

Trinity Lutheran School Handbook 2023-2024



“Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go.” Joshua 1:8-9

PHILOSOPHY

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

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

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

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

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

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

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

ADMINISTRATION

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

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

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

ADMISSIONS

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

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

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

ASBESTOS

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

ATHLETICS

Interscholastic athletic contests in baseball, softball, cross country, volleyball, golf, soccer, basketball, cheerleading, and track are offered to students in grades 5-8. Sportsmanship and Christian fellowship are stressed above all other aspects in our athletic program. All students who participate in interscholastic activities must have a physical examination each school year and provide the school office with a copy of that exam. Details may be found in the *TLS Athletic Handbook*.

ATTENDANCE POLICY

Regular daily attendance and punctuality are required and essential in order for the students to receive the maximum benefit of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his/her academic achievement. Frequent absenteeism seriously hampers academic progress.

Therefore in accordance with Illinois School Code (105 ILCS 5/26-2a), a child may not be absent from school without valid cause for 5 percent of 180 school days. This equates to 9 days. The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 shall cause such child to attend school the entire time it is in session during the regular school term.

Understanding that there is a connection between attendance and success at school, Trinity's attendance policy applies to students in K-8. Absences that are the result of valid causes will be considered excused absences. All other absences will be considered unexcused. Examples of both are below:

Absences:

In the event of any absence, the student's parent/guardian is required to contact the school (through the school app, office phone, FastDirect Message, or email) by 10 am to state the reason for the absence. Please note that students recovering from an illness must meet the criteria outlined in the "Health" section of this handbook before returning to school.

After 10 total absences (excused and unexcused) any absence due to illness which lasts **for more than two consecutive days** must be verified by a medical note, which must be turned into the school office within two days of the student's return for the absence to be considered excused.

Excused Absences

An excused absence can be defined as, but is not limited to:

1. Illness confirmed by a note from a parent/guardian (parent/guardian verified absences *may not* be excused if total absences are in excess of 10 days per year).
2. Illness confirmed by a medical note.
3. Medical appointment verified by a medical note.
4. Testing and assessment.
5. Observance of a religious holiday.
6. Court appearance demanded by official summons or subpoena verified by court.
7. Funeral (confirmed with a parent/guardian note).

8. School sponsored activities, e.g., field trips, athletic events or scholastic competitions.
9. Extenuating circumstances that have been approved by administration.

Unexcused Absences

An unexcused absence can be defined as, but is not limited to:

1. Any absence that is not confirmed by a parent/guardian or medical note.
2. Any absence from school without verification from the parent.
3. Vacation or personal business
4. Failure to attend because of transportation problems.
5. Non-school sponsored activities or events.

After nine unexcused absences (5% of the school year), Trinity will send a letter to parents and will schedule a meeting with the administration to create an action plan to address the truancy issue. Part of the action plan will include a clause that if the student misses any more school for the remainder of the year, a licensed physician's medical excuse will be required for the absence to be considered excused. If excessive absenteeism continues the matter will be brought before the School Council for consideration of loss of credit or disenrollment.

Students with a diagnosed medical condition that necessitates absence from school should send a medical report detailing the condition along with a letter from the doctor verifying the need for absence from school.

Make-Up Work for Absences

All assignments and tests missed due to absences must be made up, regardless of excused or unexcused status.

Excused Absences: For any excused absence there will be one day given to complete assignments for every day missing, up to a two week limit. See following examples:

Example 1: A student has known for weeks of a test on Wednesday, but the student has an excused absence that day. In this scenario, the student would be required to take the test on Thursday.

Example 2: A student has an excused absence on Monday, when an assignment is given that is due Tuesday. In this scenario, the student would be required to turn in the work on or before Wednesday.

Unexcused Absences: For any unexcused absence there will be one day given to complete the assignment for everyday missing, up to a two week limit. However, after 9 unexcused absences, only 50%

credit will be given for the unexcused work. Therefore, a student's grades may be affected by unexcused absences. Please remember there is a positive relationship between attendance and success in school.

Partial Attendance: Late Arrivals & Early Departures: If your child will be late getting to school or needs to depart from school early, please contact the school office prior to the start of the school day in the same way you would contact for an all day absence. If a student arrives at school after 8:15 or leaves prior to 3:15, they *must* report to the school office to be signed-in/-out by an adult.

Being late for school (tardy) and leaving early from school is a disruption and a hindrance to the educational process for all students. Chronic partial absences/tardiness may warrant a phone call by a school official.

BICYCLES

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

BULLYING

Definition: Bullying is an unwanted, intentional, repeated behavior that may be exhibited through physical, written, or verbal means. This may result in bodily harm, emotional distress, or damage to personal property, thus creating an intimidating and/or hostile learning environment. These behaviors are contrary to the purpose of Trinity Lutheran School in providing a well-rounded, Christian education, and will not be tolerated.

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

Response:

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

CALENDAR

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

CHAPEL SERVICES

A chapel service is held weekly at 8:30 AM on Wednesdays. Children are taught to worship God by listening, singing, praying, and bringing gifts. The school community is welcome to attend these worship services.

CHURCH AND BIBLE STUDY

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

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

COMMUNICATION

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

CURRICULUM

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

The curriculum includes the following areas of study:

1. Religion and Church History
2. Language Arts – reading, spelling, language, grammar, writing, phonics, literature, speech

3. Mathematics
4. Science and Health
5. Social Studies – history, geography, citizenship
6. Physical Education
7. Art
8. Music
9. Technology
10. Spanish (7th and 8th grade)

DISCIPLINE GUIDELINES

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

Goals

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

Students Have A Right To...

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

Student Expectations

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

Rewards

Rewards for positive behavior that may be given to the students include:

1. A weekly blue slip may be given to the student from the teacher. Blue slips will not be given if a white slip or green slip was given during the week; if a student served a time out at recess; or if the student was absent a full day during the week.

2. Verbal compliments from teacher and classmates.
3. Notes, stickers, etc., from the teacher.
4. Trust and respect from classmates and teachers.
5. Extra privileges from the teacher.

Academic Discipline

The following steps will be used for incomplete academic work:

First and Second Grades

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

Third through Eighth Grades

1. If an assignment is not completed, a white slip will be sent home to inform parents. The slip should be signed by the parent and returned the next school day.
2. The late assignment's grade is lowered one letter grade in fairness to other students who had their work completed on time.
3. If the work is not returned by 8:15 AM the next day, a yellow slip will be issued. This slip is to inform parents that a failing grade will be recorded for that assignment. If the yellow slip is not returned the next school day, a teacher will reissue the yellow slip. After two (2) days, if the slip is still not returned the teacher will contact the parents directly. The teacher will work with the student to establish an appropriate due date for the assignment. If the work is still not completed by that time, a zero (0) may be entered into the gradebook.
4. A conference with the child, parents, teacher and administration will be scheduled after five (5) white slips per week during the first quarter, four (4) white slips per week for the remainder of the year. These meetings are designed to help the child demonstrate responsible behavior.

Behavioral Discipline

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

First through Fifth Grades

1. A verbal warning will be given to the student.

2. The student will lose five (5) minutes of the next recess, and a blue slip is forfeited for the week.
3. For ongoing misbehavior the student will lose ten (10) minutes of the next recess.
4. Green slips will be sent home to communicate with parents if misbehaviors continue or behaviors of greater degree take place. The green slip is to be signed by the parent and returned the next school day. One recess is forfeited for the behavior and for each day the note is not returned. If the note is not returned after two (2) days, the teacher will call home.
5. A conference will be scheduled with the child, parents, teacher and administration after two (2) green slips within one week. These meetings are designed to help the child demonstrate responsible behavior.

Sixth through Eighth Grades (Green Slips)

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

Major Infractions

Major infractions are disciplinary issues of a greater magnitude and require correction beyond a green slip for resolution. Major infractions may be defined as, but not limited to:

1. Verbal abuse, sexual harassment, profane language
2. Statements of bias (the use of slurs, epithets or inflammatory symbols based on race, ethnicity, religion, disability, gender, sexual orientation or other factors.)
3. Physical intimidation, fighting
4. Cheating, plagiarism, forgery
5. Vandalism, stealing
6. Internet misuse
7. Cutting class

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

1. First Major Infraction of a school year

The student will automatically be removed from the classroom until the present situation is resolved with the administration. They will not be permitted to participate in any extra-curricular activities on that day, and student participation in co-curricular activities on that day may also be impacted, pending the nature of the offense and effect on student safety.

2. Second Major Infraction of a school year

The student will automatically be removed from the classroom for the remainder of the day. The student will not be permitted to participate in extra-curricular activities for a one week period, and may be restricted from co-curricular activities, pending the nature of the offense and affect on student safety. This eligibility begins the day of the infraction and continues for one consecutive week. The student will be moved to Behavior “At-Risk” status and must complete the appropriate steps to be removed from this status.

3. Third Major Infraction of a school year

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

Immediate Disciplinary Action

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

“At-Risk” Status

A. Definition of “At-Risk”

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

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

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

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

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

DRESS

The TLS dress code is designed to promote modesty, safety, and comfort for everyone in the school while encouraging a healthy learning environment. Trinity Lutheran School requests that all students dress in a manner which befits a Christian who lives to show honor to Christ, and which highlights each child’s God-given natural beauty rather than the most current fashions and societal expectations. Parents will be notified if inappropriate attire is worn to school, and encouraged to speak with their children about appropriate attire for the future.

Certain exceptions to the dress code may be granted by the administration for Spirit Days. All questions concerning appropriate apparel should be addressed to the individual teacher BEFORE wearing the clothing to school.

The dress code guidelines below apply to first through eighth grade students (except where noted). Early childhood students (preschool and prekindergarten) should refer to the dress code outlined in the *Early Childhood Handbook*.

Students may NOT wear the following:

1. Shirts with wording or pictures of poor taste or of a derogatory nature.
2. Inappropriate sized clothing, including shirts and pants that are too tight or excessively baggy.
3. Pants or tops that do not cover undergarments (i.e. sheer or open knit garments).
4. Inappropriately low cut tops, tube tops, open midriffs, halter tops, tank tops or sleeveless/strapless garments.

5. Dresses, skirts or shorts that are inappropriately short or tight. For 5th through 8th grade, shorts and skirts must fall within three inches of the top of the knee.
6. Footwear that does not have a back strap.
7. Fashion boots/cowboy boots and other shoes that scuff the floors (1st through 4th grade only).
8. Pants with rips, tears or holes; flannel or pajama pants
9. Hats of any kinds inside the building.
10. Any clothing indicating or suggesting gang involvement.
11. In an effort to promote a positive learning environment, hairstyles that disrupt classroom learning are prohibited (i.e. colored hair, Mohawk cuts, etc.) Exceptions can be made on special occasions with the permission of the administration. Hairstyles that are historically associated with race, ethnicity or hair texture are not restricted, given that they do not interfere with a student's health or safety, and they do not disrupt the educational process.

Boys: No earrings, pierced body jewelry, or makeup is permitted.

Girls: Only earrings in the ear permitted; no pierced body jewelry is permitted. Girls in 1st through 5th grade, makeup and artificial nails are not allowed (chapstick is permitted). Girls in 6th through 8th grade may wear modest makeup, but makeup may not be applied during school hours.

Students in violation of dress code will be asked to change immediately and parents will be notified.

DRILLS

Trinity Lutheran School will practice fire, tornado, and student safety drills in accordance with State and Local regulations. This includes a minimum of one "lock-down" drill per year. Please note that in the case of an actual evacuation emergency, Luther Oaks, located south of the school, will serve as Trinity's reunification site.

ELECTRONIC DEVICES

School issued devices.

Please see Appendices 1 & 2 for information regarding student interaction with school issued digital devices. (Digital Citizenship and Student Chromebook Policies)

Personal Electronic Communication Devices

Trinity Lutheran School recognizes the value that technology adds to the educational experience of all students, as noted through the use of school-issued technologies.

However, each of these technologies should promote an educational experience and not distract from the learning process. Therefore, the use of personal electronic communication devices, such as cell phones, smart watches, and tablets are prohibited during school hours (8:00am-3:30pm) and discouraged from use at school related activities. If such devices are brought to school, they must be turned off and put away. Trinity is not responsible for the loss, theft or damage to any personal electronic communication devices.

These devices may not:

1. Disrupt the education process in the classroom, or during the school day.
2. Endanger the health or safety of any person during the school day, including staff, students, and volunteers.
3. Invade the rights of others at school. (Ex: taking photos or videos of students, teachers, or others while at school without their permission.)
4. Involve illegal or prohibited conduct of any kind, including, but not limited to cheating, stalking, dissemination of inappropriate images, and sexting.

Clarification Points:

1. Personal electronic communication devices may only be used in classrooms for educational purposes at the instruction of and under the supervision of the classroom teacher. Potential applications include, but are not limited to: calendars, calculators, clocks, GPS devices, maps, voice recorders, and research tools.
2. Use of personal electronic communication devices is governed by the Digital Citizenship Policy and Trinity's *School Handbook*. Failure to follow any of these guidelines will result in possible disciplinary action in accordance with school standards and procedures, such as the loss of opportunity to bring or use personal electronic communication devices at Trinity.

EQUIPMENT AND PROPERTY

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

EXTENDED CARE

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

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

After School Extended Care is open to all students each school day from 3:10 PM to 5:30 PM. A participation fee is charged. In addition to supervised activities, students in after school extended care will be provided with a snack. Participation in this program will be required for all students who cannot be picked up by 3:30 PM.

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

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

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

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

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

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

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

INELIGIBLE – With care and concern for the whole student as a

priority, an ineligible student may not participate in any athletic games or competitions, however they may continue to participate in practices in order to continue to learn and hone skills and contribute to the team. The student, with the help of parents and teachers, is expected to put forth maximum effort on improving their grades. At the next grade check, one of the following two outcomes will occur:

- A student earns all satisfactory grades and returns to the **PROBATION** level. OR
- A student earns one or more grades below C– and remains **INELIGIBLE**. A student who is ineligible for three full grade check periods in a season will be dismissed from the team.

Acknowledging that many of the non-athletic extra-curricular activities are singular events, eligibility deadlines for these experiences (plays, Christmas program, ILMEA Choir/Band/Orchestra, Lutheran Honor Band, Solo and Ensemble Contest) will be determined by the directors/coordinators of the activity.

Eligibility deadline dates for these events will be set and communicated. Students must be **ELIGIBLE (OK or Probation)** by these deadlines in order to participate or try out. Once a student is accepted to the activity, it is expected that his/her commitment to the activity will be fulfilled.

Scholastic Bowl will follow the athletic eligibility format.

FIELD TRIPS

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

Parent Drivers—Parents who are driving on field trips must comply with expectations outlined in the TLS Volunteer Requirements.

Booster Seats—In accordance with the Child Passenger Protection Act the following guidelines will be followed during field trips:

- All children will be placed in the back seat of the vehicle. No child will ride up front, even if the car does not have a passenger side airbag.
- All children under 8 years of age should be in a booster seat with a lap and shoulder belt system. Trinity will not provide booster seats; we strongly encourage you to provide a booster seat for your child when they are on field trips.
- If you choose not to provide a booster seat, then your child will ride in the back seat of a car secured only by a lap and shoulder seat belt.

GUM AND CANDY

The chewing of gum is not permitted on school grounds. Candy is discouraged during the school day.

HEALTH

Trinity Lutheran School follows the State of Illinois immunization laws required of all schools. All students must show proof of the required immunizations by the first day of school or present proper documentation of accepted exemption in accordance with the State of Illinois law. The immunization requirements are available upon request in the school office.

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

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

Eye examinations are required of all students entering kindergarten.

Students recovering from an illness **must be free from fever, diarrhea and vomiting** for 24 hours before returning to school.

HOMEWORK

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

INJURIES

Minor accidents at school which require only first aid will be treated by the teachers. In case of a serious injury, the parents will be notified. If no contact can be made with the parents or the designated guardian, an ambulance will be called to administer medical care.

INSURANCE

All students enrolled at Trinity Lutheran School are covered by the student accident insurance policy held by the school. This policy covers only those accidents which occur at school during the school day or during school-sponsored events.

It is the responsibility of the student and/or parent to promptly report

all accidents to the child's teacher and the administration. Failure to do so may affect the settlement of a claim.

LUNCH

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

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

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

MEDICATION

No oral medication will be given without written parental consent. All medication should be taken directly to the school office, where it will be administered at the requested time. The only exceptions to this rule are inhalers and medications for students with severe allergies. These medications may be kept with the classroom teacher.

All medication must be in the original container and be accompanied by written instructions which should include the following information: name of student, name of medication, dosage, time to be taken and date. No medication will be provided by the school.

MUSIC

All students in kindergarten through 8th grade will be involved in music as part of the curriculum. Kindergarten through 6th grade students will participate in a music class with the music teacher. The 7th-8th grade students will participate in Junior High Choir.

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

Each grade or a combination of grades is encouraged to use some of their musical talents to enhance worship at church services. Special choirs perform on various occasions. These are school functions and attendance is strongly encouraged. We also invite the Trinity students from other church denominations to worship with us for those special services. We ask parents and students to accept this opportunity and make a special effort to attend whenever possible.

NUISANCES

Anything which is not conducive to the learning process should not

be brought to school. Teachers have the right to confiscate any nuisance items.

PARENT-TEACHER LEAGUE

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

A wide variety of programs and other activities are scheduled throughout the school year. All parents are strongly encouraged to become involved in the activities of PTL.

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

PARKING & PARKING LOT ETIQUETTE

Drivers are to show extreme care while driving SLOWLY in the parking lots. Cell phone use is prohibited in school parking areas. Students have the right-of-way, and crosswalks are reserved for pedestrians. A map of school traffic patterns will be distributed at registration.

NO PARKING is allowed in the drive-through lane at any time during the day. Handicapped parking is reserved for those with handicapped parking plates or placards *at all times*.

PHYSICAL EDUCATION

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

REPORT CARDS

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

Parent-Teacher conferences are scheduled once a year and every family is strongly encouraged to attend these for each child in their family. Other conferences may be scheduled at the request of the parent or teacher.

SAFETY AND SECURITY

All visitors to the school building during school hours will need to register in the school office and wear a visitor's badge during their stay. Trinity utilizes the Raptor System that compares visitor identities against sex offender databases.

Trinity also maintains many security cameras located both inside and outside of the school building. Anyone on school property may be video recorded. In accordance with FERPA non-school personnel will not be granted access to security camera images. An exception to this would be in the case of due-process for disciplinary procedures.

SCHEDULE

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

K-8 students may be dropped off as early as 7:50 AM and will be supervised outside the school building by a staff person until they are allowed to enter the building at 8:00 AM. From 8-8:15 AM students will be given access to the building to prepare for school. Classes will begin promptly at 8:15 AM. Students may be considered tardy if not present in the classroom at 8:15 AM.

Students should be picked up by 3:30 PM, or within 15 minutes after dismissal on early dismissal days, unless permission has been obtained from the administration.

SCHOOL CLOSINGS

When bad weather requires school to be closed, closures will be announced on the school's website and Facebook page, on radio stations **WJBC** (1230 AM) and **WCIC** (91.5 FM) and on TV stations **WEEK** (10) and **WMBD** (7) as early as possible. Parents will also receive notification via the school app, text message, and FastDirect message.

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

SCHOOL NEWSLETTER

A weekly newsletter is published each week of the school year. This newsletter is distributed to each school family electronically.

STAFF DEVELOPMENT

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

STUDENT RECORDS

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

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

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

STUDENT TEACHERS

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

SUPPLIES

Each student must supply their own school supplies as outlined on the grade-specific supply list.

TARDIES (Late arrivals) & EARLY DEPARTURES

Please see the Attendance Policy section of this handbook for information regarding late arrivals to and early departures from school.

TELEPHONES

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

TEXTBOOKS

All textbooks are the property of Trinity Lutheran School and should be cared for appropriately. Students are not permitted to write in any textbooks. Any damage to the textbook must be paid by the student, which may include replacement cost.

TOILET TRAINING

Trinity Lutheran School expects that students in K-8 are toilet trained and able to complete toilet activities independently. While it is recognized that toilet accidents may occur periodically, ongoing or frequent accidents will result in a conversation with school administration to discuss corrective practices. Ongoing accidents may ultimately result in a student's removal from school.

TRANSFERS

When students transfer to Trinity Lutheran School from another school, they will be enrolled at the discretion of the administration. Parents wishing to enroll their children at Trinity Lutheran School need to schedule a conference with an administrator prior to such enrollment.

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

TUITION AND FEES

At Trinity Lutheran School tuition rates are based off a formula. This formula is an honest attempt at continuing to build a successful partnership between congregation and school families in order to provide excellent Christian education. The formula calculates a cost of education per child by taking into account personnel and building maintenance expenses and the estimated student enrollment. Our tuition formula also has a second component. Trinity Lutheran Church has recognized the importance of Christian education for over 150 years. As part of that support, the congregation of Trinity provides for 50% of the cost of education for members of Trinity (in order to receive the member tuition rate, there is an expectation of regular attendance in worship). The church also provides 25% of the cost of education for those community

members who do not attend Trinity Lutheran Church. There is a difference between these two percentages because members of Trinity are expected to give a tithe to the Lord through their offerings. Some of that offering then goes back to support the school.

Tuition & registration fees are established in the spring of the year for the following school year by the School Council.

TUITION AID

There is some tuition aid available each school year for families with students in grades K-8. This aid is funded by the Scholarship Fund. Those with a tuition assistance need may submit an application for aid to the school office.

VISITORS

All visitors to the school building during school hours will need to register in the school office and wear a visitor's badge during their stay. Trinity utilizes the Raptor System that compares visitor identities against sex offender databases.

VOLUNTEERS

At TLS, we take our responsibility to educate and care for children very seriously. The following guidelines are intended to facilitate a safe and nurturing environment in which children can learn and grow in a strong educational and spiritual environment.

Prior to chaperoning a field trip or volunteering in a classroom at TLS, all volunteers must complete the following:

- Read through the *TLS Volunteer Handbook*.
- Read and sign the Volunteer Code of Conduct and return it to the school office.
- Provide a valid driver's license to be scanned into Trinity's online Raptor system. This system is a screening process that checks names against a sex offender database. Each time a volunteer signs in, his/her identity is rescreened. A driver's license must be rescanned only after it has expired.
- Field trip drivers: In addition to volunteer requirements, a field trip driver must also provide a copy of his/her driver's license along with a current copy of his/her valid insurance card. (For privacy purposes, these copies are shredded at the end of each school year.)

Volunteers with increased supervisory roles (i.e., coaches, Camp

CILCA chaperones) will be expected to complete a background check along with additional video training.

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HISTORY OF TRINITY LUTHERAN SCHOOL

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

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

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

On January 21, 2003, Trinity Lutheran School moved into a new 58,000 square foot facility at 1102 W. Hamilton Road, Bloomington, sitting on approximately 50 acres of land. This facility serves children from three years of age through eighth grade.

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

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APPENDICES

APPENDIX #1

Digital Citizenship Policy for Students

Trinity Lutheran School exists to develop well-rounded, lifetime, Christian disciples. To help fulfill this purpose, Trinity desires to teach students how to engage in a digital world, in a Christ-like manner. In order to accomplish this goal, Trinity provides educational technologies, as well as tools and training to assist students in developing positive digital citizenship.

What is digital citizenship?

Digital citizenship refers to the qualities that a person is expected to have as a responsible member of a digital community. Trinity seeks to educate students to become productive, responsible citizens in the modern digital world. Students are encouraged to think critically, evaluate digital sources responsibly, and protect themselves and others from possible threats that may exist in a digital society. This is done first and

foremost by maintaining a Christ-like attitude and behaving in a Christ-like manner at all times while using technology.

Digital Citizenship at School

Trinity allows access to numerous forms of technology. Technology referred to in this policy includes, but is not limited to: any school Chromebooks or other computers, other digital devices, school internet access, school issued Google accounts, software/online tools accessed with school devices and through school accounts, and school audio/visual equipment. Access to technology is given as a privilege, not a right, and may be limited or denied at any time by school administration, faculty or staff, if use violates the Terms and Conditions below.

Terms and Conditions

Students understand that...

- All school-provided technology is for educational use. Any other use may result in loss of user account and/or confiscation of equipment.
- The school reserves the right to restrict the use of any digital content that is primarily for social or entertainment purposes, or that otherwise detracts from the educational environment. These restrictions may be enforced on school provided devices, on the school network and/or any electronic device used while at Trinity Lutheran School.
- Any email and storage accounts provided by Trinity are the property of the school, and may be monitored accordingly.
- There is no expectation of privacy while using school devices, school accounts, or school internet services. Student accounts and devices may be monitored by TLS faculty and administration.

Students will...

- Follow all rules outlined in the *School Handbook* as they pertain to using the internet, computers, or network at Trinity Lutheran School. (These rules may be updated or changed at the discretion of the faculty at any time.)
- Only use their own accounts and passwords and will not allow anyone else to use their accounts or passwords.
- Alert any teachers or staff, to any problems regarding the use of technology as soon as possible.
- Utilize technology for education purposes, and only at the discretion of the classroom teacher.
- Utilize technology in a safe and secure manner; ensuring it does not create a safety hazard for themselves or others.

- When at school, access the internet only via the school-provided internet services and not via any cellular service or other Internet sources that may be accessible.
- Abide by any additional agreements regarding technology, including, but not limited to Google User Agreements, and the Trinity Lutheran School Chromebook Policy.
- Maintain good digital citizenship habits, respecting the technology made available to them and setting a good example in their use of technology to make positive contributions to God's world.
- Demonstrate Christ-like behavior in their actions online, including using polite and appropriate language.
- Be responsible for any damage to school equipment while using the equipment. This may include paying for repairs or replacement.
- Take responsibility for any consequences that arise from their use of technology while at Trinity Lutheran School.

Students will not...

- Use any Trinity Lutheran internet, computers or other technical equipment without permission.
- Use any software or access any internet content in the classroom that has been prohibited by the teacher or school.
- Download anything from the internet or upload any software without permission from a teacher.
- Attempt to hack into or gain access to any school computer, server, or another person's account.
- Plagiarize, or violate copyright laws in regards to using text, images, audio, music or video clips.
- Vandalize any Trinity technology.
- Use any computer to commit illegal, immoral, or unethical acts.
- Attempt to circumvent or uninstall any monitoring software on school devices or networks.

Student use of technology may not:

- Disrupt the education process in the classroom, or during the school day.
- Endanger the health or safety of any person, including staff, students and volunteers.
- Invade the rights of others at school. (e.g., Taking photos or videos

- of students, teachers, or others while at school without permission)
- Involve illegal, immoral or prohibited conduct of any kind.
 - Go against any rules outlined in the *Trinity Lutheran School Handbook*.

Use of Social Media

The school recognizes that social media can be used for instruction to connect students with the global community; however, the Terms of Service (TOS) of many social media tools eliminate the majority of Trinity Lutheran School's population from using these tools. Should teachers choose to use legally acceptable social media tools in the classroom, students will be supervised. When social media is used, normal school rules of etiquette and conduct spelled out in the *School Handbook* apply, including rules regarding bullying and harassment. The school reserves the right to limit or block student use of such sites at the discretion of the teachers/school administrators.

Consequences for Violations

Students who violate the Digital Citizenship Policy will be subject to the discipline procedures outlined in the *School Handbook*. Additionally, violations of this policy may result in the loss of school account privileges, the suspension/loss of computer access, and/or school issued Chromebook. The teacher(s)/school administrators will determine what steps need to be taken on an individual basis.

Digital Citizenship at Home

Parents are essential in leading their children to honor Christ in actions utilizing technology. Parents/guardians can encourage proper digital citizenship in and out of school in the following ways:

- Engage in regular conversations with your child about proper behavior and safety while using technology. In these conversations, encourage your child to share questions and concerns regarding technology use, and ask your child to share positive ways he or she is using technology to learn, create and engage with others.
- Provide clear expectations and boundaries regarding use and care of technology, especially including appropriate times to use digital devices in and out of school.
- Set a positive example in your use of technology at home.
- Monitor and be engaged in your child's digital life, including accounts and online interactions.
- Have your child share all accounts and passwords with you (including school accounts), and talk with your child about not sharing passwords with siblings or friends.

- Research any sites, apps, or games your child accesses online.
- Be fully aware of your child’s use of social media and monitor what is acceptable for them to make use of while outside of school. (Note: most terms of service for social media services restrict use to those aged 13 & up.)
- Communicate any concerns you may have regarding your child’s use of technology with your child’s teacher.

APPENDIX #2

Student Chromebook Policy

Trinity Lutheran School recognizes the value that technology adds to the educational experience of all students. Additionally, we recognize that the evolution of technology and digital devices, coupled with widespread wireless internet access, has put “personal computers” in the hands of most students, and use of these tools is quickly becoming a regular expectation of society. As part of Trinity’s purpose to develop well-rounded lifetime Christian disciples, we desire to provide students with access to and experiences with digital technologies in a safe learning environment. By utilizing Google Chromebooks in our curriculum, we can better serve our students, teaching them positive digital citizenship, and computer/technology skills that will help students to navigate the digital world in a Christ-like way.

At the start of 6th grade, Trinity students are issued a Chromebook for use at school and home, which will be transported daily between classes and between school and home. This program provides the opportunity for students to use Chromebooks in each class as well as at home for homework. Additionally, the take-home program helps to further provide students with opportunities to hone personal responsibility, and helps to engage families in partnering to develop positive digital habits at home and school prior to starting high school, where students’ technology exposure and use can be expected to increase greatly.

This policy establishes guidelines for student use of school-issued Google Chromebooks in a one-to-one take-home setting at Trinity. Please refer to the *School Handbook* for rules regarding all electronic devices. For the purposes of this agreement, the terms “the Chromebook” or “Chromebooks” refers to the specific Chromebook assigned to the student who signs this agreement.

General Terms & Conditions

- Use of Chromebooks requires a Google account. Trinity Lutheran School will provide students with a school administered Google account. This account is subject at all times to Google’s Terms of Service and Privacy Policies. It is the responsibility of parents and students to read and understand these policies.

- Chromebooks should only be accessed with TLS issued Google accounts (accounts ending in “trineluth.org”)
- Use of the Chromebook is governed by policies listed under “Digital Citizenship Policy” in the *School Handbook*. Trinity Lutheran School maintains ownership of any and all accounts issued to students. Trinity staff may use software to monitor student use of Chromebooks.
- The Chromebook is and will remain at all times the property of Trinity Lutheran School, and is being loaned for educational purposes only. At its discretion, Trinity may change the terms or conditions of the student’s possession or use of the Chromebook.
- Use of the Chromebook can be monitored by TLS faculty and staff at any time.
- The student’s possession and use of the Chromebook will be subject at all times to individual classroom rules, the terms and conditions described in this document, applicable *School Handbook* policies, the Digital Citizenship Policy, any and all applicable state and federal laws and regulations, as well as any additional rules, regulations, and restrictions that may be imposed by Trinity Lutheran School.
- Any included software/apps may be used only in accordance with the applicable license and it is the student/parent’s responsibility to be familiar with and to comply with the provisions of any such license.
- Any violation of the terms or conditions referenced in this document may result in Trinity restricting, suspending, or terminating the student’s use of the Chromebook. The teacher(s)/school administrator(s) will handle each issue on an individual basis according to the *School Handbook*.

Prior to Obtaining a Chromebook for use in the one-to-one take-home program

Students & Parents must...

- Attend a mandatory orientation meeting.
- Pay the annual technology fee, or arrange payment through the school office.
- Purchase a Chromebook case that meets the school’s requirements.
- Sign the TLS Digital Citizenship Policy.
- Sign this Student Chromebook Policy.

Issuance and Return of Chromebook

- After the student & parent/guardian have attended the mandatory orientation meeting, the annual technology fee has been paid in full or payment arrangements have been made, and an approved case has been purchased, the Chromebook and charger will be issued to the student.
- The Chromebook and charger must be turned in by the last day of attendance. The specific date and procedures for when and where to turn the units in will be clearly communicated to students and parents/guardians.
- When the Chromebook and charger are returned, they will be checked for damages, and, if necessary, fees assessed based on the schedule listed in the “Fees” section in this document.
- If a Chromebook is not returned by the due date set by Trinity, late fees of \$5 per day, up to the actual value of the Chromebook, will be assessed. Report cards and records will also be held until the Chromebook is returned.

Care, Security, Loss or Theft

- The student is responsible for ensuring that the Chromebook is kept safe and secure at all times
- The student must use a protective case when carrying/transporting their device.
- Students should not leave the Chromebook unattended
- Students should not eat or drink while using the Chromebook.
- If the Chromebook is lost or stolen *while at school*, the student will immediately report the problem to a teacher or the office. If the student believes the Chromebook has been stolen, the teacher (s), and administration will proceed according to the *School Handbook*, and discipline will be handled accordingly.
- If the student is *off school grounds* and believes the Chromebook has been stolen, the student and the student’s parent/guardian will make every effort to locate the Chromebook. In the event the Chromebook cannot be found, a report should be filed by the family with local law enforcement officials in a timely manner. As soon as possible after reporting the Chromebook stolen, the family should provide a copy of the police report to the school office.
- If for any reason the Chromebook is lost or stolen during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student’s parent/guardian may be responsible for the replacement cost of the device.

Damage

- In order to maintain the warranty on Chromebooks, the school will provide service for any hardware or software problem, including units that are damaged or vandalized. Families should not attempt to repair or engage others to repair the Chromebook.
- **Fees:** In addition to the school technology fee, students will be responsible for repair costs per the fee schedule below. Trinity understands that not all repairs will be caused by direct student action. Because of this, costs are staggered, to help keep student/parent costs at a minimum.
 - For all repairs from accidents/unintentional misuse, students would be required to pay the cost of repair, not to exceed \$50.
 - In the event of intentional misuse, a meeting will be established with school administration, and additional charges may be incurred.
 - *If for any reason, you are unable to pay for repairs, please speak directly to the school administration to arrange payment.*

Purchasing Chromebooks

Any graduating 8th graders will be given the option to keep their Chromebooks for a prorated fee, if they meet the following requirements:

- Have paid the full tech fee for 6th-8th grade (\$300)
 - Have had the school reconfigure their Chromebook, and remove any school issued apps, software, and monitoring software.
 - Have paid a final \$50 device reconfiguring fee.
-

TRINITY LUTHERAN SCHOOL STAFF

2023-2024

Mr. Shawn Hoffmann	Principal
Mrs. Lisa Matejka	Assistant Principal/Jr. High Teacher
Mrs. Jessica Meade	Administrative Assistant
Mr. Scott Heape	Financial Assistant
Mr. Kurt Busse	8th Grade/Athletic Director
Mrs. Julie Hoffmann	7th Grade
Mr. Dan Bell	7th Grade
Ms. Jenna Stevenson	6th Grade
Mr. Adam Richards	6th Grade
Mrs. Kathy Bahn	5th Grade
Mrs. Erin Berlin	5th Grade
Mrs. Abby Dunt	4th Grade
Mrs. Cortney Schmidgall	4th Grade
Mrs. Linda Brockett	3rd Grade
Mrs. Jill Peters	3rd Grade
Mrs. Sara Urban	2nd Grade
Mrs. Melissa Rock	2nd Grade
Mrs. Gretchen Buhrke	1st Grade
Mrs. Andrea Carrel	1st Grade
Mrs. Laura Busse	EC Director/KEY Team Coordinator
Mrs. Gayle Dietsch	Kindergarten
Mrs. Becky Griffin	Kindergarten
Mrs. Heather Grieshaber	Preschool/Pre-Kindergarten
Mrs. Rebecca Sommer	Pre-Kindergarten Aide
Mrs. Jamie Aeschliman	Pre-Kindergarten
Mrs. Kalen Rowe	Pre-Kindergarten Aide
Mrs. Amy Windy	Pre-Kindergarten Aide
Mrs. Whitney Fryer	Pre-Kindergarten
Miss Kristi Collins	Pre-Kindergarten
Mrs. Carolyn Fowler	Pre-Kindergarten Aide
Mrs. Florence Gollapalli	Pre-Kindergarten Aide
Mrs. Dani Pascal	Preschool
Mrs. Angelina Isaac	Preschool Associate Teacher
Mrs. Colleen Pogue	Art
Mrs. April Myers	Music
Mrs. Julie Higgins	Band
Mrs. Toni Boomgarden	Speech
Mrs. Amy Oun	Spanish
Ms. Sara Brewer	Technology
Mrs. Elsie Ranta	Cook
Mrs. Svetlana Hull	Cook
Mrs. Mary Martens	Cook
Mr. Justin Martens	Custodian

Notes



developing well-rounded, lifetime Christian disciples

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