the carline unless directed by the carline supervisor.
- Each family will be assigned a number card which will need to be shown.
- Additional carline cards are available for others who are authorized to pick up your child.
- Parents are able to pull out of the carline once they have received their children.

For the safety of your child, a written note is required if your child is leaving school property with someone other than their designated driver. This also applies if children ride a bus to a destination other than their home.

### **Student Supervision After School**

Buses arrive after school at approximately 3:05 p.m. If an emergency situation arises where a child will be picked up late, please notify the school by calling the office. No children should be in the school

after 3:15 p.m. unless they are participating in a school sponsored activity with adult supervision or have made prior arrangements with a school faculty member.

## **Athletic Eligibility Policy**

T-SJ athletes are first and foremost students. Students participating in athletics and cheerleading are expected to:

- Have a current physical on file before practice begins.
- Establish and maintain a passing grade in the academic areas of Math, English, Spelling, Reading/Literature, Memory/Religion/Confirmation, Social Studies, and Science.
- Establish and maintain a consistent effort on all work as assigned by his or her teacher.
- Refrain from using tobacco products, alcohol, or any other illegal substance.
- Respect and abide by the rules set forth in the Athletic Handbook.

The parents, athletic director, principal, and teachers will work together to help the student achieve eligibility. Parents and coaches will be notified by the principal or athletic director of ineligibility.

## **Attendance and Absences**

### **Attendance**

In accordance with the laws of the state, all pupils are held to regular and punctual attendance. Regular student attendance is directly related to student academic success; therefore student participation and attendance may be considered when determining eligibility for promotion to the next grade level. Parents/Guardians are legally responsible for their child's attendance.

In cases of sickness, parents must call the school office to report the absence to the school office administrator by 8:15 a.m. Absences not called in or reported by a parent by 9:00 a.m., will result in a phone call to the parent by the office administrator. All K-8 students arriving after 8:00 a.m. will be marked tardy. If a prolonged absence occurs due to sickness, the teacher should be notified as soon as possible so assignments can be kept up to date.

When a doctor or dental appointment is necessary during school hours, please send a written note to the teacher prior to the appointment date.

### **Excused Absences/Tardies/Early Departures (Appropriate documentation is required)**

- Illness/ Hospitalization
- Pre-arranged doctor or dental appointment
- Death in the family
- Required court appearance
- Observation of a bona fide religious holiday
- Pre-arranged/avoidable absences

### **Unexcused Absences/Tardies/Early Departures**

- Not having received an absence call or e-mail from the parent/guardian
- Oversleeping or missing the bus
- Personal business
- Suspensions
- Truancy from school or class

## **Excused Absences**

To obtain the most from the educational opportunities provided and because a student's attendance record is part of his/her permanent record, it is important that students keep absences to a minimum.

Students shall be permitted **NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE**. After the student has been excused five times in one or more of his/her classes during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician. After the five excused absences, the school will notify the parent/guardian by phone. If a student absence is verified by a doctor's excuse before the student has reached the limit of five days (or classes) of excused absences, the absence will not count toward the five days permitted by this section. All doctor's excuses must be submitted to the main office within 48 hours of the student absence. Failure to call or write an excuse within 48 hours will result in the absence being unexcused.

### **Illness**

Personal illness and/or physical disability is excused. In the event of three or more consecutive days of absences due to illness, a doctor's statement may be required. A student too ill to attend school is also considered too ill to work, to go shopping, to attend school activities or games, or take part in any other similar activity that same day. To do so shall result in the absence from school being unexcused.

In the event of a long term absence due to illness (greater than five days), parents and teachers may arrange for the student to access instruction remotely. Students who attend classes remotely would not be counted absent.

### **Medical/Dental Appointment, Court Appearance, Etc.**

Keeping in mind that classroom attendance is a top priority at T-SJ; every attempt should be made to schedule medical and dental appointments after school hours or on Saturdays. When this is not possible, the appointment time should be scheduled so that the student misses the minimum amount of school. Appointment cards are routinely issued by health care offices and officers of the court and should be presented when the student returns to school for re-admittance.

### **Religious Observance**

A student shall be released from school as an excused absence, for observing a religious holiday. The parent(s)/guardian(s) should give written notice in advance of the student's anticipated absence.

### **Authorized Absences**

Examples of such absences are school-sponsored field trips, athletic games, academic competition and music contests.

### **Pre-Arranged/Avoidable Absences**

Planned absences that the parent is aware of and approves, but which are difficult for the administration to approve, are classified as avoidable. Class work missed from an avoidable absence can be made up provided:

1. It was cleared ahead of time by the administration. Leaving a message on the school's voice mail does not meet this requirement.
2. That the student completes missed work to the satisfaction of each teacher.



## **Unexcused Absences**

Any absence, which does not meet the criteria for excused, authorized, or avoidable, will be classified as an unexcused absence. Please note that serving an out of school suspension is an unexcused absence. In the event an absence is classified as unexcused:

1. The student must make up all mandatory work before the awarding of credit can be considered. Work not made up will result in zero credit for that assignment or test.
2. The student will be allowed to make up all tests and assignments with a 25% deduction of the original value of the assignment for students in grades 5-8.

Avoidable absences that have not been cleared in advance with the principal will be classified as unexcused!

**Students who are unexcused for 10% of the previous 180 school attendance days will be referred to the Truancy Officer at the Regional Office of Education.**

## **Make-Up Work**

Students with excused absences and tardies will be expected to make up all work missed within the same time frame that the student was absent and will receive a grade for all work completed within that time frame. For example, a student who is absent three days has three days to complete the missed assignments. It is the responsibility of the parent and/or student to acquire all make-up work. Parents may request homework by calling the school before 9:00 a.m. when reporting the student's absence.

Students with unexcused absences should make up all work missed within the same time frame that the student was absent; however students in grades 5-8 will receive a 25% deduction on assignments as a result of the unexcused absence. Students in grades K-4 will receive full credit for their completed work.

## **Church and Sunday School Attendance**

Regular church and Sunday school attendance is encouraged. We believe that God has commanded us to gather together to receive His gifts in Word and Sacrament ministry. A record of church and Sunday school attendance is kept by all teachers and is recorded on the report cards and in the permanent files.

All families are encouraged to worship regularly. If the parents do not actively participate in another church or have no church affiliation, they and their children are encouraged to attend Trinity Lutheran Church in Nashville or St. John's Lutheran Church in New Minden.

## **Child Abuse/Neglect Reporting Procedures**

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child, shall report such a case to the department of children and family services and the school principal. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases. Abuse and neglect are defined by Illinois law, but may generally be understood as follows: Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education, or remedial care required by law by one who is responsible for the child's welfare.

# **Christian Conduct and Respect**

## **Christian Conduct**

Students enrolled at T-SJ are expected to adhere to the basic principles of Christian conduct as outlined in God's Word. For these principles, we look to the Ten Commandments and to Jesus' words recorded in Mark 12:30-31, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength . . . Love your neighbor as yourself." It is our prayer that the love of Christ compels each student to live for Him. Therefore, T-SJ expects all students to conduct themselves according to the following principles:

### **Be respectful**

- Respect God and His Word.
- Respect our classroom and other people.
- Respect the learning process.
- Respect those in authority.
- Respect our bodies and our God given talents.
- Respect our school and personal property and the property of others.

### **Be restrained**

- Avoid disruptive behavior and maintain orderly conduct.
- Do not bring nuisance items, toys, or other objects that distract from the learning environment.
- Do not chew gum.
- In personal relationships, avoid showing inappropriate affection in public.
- Abstain from sensual or sexually explicit pictures or materials. Refrain from using sexual innuendos and suggestive or provocative writings or speech.
- Avoid cursing, swearing and other language that is out of place in the life of a child of God.

### **In addition, students are encouraged to:**

- Be prepared for the day's work. This includes assignments, materials, and other required supplies.
- Be thoughtful of others, considering the feelings of others.
- Be helpful by pitching in when and where help is needed.
- Be friendly to all of the T-SJ family and guests.
- Be forgiving as God has forgiven you.

Behavior outside of the above guidelines will be dealt with by the student's teacher, the principal and the pastor as necessary.

## **Bullying**

### **Definition**

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- placing the student or students in reasonable fear of harm to the student's or students' person or property;
- causing a substantially detrimental effect on the student's or students' physical or mental health;
- substantially interfering with the student's or students' academic performance; or

- substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

#### Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation, or bullying:

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances and context of the incidents
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from counseling interventions up to and including suspension or expulsion.

#### **Faculty and Administration Course of Action after Reported Bullying**

1. Research the incident and follow up with students involved.
2. Written warning to parents, followed by a phone call or personal contact.
3. Conference with student, parents and teacher.
4. Conference with student, parents, teacher, Pastor and principal (Principal will report conference to Board of Christian Education).
5. Conference with student, parents, teacher, Pastor, principal and Board of Christian Education to discuss expulsion.

#### **Individual Classroom Discipline**

All students at T-SJ, regardless of age, are expected to exemplify the highest standards of conduct, as their behavior standards must be based upon Christian principles. Each teacher will have a discipline policy that reflects the previously mentioned Christian values and is in place to help create a safe and respectful learning environment for the students in his/her care. These discipline policies will be available to parents and students at the beginning of the school year.

#### **Student Communication Devices**

Students may not use communication devices, cell /smartphones or smart watches during school hours, while on campus or on field trips. These communication devices cause disruption in classrooms and the playground, and can be used inappropriately to access social media and take photos without permission. This can cause distress and breach the privacy of others.

Students who bring a communication device to school must keep it powered off and in their backpack during school hours. Students found using cell phones or smart watches on campus without permission will have the device confiscated and will receive disciplinary actions. The principal will return the phone to the parent.

Students are not permitted to use communication devices at school for any reason unless supervised by a staff member and with permission. These devices;

1. That are brought to and kept at school are used entirely at their owner's risk. T-SJ cannot accept any responsibility for theft, loss or damage of these devices. Students and parents should also recognise that mobile devices are a highly prized target for theft.
2. Are to be kept in the student's bag at all times including; before school, recess and lunchtime, and must be switched off.
3. Smartphone communication, notification alerts, and location must be switched off.
4. Are not to be used to call home in an emergency. This is the duty of the school and the administrator/teacher in charge.
5. Are not to be used to call home in the event of a mishap at school or because belongings have been forgotten unless at a teacher's discretion and under the supervision of the teacher – these events are to be dealt with by the school. Parents will be informed of any events that have impacted their child.
6. Are not to be used in the classroom, playground or incursion/excursion for any of the following purposes; check text messages, access games, the internet, images, the camera or videos.
7. Are not to be used to harass, bully or intimidate students or staff. Breaches will be dealt with as per the school's Bullying and Behaviour Policy.

## **Suspension or Expulsion**

T-SJ strives to develop positive and constructive student behavior. Students who are unable to display positive and constructive behavior or who are unable to demonstrate self-discipline may receive disciplinary actions as appropriate. While the principal is legally permitted to suspend a student from school, expulsion must come from the Board of Christian Education. Students may be suspended or be recommended for expulsion for a serious violation of school rules.

### **Areas of student misconduct may include:**

- Bullying
- Defiance of school personnel's authority
- Fighting or physical assault
- Verbal abuse of teachers or students
- Gambling
- Forgery
- Extortion
- Theft or possession of stolen property
- Destruction or defacement of school property
- Possession or use of weapons
- Possession, sale or use of drugs and/or alcohol
- Turning in a false fire alarm or bomb threat
- Unsuitable bus behavior
- Physical, verbal, or written sexual misconduct
- Written and verbal threats

### **Consequences and Appropriate Actions**

The following factors will be considered in determining the appropriate response to pupils who violate the school's rules:

- The cause of the behavior
- The severity of the offense
- The habitualness of the offender

- The personality of the offender

### **Course of Action**

Procedures which outline the action the principal is to follow have been established by the Board of Christian Education.

- A conference with the principal and the parties involved
- Parent notification if the student is to be sent home before the end of the school day
- A mandatory parent conference
- Suspension from school
- Notification of appropriate legal authorities as needed

## **Communication**

### **Blackboard Connect**

Blackboard Connect is a mass phone messaging system used to communicate with parents about important school information such as snow days, last-minute sports/meetings cancellations, significant announcements, etc.

### **The Communicator**

T-SJ publishes a weekly newsletter entitled *The Communicator* to inform parents of the lunch menu for the upcoming week, volunteer opportunities, calendar of events, and various announcements regarding our school and community. This is the main form of communication between school and home regarding daily life at T-SJ. It is extremely important that this be read. Anyone wishing to submit an article or prayer request for possible publication needs to submit it to the office by 9:00 a.m. Thursday morning. Each week's Communicator can be found on the school website: <http://www.tsjlutheran.org>. A pdf version will be emailed to you through Sycamore and a paper copy is available upon request through the school office.

### **Parents and Teachers as Partners**

Parents and teachers will:

- Communicate regularly through Sycamore, e-mail, and/ or weekly notes, etc.
- Schedule parent/ teacher conferences outside of the school day.
- Work together for the benefit of the student.
- Attend a Parent-Teacher conference at the end of the first quarter.
- Schedule a third quarter parent-teacher conference as needed.

### **Grievances**

When parents and teachers work together in obedience to God's Word, misunderstandings and disagreements can be resolved in a spirit of Christian love and forgiveness. If problems do arise, parents should address them according to the steps outlined in scripture (Matthew 18).

- Discuss the concern with the teacher or person involved.
- Refrain from gossiping or discussing the problem with other parents and/or in the presence of your child or other students.
- If the situation is not resolved, contact the principal who will facilitate a meeting with the teacher or staff member involved.
- The principal, pastor and/ or Board of Christian Education will take no action until the parent and teacher have met or communicated.

- The pastor and/or the Board of Christian Education may also be involved as needed.

## **School Calendar**

A school calendar is presented annually in the spring by the principal. This calendar shows all holidays from school, vacation, recesses, teachers' conferences, etc. A detailed monthly calendar is available on our school website.

## **School Directory**

A school phone directory is published each year. It will include phone numbers and addresses of T-SJ faculty, staff, and families. It is to only be used for official school purposes. No reproduction, sharing, or unauthorized use is allowed.

## **Social Media**

Social Media platforms such as Facebook and Instagram are valuable communication tools. They should be used for appropriate, uplifting communication. Social media should not be used to contact school personnel regarding school issues. Publication of or reference to confidential or private student information is never appropriate on any Social Media sites. T-SJ's Facebook page is:  
<https://www.facebook.com/TSJLutheranSchool/>

## **Sycamore**

“Sycamore” is an internet program to keep parents informed. Homework, progress reports, grades and lunch account information are recorded there. Important information like school closings or other important school notices will be sent to you via email. All of your children's teachers' emails can be found on Sycamore.

## **Telephoning**

Teachers and students will not be called to the telephone during school hours unless there is an emergency. Messages left with the office administrator will be relayed to the proper person. Students may use the office telephone only in the case of an emergency and with the permission of their teacher. Students MAY NOT use the telephone at any time for personal telephone calls such as arranging to go home with a friend or lunch requests. All such arrangements and other personal telephone calls must be made outside school hours.

## **Website**

[www.tsjlutheran.org](http://www.tsjlutheran.org)

## **Curriculum**

### **Course of Study**

The course of study at Trinity-St. John Lutheran School includes, but is not limited to, the following subjects:

- Religion and Memory work (Confirmation for grades 7-8)
- Language Arts (Reading, Writing, Spelling, English, and Phonics)
- Social Studies
- Mathematics
- Algebra

- Science
- Health
- Physical Education
- Choir/Music
- Art
- Computer Concepts/Keyboarding Skills

## **Accelerated Reader**

Accelerated Reader (AR) is a part of our 1-8 curriculum. AR's advanced technology helps us:

- Make essential reading practice more effective for every student.
- Personalize reading practice to each student's current level.
- Assess students' progress with Reading, Vocabulary, Literacy Skills, and Textbook Quizzes.

## **Chapel**

Each Wednesday students, teachers, and staff gather from 2:20-2:50 p.m. for a chapel service. When we are unable to gather together in a large group, chapel services will be streamed on-line. Students are expected to attend and participate in chapel services. Guests are welcome to join us as well. Chapel offerings are designated for specific recipients each month.

## **Choir**

All students, grades PreK - 8 are part of the choir, Warrior Praise. Since Trinity-St. John Lutheran School is a joint ministry, we sing at both Trinity and at St. John's worship services, as well as, several other music events within the community and surrounding area. A tentative schedule will be sent home at the beginning of the school year and will be published on the monthly school calendar and weekly in The Communicator. The schedule can also be found on the school's website. All families are encouraged to have their child(ren) sing God's praise in our choir since music is a part of our school's curriculum. Our music curriculum also incorporates instruction in the 6 areas of music education which are: singing, rhythm, listening, instruments, creativity, and reading readiness. K - 8 Music grades will be recorded at midterm and end of quarter on Sycamore:

- O (outstanding)
- S (satisfactory)
- N (needs improvement)

Music grades are based upon participation and cooperation in class.

## **Field Trips**

A field trip is an educational experience that complements the school's curriculum. The following guidelines are to be followed:

- A blanket permission slip is signed at registration.
- Information slips are sent home for each field trip.
- Families provide emergency contact information for each field trip.
- Students may not use cell/smart phones while on field trips.
- Field trip drivers are required to have a valid driver's license and insurance.
- Drivers must ensure that all passengers remain belted in while they are in the vehicle.
- For students in preK through second grade, no child shall ride in a seat that has an airbag.

- Car Seats or booster seats are required for all children under the age of 8 according to the Illinois Child Passenger Protection Act.

## Library

T-SJ operates a school library to improve reading, study, and library skills; but more importantly, to foster the love of reading in every child.

- Classes visit the library once each week to check out materials.
- Books and magazines may be checked out for one week and renewed as necessary.
- Books that are abused or lost must be paid for by the student. The fee for abused or lost books is the replacement cost of the book(s).
- A Book Fair is held each year to raise money for the library.
- Donations of new or used books in good condition, are also accepted, upon approval of the library staff.

The library is staffed by volunteers. Volunteers are welcome to assist in checking out and shelving books, reading a favorite story, sharing a poem, and evaluating new books.

## Library Materials Selection and Review Policy

The goal of the library is to uphold the mission of our school and to adhere to a Biblical worldview in the selection of our literature and media materials.

### Purpose of Books and Media Materials

We seek to provide books and media materials that:

- Enrich and support all subject areas of the school curriculum taking into consideration the varied interests, abilities, and maturity levels of the students served and their teachers.
- Encourage and guide our students to become lifelong learners and readers.
- Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical, moral and Biblical convictions.

### Principles Guiding Selection of Books and Media Materials

Our selection of books and materials will be guided by the following fundamental principles: propriety, educational potential, moral integrity, aesthetic excellence, and prudence.

- **Propriety:** Biblical standards and T-SJ policies will determine the selection of materials that are honoring God and useful to His people. (Phil. 4:8, Eph. 5:4, I Peter 3:15-16, Prov. 4:20-27, Deut. 6:5-9) We recognize and respect a parent's role to make choices for what is acceptable in their home, however T-SJ reserves the ability to choose appropriateness for the greater TSJ community. Materials with gratuitous profanity, excessive violence, objectionable sexual content, and questionable ethical and philosophical themes with no redeeming value may be deemed inappropriate.
- **Moral Integrity:** Wisdom, reason, and fairness will be used in selecting materials which represent current world affairs. In the selection process, all attempts will be made to recognize the freedom we have in Christ. Age appropriate materials may be deliberately chosen to encourage the student's development of a Biblical worldview and to equip them to defend their faith in a culture opposed to Biblical ideals.
- **Educational Potential:** Literature of various genres such as traditional literature (fables, myths, legends, fairy tales, and proverbs), classical literature, fantasy, historical fiction, science fiction, contemporary realism, poetry, biographies, drama, autobiographies, short stories and essays are applicable. All materials have potential for enlarging the students' vision, deepening their faith



and/or sharpening their sensitivity as a Christian shall be sought. Also, materials which provide an opportunity to apply Biblical knowledge and develop critical thinking ability are essential.

- **Aesthetic Qualities:** Artistic excellence, engaging the students' imagination and emotions, will be sought in materials which provide enjoyment, inspiration and character building potential.
- **Prudence:** Wise care and foresight shall guide the purchase of materials which will retain value for present and future educational needs. The Biblical Worldview, reputation, and significance of author and/or publisher, overall purpose of material and how well it is accomplished, timeliness or permanence of material, importance of the subject matter to the collection, accuracy of material and quality of writing (readability) should all be considered.

### **Procedures for Selecting Library Books and Media Materials**

The volunteer library staff along with teachers and principal will consult reputable, professionally developed aids such as: School Library Journal, ALA Best Books List, Association of Christian School Librarians, and award-winning works in all areas of academic interest. Classic, as well as recently published works, will be sought.

- We will maintain qualitative standards, carefully evaluating materials for superior format, sound literacy quality, authoritative and accurate presentation of factual information and high artistic quality.
- Librarians, while taking responsibility for final choices, will solicit recommendations from administrators, teachers, students, other school personnel, and parents regarding items to be purchased.
- Gift books and materials shall be accepted. Only resources that are judged to fulfill the criteria listed above, and fill a definite need or gap will be integrated into the collection. If the gift does not meet the criteria, the library staff will donate the items to a charity organization such as the Savers Organization. Library personnel cannot provide monetary estimates of donated materials. All monetary gifts will be used for materials selected by the library staff.
- On controversial subjects, every effort will be made to consider challenged materials in a factual manner, taking into consideration the mission and philosophy of Trinity-St. John Lutheran School. Concerns of any member of the TSJ community should be expressed to the child's teacher, the librarian or the administrator.

### **Scriptures of Trinity-St. John Lutheran School Literature Selection/ Review Policy**

Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates. Deuteronomy 6:5-9

My son, pay attention to what I say; listen closely to my words. Do not let them out of your sight, keep them within your heart; for they are life to those who find them and health to a man's whole body. Above all else, guard your heart, for it is the wellspring of life. Put away perversity from your mouth; keep corrupt talk far from your lips. Let your eyes look straight ahead, fix your gaze directly before you. Make level paths for your feet and take only ways that are firm. Do not swerve to the right or the left; keep your foot from evil. Proverbs 4:20-27

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Philippians 4:8

## **Damage to Property**

In the event of property damage, the student 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 Chromebooks.
- be held responsible for school furniture that is deliberately or carelessly defaced, damaged, or marred.

If the student is following the school and/or the 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 the damage.

## **Deliveries for Students**

Flowers, balloons, candy bouquets, etc. delivered to the school for a student will be held in the office until the end of the school day. Students will be told they have a delivery in the school office. Parents of students who ride the bus will need to make arrangements to pick up large items after school as they may pose a safety hazard for those students riding a bus.

## **Dress Code**

Students are expected to dress neatly, modestly, appropriately, and to be clean and well groomed at school and school- sponsored activities. T-SJ students take pride in their appearance and present themselves as a God-pleasing witness to others. Students will follow the following guidelines:

- All clothing must be clean and neatly worn.
- No hats or hoods may be worn inside the building.
- Shoes should enclose the heel and toe and have non-marking soles. Shoes with laces must be laced and tied. No flip-flops, sandals, or open-heeled clogs are allowed.
- Shirt sleeves or straps should be at least three fingers widths.
- Writing and images on shirts must be appropriate and not offensive. No alcohol or tobacco T-shirts may be worn.
- Shorts, skirts, and dresses must reach mid-thigh.
- All shorts, slacks, pants, and jeans must be worn at the waist.
- Undergarments must not be visible.
- Please see Recess for appropriate outdoor dress.
- Personal hygiene is encouraged. Parents will be contacted if needed.
- Piercings should be limited to the ear only. Boys are not permitted to have earrings or any other piercing. Gauging is not allowed.

## **Financial Matters**

### **Corporate Programs**

T-SJ is involved in a number of programs whereby we can, with your help, receive free materials or money for the school. Please contact the PTL for more information on these and other programs.

Among these programs are:

- Amazon Smile ([www.amazonsmile.com](http://www.amazonsmile.com), select T-SJ as your school)
- Caseys Rewards

- Box Tops for Education
- Kroger Card ([www.kroger.com/communityrewards](http://www.kroger.com/communityrewards) school ID: 10597)
- Thrivent Financial
- Scrip

## Donations

In order to provide a program of excellence, T-SJ depends on donations from generous people and corporations. Donations are tax-deductible. Support can be in the form of in-kind gifts (goods or services), annual fund donations, estate gifts, and planned giving. Many companies will also match gifts that individuals give to schools. Please check with your company regarding this policy. T-SJ has an established annual fund, and scholarship fund. Contact the principal for more information.

## Tuition and Fees

### Registration Fee

All families in grades PK-8 are required to pay a registration fee to assist us in planning and preparing for the next school year.

\$50 before April 16th, 2021 per family  
\$75 after April 16th, 2021 per family

### PreK Tuition

PreK 3-year-old (Half Day) Tuesday/Thursday	\$70/month
PreK 3-year-old (Full Day) Tuesday/Thursday	\$140/month
PreK 4-year-old 3 Day (Half Day) Monday/Wednesday/Friday	\$95/month
PreK 4-year-old 3 Day (Full Day) Monday/Wednesday/Friday	\$190/month
PreK 4-year-old 5 Day (Full Day) Monday- Friday	\$320/month

### Members

T-SJ, as an arm of Trinity and St. John’s congregations, is funded through Sunday morning church offerings. Currently the congregations provide over **\$5700** per student per year. Such giving is to be motivated by Christ’s love: “Christ’s love compels us...He died for all that those who live should no longer live for themselves but for Him who died for them and was raised again,” II Corinthians 5:14-15. Thus moved by Christ’s love, parents are urged to give according to the following biblical principle: Each one give regularly in proportion to his or her income. In addition to these offerings, members are asked to pay the following fees:

K-8 (One Time Payment) due August 11th.....	\$1538 (one child)
.....	\$886 (second child)
.....	\$591 (third child)
K-8 (Semi-Annual Payment) August 11 and January 4 .....	\$1598/ 2 payments of \$799 (one child)
.....	\$898/ 2 payments of \$449 (second child)
.....	\$610/ 2 payments of \$305 (third child)
K-8 (Monthly Payment) August-May .....	\$1645/ 10 payments of \$165.40 (one child)
.....	\$946/ 10 payments of \$94.60 (second child)
.....	\$650/ 10 payments of \$65.00 (third child)

### Nonmembers

As a Christian service to our community, an education at T-SJ is available to parents who are not members of Trinity or St. John’s. These parents are asked to pay according to the following tuition schedule:

K-8 (One Time Payment) due August 11th.....	\$2717 (one child)
.....	\$1772 (second child)
.....	\$1183 (third child)
K-8 (Semi-Annual Payment) August 11 and January 4 .....	\$2778/2 payments of \$1389 (one child)
.....	\$1802/ 2 payments of \$901 (second child)
.....	\$1212/ 2 payments of \$606 (third child)
K-8 (Monthly Payment) August-May .....	\$2836/ 10 payments of \$283.60 (one child)
.....	\$1832/ 10 payments of \$183.20 (second child)
.....	\$1241/ 10 payments of \$121.40 (third child)

**Payment**

All families that are not paying a one-time or semi-payment must be enrolled in the automatic monthly or bi-monthly withdrawal through the school office manager.

**Scholarship and Financial Aid**

T-SJ has a scholarship fund as well as three financially based scholarships available for school families. Families who qualify for Free or Reduced Lunches may be eligible to receive up to a 60% scholarship. Applications are available in the school office. Scholarships are awarded at the beginning of each school year.

Families who are experiencing financial hardship should talk with the Principal and/or Pastors to seek help and arrange for an appropriate payment plan for their family.

**Recycling**

T-SJ is involved in the following recycling programs and benefits financially from them. We appreciate your help in collecting these items and raising money for our school.

- Aluminum cans (collected in the metal bin on Grand Street)
- Used Cell phones (collected in school office)
- Ink Cartridges (collected in school office)

**Firearms, Drugs, and Battery**

The principal shall notify the Illinois State Police of any such incidents involving battery, firearms and drugs through the School Incident Reporting System in Illinois State Board of Education Web Application System (IWAS).

**Battery Against School Personnel**

The principal will immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel.

**Firearms and Drugs**

The principal will immediately notify local law enforcement of firearm incidents on school grounds. If a student is in possession of a firearm, then the principal should also immediately notify the student’s parent or guardian.

The principal will immediately notify local law enforcement of verified incidents involving drugs occurring on school grounds.

## **Health and Safety**

### **Face Coverings**

According to July 2020 Illinois State Board of Education guidelines faculty, staff, students and visitors are required to wear masks inside the school building. Persons with a medical condition that prohibits the wearing of a face mask should submit a doctor's note to the office. These students will be asked to participate in Remote Learning at home until the face covering requirement is lifted.

### **Administration of Medicine**

Medication must be brought to the school in the original package. A school medication request form may be picked up in the school office.

#### **Prescription medications shall display:**

- Child's name
- Prescription number
- Medication name/dosage
- Administration Route and/or other directions
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address and phone number
- Name or initials of pharmacist

#### **Over the counter medications (OTC):**

All students, K-8, must have on file an over the counter authorization form signed by a physician in order to receive over the counter medications at school.

### **Asthmatic Condition**

If your child has an asthmatic condition, properly labeled medication needs to be stored in the school office. If asthma is affected by PE activities, please provide a note from the doctor specifying the PE participation level that can be expected.

### **COVID-19**

- Individuals who exhibit COVID-19 symptoms are not to return to school and school activities for at least 72 hours after their fever is gone and 10 days must have passed since symptoms first appeared. Fever should be gone without the use of a fever-reducing medicine. A fever is defined as 100.4°F (37.8°C) or higher.
- Symptoms of COVID-19 vary widely. Recognizable symptoms of COVID-19 include a new onset or worsening cough or shortness of breath or at least two of the following symptoms: fever of 100.4 F, chills, muscle aches, headaches, sore throat, loss of taste or smell, or diarrhea. Children have also presented inflammatory symptoms, such as bright red rashes, swollen lips, hands, and feet, as well as reddened or discolored palms and soles of feet.
- Students exhibiting symptoms of illness will be placed in a designated area with an adult until they are picked up by a parent/guardian or other designated person. The designated adult will wear PPE and the area will be cleaned and sanitized after the student is picked up.

- Administration may require that a student, staff or faculty member be removed from school or school activities if administration deems that a student, staff or faculty poses a health risk to others.
- In the event that a student or faculty member of T-SJ tests positive for COVID-19, the school will undergo deep cleaning. We will consult CDC guidelines and contact the local health department to discuss the appropriate management of potentially exposed staff and students, and to determine whether school should immediately cease in-person gatherings, close for additional cleaning, or otherwise change protocols.
- Local health officials, staff, and families will be notified of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).
- If an excessive number of students are absent, T-SJ may close for a specified period of time.

## **Dental Exams**

In accordance with Illinois Law, all children entering kindergarten, second, and sixth grades will be required to have a dental examination. Please contact the school office for the necessary form. Dental exams done before May 15th will not fulfill the requirement for the next school year.

The parent of any child who is unable to obtain an examination must submit a waiver form to the school.

## **Epi-pen**

Students who require an epi-pen should have a permission form on file in the office. Epi-pens may be stored in the classroom with the teacher's consent.

## **Eye Exams**

Illinois law requires that proof of an eye examination by an optometrist or physician (such as an ophthalmologist) who provides eye examinations be submitted to the school no later than October 15 of the year the child is first enrolled. The examination must be completed within one year prior to the first day of the school year when the child enters the Illinois school system for the first time. Please contact the school office for the necessary form.

The parent of any child who is unable to obtain an examination must submit a waiver form to the school.

## **Fever**

If a child has a fever (temperature of 100.4 degrees or more), the child will be sent home and should not return to school until he/she is fever free for 72 hours without medication. As of July, 2020, please see the COVID-19 section of this student handbook.

## **Food Allergy**

Any student with a food allergy will need to have a doctor signed food allergy form submitted to the school office. This form is available online and in the school office.

## **Head Lice**

As soon as head lice are discovered on a child, the child is to be sent home. The child must remain at home until he or she has been treated and is nit free. Our school nurse or assistant will check for compliance before the child is admitted to the classroom.

The school shall be notified at the onset of head lice. The other students in the class will be checked for head lice and parents will be notified.

## **HIV/AIDS**

It is the policy of T-SJ to permit HIV-infected students to enroll and participate fully in all aspects of the education program as long as they are medically able to do so. Mandatory screening for HIV infection shall not be a condition for school entry or attendance.

If a student's parents/guardians choose to disclose the child's health status, all matters pertaining to that student will be under direct supervision of the Principal. The school will work with the Illinois State Board of Education and the Health Department to ensure all students' rights, confidentiality, and health are protected.

The Principal shall convene an evaluation team composed of the student's parents/guardians, the student's physician if s/he elects to attend, a physician or nurse from the Health Department as designated by the regional health office, the Principal, at least two School Board members, and whenever possible, the student. The evaluation team shall evaluate the student's health status relative to attending school.

The Principal shall be responsible for requesting that the parents/guardians have released to the Health Department medical records and a statement from the student's physician regarding the health status of the student reported to have HIV/AIDS. In addition, the Principal will gather information regarding the student's cumulative school record. These records will be reviewed by the evaluation team.

The evaluation team shall assume responsibility for determining when a student's medical condition warrants the student's removal from the classroom. For any child determined as warranting removal from the classroom due to medical reasons, the school shall be responsible for determining the appropriate educational program for the child in the least restrictive environment which is medically, legally and educationally sound; this may include referral to the local public school system for services that cannot be provided at Trinity St. John. The parent/guardian shall be included as part of the decision-making process.

Because HIV/AIDS infection is a progressive disease, regular medical and educational monitoring will be conducted by the evaluation team.

### **Confidentiality**

No information concerning an HIV-infected student shall be divulged, directly or indirectly, to any other individual or group without written consent of the parents/guardians. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the Principal in a locked file. If the HIV-infected student is under the age of eighteen (18), access to this file will be granted only to those persons who have the written consent of the infected student's parents/guardians. Individuals will be informed of a student's HIV infection on a "Need to Know" basis, as decided by the evaluation team, with the written consent of the parent/guardian.

## **Asbestos Notification**

Asbestos containing and assumed asbestos containing materials are present in the school building.

T-SJ has an asbestos management plan which is located in the Principal's office. The original inspection from 1991 and supplemental inspections are on file. Inspections are kept current and the building has been declared safe. If you have any questions regarding this, please contact the principal. You will be notified by newsletter and note if there are any changes in our asbestos status.

## **Pesticide Notification**

T-SJ is utilizing an Integrated Pest Management Program. We will not use pesticides unless necessary. The parent or guardian must request in writing to be placed on the notification roster. This roster will include all individuals who wish a forty-eight (48) hour notice prior to the use of all pesticides. This procedure is in accord with Senate Bill 529 on pesticide usage in public schools.

## **Insurance**

T-SJ carries a \$25,000 blanket policy on all students K-8, while they are attending school and/or participating in a school sponsored activity. This service is provided at no cost to the student. This is not intended to be an all-inclusive major medical policy, but should be treated as a secondary policy aimed at supplementing any primary line of family health insurance.

## **Lunch Program**

Hot lunch is available to the students from Pre-K-8 every day. Lunch is \$3.00 each. Hot lunch tickets may be purchased in the school office. Tickets may be purchased for 10 lunches (\$30.00) or 20 lunches (\$60.00). All students will be given a balanced lunch. No student may have seconds of any one item unless the balanced lunch is finished.

Milk is available to be purchased for \$.35/milk. This is for students bringing lunch from home or those desiring a second milk with their hot lunch. Milk tickets can be purchased in the school office: 10 milks = \$3.50 or 20 milks = \$7.00.

Students in grades preK-8 also have the opportunity for a milk break during the school day. Milk may be purchased by the half-year (\$30.00) or year (\$60.00).

Any student with a food allergy will need to have a doctor signed food allergy form submitted to the school office. This form is available online and in the school office.

## **Free or Reduced Lunches**

T-SJ is an approved sponsor meal site for the National Free and Reduced Lunch Program and also for the State of Illinois Free and Reduced Lunch Program. Approval for Free or Reduced Lunches is based upon the income of the entire household. Applications may be obtained from the school office administrator at any time during the school year.

### **Eligibility**

- Families with a current SNAP or TANF are automatically qualified to receive free lunches and milk breaks.
- Income guidelines will determine if families without the SNAP or TANF cards qualify for a free or reduced rate for lunch and milk fees.



## Parent-Teacher League

The Parent and Teacher League (PTL) organization is a service organization made up of the parents, guardians, and teachers of T-SJ. Upon enrollment of your child in T-SJ, you become a member of PTL. The only cost to you is your service. The overall mission of PTL is to assist Trinity-St. John Lutheran School in fulfilling the command of Jesus Christ to teach the Gospel in this world.

The purpose of PTL is to provide resources for the school in the following areas:

- Promote Christian education in our community.
- Foster Christian training in our homes and school.
- Promote parent involvement at Trinity-St. John.
- Provide opportunities to build relationships with other families and staff.
- Encourage harmony between congregations.
- Support the school through various fundraising activities.
- Provide educational resources and opportunities for parents.

To become a better service organization, it is incumbent on PTL to assess the needs and talents of our membership and school community. Opportunities for participation will be published in *The Communicator* and PTL publications. You can volunteer your time and talents by notifying any of the PTL Board Members or your child's classroom teacher.

## Pre-Kindergarten

A structured Christian pre-kindergarten is offered at Trinity-St. John Lutheran School. A copy of the Pres-kindergarten handbook is provided to the parents at the beginning of the year.

<b>3-year-old pre-kindergarten:</b>	Tuesday and Thursday from 8:00 a.m. - 11:15 a.m. Tuesday and Thursday from 8:00 a.m. - 2:55 p.m.
<b>4-year-old pre-kindergarten:</b>	Monday, Wednesday, and Friday 8:00 a.m. -11:15 a.m. Monday, Wednesday, and Friday 8:00 a.m.-2:55 p.m. Monday - Friday 8:00 a.m. - 2:55 p.m.

## Recess

Recess is part of our daily schedule, and, unless the weather is inclement, classes will go outdoors for recess. Please make sure your child is dressed appropriately. If a child cannot participate in recess due to illness or other health reasons, a written excuse from a parent is required. Keep in mind that a child may not be left in a classroom unattended, and that special arrangements to sit in another classroom during that time must be made by your child's teacher.

Students should be prepared to change into regular shoes or tennis shoes if they wear snow boots to school. Such boots are meant for outdoor wear and should be removed during the child's time indoors.

Cold weather guidelines: When temperatures, including wind chill, are between 15 and 32 degrees we may go outside for a shortened recess at the teachers' and principal's discretion. If the temperatures, including wind chill, fall below 15 degrees students will stay inside. Pre-Kindergarten students will stay inside when the temperature falls below 25 degrees.

## **Report Cards/Grading**

### **Grades/Grading Scale:**

Grades can be monitored on Sycamore. Midterm reports will be sent home for grades 2-8. Report cards will be sent home with students at the end of the first three quarters, and parents must sign and return the report card. Fourth quarter report cards will be distributed on the last day of the school year or mailed.

T-SJ's grading scale for grades 1-8 is as follows:

100	A+	82-83	C+
95-99	A	77-81	C
93-94	A-	75-76	C-
91-92	B+	73-74	D+
86-90	B	68-72	D
84-85	B-	66-67	D-
		0-65	F

7th and 8th grade students who participate in an advanced math course, 8th grade Math as a 7th grader or Algebra as an 8th grader, will earn an additional 2 percentage points on their final Math grades.

In addition to letter grades, grades 5-8 will have a Grade Point Average (GPA) listed for each quarter. The following subjects will be counted in determining the GPA for the student: Math, Science, Social Studies, Memory and Religion (Confirmation), English, Spelling, and Literature/Reading.

The following points scale will be used to calculate the GPA of the student:

4.0	A+	2.4	C+
4.0	A	2.0	C
3.7	A-	1.7	C-
3.4	B+	1.4	D+
3.0	B	1.0	D
2.7	B-	0.7	D-
		0.0	F

GPA from the 5th-8th grade years will be used to determine Valedictorian/Salutatorian for 8th grade graduation.

### **Awards and Honors**

Students in grades 5-8 who obtain a 4.0 GPA earn the Principal's Award. Students who obtain a 3.5-3.99 GPA earn the Honor Roll Award. Students who obtain a 3.0-3.49 GPA earn the Merit Roll Award.

2nd through 4th grade students may receive the Principal's Award for earning A's for all four quarters or the Warrior Excellence Award for earning all A's and B's for all four quarters.

Awards are also given to recognize students who meet their AR goal for all four quarters in grades 1-8.

### **Graduation Requirements**

Students must not fail two consecutive quarters in two academic areas. If this should occur, a meeting with the teacher, parents, and administration will need to occur to discuss the possibility of retention/not participating in graduation. In addition, the cumulative GPA needs to be above a 2.0 in order to graduate.

## **Promotion and Retention**

To earn promotion to the next grade, students at all levels must have maintained a 2.0 grade point average in each respective subject area for the entire year. *Special Needs students:* Students who receive special education services are required to maintain passing grades with a minimum 2.0 grade point average to be considered eligible for promotion or placement into the next grade. Exceptions may be made after consideration of faculty and administration.

This policy establishes guidelines for retaining students. Retention is a serious matter which must be done only after very careful study by school personnel and parents. Each student must be carefully reviewed and each retention must be decided upon its own merits.

### **Guidelines for retaining students**

1. The success of the child is our primary goal. Pre-Kindergarten testing is done for all potential Kindergarten students each spring for the following academic year. Strengths and weaknesses of the student are identified to make parents aware of their children's abilities. The staff of T-SJ will meet with parents whose children show areas of concern. Readiness for Kindergarten will be evaluated at this time.
2. In grades K-8 Trinity-St. John Lutheran staff will meet with parents whose child shows weaknesses in learning areas. Specific concerns of retention will be discussed by the parents and the teacher by the end of the 2<sup>nd</sup> quarter.
3. Any student who is absent more than twenty (20) days during any one school year will be reviewed for retention.
4. Any student who fails two or more subjects may be promoted on probationary status to the next grade.
5. Any student who fails three or more subjects for three quarters in the school year may be retained at the grade level with the final decision being that of the principal, teacher, and parents.

## **Sex Offender Registration**

Please be aware of the Public Act 94-004: Sex Offender Registration. The legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The Illinois sex offender information is available at the following web site: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) or the national registry at <http://www.fbi.gov/scams-safety/registry>

## **Safety Drills**

T-SJ shall comply with prevailing state/local fire safety regulations. Fire and tornado drills will be held periodically during the year. The school will also participate with local law enforcement officials in conducting annual lockdown drills. T-SJ has a Crisis Management Plan in place. This is available in the school office upon request.

## **School Bus Guidelines**

The opportunity to ride on a school bus is a privilege which will be afforded to those who cooperate and demonstrate good school citizenship. Students who repeatedly cause discipline problems will not be permitted to ride the school bus.

### **Conduct in the bus loading area:**

- Be at the bus stop on time.

- Students must wait in the area where the driver stops for loading.
- There will be no pushing, running, or other activity which is likely to be dangerous.
- Those who try to break into the bus line shall be sent to the end of the line.
- When getting on or off the bus, always walk in front of the bus so you can be seen.
- Stand back from the bus until it has stopped.

#### **Conduct while riding the bus:**

- Follow the directions of the bus driver.
- Remain seated- face forward- until the bus has come to a complete stop when unloading.
- Visit with neighbors in “12-inch voices.”
- Remain silent when the bus stops at a railroad crossing.
- Pupils are not to extend hands, arms, or heads through windows.
- Keep hands, feet and objects to yourself.
- Do not change seats after the bus is loaded.
- Animals are not allowed on the bus.
- Matches, explosives or weapons of any kind are not allowed on the bus.
- Do not throw anything inside or out of the bus.

#### **Conduct at the pick-up point:**

- Students should take care to prevent damage to property.
- Students should stay out of the street.
- Students should get on or off the bus at their designated place of pick-up or drop-off.  
Anyone riding a bus to an alternate drop off point must have a note from his/her parent.

### **School Closings**

If the necessity arises that school be called off because of inclement weather, a Blackboard call will be made to all primary contact numbers you have given the school. In general, we will follow the same procedures taken by Unit #49 and #99 schools. These announcements are usually made during the early morning newscasts. Closings may be announced on the radio, listen on local TV channels and on local news websites. ***Please do not call the school or teachers!*** If Nashville Community Unit #49 and #99 is not listed in the announcements, then classes will be held as usual.

In case of an unscheduled early dismissal, a phone call will be made through Blackboard to all primary numbers. We will make sure someone in each family is notified before the child leave(s) school.

### **School Searches**

School authorities may search a student and/or his/her personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) or locker when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. Illegal items seized during the search may be provided to local law enforcement officials for possible legal action.

### **School Term and Hours**

The school calendar includes a minimum of 176 instructional days. Changes to the calendar will be published in the Communicator.

## **School Hours**

- **3-year-old pre-kindergarten:** Tuesday and Thursday from 8:00 until 11:15 a.m.
- **4-year-old pre-kindergarten:** Monday, Wednesday, and Friday from 8:00-11:15 a.m. with Full Day dismissing at 2:55 p.m.
- **Grades K-8:** 8:00 a.m. until 2:55 p.m.

## **Social Media Policy**

Teachers, students, staff, and other school community members use social networking/media (Twitter, Instagram, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Trinity- St. John Lutheran School in social media spaces, regardless of whether these are considered professional or personal spaces.

### **Use good judgment**

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

### **Be respectful**

- Always treat others in a respectful, positive, and considerate manner.

### **Be responsible and ethical**

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) If you are uncertain how to proceed, consult the principal or Board of Education.

- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

### **Be accurate and appropriate**

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.  
And if you don't get it right ...
- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let your division head or supervisor know immediately so the school can take the proper steps to help minimize the impact it may have.

### **Be confidential**

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

### **Respect private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only the first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate.
- Always respect the privacy of school community members.

### **Post images with care**

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the "Do Not Photo" list. (Ask your teacher or the office administrator for details.)

## **Violation of School's Code of Conduct**

In the instance that a student's social network account violates the T-SJ's disciplinary policy, the school may conduct an investigation or require a student to cooperate in an investigation. T-SJ may require a student to share content in the course of such an investigation, but not the student's username and password. T-SJ may not request or require a student to provide a password or other related account information in order to gain access to a student's private account or profile on a social networking website.

## **Special Services**

T-SJ works with the Nashville Community Schools in identifying and providing services to our students with special needs. This may include, but is not limited to: vision, hearing, speech, learning disabilities, and emotional issues. The identification, screening, and some services are free to our students, depending on student qualification. Contact the principal for more information.

Teachers and parents should discuss a student's progress throughout the year. Teacher interventions should be documented and shared with parents. When the teacher's intervention fails to correct the problem, testing can be initiated. This process starts with forms which are filled out by the teacher and by those in charge of the referral process. When completed, a psychologist is assigned to the task, who will then establish a test time. Upon completion of the testing, a staff review is held to determine the eligibility of a child for services. Contact the teacher and/or principal to share any concerns you may have.

## **Technology Use Policy**

The use of computers during T-SJ's school day, as outlined in the Technology Plan for T-SJ, is an integral part of a student's education. However, the use of computers is also a privilege, not a right, and any inappropriate use will result in a cancellation of those privileges and possibly other disciplinary actions. Students will be held responsible for their actions and activity while using technology at T-SJ. Anyone who is not a student at T-SJ and wishes to use a school computer, is required to check with the school office.

### **Inappropriate Computer Use Includes:**

- **Using technology to harm other people.** This includes sending harassing or degrading messages, using files and e-mail to bear false witness or spread rumors about someone, or posting anonymous messages or personal communications without the original author's consent. Any use of the computer which demeans another person whether they be other students, teachers, staff, or parents, in a manner that is contrary to God's Word, will not be tolerated.
- **Interfering with the work of another student or a teacher.** Students may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged. Neither may students use technology in such a way that it is disruptive or harmful to the teacher, students, and classroom environment. Similarly, any student who uses a computer in a manner that is outside the parameters established by the teacher is subject to disciplinary action. Vandalizing the files of others is also prohibited.
- **Snooping in the computer files of another student or teacher.** Any invasion of the privacy of another person is a violation of the School Technology Use Policy. Students may not

intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way.

- **Using technology to steal, thereby violating the 7th commandment.** It is illegal to violate copyright laws. Copying of program files (as opposed to personal word processing files, or other student work) is prohibited.
- **Using resources or files of others without permission.** This includes any unauthorized access to resources, programs, or online sites.
- **Any attempt by a student to use the technology at T-SJ for their own financial or commercial gain.**
- **Please see Damage to Property p. 18 for guidelines regarding damage to equipment.**
- **Breaking of any of the following guidelines concerning Internet use:**
  - No personal information of any kind about another person or themselves (students, teachers, parents, etc.) may be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.
  - No student may sign up for any clubs, services, or organizations on the internet.
  - No student may download or print material from the internet unless permission has been received from the teacher.
  - No student may download, copy, or use any pirated or otherwise illegal copy of software or computer materials.
  - No student may use any internet feature, including the World Wide Web, Telnet, Gopher, Veronica, Archie, Finger, etc., or e-mail without direct personal supervision of the classroom teacher, teacher's aide, or authorized parent volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom and is actively monitoring the work of the student.
  - No text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed. Students are expected to maintain a Christ-like demeanor at all times.
  - Any use of inappropriate material or language will be immediately reported to the teacher and principal.

Consequences for violations of the School Technology Use Policy may include, but are not limited to:

- Withholding privileges
- Limiting time to use technology
- Suspending privileges temporarily
- Permanent removal of privileges
- Applying the school discipline code

## **Volunteers**

The Board of Education recognizes that community and parent volunteers make valuable contributions to T-SJ and encourages volunteer participation. Students thrive when we work together. Volunteers who do not need to register with the principal are those that help with concession stands, game day helpers (i.e. scoreboard, timekeeper, etc.), guest speakers, special presenters and PTL sponsored events outside of the normal school day. Volunteers who will need to be screened and registered with the principal are those that volunteer in the classroom, cafeteria, playground, or library and those that assist in coaching and chaperone field trips.



## **Volunteer Registration and Screening**

The principal will conduct a screening before any volunteer is placed to work with students. The screening will include a criminal background check and volunteer application. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of the principal and teachers.

T-SJ requires school volunteers who will have student contact, but not be left alone with students to complete a Name Search Background Check. Some of these activities might include, but are not limited to, assisting/accompanying a class on a field trip, assisting with class parties, and other special occasions. This will be done through the principal or office administrator.

T-SJ requires school volunteers who will be left alone with students, including attending overnight trips with students, and completing a Fingerprint Search Background Check. The volunteer must initiate this process at a Regional Office of Education office (requires three weeks). Please see the principal or office administrator for additional information.

### **All volunteers must observe the following rules:**

- Complete registration and screening process.
- Be punctual and reliable for events.
- Notify school in case of absence.
- Sign in and out with the school office when entering or leaving the school.
- Follow the same dress code applicable to students.
- Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
- Keep all information regarding students and teachers confidential.
- Seek assistance from a teacher or teacher aid in the event that discipline may be needed.
- Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
- Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
- Volunteers will not dress students, provide personal hygiene assistance or supply medication to students.
- Use universal precautions to avoid contact with body fluids.
- Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
- Volunteers will not search students or student property.
- Report suspected cases of abuse or neglect to the principal.
- Volunteers will follow all the policies, procedures and other rules established by the Board of Christian Education and all applicable laws.