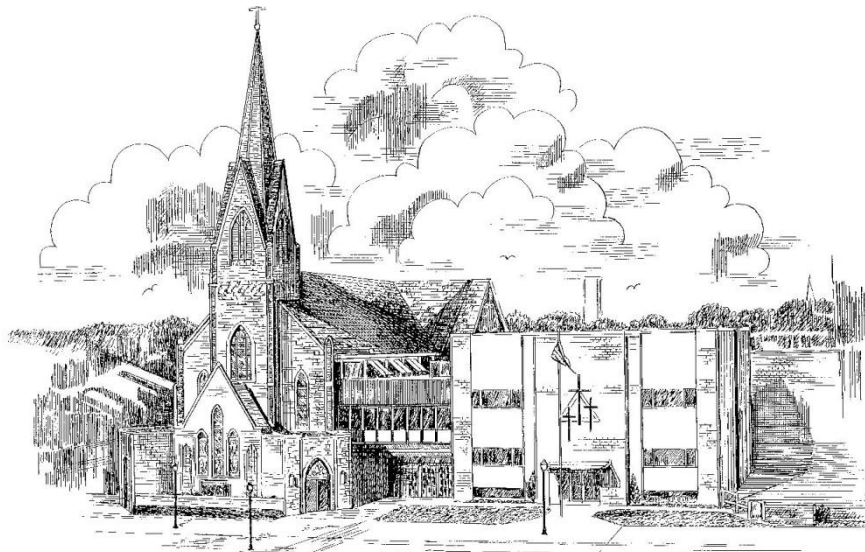


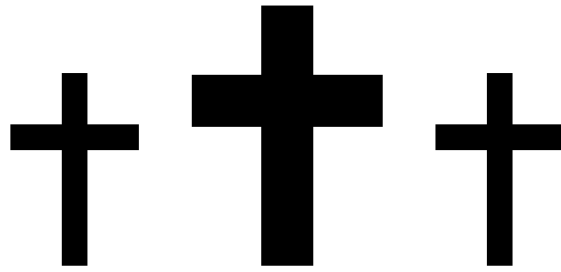
TRINITY

LUTHERAN SCHOOL

2019-2020

STUDENT/PARENT HANDBOOK





Trinity Lutheran Church and School, Sheboygan, Wisconsin, desires any and all who read this document to please note the following message:

"The policies, statements, and information in the enclosed booklet have been approved by the Board of Christian Day School of *Trinity Lutheran Church and School*, for the limited purposes of expression of preferential policy and procedure. No estoppel may be created based upon any policy statement."

DEAR LORD AND SAVIOR JESUS CHRIST,

YOU HAVE COMMANDED US TO "LET LITTLE CHILDREN COME TO ME, AND DO NOT HINDER THEM." WE THANK YOU FOR THE BLESSINGS OF CHILDREN AND FOR THE PRIVILEGE OF BEING CHRISTIAN PARENTS AND TEACHERS. HELP US IN OUR RESPONSIBILITY AND OUR OPPORTUNITY TO SERVE YOU AND YOUR CHILDREN. GIVE US WISDOM IN DEALING WITH THE CHALLENGES OF CHILD TRAINING; STRENGTH TO PERSEVERE WHEN DISAPPOINTMENTS AND SORROWS COME; AND LOVE IN DEALING WITH OUR CHILDREN AND WITH EACH OTHER. GIVE OUR CHILDREN RECEPTIVE MINDS AND HEARTS, SO THEY MAY BELIEVE IN YOU AND WILLINGLY SUBMIT TO YOUR WILL. WE ALSO ASK YOUR BLESSINGS ON THE PROGRAMS OF OUR SCHOOL FOR THIS COMING YEAR, SO THAT IT WILL ACCOMPLISH ITS PURPOSE IN SERVING THE TEACHING MISSION OF OUR CHURCH AND SCHOOL TO THE GLORY OF YOUR HOLY NAME. AMEN.

**Trinity Lutheran School
Making Known the Love of Christ
Joy:fully Lutheran 1 Thessalonians 5:16-18**

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FACULTY/STAFF DIRECTORY

Rev. Timothy J. Mech	Senior Pastor
Rev. John M. Berg	Associate Pastor
Jenna Roeske	Principal
Chris Melcher	Church Office Manager
Colleen Rindt	School Secretary
Jason Harder	Teacher Middle School
Melissa Hauch	Teacher Middle School
Terry Stenklyft	Teacher Middle School/Athletic Dir.
Jill Meador	Teacher Gr. Five
Abigail Wietfeldt	Teacher Gr. Four
Cristi Smith	Teacher Gr. Three
Lisa Menzer	Teacher Gr. Two
Kim Roethel	Teacher Gr. One
Allison Toerpe	Teacher Kindergarten
Kathy Gruben	4K Teacher
Jenna Walkenhorst	3K Teacher/Spanish Teacher
Angela Karle	Teacher Aide
Marrisa Davies	Teacher Aide/Childcare
Maria Blas	Teacher Aide/Childcare
Elizabeth Ekblad	Extended Care Teacher
Mary Niesing	Before School Care
Ann Rahn	Childcare Director
Megan Yurk	2K Childcare Teacher
Cindy Beltran	Childcare Teacher
Theresa Duffy	Childcare Teacher
Chrissy Schmidt	Childcare Teacher
Brittany Wolf	Childcare Teacher
Geoff Schuh	SALSA Band Instructor
Tim Puksich	Part-time Custodian
Sue Leibham	Lunch Coordinator
Jon Rindt	Board of Christian Day School Chairman

Church Phone: 458-8246 School Phone: 458-8248

Web site: www.trinitysheboygan.org

"Encourage one another and build each other up!"

1 Thessalonians 5:11

OUR BELIEFS

GOD

WE BELIEVE and teach that there is One True God who has revealed Himself through the Holy Bible as triune, one God in three persons - Father, Son, and Holy Spirit. God created all things, visible and invisible, and He continues to sustain them.

THE BIBLE

WE BELIEVE and teach that the Holy Scriptures (as contained in the Old and New Testaments of the Bible) are the only inerrant and inspired Word of God. They are without error not only in things spiritual and moral, but also in matters historical, geographical, and scientific. These Scriptures are to be our guide in all matters of faith and life.

CREATION

WE BELIEVE and teach that in the beginning God created the heavens and the earth, by His Word, out of nothing, in six 24 hour days. We believe this doctrine of creation to be foundational to other doctrines of Scripture including the atoning work of Christ.

SIN

WE BELIEVE and teach that God created the world perfect and that sin and death came into the world through the transgression of Adam and Eve. We also believe and teach that, because of Adam's sin, all people are born sinful (Ps. 51:5) and are by nature enemies of God (Rom. 5:10), and therefore condemned to an eternity in hell.

THE SAVIOR

WE BELIEVE and teach that all people are sinners and are in need of the Savior. The one and only Savior is the Son of God, the Second Person of the Holy Trinity, who was promised already in the Garden of Eden and in the fullness of time was revealed as Jesus Christ. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross for the sins of the world, that sinful man, by grace through faith in Jesus Christ alone will be saved to eternal life. His bodily resurrection from the dead, His ascension into heaven to sit at the right hand of the Father, and His imminent return in power and glory to judge both the living and the dead.

DOCTRINE

WE BELIEVE and teach that justification by faith in Christ is the central doctrine of the Bible. All of Scripture must be understood in the light of this one doctrine, and all other doctrines must be brought in line with it. In agreement with this central truth we teach the three "solos" of the Reformation: Sola Fide (faith alone), Sola Gratia (grace alone), and Sola Scriptura (Scripture alone).

THE HOLY SPIRIT

WE BELIEVE and teach that the Holy Spirit, the third Person of the Holy Trinity, dwells in the hearts of all true believers in Jesus Christ. It is the Holy Spirit who motivates and enables Christians to lead godly lives out of love for the Savior. There is only one Holy Spirit who should never be confused with the many deceiving spirits that have gone out into the world.

THE MEANS OF GRACE

WE BELIEVE and teach that God offers and conveys the merits purchased by Christ by His death on the cross only through the external means of grace ordained by Him. These means of grace are the Gospel in every form, including Holy Absolution, and the Sacraments of Holy Baptism and the Lord's Supper. The Word of the Gospel applies the grace of God, works faith, and regenerates man (Rom. 10:17). Baptism is applied for the forgiveness of sins and is a washing of regeneration and renewing of the Holy Spirit (Acts 2:38 and Titus 3:5). Likewise, the true body and blood of Christ are distributed in the Lord's Supper for the forgiveness of sins (Luke 22:19-20 and Matt. 26:26-28).

THE CHURCH

WE BELIEVE and teach that there is One, Holy, Christian and Apostolic Church. This Church is the spiritual unity of all believers in Jesus Christ, which includes people from all races, cultures, and times.

THE LUTHERAN SCHOOL

WE BELIEVE that the Lutheran school is established to teach children in response to God's command to teach all nations (Prov. 22:6 and Matt. 28:19-20). **WE BELIEVE** that wisdom begins with the knowledge of God (II Tim. 3:17, 1 Cor. 2:18-19) and that this knowledge is revealed to us in the Holy Scriptures, which were written for our learning. God has commanded us to lead and teach this revealed knowledge to all nations (Matt. 28:19-20).

CHRISTIAN EDUCATION

WE BELIEVE that the Lutheran school is unique in that it is the effective agency for fulfilling God's command where children are concerned. This uniqueness has its basis in the following:

1. There is optimum time for daily Christian instruction in God's Word.
2. The Holy Spirit is at work in the teaching of the Word. (Rom. 10:17)
3. Children are consciously exposed to a life of Christian discipleship through:
 - a. God's Word.
 - b. Christian witness by Christian teachers.
 - c. Christian witness by word and deed of fellow Christians.
4. Children are hopefully led to an understanding of themselves in relation to God and His total Creation.

THE LAST TIMES

WE BELIEVE and teach that Jesus Christ will come again, not secretly, but openly (Rev. 1:7). At that time, He will judge the living and the dead (Acts 10:42). The dead will be resurrected (Rev. 20:12-13), believers to everlasting life in heaven (John 3:16-18), and all who have not believed in the Son, to everlasting torment in hell (Matt. 25:46).

IN SUMMARY

WE BELIEVE and teach the doctrines of the Lutheran faith as found in the Holy Bible, as expressed by the reformers in the Book of Concord of 1580, and as commonly confessed throughout the history of the Christian Church in the three Ecumenical Creeds - Apostles, Nicene, and Athanasian Creed.

MISSION STATEMENT OF TRINITY LUTHERAN CHURCH:
"Making Known the Love of Christ" (Adopted 6/08)

In alignment with our mission "To Make Known the Love of Christ", Trinity Lutheran School espouses the following core values:

- Christ-centered Education

What does it profit a man to gain the whole world and forfeit his soul? Mark 8:36(ESV)

Jesus Christ is the focus of our teaching, learning, and activities. As Missouri Synod Lutherans, we believe, teach, and confess that we are saved by faith alone, by grace alone, and by Scripture alone. Scripture is the ultimate source of God's revelation and justification by grace alone makes Lutheran schools unique.

- Excellence

So, whether you eat or drink, or whatever you do, do all to the glory of God! 1 Corinthians 10:31b (ESV)

In all of our efforts, we give glory to God as we pursue excellence in all aspects of our school life.

- Service

As each has received a gift, use it to serve one another, as good stewards of God's varied grace. 1 Peter 4:10 (ESV)

Our love for Christ compels us to serve one another in thankfulness to Him who lived, died, and rose again so that we might live forever.

- Caring

This is my commandment, that you love one another as I have loved you! John 15:12 (ESV)

Caring for the needs of others is our response to God's love for us and a reflection of God's love for them.

VISION/PURPOSE STATEMENT OF TRINITY LUTHERAN SCHOOL: Christ is the focus of Trinity Lutheran School where children are equipped to grow spiritually and academically. (Adopted 8/03)

Trinity Lutheran School's goal shall be to prepare students to live a productive life that spiritually, emotionally, and intellectually is pleasing to their Lord and Savior. *Trinity Lutheran School* recognizes and respects the right of the state to teach, yet recognizes its God-given responsibility to instruct its children within the framework of God's Word. God's Word tells us that the prime responsibility for the Christian education of children is the parent. (Eph. 6:4) *Trinity Lutheran School* is merely an extension of the Christian home and family. Through the combined effort of home, church, and school we endeavor to contribute redeemed, God-loving, and active citizens, who have fear and love for God, respect for their fellow man, and love for their country.

OBJECTIVES OF TRINITY LUTHERAN SCHOOL

The Trinity Lutheran School assists Christian training in the home in achieving the following objectives:

1. To bring the Word to anyone concerned that he/she may, through the Holy Spirit, come to know and love God and His forgiving love.
2. To instill and present opportunity for Christian living and service out of love and appreciation in response to God's love.
3. To encourage the development of self-discipline and responsibility in the student, based on respect for and submission to God and all other authority.
4. To help the student develop a Christian world view by integrating life and studies with the Bible.
5. To aid students in developing physically, mentally, emotionally, and socially in order to live in a changing society.
6. To help the student develop his/her own unique God-given personality through proper understanding and acceptance of himself/herself as an individual created in the image of God.
7. To equip the student for leading a profitable civil life through training in Christian citizenship and all the necessary disciplines of our culture.
8. To assist students with learning to think critically and make sound decisions.
9. To develop an appreciation of the fine arts.

10. To promote physical fitness, good health habits, and the wise use of the body as the temple of God.

PHILOSOPHY OF TRINITY LUTHERAN SCHOOL

◆ Building on God's Word

- We believe that all people need Jesus as their Savior: "This righteousness from God comes through faith in Jesus Christ to all who believe. There is no difference, for all have sinned and fall short of the glory of God, and are justified freely by his grace through the redemption that came by Christ Jesus." (Romans 3:22-24)
- To follow in our great heritage of Lutheranism, we believe and accept the eternal benefits of educating children in the light of the Gospel on a daily basis in our Lutheran School.
- We believe that Trinity Lutheran School is an expansion of the ministry of Trinity Lutheran Church.
- We believe that Trinity Lutheran School is a Christ-centered educational institution with the Word of God as its fundamental guide for the past 160+ years.
- We believe Trinity Lutheran School is always seeking to bring in children from our church, other congregations, and especially the unchurched to share with them the love of Christ through their educational and worship experiences.

◆ Training for Life

- We believe that God's Word trains our students for life: "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." (2 Timothy 3:16)
- We believe Trinity Lutheran School provides a learning environment with a variety of experiences to train and equip students from all walks of life and across many different academic levels for a life of service to Christ
- We believe Trinity Lutheran School develops the whole child with his/her God-given abilities as he/she progresses through our three-year-old preschool to grade eight program, ministering to the child to meet his/her needs.
- We believe Trinity Lutheran School works in concert with our

families to train the children of our church and community with knowledge and Christian attitudes and conduct.

- We believe that Lutheran education is a life-long process.

◆ **Preparing for Service**

- We believe in preparing children to carry out Jesus' Great Commission: "Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Matthew 28:19, 20)
- We believe that Trinity Lutheran School equips children with the Gospel message so that the love of Jesus will be shared in word and deed with the world.
- We believe that Trinity Lutheran School provides a quality, Christian education to its students giving them the tools needed to be faithful servants of the Lord in their vocations.

ADMINISTRATION AND SUPPORT: *Trinity Lutheran School* is an integral part of the mission and ministries of *Trinity Evangelical Lutheran Church of the Unaltered Augsburg Confession, City of Sheboygan, Sheboygan County, Wisconsin*. The church is a member of the South Wisconsin District and of the Lutheran Church - Missouri Synod. The congregation, through its by-laws, has delegated the primary responsibility for administering the school to the principal and governing the school to the Board of the Christian Day School. Financial support of the church and school is provided by the membership of the church, and through tuition and fees paid by those who desire a Christian education for their children.

ENROLLMENT POLICY:

1. Enrollment in *Trinity Lutheran School* is open to anyone desiring a "Quality, Christ-Centered Education" whether they are members of Trinity or not. Children entering the 3K program must be three (3) years old on or before September 1st. For the 4K program, the child must be four (4) years old on or before September 1st, of the current year. Children entering Kindergarten must be five (5) years old on or before September 1st, of the current year. Children

entering the first grade must be six (6) years old on or before September 1st of the current year.

2. Enrollment priorities at *Trinity Lutheran Church and School* are based on seniority in each category as follows: 1) Members of *Trinity Lutheran Church and School*, 2) Those currently attending *Trinity Lutheran School*, 3) Siblings enrolled at *Trinity Lutheran School*, 4) Members of other Lutheran Church - Missouri Synod Churches, 5) Members of other Lutheran Churches, 6) All others. This policy is in effect until April 1st. **After April 20th, 2019 the enrollment is on a "first come, first served" basis.**

ADMISSIONS POLICY:

1. Admission to *Trinity Lutheran School* - Sheboygan, Wisconsin, shall be open to all and shall not be denied on the basis of race, color, or national origin. In compliance with the Internal Revenue Service Procedure regarding racial nondiscrimination, *Trinity Lutheran School* herewith reaffirms its historical position regarding its admissions policy and its future intent in the following statement:

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

It is also the policy of *Trinity Lutheran Church and School* - Sheboygan, Wisconsin, not to discriminate on the basis of gender in its education programs, administration policies and practices, or employment policies as required by Title IX of the 1972 Education Amendments.

2. Immunization records must be included and in line with State guidelines. Also, each student with his/her parents, must have a consultation with the principal before any admission or enrollment may take place.

3. All pupils transferring to *Trinity Lutheran School* shall be accepted on a four-week probationary basis. Final acceptance will be determined upon a conference between the parents and principal. Each student may be tested for proficiency in math and may be referred for further testing at the expense of the student's family. *Trinity Lutheran School* reserves the right to deny admission of any student, member or non-member of *Trinity Lutheran Church* as determined by the principal, or if desired, upon final evaluation by the Board of Christian Day School.
4. Grade placement recommendations of transferring schools shall be honored. However, the school reserves the right to place the student in a different grade if the classroom performance is not satisfactory. Such action will be done after consultation with the parents, teacher, and principal. The admissions and enrollment policies are to be administered by the principal. The Board of the Christian Day School and the principal shall approve any changes in policy, or exceptions.
5. Prospective students with special needs are to be presented to the principal before admission. Special concerns, such as speech impairments, specific health deficiencies, behavioral disorders, cognitive disabilities, emotional handicaps, physical limitations, or other exceptional education needs shall be weighed with extreme care and with the understanding that within a reasonable period of time the child, parents, teachers, and administration must strive to make agreed upon educational plans. If these plans are unsuccessful, the parents must secure qualified professional assistance and notify the school of such action immediately. The parents are required to ask the "professional assistance" to notify the school of its involvement in the situation. If the parents fail to cooperate, immediate steps leading toward possible dismissal will follow:
 - a. Review of the case by the teaching staff before presentation to the Board of Christian Day School.
 - b. The teaching staff's recommendation to the Board of Christian Day School for review and decision.

After or during qualified, professional treatment, should conditions warrant it, a review by the faculty, the principal, and the Board of Christian Day School could still lead to possible dismissal. Conditions that may lead to dismissal may include the total effect on the class, the teacher, the principal, the school, the pastors, the church, and the degree of parental cooperation.

**PROCEDURES LEADING TO ENROLLMENT OF NEW STUDENTS:
Families are to:**

1. Become acquainted with the philosophy, purposes, expectations, and goals of Trinity Lutheran Church and School.
2. Obtain the enrollment forms and handbook from the school office.
3. Return the enrollment forms and the necessary fees to the school office.
4. Schedule and attend the required meeting with the principal.
We reserve the right to request a placement examination to aid in the assessment of student academic level prior to enrollment.
(Costs of this testing may be incurred by the parents/guardians.)

ACCREDITATION: *Trinity Lutheran School* is fully accredited by the National Lutheran School Accreditation of the Lutheran Church - Missouri Synod.

TUITION AND FEES AND REGISTRATION FEE:

1. The annual educational cost to Trinity Lutheran Church and School per elementary students is over \$7,500.00/year. The Tuition and Fees that families are charged may change annually. Tuition and Fees, as determined by the Board of Christian Day School, shall be assessed annually.
2. A non-refundable, registration/book/technology fee (see terms on enrollment form) will be collected at the time of registration to insure your child's placement. A fee is charged to all students in grades 3K-8.
3. Also, each family who enrolls their child(ren) is required to pay tuition and fees to the church so costs related to a Christian Day School may be defrayed. The tuition fees are listed on the Tuition

and Fee Schedule provided to every family upon registration. Tuition and fees are to be paid through an electronic tuition collection system in one, two, ten, or twelve installments.

4. There is a monthly fee to participate in our band program. This fee can be found on the band contract. The ten monthly payments are due September through June.
5. Each student will be responsible for an athletic user fee for any athletic participation for grades 5-8. This fee is collected to help pay for the costs of uniforms, referees, equipment, and maintenance. Athletic fees are listed on the Tuition and Fee Schedule provided to every family upon registration.
6. Other fees such as grades 5-7 camp fees, kindergarten milk fees, class trip fees, etc. may be charged throughout the course of a school year along with the aforementioned school tuition and fees.

FINANCIAL AID: The congregation offers a financial aid program to those families who need help with the tuition and fees. Financial aid can be requested by filling out an online financial aid application. (Additional information available in the school office.) Financial aid is distributed based on the recommendation of the online system. Any changes to financial aid amounts are made at the discretion of the administrator and the financial aid review committee.

TUITION RESPONSIBILITY AND PAYMENT OF ACCOUNTS:

1. Payment of all tuition and fees are the responsibility of the parents or legal guardian of each student. Parents are required to sign up for an electronic tuition collection system to ensure complete enrollment of their student(s).
2. Financial difficulties or emergencies may arise and make it a struggle to meet tuition and/or fee payments. We ask that families communicate with the principal so that tuition or fee difficulties can be dealt with cooperatively. Please keep the school informed so that we can work with you to ensure an uninterrupted flow of services.
3. If tuition and/or fee payments against an approved plan become delinquent, the school will take the following actions:

- a. Late fees will be issued through the electronic tuition collection system.
- b. A student will not be allowed to enroll or attend classes in a subsequent year if the prior year's tuition and fees are not paid in full, and requests for Financial Aid will not be granted if tuition and fee accounts are delinquent. Any exceptions to this policy are made at the discretion of the principal and BCDS.
- c. All tuition and fees must be satisfied prior to graduation. Report cards (and transcripts) at the end of a quarter or when a student transfers will be withheld for those students who have delinquent accounts and will not be released until the delinquency is satisfied or a plan to resolve them has been approved.
- d. Participation in the SALSA band program is dealt with via a special and separate band contract that is entered into between the parent and SALSA. Fees are added to the parent's SMART Tuition account.
- e. A student will not be allowed to participate in fee-based co-curricular or extra-curricular activities if payment of Tuition and Fees is delinquent, unless a plan to resolve the issue has been approved by the principal.

CHURCH AND SUNDAY SCHOOL ATTENDANCE: An expectation of families of *Trinity Lutheran Church and School* is regular and consistent worship and Sunday school/Bible study attendance. As God comes to us in Word and Sacrament, we receive the blessings He offers of forgiveness, strength, and life. Please remember that the Lord gave us the 3rd commandment because He loves us and knows it is a blessing to us! It is extremely important to participate in both church and regular Bible study to constantly grow in fellowship with one another and in our faith life. Church and Sunday school attendance is taken each Monday and will then be recorded on your child's report card each quarter.

PHYSICAL AND IMMUNIZATION REQUIREMENTS: Prior to admission and enrollment in *Trinity Lutheran School*, all new students are advised to have a physical examination from their family doctor. Also, each student must present the school with The Wisconsin Department of Health - Certificate of Immunization. If, for some reason, medical or personal, you choose not to have your child(ren) immunized, you must, by law, notify us. If there is then an outbreak of a specific disease and your child is not immunized, your child(ren) will be sent home. Please check with the school office for any and all information concerning requirements for immunization. Compliance with the state requirements for immunization is needed for your child(ren) to attend classes.

MEDICATION POLICY:

- All medications (prescription and over-the-counter) need to be submitted to the office in the original container.
- Parents must fill out and sign the Medication Form and indicate dosage, time to administer, etc.
- If a prescription medication, a doctor must also sign the Medication Form.
- No medication can be given without written permission.
- Only office personnel will administer medications.
- Personal inhalers may be kept by the individual student.
- Cough drops can be brought in and kept in the student's classroom with a written note from the parent.
- The office does not supply over-the-counter medication for students.

CURRICULUM: *Trinity Lutheran School* offers a complete and thorough program of instruction in the Christian religion: Bible History, Luther's Small Catechism, Church History, and a comprehensive memorization program in grades 3K through 8. This memory program, "Learn by Heart", will include the memorization of Scriptures, excerpts from religion books, Luther's Catechism, and Lutheran Service Book. In the secular subjects *Trinity Lutheran School* offers mathematics, reading and language arts, (this includes spelling, handwriting, creative

writing, and grammar), Spanish (gr. 1-8), science, health and safety, physical education, Wisconsin state history, U.S. History, social studies, geography, art, and music (including vocal, instrumental, band, and music theory). *Trinity Lutheran School* also offers computer instruction for our children in grades K-8. All subjects are taught and presented in the light of God's Word and the truth of the Gospel!

BOOKS AND SUPPLIES: The children's tuition and fees pay for student workbooks, textbooks, and classroom supplies. All students in grades 3-8 will be provided their own Bible (ESV). A Hymnal will be given to each student during his/her schooling at Trinity. Each child is also responsible for his/her own daily supplies. A complete and comprehensive "Supply List" is produced and presented to all of the students at the time of registration or during the "home visit" from the teachers. (In consideration of the high cost and care of textbooks; fines will be imposed for damaged and/or lost textbooks.)

TRANSPORTATION: Each parent is responsible for their child(ren)'s arrival and departure from school. The Sheboygan Area School District may provide transportation for our children. We do have access to a "Tripper" bus through Sheboygan Transit. The students who make use of this service are required to purchase passes or pay on a daily basis. The school office is very willing to help you "match up" with other families so you might car-pool. Drop-off occurs in the front of the school building for students in grades 1-8. Pick up occurs in the front of the building. **Please do not park directly in front of the main school building on school days until 4:00pm. This is a bus loading zone.** Drop off and pick up for 3K, 4K and Kindergarten students occurs at the lower level doors of the Ministry Center. **Please drive your vehicle from north to south in the Ministry Center Pick-up Zone.**

SCHOOL VISITORS: At various times during the year people desire to come and observe our students and teachers or assist in classrooms. This is encouraged and desired by our faculty, staff, and administration. **All visitors must stop at the school office to check in upon arrival at our school and pick up a visitor's badge.** Visitation to

the classrooms is welcomed but may be limited to reduce distractions to the students and their learning. Please check with the principal if you would like to visit. Visitation is at the discretion of the principal keeping in mind an optimal learning environment for our students. Please refrain from using cell phones in the hallways and classrooms.

SECURITY OF SCHOOL DURING THE DAY: In order to create a safe environment for our students and staff, the following security practices are in effect to ensure safety:

- 1. All entrances/exits to the main school building are locked during the school day. To gain entrance into the school, please request entrance by pressing the button near the double glass doors on Wisconsin Avenue. If doors are unlocked at any point during the day, an assigned staff member will be present to monitor the entrance.
- 2. Parents who are picking up students from After School Care in our main building may request entrance by using the main school doors at the front of the building.
- 3. The exterior Ministry Center doors will be locked at all times. To gain entrance to the building, please use the lower level door and press the button to request entrance.

INCLEMENT WEATHER, SCHOOL CLOSINGS, AND TRANSPORTATION:

- 1. In the event of inclement or severe weather conditions before the school day begins or during school hours, please tune your radio or TV to one of the following stations for information concerning the possible closing of school. **Parents will be notified via text message through the Remind App.** Closings will also be posted on our website. You can also stay connected by using Sycamore, Twitter, and Facebook. See our homepage for details.

	Radio	WHBL	1330 AM
Milwaukee	TV	WTMJ	4
		WITI	6

Green Bay TV **WISN** **12**
WGWA **26**

2. Parents are asked not to call the teachers, principal, pastors, school, or the radio stations.
3. Please note that in the event of inclement weather, when the Sheboygan Area School District cancels school, *Trinity Lutheran School* will also be closed. Once the decision has been made for schools to close, the school principal will contact the above listed stations.
4. IF THE WEATHER IS INCLEMENT OR SEVERE AND SCHOOL HAS NOT BEEN CANCELED, PLEASE DO NOT ENDANGER YOURSELF OR YOUR CHILDREN BY TRYING TO GET TO SCHOOL ON TIME! SOME MORNINGS IT IS BEST TO WAIT A FEW MINUTES SO THE ICE CAN MELT AND THE TRAFFIC CAN LIGHTEN UP! IT IS MORE IMPORTANT TO ARRIVE AT SCHOOL SAFELY INSTEAD OF EARLY! PLEASE CALL THE SCHOOL OFFICE TO LET US KNOW THAT YOU WILL ARRIVE LATE TO SCHOOL.

SCHOOL CLOSINGS DURING THE SCHOOL DAY: In the event of inclement weather or another emergency necessitating the closing of school during the school day, a phone call will be made to each family. Families may also tune to the above stations or our website www.trintysheboygan.org for closing information. Messages will also be shared through Sycamore, Facebook, and Twitter. If school is closed all day or the last part of the day, all after school activities scheduled for that day will be canceled. We will contact you if school will be closing during the day. Please make sure that your phone contact numbers are correct in our records.

ATTENDANCE, EARLY DISMISSAL, AND NOTES OF EXCUSE: Regular attendance is important for the progress of your child's work and the maintenance of the school standards, as well as a requirement of the state attendance laws. All absences require written excuses or emails.

If your child will be absent for a day or longer, or he/she will be missing any part of the school day, an email or note detailing the absence should be given to the classroom teacher or the office before the absence occurs.

If your child was absent due to illness, we require that you provide a written excuse or email and submit it to the office explaining the reason for your child's absence upon return to school. We will call you at home or work to make sure your child is safe if we have not heard from you. This policy is designed to protect our children. In accordance with Wisconsin State Law, school attendance is mandatory beginning at age six. Trinity Lutheran School conducts ample class hours to comply with Wisconsin State Law.

If at any time a child is to leave the school before school is dismissed, please inform the school office prior to the time of departure. When you, or someone authorized, picks up your child, he/she will sign your child out of school in the school office. If your child returns to school that same day, he/she will sign back in for the remainder of the day in the school office. A pass will be issued by the office to allow your child back into class.

If your child is to go home with another child or adult, please inform the office. If there is not a note of explanation, we cannot allow your child(ren) to go home with anyone else. This is to protect you, your child, and the faculty. If you desire to come to school and take your child to an appointment, you must come to the school office and inform the office. The office will call over the phone system to the classroom to ask the teacher to send your child to the office. Please do not go to the classroom to get your child. Please do not sit in the parking lot and wait for your child to come to you. We will not allow a student to leave the school unless an authorized person comes to the office to get your child.

If a child is sick during any part of the school day or is unable to attend church/Sunday school, it is the decision of the teacher whether the child should participate in after school or weekend activities. The health

of the child should be the deciding factor. It is recommended that a child not participate in additional activities on days during which school/church/Sunday school was missed and until the child is well enough to attend.

ILLNESS: If your child becomes ill at school, the teacher will send the student to the school office. Parents will then be notified if a student has become ill or has a fever. (For school purposes a fever is a temperature higher than 100 degrees.) The student will not be allowed to return to class with a fever or if he/she has vomited. If your child is running a fever, please keep him/her home from school until 24 hours after the fever has passed. This will allow time for recovery and to make sure no other students, faculty, or staff become ill.

PLANNED ABSENCES FOR VACATIONS: Should a planned absence occur, parents are asked to provide written documentation at least two days prior to the trip and give it to the classroom teacher or the school office. If the teacher states that specific homework should be done and sends the homework with the student, this work is expected to be turned in upon return to school. This also applies to school related absences such as Student Council trip, sporting events, and the like.

TARDINESS: In the event your child(ren) is tardy for school the child must report to the school office. Tardiness is defined as the time following the 8:15am bell to 8:30am. After 8:30am the child will be counted as absent for part or all of the day. If a child has five (5) or more unexcused tardies during the same quarter, the child will have to stay after school for detention. Detentions will be served on Wednesdays after school until 4pm. Failure to appear for a detention will result in further disciplinary action. At any other time during the day, if the child comes to a class tardy as determined by the teacher, this will be counted towards the policy of 5 times tardy and the detention after school. Each student who comes late to school needs to report to the office to get a pass to be allowed into class. A tardy is excused if a written or verbal excuse is given.

TRUANCY POLICY: Students may be excused up to 10 days in one school year. After 10 excused absences, a doctor's excuse is required for subsequent absences due to medical reasons. Parents will be informed via a conference of the necessity for a doctor's excuse following the 10 excused absences. If an excuse is not obtained from a doctor indicating the cause and duration of the absences, the absence is marked as unexcused.

- After three unexcused absences, the school will initiate intervention which may include student, parents, school faculty, pastors, and an outside counselor.
- Once a student has received five unexcused absences, he/she is considered habitually truant and legal intervention with a referral to the Sheboygan County Health and Human Services Department, Division of Social Services, may be pursued. Absences will be documented to provide evidence of habitual truancy and assist parents in obtaining assistance.
- Noncompliance with this policy may result in student retention or expulsion.

NON-HARASSMENT POLICY:

INTRODUCTION/DEFINITION

Trinity Lutheran School is committed to providing a caring and safe environment for all of our students, staff and families. **Harassment of any kind at school or a school-sponsored activity is unacceptable, and violators will be subject to school discipline.** Harassment incidents outside of school activities may result in school discipline and criminal consequences. Anyone who withholds or provides false information regarding harassment will be subject to disciplinary action. **Please note that our anti-harassment policy applies to parents and guardians as well. Parents involved in any type of harassment as detailed below will be required to meet with the principal and a member of the BCDS to resolve the issue. If harassment is severe or continues after this meeting, enrollment of the parent/guardian's student may be terminated.**

Prohibited behaviors include:

1. Verbal Harassment: Any offensive, demeaning, intimidating, threatening, inflammatory, indecent, teasing, obscene, or inappropriate written or oral communication.
2. Physical Harassment: Unwanted physical touching, contact, assault, property damage, deliberate impeding or blocking movements or any intimidating interference with normal movement.
3. Visual Harassment: Any derogatory, demeaning, offensive, obscene, or inappropriate gesture, poster, cartoon, drawings, photograph, web page or written words.
4. Sexual Harassment: Any unwelcome touching or verbal or physical conduct of a sexual nature.
5. Bullying: Any repeated and intentional written, oral, or physical act which causes measurable distress to an individual including the misuse of phone or websites (social media, email, texting, messaging, or phone calls).

NO RETALIATION POLICY

Students who experience bullying are to walk away from the act with no retaliation and report the incident. Any act or threatened act of retaliation against a person who files a complaint or testifies should be reported as bullying.

REPORTING PROCEDURES

Reports may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an unsubstantiated anonymous report.

INFORMAL: Students or parents are to report incidents to a teacher or the principal.

1. The teacher will investigate the incident.
2. The teacher or principal may meet with the students involved to seek repentance and reconciliation.
3. The teacher or principal will determine the appropriate course of action.

FORMAL (Written Form completed): Anyone may file a written complaint of harassment with the principal.

1. The principal will investigate the incident.
2. Interviewed students may have a parent or trusted adult with them, if requested, during the interview.
3. The principal will respond in writing to the complaint within 30 days indicating that corrective measures have been taken or that there is not sufficient evidence that harassment occurred. For confidentiality reasons, the victim will not be informed about the specific disciplinary action taken unless it involves a "stay away" order.
4. Pastoral counseling will be offered to the victim and the accused.
5. Matters not resolved to the victim's or the accused's satisfaction may be appealed to the Board of the Christian Day School.

CONSEQUENCES

Measures will be taken to correct the problem behavior and to prevent future occurrences. The appropriate consequences (based on the age of the student, the severity of the damage, and discipline record) will be some or all of the following measures:

1. Verbal warning and apology
2. Temporary removal from the activity or loss of privileges
3. Classroom detention
4. Parent conference with teacher and/or principal and/or member of the BCDS
5. A behavioral contract including a commitment to change the behavior

6. In-school or out-of-school suspension
7. Pastoral/professional family therapy or counseling
8. Financial restitution and restoration (for property damage)
9. Expulsion (if student) or termination (if employee)
10. Criminal complaint with local police
11. Legal action

PREVENTION

Students and staff will be trained on the recognition and prevention of harassment including:

1. Identifying inappropriate behavior
2. Strategies to prevent and address incidents
3. Information regarding cyber bullying and Internet safety

Parents and guardians will be given materials and information on the dynamics of harassment, online safety, and cyber bullying.

CALENDAR: Each year an annual school calendar is prepared and approved by the Board of Christian Day School. This calendar has all of the necessary information for midterms, progress reports, quarters, number of days, in-service days, and the holidays for the total school year. If there are any changes to the calendar, information will be sent home via the LINK. An up-to-date calendar for all church and school activities can be found on our website.

DAILY SCHEDULE:

7:00 AM	BEFORE SCHOOL/CHILDCARE OPENS
7:40 AM	FACULTY DEVOTIONS
8:05 AM	FIRST BELL RINGS, BEFORE SCHOOL CARE STUDENTS RELEASED
8:15 AM	DEVOTIONS, PLEDGES, & ANNOUNCEMENTS, LUNCH COUNT AND ATTENDANCE
8:20 AM	CLASSES BEGIN – Please see individual class schedules for class, recess, and lunch times.

11:30 AM	3K/4K DISMISSAL
3:25 PM	CLOSING DEVOTIONS
3:30 PM	CLOSING BELL
5:30 PM	AFTER SCHOOL/CHILDCARE ENDS

MATH PLACEMENT AND TESTING: *"Trinity Lutheran School"* has adopted a comprehensive math program in grades K through 8 that will challenge and encourage our children academically. Grades K-8 use the Saxon Math Program. This is a nationally recognized and lauded curriculum due to its excellence in developing computational skills, better confidence in math, and excellent testing reports on textbook, achievement, and MAPs results.

Trinity Lutheran School desires the outcome of all of our children to develop the highest possible achievement in mathematics during their educational process at our school. To ensure this achievement, our faculty will pretest each children in grades 5-8 to discover the placement for that child in our math program.

This testing takes place during the first day of school. The criteria for placement is as follows:

1. Placement testing results from Saxon Math
2. Current teacher recommendation – based on semester math grades of the preceding year
3. Previous teacher recommendation
4. Achievement test results - 90% or higher for acceleration.
5. Parent recommendation
6. Student recommendation

A letter is sent home to all of our parents explaining the results of the testing. This letter explains what testing was done and into which level the child has been placed. A student will not be placed more than one level over or under their current grade level, unless a special situation has developed.

SCHOOL WORK AND ASSIGNMENTS: Students are expected to study and prepare daily assignments carefully and diligently. However,

some homework will be required, and occasionally research work will be required. Whenever help is needed, parents are encouraged to communicate with teachers. Parents are urged to show DAILY interest in their child(ren)'s schoolwork. In the event a student misses school, the child will have the opportunity to make up the work. The amount of time allotted for the work to be completed will be based on the number of days absent. (For example: If the child misses three days, he/she will have three school days to make up the work.) Please know that the teachers will make special arrangements for the student if the need arises!

All middle school work must be completed when the assignment was due. If the student does not have his/her homework completed the grade will be lowered in accordance with the teacher's policy. **The teacher may keep the student after school so the work gets completed.** All students in grades six through eight who are directed by their teacher to stay after school to complete their homework will go to the designated homework room after school until the required work is completed (or 4:00pm, whichever comes first).

Daily assignments are accessible through Trinity's Sycamore site.

CATECHETICAL INSTRUCTION: Instruction in preparation for the Rite of Confirmation is given by pastors, teachers, and other called or contracted staff during the morning religion period, for the entire school year. The instruction covers a two-year period. In addition to studying the assignments, the practice of Christian faith is stressed. To this end we encourage the children to be in church every Sunday and on special worship days. Each student is encouraged to participate in his or her own private devotional and prayer life. Wholehearted cooperation of the parents, also in the matter of example, is essential to growth in Christian maturity. All children attending *Trinity Lutheran School* and who are in the seventh or eighth grade are required to take this course of study regardless of their church membership. Only students that are members of Trinity Lutheran Church (or those who will become members through confirmation) will be confirmed.

CHOIR PARTICIPATION: All students in grades 3K-6th** participate in our school choirs, as we believe music is an important part of our identity as a Lutheran school. Therefore, choir is part of the graded curriculum of Trinity Lutheran School. Students in grades 3K-5K sing in the Cherub Choir, grades 1-4 sing in the Joy Choir, and grades 5-8 sing in the Trinity Singers. **Students in grades 7-8 are required to sing in choir second quarter. During first, third and fourth quarter, students in grades 7-8 may choose to take choir or an alternative elective course.

Children who attend churches other than Trinity are expected to sing with their choir whenever possible. **If participation at their home congregation does not permit them to be present at Trinity, they will be excused with a note explaining their absence and proof of attendance at their home church (e.g. bulletin or worship folder).** They are, however, required to be present at events such as the Choral Candlelight Service, Children's Christmas Service, and any events when times do not conflict with regular Sunday morning services at their home church.

Members of the Joy Choir and Trinity Singers need to be present in the music room at least 20 minutes prior to the start of the service. Singers who are late will have their grade lowered, depending upon how late they arrive. The Cherub Choir usually does not meet in the music room before singing. Choir members are expected to stay for the entire service.

All children are expected to be present when their choir is scheduled to sing. If an absence is absolutely unavoidable, a written note or email (heinlein@trinitysheboygan.org) must be sent at least 48 hours in advance to the director explaining the absence. **Each student is allowed 2 excused absences per year. After 2 excused absences, the student's grade will be lowered for each subsequent absence.** Students in grades 3-8 be given a homework assignment to complete as the basis of their grade when they have an excused absence from singing. If a child is absent due to illness, please

send a note when your child returns to school indicating the absence was due to illness and a make-up assignment will be given then. If your child is not present to sing and a note is not sent, the absence is considered unexcused and your child's grade is lowered accordingly.

Middle school students who volunteer to be servers for Sunday services at Trinity may at times need to attend both services on a given Sunday if their choir sings at the opposite service. Students who are servers at one service may not use that as an excuse for missing choir in the other service. We do our best to avoid these scheduling conflicts when we can.

Each August a singing schedule is completed that contains all choir performance dates for the entire year. Please add these dates to your calendar so scheduling conflicts can be avoided. See the Music Director's parent letter on our website for additional guidelines and expectations for choir members.

RELIGIOUS INSTRUCTION: Every child enrolled at *Trinity Lutheran School* will be expected to participate in our religion classes. Every child is required and expected to attend our mid-week chapel services. If the child does not have his/her own church, we encourage attendance at *Trinity Lutheran Church*.

OUTDOOR EDUCATION: *Trinity Lutheran School* organizes and participates in two outdoor education programs for the children in grades 5-7. **The outdoor education programs are a required part of the curriculum for the children.** In the fall, our 7th graders and the 7th graders from the five other SALSA (Sheboygan Area Lutheran School) schools, travel to Camp Anokijig for two days and one night. Every other year, the 5th and 6th graders go to a camp (to be determined) for three days and two nights. There is a fee charged for these programs.

PHYSICAL EDUCATION: Regular physical education classes are required of all children in our Christian Day School, 3K - 8th grade. If

your child is not able to participate, a written excuse must be sent, by the parent or by his/her doctor. Each child in grades 5-8 is required to change clothing for P.E. time. Each student will be required to wear a Trinity P.E. shirt for each class. Shirts are available from the Athletic Director at a cost of \$5. Please ensure that your child's clothing is comfortable and that it appropriately covers your child's body. Each child is asked to have a pair of gym shoes for use during P.E..

ATHLETIC AND EXTRACURRICULAR ACTIVITIES: *Trinity Lutheran School* offers a comprehensive and well-rounded interscholastic athletic program and a variety of extracurricular activities for those boys and girls who are interested.

1. The students from our school choose from the following sports:
BOYS: BASKETBALL, AND TRACK & FIELD
GIRLS: VOLLEYBALL, BASKETBALL, CHEERLEADING, AND TRACK & FIELD

Each student will also be responsible for an athletic user fee for any athletic participation.

2. The following extracurricular activities are also offered for students: Student Council - grades 7-8, Scholastic Olympics - grades 5-8, Forensics - grades 5-8, School Musical.
3. If a child desires to participate in any athletic and/or extracurricular program, a "C" average must be maintained during the season in which he/she is participating. Weekly "grade checks" will be done. If the athlete drops below the "C" average, or is failing in one or more subjects, that athlete will be suspended (ineligible) from further practices and activities for a minimum of one week. Students missing any homework will not be allowed to attend practices that day until the work is completed. The student may participate in extracurricular activities when the grades have improved. Once ineligibility is noted, it will be in effect from Monday – Sunday. Parents will be notified. Three (3) weeks of ineligibility will result in the removal of the student from the team or activity.

4. Another important aspect of athletics and extracurricular activities is that of school representation. As in our discipline policy, we expect excellence in attitudes and behaviors for those participating in extracurricular activities. **This policy applies to parents and students at extracurricular events.**
5. Each student athlete must have a physical on file before the sports season begins! Please check with the school office for the form. An athletic handbook further detailing this program will be available at the beginning of each school year from the athletic director or the school office.

BAND PROGRAM: *Trinity Lutheran School* offers an excellent band program for students in grades 5-8. This program conducted in conjunction with SALS (Sheboygan Area Lutheran School Association). The fee for participation in our band program is \$55.00/month for a band student. The ten monthly payments are due along with monthly tuition payments. A band contract must be filled out before participation is allowed. Details are outlined in the contract that each parent and student sign. Contracts can be obtained from the school office.

TESTING AND RECORDS: *Trinity Lutheran School* will administer MAP (Measures of Academic Progress) testing. MAP Tests will be given three times a year to measure student growth and to help teachers help each child to learn. A comprehensive file will be kept on each student every year the student is enrolled in our school. The results of these tests will be shared with the parents. According to FERPA (Family Educational Rights and Privacy Act-1974), test results will be shared only with those who have "sufficient interest" (like Lutheran High School for admission placement) to the particular information sought. If a student misses any or all of the standardized testing, no make up times will be guaranteed unless time is available with the teacher to administer missed tests.

REPORT CARDS: *Trinity Lutheran School* provides a Report Card to the parents during each quarter. Parents have online access to

students' grades in Sycamore. Teachers will have grades uploaded by Monday evenings. Parents are urged to consult with the teachers if there are any questions or concerns. Please make an appointment with a teacher before or after school to discuss concerns. Quarterly Report Cards are given to parents at parent/teacher conferences to be held after the first and fourth quarters. Report Cards are available on Sycamore after the second and third quarter, at which time parents and/or teachers may request a conference. Parents will meet with the classroom teacher and review the Report Card and Achievement Test results after the school year has ended.

GRADES: *Trinity Lutheran School* makes use of letter grades and also a plus, check, minus, and "N". Academic subjects are measured with a letter grade of "A, B, C, D, or F". Attitudes and behaviors are measured with the plus, check, minus, or "N". Our grading system is based on the following percentages:

A	=	93-100	C+	=	78-79	D-	=	60-62
A-	=	90 - 92	C	=	73-77	F	=	0-59
B+	=	88-89	C-	=	70-72			
B	=	83-87	D+	=	68-69			
B-	=	80-82	D	=	63-67			

PARENT TEACHER CONFERENCES: Following each quarter parents and teachers have the privilege and opportunity to meet and discuss the student's progress (The first and third quarter conferences will be scheduled for all parents). These conferences are for the benefit of the student, parents, and teachers. Parents are welcome to come and meet with their child(ren)'s teachers as often as is necessary. The school is an extension of the education that takes place in the home.

PROMOTION/GRADUATION: Promotion/graduation or retention of students shall be based upon the student's achievement, according to his/her aptitudes and abilities. The promotion or retention of students shall be the responsibility of the principal in consultation with teachers and pastors, other support staff, and the student's parent(s) or

guardian. Each decision on promotion or retention shall consider the student's abilities, academic performance, parental input, and other appropriate information.

COUNSELING AND GUIDANCE: Trinity Lutheran School strives to meet the needs of each individual student. When there is a concern for a student in the area of emotional, social, or psychological needs, the student's parents will be contacted. When deemed necessary, a child will be referred to the principal, pastor, or another qualified professional to assist in handling the situation.

DISCIPLINE: It is expected that all students be living witnesses of their Christianity. School discipline is expected to be an extension of home discipline. The fourth commandment forms the basis for a child's relationship to his/her parents, teachers, and all in authority. "Respect your father and your mother so that all may go well with you and so that you may live a long time in the land." Deut. 5:16. The duty of the student lies in two distinct areas: attitude and behavior.

Students will learn and display, by means of daily training and curriculum at *Trinity*, God-pleasing attitudes and behavior in relation to parents, those in authority, and peers.

Trinity Lutheran Church and School exists for the education and welfare of our students. The desired form of discipline is self-discipline. Each student is taught responsibility and expected behavior; he/she is then required to be responsible for his/her own behavior. The faculty strives toward positive relationships in keeping with God's Word. Learning involves the whole child, and a child who makes a mistake must be dealt with in a loving and caring manner. The child who repents will be forgiven and given a chance to start anew. This kind of caring causes behavior to change and makes self-discipline possible.

When a student chooses inappropriate behavior, the discipline policy will be followed. It is essential that our faculty and administration have the understanding and whole-hearted support of all parents in the area of behavior and discipline.

All students should conduct themselves as Christian young people in work and play. Behavior involving cheating, bad language, damaging property, substance abuse, dishonesty, disrespect, truancy, unexcused absences, deviance, drug paraphernalia, or weapons could constitute grounds for dismissal.

The following guidelines will be followed in dealing with discipline concerns:

1. The classroom teacher is encouraged to handle problems to the best of his/her ability, applying Christian principles, and will consult the parents and principal when concerns occur.
2. Teachers will refer students to the principal due to repeated infractions of the rules or to the seriousness of the problem.
3. Referrals to the principal will be dealt with in the following manner:
 - A. 1st referral may result in detention after school, loss of recess, suspension from after school activities, or other appropriate action. (If a consequence is given, parent notification will occur).
 - B. 2nd referral will result in a parent contact with appropriate disciplinary action taken in consultation with parents/guardians and teacher.
 - C. 3rd referral may result in suspension from school for one to three days and a meeting with the parents. The Board of Christian Day School may be consulted. Suspensions will be used when all other means of discipline prove unsuccessful. Schoolwork cannot be made up during the suspension.
 - D. Any extreme action or breaking of the school's discipline policy has the potential to result in immediate and automatic suspension or expulsion from school. A meeting with the parents/guardians, teacher, principal and the Board of Christian Day School may be requested or deemed necessary by any of the above mentioned parties.
4. If the previous steps have been followed and the student refuses to follow the directives and the parents refuse to cooperate and

support the school, the principal may expel the student from *Trinity Lutheran School*. In the case of an expulsion, the family may appeal to the Board of Christian Day School. The Board of Christian Day School's decision is final.

Please note that the administration reserves the right and privilege to move to any level of this discipline policy at any time and determine the appropriate consequences to inappropriate behaviors - those listed or not listed. The pastors will also be consulted and asked for advice. The goal and purpose of any discipline situation is confession, repentance, and forgiveness just as Christ has forgiven us. Unfortunately, to ensure the safety and well being of the children, faculty, and staff, some children may have to be removed from the school.

STUDENT DRESS: Students at *Trinity Lutheran Church and School* are encouraged to present a personal appearance that reflects the Christian standard of the school through modesty, moderation, cleanliness, neatness and appropriateness. Removing potential distractions from the environment and providing order and structure for student dress promotes a healthier educational environment.

The following guidelines help provide a clear understanding of the dress code and direct apparel choices:

1. Hair is to be clean and appropriately styled so it does not hang in the eyes or call undue attention to the student. Stripes, razor cuts, tails and extreme spikes are not allowed. Educationally distracting dyed hair, hair products, glitter, and/or makeup is not allowed. Boy's hair length should be no longer than a normal shirt collar.

2. *Shirts/Tops*

- Any patterned or solid colored shirt, sweater, or sweatshirt meant to be worn as an outer garment is acceptable.
- Appropriate screen-printing on shirts is allowed.
- All shirts must cover midriff, backs, sides, cleavage, and all undergarments, including bra straps, at all times. All shirts, tops, and dresses shall have sleeves that cover the shoulders. *No see-*

through shirts allowed.

3. *Skirts, skorts, dresses, and shorts **must fall 2 inches above the knee or longer** for Grades 1-8. Shorts may be worn during the months of August, September, May, and June.*
4. ***Skin-tight garments (undergarments, tights, leggings, compression gear, etc.) will be covered with another garment that falls 2 inches above the knee or longer.***
5. Pants should not have frayed legs or holes. No sweatpants, wind pants, or athletic pants/shorts are to be worn for Grades 1-8.
6. Boys are not allowed to wear earrings. Girl's may wear earrings. Other piercings are not allowed.
7. Dress for chapel should represent the Christian character of the school, the church, and the student. Students are required to dress up for our chapel services. **This means no sweatshirts, jeans or screen-printing on chapel days. If students do not come dressed appropriately, parents will be contacted to bring appropriate clothing. If parents are not available, students will be issued a school polo to wear to chapel.**
8. Permanent and temporary tattoos are not allowed.
9. No coats or headwear are to be worn inside.
10. For the safety of students, no strapless sandals/shoes, open-toed shoes, flip-flops or slippers are to be worn. Shoes should be appropriate for indoor and outdoor wear.

The following dress code policies are specific to any student at Trinity Lutheran's Ministry Center. These policies are in addition to all other TLS dress code rules.

1. Shoes: Students must wear socks and closed-toed shoes at all times. **For safety purposes, no high heels.**
2. Coats/Jackets: A coat/jacket must come to school with your child each day.
3. Dresses: Please make sure that shorts or leggings are worn underneath all dresses and skirts to cover undergarments.

4. Costumes: No costume attire, dress-up clothing, tutu's, etc. are allowed to be worn at school. *Does not include special school dress-up days.
5. Accessories: No excessive jewelry, head-pieces, purses, toys, etc. are allowed to be worn. *Does not include special school dress-up days.

Students not in dress code will be dealt with in the following manner:

- A. 1st infraction will receive a warning.
- B. Upon the 2nd infraction, a phone call will be made to the parent to have it corrected.
- C. If there is a 3rd infraction, the student will receive a detention. Detentions will be served on Wednesdays until 4pm. Failure to appear for a detention will result in further disciplinary action.

Students attending Trinity's co-curricular and extracurricular activities (i.e. sporting events, graduation, forensics meets, etc.) are asked to follow the above stated dress code rules. Parents are asked to cooperate fully in carrying out the guidelines listed above when purchasing clothing that is to be worn at school. Any exceptions to this policy will be communicated to the homes.

WINTER DRESS CODE, RECESS, AND THE PLAYGROUND: We require that any child who desires to go onto the playground when snow is present will need to change into boots or shoes (other than what they are presently wearing during school), a winter coat, hat and gloves. If a child does not have proper attire, he/she may have to remain indoors for recess. The children in grades 3K-4 will be allowed to play on the snow pile, but they must wear boots and snow pants. Should the temperature or wind chill fall below 0°F, students will not have outside recess. Otherwise, all students are expected to go outside. Teacher discretion will determine the length of recess.

PLAYGROUND RULES: These rules are designed for the children's protection as well as for their enjoyment. Please review the following

rules: **"LOVE THY NEIGHBOR AS THYSELF" IS THE FIRST AND FOREMOST RULE FOR OUR PLAYGROUND.**

- Teachers will be present on the playground to ensure proper supervision. Teacher directions must be followed.
- In any and all emergency situations, children must report to a teacher immediately!
- Kicking or throwing of playground balls is not allowed at any time on the playground, unless all the children are involved in a game (with teacher supervision) that requires it.
- Children must go down the slide feet first; only one child at a time may use the slide.
- Do not push or pull anyone off of the playground equipment at any time. Do not jump off of the playground equipment.
- Do not remain playing once the bell rings or when the teacher calls to line up. As soon as the bell rings to go inside you must immediately line up.
- Consequences will be given if you do not follow the rules as stated above.
 - Warning given by teacher, he/she explains to the student what needs to be changed
 - 5 minutes standing against the wall
 - Standing against the wall for the remainder of recess (or some additional time if there is less than 5 minutes left in recess)
 - Sent to the office
 - Parent contact made
 - Remain after school to discuss the situation with the student
 - Any other action the teacher/principal deems necessary to handle the situation appropriately

Any student who chooses to not follow these rules will not be allowed to have recess on the playground for a set period of time.

HOT LUNCH PROGRAM: *Trinity Lutheran School* offers a balanced hot lunch every day of the school year (except days when we dismiss at noon). These lunches are catered in by the public school and are offered at a reasonable price. Each student's parents may complete a form for free and/or reduced costs based on your monthly or annual

income. This form can be obtained in the school office. The meals are served during the day in the school's multi-purpose room. The current cost for these meals is as follows:

Hot Lunch - Adults - \$4.25 and Children - \$3.50 (milk is included with each hot lunch)

Milk for grades 3K/4K/5K- \$20.00 for the year for snack time

Milk at Lunch - \$.30 per carton

Adults are invited and encouraged to come to school and eat with their children/grandchildren. Please call the school office before 8:45 a.m. to order your lunch, or bring your own. Free & Reduced Hot Lunch applications are available in the office. Hot lunch charges can be found on each family's cafeteria account. **If you owe more than \$30.00 in outstanding cafeteria fees, your child may not take hot lunch or milk until the balance is paid. This ensures we can pay the district for lunches.** Payments on the Cafeteria account are expected to be made monthly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FIELD TRIPS: Field trip opportunities at Trinity are educationally enlightening and designed to enhance and encourage the learning process. All trips are pre-approved through the principal (and board if the distance exceeds 75 miles and/or is an overnight trip). Prior to the trip, a permission slip will be sent home for the written consent of the parents to allow the children to participate in the activity. If a student does not bring back the pre-approved permission slip that was sent home, the student is not allowed to go on the field trip. If you do not desire your children to participate, he/she will be given work to complete and will sit in another classroom. Parents are encouraged and invited to help with our field trips! Because field trips are for learning experiences, siblings will not be allowed to attend. A transportation fee and/or admission fee may be required for some of these trips. All school rules apply while on the field trip.

PARENT TEACHER LEAGUE: *Trinity Lutheran School* offers a Parent Teacher League or "PTL" for all of the parents of children in our Christian Day School. The purpose of our PTL is to assist in school

activities and to provide opportunities for improving our families and school.

All funds raised by auxiliary organizations including, but not limited to, PTL will be used to support and improve school activities/programs, staff, student learning and student needs/services. Decisions regarding the designation of funds will be overseen and approved by the school principal. Any designation of funds exceeding \$1000.00 will also be approved by the BCDS.

THIRD SOURCE FUNDING: *Trinity Lutheran School* will participate in third source funding activities and ask for your participation. The school does participate in Box Tops, Milk Caps, Coke Rewards, and Scrip Gift Card Program. These funding opportunities are for our families and they may participate on a volunteer basis. Volunteers are also needed for other fundraising events. These opportunities will be listed in the Link.

BEFORE AND AFTER SCHOOL CARE: *Trinity Lutheran School* Before School Care begins at 7:00am for Grades 1-8. After school care is provided until 5:30pm for child supervision. The per student charge for Before and After School Care is \$4 an hour and is billed by the minute. Parents are responsible to pick up their child(ren) by 5:30pm. Each child will be required to sign-in when he/she enters the BSC/ASC room. Parents must "sign-out" their children when they are picked up at the end of the day. Parents will be billed monthly on Sycamore and pay on a monthly basis. **Please note that if before/after-school care accounts are more than 60 days delinquent, care services may be suspended.** Please check Sycamore regularly to ensure timely payment.

CHILDCARE HANDBOOK for 2K, 3K, 4K and Kindergarten Students is available from the Childcare Director.

CLASS SIZE: *Trinity Lutheran School* desires to offer the best Christian education possible to all of its students and families. With this commitment to excellence comes the need to limit the class size for the

sake of the students, teachers, and parents. This class size limit will have a definite effect on the enrollment priorities. The Student Enrollment Cap is 20 for 3K, 22 for 4K through grade five, and 28 for grades six through eight. The Board of Christian Day School must give approval for enrollment beyond 20/22/28 students.

CHAPEL: Our midweek chapel services are normally held each Wednesday at 10:00am. Times are published in the "LINK." The pastors lead these worship services. Families and friends are encouraged to attend. Students are required to dress up for our chapel services (see dress code). Each student is required to attend the midweek chapel service. The pastors will visit the 3K, 4K, and 5K students when these students aren't scheduled to attend Wednesday's chapel service.

TELEPHONE SYSTEM: The children may only use the telephones with permission from the teachers, pastors, principal, or office personnel. In the event the child is ill or if there is an emergency, the office will allow them to call home. Parents/guardians are asked not to call school and ask to talk to their child or the child's teacher during class time. If an emergency exists, please call the office, and we will get your child. Student cell phones are to be turned into the school office upon arrival in the morning and will be given back at the end of the school day.

BEFORE SCHOOL RULES

1. Children are not permitted to play on the playground before school.
2. Children must be in a supervised classroom before/after school, not in the hallways or gymnasium.
3. The children must report to Before School Care immediately upon arriving at school between 7:00am and 8:05am.

DURING SCHOOL RULES

1. Chewing gum in the school buildings, on the playground, on the bus, or at any school function at Trinity is prohibited.
2. No radios, electronic games, laser pointers, portable music/video players, or cell phones will be allowed to be used at school. These devices should be dropped off in the school office before school starts and will be returned at the end of the day.

3. ALL PEOPLE ENTERING THE SCHOOL DURING SCHOOL HOURS MUST REPORT TO THE SCHOOL OFFICE. THIS IS TO PROTECT THE CHILDREN, TEACHERS, PARENTS, AND ALL MEMBERS OF TRINITY!

LEAVING SCHOOL PREMISES

1. No children will be allowed to leave school once they have arrived at school or after school, unless the parent, guardian, or teacher accompanies them.
2. No child will be allowed to leave school unless a note is sent to the office by the parent or guardian. Then the parent must come to the school office to get his/her child.
3. If someone other than the parent or guardian is requested to pick a child up, the school must have advance notice.

AFTER SCHOOL RULES

1. If a child stays at school for a practice session, he/she may bring a snack. The student may not go off campus to get a snack or a meal and return to After School Care or practice.
2. If the coach agrees to take the children off of school grounds, they may do so, but only with the parent's permission.
3. After School Care will take place in the Spanish Room on the lower level of the school, south of the office.

SAFETY RULES

1. For the protection of our children and to cooperate with parents, in all situations, by law, if abuse or neglect is noticed or suspected, social services will be called immediately.
2. No glass containers are allowed in our school at any time. This also applies to glass bottles in our school lunchroom. We also ask that the parents not send any carbonated drinks with their children for their lunches. We encourage fruit drinks, milk, or water.

DANGEROUS AND ILLEGAL ACTIONS

1. Any and all tobacco products are strictly forbidden to be used on the school grounds or at school activities. This rule also applies to chaperones, coaches, and any person working or volunteering at Trinity Lutheran School functions.

2. Any drugs or alcohol or paraphernalia related to either is forbidden to be used or brought on campus.
3. **GUNS, KNIVES, OR OTHER DANGEROUS ITEMS ARE STRICTLY FORBIDDEN AND WILL BE CONFISCATED IMMEDIATELY. THE STUDENT MAY FACE IMMEDIATE EXPULSION!**

EMERGENCY

If an emergency occurs and we need to evacuate a building, all students will be led to the other school building or Mead Public Library.

PARENTAL SUPPORT

Trinity thanks parents for their continual support and encouragement. Educating children is done in cooperation with the home and the school. We understand that it is the main responsibility of the parents to train their children, and the school coordinates its activities with the home. If parental support for the child, teacher, or school mission is not shown, a meeting will take place with the principal (and teachers if they are involved) in an attempt to rectify the situation. If the meeting does not alleviate the concern, the pastor will be asked to be present at another meeting. If this method does not allow for a mutual agreement to be reached, withdrawal of the child(ren) will be requested (or expected if strong disapproval is still present).

GRIEVANCE PROCEDURE

The school recognizes that occasionally parents/guardians may become dissatisfied with its practices and/or policies. The school encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. The following steps, derived from Matthew 18:15-18, are suggested guidelines for the parents/guardians to ensure that the situation, difficulty, or complaint is most effectively and efficiently handled.

1. In the case of a grievance or complaint against a classroom policy or practice, parents/guardians are to first orally bring the matter to the teacher's attention via a meeting that has been agreed upon and

scheduled in advance. (A full discussion and understanding of the matter by both the parties is essential at this step.)

2. If the grievance is not resolved between the teacher and parents/guardians, or if parents/guardians wish to bypass a discussion with the teacher, the parents/guardians should then discuss the matter with the principal.

3. If the grievance is still not resolved, the parents/guardians will put the grievance in written form and send it to the chairman of the Board of Christian Day School who will convene a meeting with the principal, parents/guardians and appropriate board chairperson to discuss the grievance.

4. The next steps will be to review the complaint with the Church Council, and finally the voter's assembly.

5. The LCMS has a dispute resolution procedure in place that may be initiated if steps 1-4 are followed but resolution is not achieved.

6. In the case of a grievance against a general school policy, parents/guardians should begin the above process with step 2.

7. In the case of a grievance concerning the principal, parents/guardians should begin the process with step 2, or if they wish to bypass a discussion with the principal, they should proceed with step 3.

VISITATION TO BOARD OF CHRISTIAN DAY SCHOOL MEETINGS

1. Any person may visit any BCDS regular monthly meeting for the Open Session of the meeting as listed on the BCDS Meeting Agenda. A visitor is not allowed to vote or comment on anything discussed at the meeting, he/she is simply an observer.
2. Each visitor will be asked to leave if there is a Closed Session on the BCDS Meeting Agenda. Standing items that are considered "Closed" topics are personnel issues, human resources concerns, and student confidentiality issues. Other topics may also be included under the "Closed" section at any monthly meeting as determined by the BCDS Chairman.

3. If a person would like to speak at a BCDS regular monthly meeting, he/she must get permission from the BCDS Chairman at least two days prior to the meeting. If permission is not granted or not sought, a visitor is not allowed to address the BCDS.
4. If a person is given permission to speak at a BCDS regular monthly meeting, he/she has no more than five minutes to speak on a topic of which he/she sought permission to speak (no more than 30 minutes can be used for guest speakers at any BCDS Meeting).
5. If a special BCDS Meeting is held, visitors are not allowed to speak or visit. If input is sought for a particular topic, parent forums may be held.

LINK

The LINK is the weekly newsletter that is available via email or Sycamore site. It contains general school information for the upcoming week. The LINK is emailed and posted on Sycamore every Thursday.

WISCONSIN PARENTAL SCHOOL CHOICE PROGRAM (VOUCHER PROGRAM)

Trinity Lutheran School (TLS) is a participant in the Wisconsin School Choice Program (statewide). As such, there are policies and procedures that affect choice students.

Fees: The following fees are not required of choice students: tuition, textbooks, registration/application fees, placement testing, field trip fees when the field trip is required for academic purposes (permission slips will be turned in to the school office), testing fees, school budget expenses (salaries, maintenance, equipment, computers, transportation), graduation caps and gowns, school pictures for school records and for the yearbook.

Allowable fees: TLS may charge a choice student the following fees:

- a. Personal use items, such as uniforms, gym clothes, and towels.
- b. Social and extracurricular activities if not necessary to the private school's curriculum.
- c. Musical instruments/lessons.

- d. Meals consumed by pupils of the private school.
- e. High school classes that are not required for graduation and for which no credits toward graduation are given.
- f. Transportation.
- g. Before-school and after-school child care.
- h. Additional prints of school pictures for family use.
- i. School yearbook
- j. Fines for lost, damaged, or unreturned school property (not to exceed the cost of the item).
- k. School supplies
- l. Confirmation fees

Collection of Allowable Fees: TLS will not withhold any student's records for any reason including failure to pay a fee. Records will be provided to the parent upon request and Trinity will also forward a student's records within 5 days of receiving a request from a school, district, etc. TLS may not prohibit an eligible pupil from attending the private school, expel or otherwise discipline the pupil, or withhold or reduce the pupil's grades because the pupil or the pupil's parent or guardian cannot pay or has not paid fees charged under allowable choice fees. TLS may pursue a claim in small claims court for payment of delinquent fees.

Volunteerism/Fundraising/Participation: Choice students and their families are not required to participate as a volunteer or contribute monies to fundraising as a condition of enrollment. Students are also not required to participate in religious education and will be provided with optional educational components if they opt out.

Admissions Policies and Enrollment Priorities: A choice student's application for admittance to the school through the choice program is evaluated on the basis of the student's eligibility for the choice program – age, residency and income. After the student is admitted, TLS may conduct placement tests to identify appropriate grade/math course placement. Grade placement will be determined via the testing process, evaluation of student records and grade reports (where students have earned passing grades in a majority of core courses), recommendations

from previous teachers, and consultation with incoming teacher/s and other teaching/special education/medical/social work professionals where applicable.

All students applying to the choice program, regardless of their affiliation with the church or school, are given an equal chance of being admitted through the choice program. If more students apply to the choice program than can be admitted due to space, students are selected randomly.

Application Appeals Process: If TLS and/or the Department of Public Instruction (DPI) rejects a voucher applicant, it is because the applicant does not meet program requirements. Within 60 days after receiving the application, TLS shall notify each applicant, in writing, whether his or her application has been accepted. If TLS rejects an application, the notice shall include the reason.

TLS may reject an applicant only if it has reached its maximum general capacity or seating capacity. The state superintendent shall ensure that the private school determines which pupils to accept on a random basis, except that:

1. TLS may give preference in accepting applications to any of the following
 - a. People who attended TLS under this section during the school year prior to the school year for which the application is being made.
 - b. Siblings of pupils who attended TLS during the school year prior to the school year for which the application is being made and to siblings of pupils who have been accepted to TLS for the school year for which the application is being made.
 - c. Pupils who attended another private school under this section or during the school year prior to the school year for which the application is being made.
2. For a pupil who resides in a school district, other than the eligible school district or a 1st class city school district, the

private school shall give preference to a pupil who satisfies any of the following:

- a. The pupil was enrolled in a public school in the school district in the previous year and is applying to attend a participating private school in grades 2 through 8.
- b. The pupil was not enrolled in school in the previous school year.

Appeals must be presented between the time students are selected to receive a voucher and the count date on the third Friday in September. Appeals should be issued in writing to the School Choice Administrator or a designee.

Notification of Board of Christian Day School (BCDS) Meetings: School Choice parents are afforded the opportunity to meet twice during the school year with the BCDS. Notification of BCDS meetings will be given 30 days prior to the meeting. Dates for these two meetings will be submitted to the DPI by October 15.

Academic Standards: TLS maintains high expectations of their students through the teaching of curricula that meet the Wisconsin Model Academic Standards set forth by the State of Wisconsin. These standards are as follows:

Science: http://standards.dpi.wi.gov/stn_sciintro

Math: <http://math.dpi.wi.gov/>

Reading (English/Language Arts)
http://standards.dpi.wi.gov/stn_ela-tchingandlrng

Writing (English/Language Arts)
http://standards.dpi.wi.gov/stn_ela-tchingandlrng

Geography (Social Studies):
http://standards.dpi.wi.gov/stn_ssintro

History (Social Studies): http://standards.dpi.wi.gov/stn_ssintro

1/14/2020