

**Parent Student Handbook
Trinity Lutheran School
2024-2025**



Our Mission Statement:

Compelled by the love of Jesus Christ, we, as a congregation, proclaim the truth of God's Word to all through worship, education, service, support, and fellowship, so our faith is nurtured and His kingdom may grow.

Trinity Lutheran Church and School

Trinity Lutheran School

1268 Pleasant Valley Road ~ West Bend, WI 53095

www.trinityels.org

email: school@trinityels.org

Phone: (262) 675-6627

THE STAFF

Mrs. Katy Hennen (Preschool)	katy.hennen@trinityels.org (262)224-0557
Mrs. Mandy David (Kindergarten)	m.david@trinityels.org (262)623-8839
Mrs. Diana Bormann (Grades 1-2)	d.bormann@trinityels.org (414) 305-3573
Mrs. Katie Hosbach (Grades 3-5)	katie.hosbach@trinityels.org (920)213-1824
Ms. Sue Schachtschneider (Grades 6-8)	sue.schachtschneider@trinityels.org (262) 343-6203
Mrs. Sarah Hartwig (Part-time 5-6)	sarah.hartwig@trinityels.org (612)210-2507
Rev. Daniel Hartwig, Pastor (Interim Principal)	d.hartwig@trinityels.org (920) 309-0284
Mr. Dean Kelly (Interim Administrator)	dean.kelly@trinityels.org (262)336-0057
Mrs. Kathy Minzlaff, Secretary	secretary@trinityels.org (262) 224-7113
Mr. Michael Harting, Athletic Director	trinityad@trinityels.org (262) 388-0442

THE BOARD OF EDUCATION

Mr. Jedediah Else	jedediah.j.else@gmail.com (907)575-4375
Mr. Dean Kelly	dean.kelly@trinityels.org (262)336-0057
Mr. Nicholas Campbell	nccampbell494@gmail.com (414)469-7914

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1. ADMINISTRATION

Purpose of Our School

We read in Ephesians 6:4, "Fathers, do not exasperate your children: instead, bring them up in the training and instruction of the Lord." To obey this command of God the Christian will want to use the best means of providing for the Christian training of children. Therefore, the members of Trinity Ev. Lutheran Church have established and maintain a Christian Elementary School. This continues to be the best means of instructing children in the way of salvation. The Word of God in our school also brings blessing upon the secular subjects which are taught. Christian teachers use the Word of God to motivate all teaching. The blessing of the Christian Elementary School then is not only to equip the child for enjoyment of the earthly blessings of God, but most of all to prepare the child for the blessing of eternal life with the Savior. To that end, Trinity Ev. Lutheran School subscribes to the following objectives:

- To give thorough daily instruction in the Word of God.
- To teach all subjects from the Christian point of view.
- To train honest and useful Christian citizens.
- To provide an environment of caring Christian teachers and classmates that will promote Christian conduct.
- To encourage and promote a Bible-centered Christian home life.
- To encourage continued Christian growth in our graduates by attendance at a Lutheran High School.
- To develop an enthusiastic and dedicated membership in our Lutheran Church.
- To encourage students to consider dedicating themselves to full-time work in God's kingdom as pastors or teachers.

The students of Trinity Ev. Lutheran School are taught by divinely called pastors and teachers who have been trained to provide your children with a well-rounded, Christ centered education from Preschool, age 3, through the eighth grade. Trinity Lutheran School is a part of the Evangelical Lutheran Synod that is in fellowship with the Wisconsin Evangelical Lutheran Synod.

Contacting the School

If possible, please try to call school before the school day begins at 8:00. The school secretary will answer the phone during her hours here. Parents are encouraged to contact the secretary and the teachers via email whenever possible. In a real emergency, contact your teacher directly to relay that emergency message.

Bus Schedule

Parents are given information about the bus schedule as it becomes available. We understand that it is difficult to coordinate the timing that your child will be picked up and dropped off for the day.

We work with the bus company to produce a consistent schedule for our parents and students. In the end it is the parent's responsibility to arrange for their child's transportation. Riding on the school bus is a privilege. If concerns about inappropriate behavior are brought to our attention, parents will be contacted.

Several negative reports may cause your child to lose their bus riding privilege. Please cooperate with your drivers, principal, and other students in making the bus ride an enjoyable time. Remember, bus drivers talk about the behavior of children. Let their comments about Trinity students continue to be positive.

Tuition

For members of Trinity there is no full tuition charge as such since their support should be reflected in their regular weekly church offerings. However, there is a greater tuition charge for non-members who send their children to Trinity. All parents of both member and non-member students are required to set up a tuition/fee payment procedure in writing before the beginning of each school year or when they enroll their children. If the tuition/fees are to be paid by a congregation in fellowship with the ELS, a payment agreement will be made with the congregation.

Not everyone can manage to pay all tuition/fees on Registration Day, which is usually held in early August. Electronic withdrawal payment plans are then made with the Board of Education at the time of registration. Please make checks payable to Trinity Lutheran School.

Emergency School Closing

Whenever the West Bend School District cancels classes due to weather, we will also close school. At that time, the principal will make every effort, on short notice, to contact families about the closure. Such information will be announced on radio stations WBKV (1470-AM) and BUZZ Country (92.5-FM) in West Bend and also on WTMJ-(620-AM), and WISN-(1130-AM) radio in Milwaukee. Announcements will also be aired on television stations TMJ (4), FOX (6), CBS (58) and WISN (12). When a school day is shortened because of weather conditions or some other emergency, pupils will be dismissed only when we are sure that they are able to get into their homes or the house of a neighbor, relative, or friend.

Emergency Drills

Emergency drills [fire, tornado, and active shooter] are conducted regularly. The drill will be conducted when weather conditions are appropriate. We will safeguard student health when conducting drills. Drills may also be supervised at times by public safety officials. All people in the building are required to take part in emergency drill practice.

Insurance

No type of accident insurance is available through the school. Parents should be sure their children are covered through their own health insurance policies.

Questions, Concerns, and Grievances

Our Trinity Lutheran School staff works hard to create an atmosphere that nurtures love and academic excellence for our students. Our goal is to assist parents in their responsibilities to raise their children in the nurture and admonition of the Lord. This close relationship between home and school can at times cause questions, concerns, criticisms, or disagreements to arise. Situations may present themselves where parents and teachers need to discuss problems in a Christian way. To work towards this goal, the following procedure is to be followed:

Step 1: First, review the words of Jesus in Matthew 18. Here the Savior lays out an orderly procedure for us to follow.

Step 2: Contact the child's teacher. Early discussion with the teacher usually resolves the problem quickly. This should best be done in a private scheduled meeting outside of school hours. DON'T contact other teachers, parents, friends, school board members or any others first. This easily happens in our Cyber world of instant messages and often proves harmful in resolving the situation. It can also lead to sinful gossip and often misses both sides of the situation. "Without wood a fire goes out; without gossip a quarrel dies down." Proverbs 26:20

Step 3: If Step 2 does not resolve the problem, contact the principal. He will work with the parent, student, and/or teacher to determine the proper course of action.

Step 4: If Step 3 does not resolve the problem, parents may contact the pastor. The pastor may be able to add perspective in solving the problem in a God-pleasing manner.

Step 5: Should there be further questions regarding the situation, the concern can then be taken to Board of Education in the form of a written grievance. Once again the pastor will be available to spiritually counsel any parent, teacher or board member regarding questions, concerns or criticisms.

In all cases we must be ever aware that God instructs us to, "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Ephesians 4:32.

School Security

All exterior doors of the school are locked throughout the school day. The main entrance and other school entrances have security cameras, monitors, and an electronic locking system. The main entrance doors are monitored and locked to allow for screening prior to entrance. Visitors are required to enter through the main entrance and move directly to the front office to receive a visitor badge. All adults in the building during the school day are required to have an identification badge or sticker.

School Newsletter

The school puts out "The Mustang Minute" every week, by email and hard copies to those who request them. This is our primary way of communicating with you in a general way. Each week the most up-to-date schedules are printed. Also printed is anything your teachers wish to bring to your attention. Please make every effort to read all parts of it. "The Mustang Minute" is also published weekly on our website – www.trinityels.org.

2. ACADEMICS

Advancement Through the Grade Levels

Trinity Evangelical Lutheran School recognizes that acceleration (skipping a grade level), promotion (regular advancement to the next grade level), and retention (repeating a grade level) can be used as opportunities for the best educational interests and practices of the students. Policies and guidelines to follow have been established which will aid in those decisions. Such decisions will only be made after consultations with parents.

Curriculum

Trinity Lutheran School offers a traditional elementary school curriculum. The subjects taught include: religion, language arts, (reading, phonics, spelling, grammar, writing, penmanship) mathematics, algebra, science, social studies, geography, history, music, art, and physical education. Computers and iPad technology are used in each classroom. In addition to the school curriculum children have a number of co-curricular activities to be involved in. These include artistic programs (like band and piano), sports programs (like volleyball and basketball), and scholarly programs (like meet-math and science fairs). Children are encouraged to participate in these activities.

Confirmation Instruction

All children enrolled in grades seven and eight receive catechism instruction from our pastor in preparation for confirmation. This class meets two days each week. Students are expected to purchase the catechism for this course. These may be purchased at the time of registration. Non-members are not required to be confirmed, but this class will be counted as a Christian Doctrine class.

Enrollment Policy

Trinity Evangelical Lutheran School is maintained by the members of Trinity Evangelical Lutheran Church for the spiritual, mental, and physical training of their children. As a mission outreach, children whose parents are not members of Trinity are welcome to enroll in our school, as space and facilities allow. No child will be denied entrance in our school on the basis of race, nationality, or ethnic background. Information regarding tuition payments for children whose parents are not members of Trinity Lutheran Church is available upon request.

Enrollment and Entrance Requirements

All parents must desire and be willing to have their children instructed in the truths of the Bible as taught by Trinity Ev. Lutheran Church and the Evangelical Lutheran Synod.

State law requires that children must be five years old before September 1st of the year they are to be enrolled in the Kindergarten of our school. It also follows that children must be six years old before September 1st of the year they are to be enrolled in Grade I of our school.

As stated in the "Purpose of Our School," it is our desire to provide children with a Christian education.

Children whose parents are not members of Trinity, but who sincerely desire a Christian education for their children, are welcome to enroll in our school, as space and facilities allow. Non-member children will be held to all the requirements of member children. The congregation has set several guidelines concerning parents who are not members of our congregation or a congregation with whom we are in fellowship.

During the first year of their child's enrollment in grades K-8, the parents of non-member students will be offered a Bible information class taught by the pastor. We feel this is very important so that parents will know the Biblical truths which are being taught to their children. If these classes are not completed, their child may not be accepted back into school the following year. We view our school as a mission arm of our church and would hope that non-member families would be led to become members of our church and congregation and join with us in providing a Christian education for their children.

All parents of non-member students are required to meet with the pastor each year before their child is enrolled or re-enrolled. An exception to the above policy may be made in the case of a parent who is a member of another Lutheran congregation of our fellowship (ELS or WELS). This exception may be granted by the Board of Education upon recommendation of the pastor and principal.

Field Trip Policy

Attendance or participation in school class field trips is mandatory unless the parents send a written request to the principal to excuse their child(ren) from such an activity. Students must have a signed blanket permission slip on file to attend. (These are completed at the time of registration.) Parent drivers and chaperons play very important roles during school field trips. We greatly appreciate their gifts of time and help with supervision, in addition to the use of their vehicles. Guidelines for chaperons will be made available to field trip drivers. Parents are to remember the rule for student riders: Children must be 8 years old OR must weigh 80 lbs. OR must be 4' 9" to NOT NEED a booster seat.

Grading System

The following grading system has been adopted by the Board of Education and will be used at Trinity grades 1-8.

A+	100—99%
A	98—96%
A-	95—93%
B+	92—90%
B	89—87%
B-	86—84%
C+	83—81%
C	80—78%
C-	77—75%
D+	74—72%
D	71—69%
D-	68—66%
F	65% or below

The Preschool and Kindergarten will not be on the percentage system. All grades will be a combination of letter grades and satisfactory or unsatisfactory progress. Students receiving D's or one F on a mid-term or quarterly report card will be reviewed with the teacher and parent(s). The amount of effort will be considered by the faculty. This, along with completion of work, will be prime considerations for eligibility in interscholastic competition and extracurricular activity.

Graduation / Final Report Cards

Graduation for 8th graders is scheduled for the Thursday service the last week of school. It has been the responsibility of parents of Trinity's 7th graders to arrange and set up a simple reception for the graduates after the service, including cake and refreshments. The reception occurs in the lower fellowship hall.

Final report card packets for all grades are given out after services this same weekend. Those not worshipping at Trinity will be mailed these packets the week after graduation, unless other arrangements have been made.

Homework

Whatever school work cannot be completed during school hours is to be considered homework. This amount will vary from time to time and with the grade level of the pupils. Generally speaking, as the students advance through the grades, they can expect the amount of homework to increase.

The completion of work will be a prime consideration for eligibility in interscholastic practices, competition and extracurricular activity.

Parent Teacher Consultations

Parent /teacher consultations are scheduled as needed each year at the end of the first and third quarters. See the calendar for specific dates.

We respectfully ask that parents not come to school unannounced to consult with a teacher right before school, during recesses, or immediately after school hours. Please call for an appointment so that matters may be given some thought and prayer, and also that sufficient time is set aside to hold a productive discussion.

Mission Projects

Mission topics will be chosen by the faculty in their August in-service meetings in consultation with the pastor. Home missions, world missions, educational agencies of the church, and social services to our fellow believers will be considered for selection. Our pupils have historically supported these mission projects well and will again be given an opportunity to do so. We are planning a different project for each of the four quarters. Details will be sent home in the school's newsletter.

Religious Book Requirement

All religious books for children in grades K-8 are furnished by the school with the exception of a catechism which the students in grades 7-8 must purchase. Also, all students in grades 3-8 must have their own EHV Bible. The Bibles and catechisms may be purchased through the school office.

School Supplies

A school supply sheet is available and will be distributed at the close of each school year. Students are to keep parents aware of which items they need.

Singing Schedule

All parents are expected to have their child(ren) participate in church singing when their child's class is scheduled to sing for either the regular worship or the special worship services. For the sake of common courtesy, and since singing for the worship services is a part of our musical curriculum, parents are asked to send a written excuse beforehand if their child(ren) will not be able to be present. Absences may be reflected in the students music grade.

3. STUDENT STANDARDS

Attendance (Absence – Tardiness - Truancy)

Wisconsin State Law, Sec. 118.15 (1), requires that parents having under their control children of school age, shall "unless the child has a legal excuse... cause such child to attend school regularly, during the full period and hours, religious holidays excepted, that the public or private school in which such child should be enrolled is in session."

Absence

Students missing 25 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

If your child will be absent on a school day, parents must notify the school by phone, e-mail, or in person by 8:00 am. If no message is received from the parent, the school will contact the parent/guardian to insure the child's safety. Upon the child's return after the absence, parents should send a written or email excuse of the absence for our school records.

In case of absence other than illness, the parents should try to notify the school in writing before the absence occurs.

- Examples of legal excuses for absence include: Personal illness, Medical services, quarantine, death in the family, court appearances, and family emergencies.
- Examples of non-excusable absences are: Babysitting, Oversleeping, Non-medical appointments, shopping, and working.

Absences for vacations, trips to the sunbelt in winter, personal business, deer hunting, and similar activities should be carefully considered by all parents. Any absence can place a child in jeopardy of falling behind. Please make every attempt to schedule trips and the like on regularly scheduled school breaks. Excessive absences may result in lower grades or retention.

The teaching staff is not obligated to provide assignments and worksheets in advance of a scheduled absence. It is the responsibility of the parent to assist their child in catching up with missed assignments.

Make-up assignments are due to be completed within a time period equal to the length of the absence (counting weekends also) plus one day.

TARDINESS

Scripture reminds us to do all things in a decent and orderly manner. Tardiness disrupts the orderly flow of any school day. Children coming to school late not only disrupt the entire class, but they also miss an important part of the day - the opening devotion!

Tardiness does not apply to children who arrive late due to a late bus arrival.

Should a student be tardy, please take the time to come into the school office to sign your child in.

Should a child be tardy more than five times in any quarter, administration will contact the family and the Board of Education. Tardiness due to a late bus is not included in this policy. Students must be in the classroom by 8:00 am not to be tardy.

TRUANCY

Wisconsin State Law Section 118.16 (1) states, "Truancy means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian." The Board of Education will be notified of all truancy occurrences so that appropriate action may be taken.

Bullying

To maintain a safe environment for all the children at Trinity Lutheran School, bullying behavior of any kind is not permitted. Bullying is the deliberate or intentional harm to another through the use of words or actions. Examples include hitting, shoving, teasing, name calling, social isolation, or manipulation. These may be manifested physically (assault, theft, etc.), verbally (intimidating language, racist remarks, etc.), electronically (emails, texts, etc.), or indirectly (Cyber bullying, social exclusion, etc.) Such actions are prohibited during school hours, during any school activity, or while being transported to or from school. All forms of bullying must be reported to someone in authority so that proper disciplinary actions may be taken. "As I have loved you, so you must love one another." John 13:34.

Church Attendance

We encourage parents to set a good example for their children by regular church attendance. Just as the body needs regular portions of nourishing food to function properly, so the soul requires spiritual nourishment found in God's Word for growth and health. Remember, the body will one day die, but the soul lives on through eternity. Church attendance will be taken and recorded on the report card.

Discipline

Since this is a Christian school, the Word of God is our guide in all matters of behavior. Pupils who attend this school are expected to place themselves under God's guidance and rule. The Pastor and teachers are to be obeyed and respected, as His representatives, as stated in the Fourth Commandment. This also means that any called worker has the authority to correct the improper behavior of any school pupil. If a child cannot be controlled by a teacher, the principal will be informed and the parents will be called to come to school to get the child.

It is impossible to spell out all rules and regulations. We expect our students to be respectful and considerate of those in authority, fellow students, and the property of others as well as of their own. Children are responsible for any property they damage.

Grade School Disciplinary Action Chart

MISCONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Alcohol/Drugs/ Vaping	Possession and use, selling or transfer to other students	Suspension; possible dismissal from school	Suspension, dismissal, expulsion, police notification
Bullying/Harassment	Deliberate or intentional behavior using words or actions intended to cause intimidation or harm	Detention, loss of school privileges, or parental contact	Suspension, dismissal, expulsion, police notification
Fighting	Pushing and shoving; causing physical harm	Detention, loss of school privileges; suspension, parental contact	Suspension, dismissal, expulsion from school, police notification
Vandalism	Destroying or harming property	Clean or pay for damage; parental contact	Suspension, Dismissal, Expulsion, police notification
Weapons	Possession and/or use of any object with capability to cause physical harm	Suspension, Parental Contact	Suspension, Dismissal, Expulsion, police notification
Cheating	Completing work by taking other student's answers and making them your own or using resources not allowed during tests or quizzes.	Assignment graded as an F, Redo the assignment, Loss of privileges	Detention, Suspension, Dismissal
RESPECT OF PROPERTY	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Computer Usage	Failing to follow school computer usage policy	Revocation of computer privileges	Breakage or service fee and permanent revocation of computer privileges
Electronic Devices or Toys	Cell phones, tablets, E readers, communication and musical devices, or toys	Confiscation of such items	Confiscated items not returned until a parent(s) consultation due to previous warnings or multiple infractions
RESPECT FOR SELF	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Dress Code Violations	Clothing that violates the dress code	In School Detention: Call home for change of clothing	Privileges denied, Suspension, dismissal for continually disregarding school policy

RESPECT FOR OTHERS	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Harassment	On-going, unwelcome acts that have become repetitious	Intervention and parental contact	Suspension, dismissal, expulsion from school
Personal Abuse	Verbal, written, sexual or suggestive behavior that is not appropriate or welcome	Intervention and parental contact	Suspension/dismissal from school
Repeated Classroom Disruption	Disrespect, throwing objects, refusing to follow directions, etc.	Detention; Remove from class and parental contact	Removal from class period; zero given for work; suspension
Unauthorized School Pranks	Non-malicious actions designed to be humorous, but still disruptive	Restitution and parental contact	Restitution and suspension

Dress Code Policy

Although most matters of appearance are allowed according to Christian freedom, we need to use that freedom wisely so as not to give offense or appear to be “of the world.” A Trinity Lutheran School student should wear clothing consistent with Christian values and appropriate for the school activity.

- I Corinthians 10:23-31 – Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others.....So whatever you do, do it all to the glory of God.”

Manners of dress and grooming should not be a distraction within the learning environment, the following guidelines to appropriate attire are provided:

- Pants may have holes/tears or fraying but they cannot show through in areas above the allowed dress code length for shorts and skirts (6 inches from the top of the knee cap).
- No exposure of skin or undergarments between top of pants/skirt/shorts and bottom of shirt while standing or sitting.
- Pants shall remain secured at the waist and the hems should not drag on the floor
- Shorts should be no shorter than mid-thigh, roughly 6 inches from the top of the knee cap.
- No sleeveless shirts, spaghetti straps or shirts exposing bare midriffs are allowed.
- Girls: Sleeveless dresses and blouses may be worn with the exception of tank tops. Tank tops may not be worn unless a shirt is worn over or under the top. (A tank top is any shirt that does not cover the neck line to the rounding of the shoulder). All tops should be modest in appearance and meet the minimum neckline requirement of within 2 inches of collar bone height. Tops that fall lower than this should have another shirt meeting the minimum requirement worn underneath it.
- Footwear must be on the feet at all times. Shoes: To participate in recess and Phy. Ed., students must wear athletic shoes and socks. Students who do not have proper footwear will be excluded from

recess and Phy. Ed. Gym shoes are to have non-marking soles and uppers - Please check this out before you purchase

- Students' piercing must be limited to the ear
- The dress code applies during all school-sponsored activities including field trips and worship services unless otherwise communicated.

The following types of clothing are specifically ruled out:

- Garments depicting the following:
 - Tobacco or alcohol advertisements
 - Negative or suggestive pictures, wording or images
- In Grades 5-8:
 - Tight-fitting leggings, spandex, tights, yoga pants, or similar types of clothing cannot be worn without a skirt or dress covering it—at the appropriate dress-code length.
 - Lettering or writing across the backside of pants, shorts, or sweatpants.
 - Headgear including caps, sunglasses in the classroom
 - Pajamas, flannel lounge pants, snap pants, and slippers
 - Baggy or saggy pants that allow underwear to be exposed

The parents are ultimately responsible for their children's attire. It is important for parents to be aware of what their children are wearing before they leave for school. Failure to comply with the school dress policy will result in the following action during a school day:

- The teacher will advise the student that he/she is in violation of the dress code. The parent will be contacted. The student will be supplied with Trinity Spirit Wear unless the parent is able to bring appropriate clothing for their child.
- Subsequent dress code violations will result in a meeting with the principal, teacher, and Board of Education, if necessary.

Gymnasium Use

No food, snacks, or beverages are to be taken into the gym for regular school activities. Appropriate non-marking gym shoes must be worn for physical education, recess, and athletic activities in the gym. Having a second pair of tennis shoes at school for gym use only is required. The gym can be enjoyed by all if everyone uses it properly. No balls are to be thrown or bounced against any walls, except the masonry wall.

As a matter of information, the Board of Education and Trustees have decided that the gym will be closed for any recreational use on Sunday mornings from 7:30 A.M. till 11:00 A.M.

The Fellowship Hall will normally not be used for recess or physical education activities. The school children's use of this room as now planned will be limited to confirmation class, hot lunch, and school-related programs.

Gymnasium Recess Rules

These rules are to be observed at any time, but are to be in force especially during a combined recess. Failure to comply with these rules will result in forfeiture of privileges.

- 1- Grade K-4 use south end. Grades 5-8 use north end. Middle 'third' of gym used for playing catch, volleyball practice, etc.
- 2- No kicking of any balls in the gym (except as a PE activity.)
- 3- Maximum of 12 basketballs in the gym at one time.
- 4- NO half-court basketball shots during recess (3-point line area only.)
- 5- NO overhand spikes/serves of volleyballs unless only one group in the gym.
- 6- NO football games allowed during recess, only catch and keep-away.
- 7- NO baseballs and softballs allowed in the gym.
- 8- NO hockey games at recess.
- 9- NO running in the bleachers.

Illness

At times during the year, you may question whether or not to send your child to school that day. The following is a general guideline for you to take into consideration:

- Fever—students should be fever free for 24 hours without the aid of medication
- Influenza—1-3 days, students should be fever free for 24 hours without the aid of medication
- Stomach Flu—24 hours after food can be eaten and kept down. If the student was ill early in the morning, please don't send them to school that day.

As with any illness, the school will act in the best interests of all the students in determining whether or not a child should be sent home for an illness.

The teacher will:

1. Make sure the ill student is being taken care of.
2. Contact the school office to begin contacting the student's parents or emergency contacts if they need to go home.
3. Provide care for the student until they are picked up.

In the case of injuries, the staff will:

1. Make sure the injured student is being taken care of.
2. Use appropriate first aid when necessary.
3. Using best judgment, determine if the parents or emergency contacts need to be notified, erring on the side of caution.
4. Follow the Medical Emergency / First Aid procedures as outlined in the Trinity Lutheran School Crisis Management Response plan and Reference Guide if applicable.
5. Fill out the Accident Report for Church Mutual Insurance if applicable.

Communicable Diseases

The following is a list of communicable diseases. In this list, the disease is listed, followed by the time period from exposure to the first sign, and then directions concerning the isolation of the child.

For these items, we would ask you to keep your child home so that the spread of the disease is minimal. If you are in doubt about anything, by all means, call your family doctor. For those diseases marked by an asterisk(*), your child will be readmitted to school upon receipt of a written certificate from the physician. This may be emailed to secretary@trinityels.org or handed in to the school office.

1. Chicken Pox—10-21 days—at least 7 days after onset of skin eruption and when all blisters have crusted over.
2. Head-lice—7-10 days— when 1 medicated shampoo or lotion treatment has been given and no new or live nits are seen.
3. Measles (Rubella) - 7-14 days— return after 4 days from onset of rash.
4. Mumps—12 to 26 days—return after 9 days from onset of swelling.
5. Rubella (German Measles) - 14-21 days— after 7 days from onset of rash.
6. *Conjunctivitis (pinkeye) - 1-3 days—to be excluded until there is no discharge from eye or crust on eyelid, and eye appears normal.
7. *Impetigo, Scabies, Ringworm—to be excluded on recognition of the disease. To be readmitted when treatment has begun.
8. *Pertussis (whooping cough) - 7-21 days—after completion of 5 days antibiotic therapy.
9. *Streptococcal Sore Throat—1-3 days—may return 24 hours from time antibiotic treatment was begun.

Immunizations

Parents are to complete and return to school their child's Student Immunization record within 30 days after admission.

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. The current age/grade specific requirements are available from schools and local health departments. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school.

Parents are to fill out the Student Immunization record to measure the compliance with state law and will be used for that reason only. Please contact the school or the local health department with any questions you may have.

Washington County Health Department contact information:

www.co.washington.wi.us -#262-335-4462.

Medication

Teachers by law may not dispense any medications including over-the-counter unless they have written permission from the doctor and parents. A School Medical Administration Authorization Form MUST be on

file. Current medication laws are rather restrictive. If a pupil must take medicine prescribed by the family doctor, the parents are to discuss the matter with the principal and teacher of the child.

We have been advised by our local health service to administer first aid only. For the safety and well-being of our pupils, we will call parents if we feel that any child needs prompt medical attention. The emergency call form you fill out at registration time is important and gives consent for the school to seek medical attention for the child when the parents cannot be contacted. If there is any doubt the school will call 911 for help. Parents are responsible for any expenses incurred.

All medications being stored in the school office should be placed in a zip lock bag with the family's name clearly labeled on the bag.

- Each medication needs to be labeled with the child's name and dosing instructions. Without dosing instructions, medication can't be dispensed.

- Over-the-Counter medications can be shared by siblings.

Staff at school will keep logs of the medication dispensed to each individual student. All medication will be returned at the end of the school year.

Physicals

The school recommends a physical before athletic competition begins.

Playground Safety

School children are not permitted to play near Pleasant Valley Road or in the cemetery. There is ample room elsewhere on the school grounds and church grounds for recess time activities. Adult or teacher supervisors will monitor all recess periods for safety and liability protection. Students are expected to obey all directions given by their supervisors quickly and respectfully. For playground safety there will be no tackle football, snowball throwing, or rough play allowed.

Searches

According to the state Supreme Court ruling, student desks, backpacks, lockers may be searched at any time with or without reasonable suspicion as a precaution to insure the safety and security of the students and staff. Lockers are on loan to students for specific school purposes only and students cannot command a reasonable expectation of privacy about the contents of his or her locker.

Suspension and Expulsion Policy

There may be times when standard discipline procedures fail to solve a problem. When this happens or a child blatantly violates the teachings of God's commands in conduct or in refusing to obey the teachers, pastor, school bus driver, etc. special discipline is necessary. Such violations may include repeated classroom disruption, repeated rules violations, refusal to complete school work, repeated use of profanity, harassment, fighting, etc. The pastor, principal, and board chairman have the right to suspend or expel such a child from school. The student will be allowed to return to school only after consultation with the student, the child's parents and the Principal. The pastor, faculty, and Board of Education are to be informed of the action taken.

First Step: One (1) day suspension from school and all school activities.

Second Step: Two (2) day suspension from school and all school activities. After the second step, a meeting will take place with the Board of Education to set up a scheduled step by step procedure to be followed should the offenses continue.

All schoolwork missed as a result of a suspension must be made up.

Third Step: If a student is not responsive to previous disciplinary action, the pastor or principal may recommend to the Board of Education that expulsion is necessary. A meeting with parents and all parties involved will take place prior to the expulsion to give proper explanation. The expulsion will be for the remainder of the school year. If the parents want the child to return the following year, the Board of Education will review that request.

Toys and Nuisances

Students should not bring play guns, knives, or toys to school. Parents are encouraged to determine what their children bring to school. We cannot be held responsible for what might happen to these items. The teacher may confiscate anything that interferes with the school day and will return it to the parents after contacting them.

4. TECHNOLOGY

Technology Acceptable Use

Each student and his or her parent shall sign an acceptable use policy statement each school year as it pertains to computing, phone, and internet technologies. Consequences for misuse are listed below.

The students in grades 1-8 will additionally be given access to the trinityels.org e-mail accounts as well as access to other forms of electronic communication through our school's Google Apps account.

By its very nature and size, the internet cannot be completely indexed or screened. There are things on the internet which will be tempting as well as offensive to the Christian. There is no means by which access to these things can be satisfactorily or completely blocked without also blocking valuable information. Trinity School uses Go Guardian a service that reports the times and content for students who access inappropriate digital content while using their school login credentials.

The responsibility for resisting temptation and avoiding offensive material, therefore, falls on the good Christian judgment and the common sense of the student. It is for this reason that we have developed these guidelines for internet use at Trinity Lutheran School.

- A teacher will be present when students are using computers.
- Teachers have access to and will monitor all student Chromebook / electronic devices usage.
- Students will avoid causing problems for others with their electronic communication.
- Students will use internet access only for educational purposes permitted by their teachers.
- Students will be careful to abide by local, federal and state laws.
- Students will apply Christian principles to their use of the internet.
- Parents and teachers will have access to all student passwords.

Cellular Phones and Electronic Devices

The Board of Education recognizes that cell phones are components of modern communication technology and that there are occasions when it is appropriate to utilize such tools on the school grounds. The school must balance a student's communication needs with the integrity of the school's academic program and all individuals' privacy rights. Prudent regulations and guidelines are important to the safe and effective operation of the school. No student shall be prohibited from possessing a cell phone or electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

The following standards shall guide uses for non-medical purposes of cell phones use on the Trinity Lutheran School campus:

1. Students may not use cell phones on campus when under the supervision of Trinity Lutheran School. This includes all time during the instructional day, during before or after school care, field trips or during co-curricular events. Cell phones may not be used from a student's arrival on campus until the time of the student's leaving the campus.
2. If a student needs to make a telephone call to his/her parents, permission to use a school telephone

in the school office or a classroom may be obtained from the teacher.

3. The capability of some cell phones to capture and transmit digital images is not approved for use on school grounds at any time because of privacy and academic security issues.
4. Cell phones not used for medical purposes must be turned into the classroom teacher upon arrival each school day.

Students who do not follow the policy will have their cell phones confiscated and kept in the school office to be retrieved at the end of the school day. Parents will be notified. After the second offense, the student and parent(s) will meet with the principal. Those who continue to violate this policy will be treated as willfully disobedient and are subject to a 1-2 day suspension.

In situations where a cell phone (or other electronic device) with camera capabilities is used to compromise an academic process or to violate the personal privacy of a student or staff member, appropriate disciplinary steps to include contacting local law enforcement, suspension or possible expulsion shall be initiated. In situations where a phone or other electronic signaling device is used to provide text message capability that compromises an academic process, appropriate disciplinary steps to include suspension or possible expulsion shall be initiated.

E-readers, Chromebooks and other electronic devices may be used in the classroom with the knowledge of the teacher and with the understanding that they will be used solely for school appropriate purposes.

5. ENHANCEMENT PROGRAMS

Before School Care (BSC) / After School Care (ASC)

Available Times:

- Monday-Friday
- 7:00 am – 7:45 a.m. and 3:20 p.m. - 5:00 p.m.
- No BSC/ASC on snow days and no BSC when school is delayed
- Follows school calendar and closings

Location: Before Care and After Care will be held in the lower-level cafeteria/fellowship hall. Adjustments will be made as necessary. You may drop-off and pick-up through the Main School doors before 7:00 AM and after 3:20 PM.

Enrollment/Program details:

- Students enrolled at Trinity Lutheran Pre-K through 8th grade are eligible for the program.
- Students shall not be unsupervised inside or outside of the building. This program has been established to address the supervision of students arriving prior to 7:45 AM or still present and not involved in a supervised activity immediately following school. Students arriving before 7:45 AM or expecting an after-school ride yet are still present at 3:20 PM (without parental supervision), shall be sent to the Before/After Care room for supervision. If students are not picked up by 3:20 p.m., they will be taken to childcare and charged from 3:20 p.m.
- Students in extracurriculars, will not be sent to the Before/After Care if a supervised study hall is provided. Students needing supervision after practices will be sent to Before/After Care and charged the appropriate amount—a minimum of \$8.00 or one hour. Siblings of those students requiring supervision will be charged before, during and after practices.

Snacks: Parents are responsible for providing a snack if your child will be in Before/After Care.

Program: Quiet game playing, or study time shall be allowed in the morning. Supervised play and study time will be scheduled for the after-school program.

Benefits:

- Warm, loving, Christian setting
- Safe, nurturing environment

Cost for Before School Care:

- \$8.00 per child from 7:00 a.m.
- \$4.00 per child after 7:30 a.m.
- 7th & 8th Grade Students will not be charged but will go to Before Care.

Cost for After School Care:

- \$8.00 per hour/child from 3:20 p.m.
- ½ hour minimum charge

- 7th & 8th Grade Students will not be charged but will go to After School Care

Billing: Parents will receive an invoice at the beginning of each month for the previous month. Bills will be sent home with the youngest child and can be returned to the school office. We also accept PayPal payments. {If you are 2 weeks or more behind in payments, you will NOT be able to use the program until you are Paid In Full!!! [*If payment is late more than 2 times – you may not be able to use the program anymore]}

- If a child is not picked up and there is no call, we will call emergency contacts first and then the police.
- Monthly schedules of dates for childcare need to be turned in by the 1st of the month or you will be charged a \$10.00 fee.
- If your child/ren aren't scheduled in advance for BSC/ASC, you will be charged a \$10.00 fee after three (3) occurrences.
- Late fee (pick up after 5:00 pm) will be \$1.00/kid/minute

Parents are encouraged to call the school at (262) 675-6627 if they need to contact their child.

Free After School Care: When parents are volunteering in after school activities, there will be no charge for sending your child to the After School Care program. Some of these activities are volunteering as coaches or referee. There is also no charge if the parents are having a conference with the teachers.

Questions, Comments or Concerns: Do not hesitate to contact the school if you need to make special arrangements or have questions about our program.

Band Program / Piano Lessons

Band instrument lessons will again be available to pupils in grades five through eight through KML. Information will be available at registration. Piano lessons are available here at school depending on the number of families interested and available instructors. Lessons are given during a suitable time in the school day.

Hot Lunch

We will be offering Hot Lunch on Tuesday's, Wednesday's and Thursday's beginning September.

The Cost will be at \$4.00 + \$.50 for extras. Menus will be emailed along with order forms 2 months at a time.

Payments will be due BEFORE the beginning of each month!

Money for Hot Lunch should be brought to school and left with the secretary or in the drop box before school.

Interscholastic Competition

Our school participates in the Kettle Moraine Lutheran Grade School Athletic League. Sports offered through that league membership are: soccer, cross country, volleyball, basketball, softball, track and field and cheer-leading. In addition forensics, spelling, science, math, and art competitions are offered. Student participation and involvement in these activities is encouraged and in some cases will be mandatory. We will need parent volunteers to help with these competitions. Please sign up when schedules become available.

There are a number of policies connected with the sports and athletic program. Please read the Grade School Athletic League Handbook at kmlhs.org for further information. All students participating in athletics must also have concussion forms on file.

Kettle Moraine Lutheran High School

We are very fortunate to have Kettle Moraine Lutheran High School in our immediate vicinity. At KML our young people have the opportunity to continue the Christ-centered education we have been privileged to provide for them through our elementary school. Parents and students will be encouraged to consider attending KML for the high school years. A number of our school activities are connected with our sister schools in the KML Conference and already some early high school friendships are made.

"Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

Milk Program

Two choices of milk are available, 2% white or chocolate. We participate in the Wisconsin School Day Milk Program through the Wisconsin Department of Public Instruction

U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. School food authorities must provide modifications for children with disabilities on a case-by-case basis when requests are supported by a written statement from a state licensed medical practitioner.

The licensed medical practitioner's statement must identify:

- an explanation of how the child's physical or mental impairment restricts the child's diet;
- the food(s) to be avoided; and
- the food or choice of foods that must be substituted.

*Medical Statement for Special Dietary Needs Form is available at registration and upon request from the school office

Scrip Program

Our school operates a SCRIP program. Please speak to the school office, Parent Teacher Group or one of the teachers regarding this program.

Parent Teacher Group

The Trinity Lutheran School Parent Teacher Group (PTG) is a group of parents and teachers committed to enriching the educational and social experience of Trinity Lutheran students and their families. Our goal is to create a welcoming environment, build pride in our school, encourage fellowship among our members and increase awareness of our school within the community.

6. PRESCHOOL HANDBOOK

Administration and Staff

Mission Statement—Trinity Preschool

Trinity Preschool exists to assist parents in enriching the lives of young children by providing an environment which encourages him/her to grow spiritually, socially, emotionally, intellectually, and physically.

Administration

Trinity Ev. Lutheran Church, through the Board of Education and the pastor of the congregation oversees the preschool program and the teacher.

The teacher answers to the Board of Education.

The aide answers to the teacher.

The teacher is in charge of day-to-day operations in keeping with the policies of Trinity Lutheran Church and School. Questions and/or concerns should be brought to teacher's attention first.

Course Description

This preschool program is designed to meet the spiritual, intellectual, social, physical, and emotional needs and interests of children ages 3, 4 & 5. Children will be presented with the truths of scripture through Bible stories and Christian music, art, and drama. They will be taught to apply God's truths to everyday living through discussion and activities. They will hear the saving message of salvation daily.

The following goals will be presented within a Christ-centered framework:

- Promotion of social development (getting along with others, sharing, basic manners, good health habits, etc.)
- Encouragement of general awareness (seasons of the year, months, days of the week, holidays, etc.)
- Introduction of number concepts
- Offering of art projects in a variety of media (crayon, paint, clay, etc.)
- Providing musical experiences (songs with keyboard, musical games, rhythm activities, etc.)
- Development of physical skills (hopping, jumping, skipping, galloping, large and small muscle development, exercise programs, group games, etc.)
- Introduction to types of reading readiness (color awareness, matching shapes, audio recognition of rhyming words, stories, poems, finger plays, etc.)
- Helping children to recognize individual gifts and abilities
- Encouragement and development of attitudes and skills which can make learning a happy experience

Enrollment

Procedure

Children enrolling in the 2-day, 3-day or 5-day program must have attained the age of 3 or 4 by September 1 of the current school year. Children should be toilet trained and able to take care of their toileting needs independently. The school year is from the end of August - May.

- The morning sessions run from 8:00 – 11:30 A.M.
- The all day classes run from 8:00 – 3:15 P.M.
- Before School Care is available upon request beginning at 7:00 a.m. (early drop off will incur Before School Care costs)
- After School Care is available 3:15—5:30 p.m. (late pick up will incur After School Care costs)
- Changes will only be made at semester time only with a minimum of 2 weeks notice. Any changes made will be based on availability.

Bussing

Bussing is available for the 4K students living in the West Bend School District. Parents are given information about the bus schedule as it becomes available.

Cost

- Tuition payment options are as follows:
- Full payment of tuition fees on or before August 31st.
- Payment in two installments: on or before August 31st & second payment by January 15th.
- Payment via the direct withdrawal program from either a checking or savings account.

Tuition costs are structured on a flat monthly fee with no refunds or credits for absences or unscheduled cancellations.

If your child is to be withdrawn, please notify the teacher two weeks in advance of the end of the month.

Class Operations

Class Schedule

Children are welcomed to school each day. Children arriving more than 15 minutes prior to class time will need to make arrangements with the Before School Care Program. After the first 2 weeks of school, parents will drop children off at the main school doors. Children are to be picked up promptly at dismissal. They will be dismissed individually to parents/guardians unless arrangements have been made with the After School Care Program.

Children will be supervised at all times while they are at Trinity's prekindergarten program.

Behavior Guidance Policy

"If you love Me, keep My commandments." (John 14:15) These words of Jesus illustrate His will for the lives of both teacher and student. Each should strive to glorify God by all that is thought, said, and done. An attempt is made to maintain Christian discipline at all times. Every effort is made to treat all children fairly in accordance with God's Word.

It must be understood by pupils and parents alike that pupils owe implicit obedience to their teacher under the fourth Commandment. Christian discipline is clearly outlined in scripture.

Children will be dealt with constructively at all times. The teacher will use love, encouragement and praise, with an emphasis on desirable characteristics. When appropriate, the teacher will give a child a choice or redirect the activities. If necessary, a child may be isolated from the group for a period of time while still in the classroom. Any severe behavior problems will be brought to the attention of the child's parents.

School Pictures

Pictures are taken early in the school year. Parents will receive a form with options and package choices. These pictures will be used in the yearbook.

Snacks

Children are not to bring breakfast, gum or candy to class. Children will have a short snack break in the mornings. Each child needs to bring his/her own snack from home at the beginning of each school day, to be placed on the shelf inside the classroom. Parents are encouraged to send along nutritious, low-sugar snacks for optimal energy, nutrition, and focus.

Birthdays and Birthday Treat

We will NOT be handing out birthday invites/thank you notes (as it can cause hurt feelings). Student address can be requested from the school office.

Children's birthdays will be celebrated as close to the actual day as possible. Should you wish to bring special treats to share please let the teacher know in advance. Parents should consider healthy options for treats.

Lunch & Milk Program

Please NO juice boxes, fruit cups, jello, pudding or easy mac.

We participate in the Wisconsin School Day Milk Program through the Wisconsin Department of Public Instruction.

Parent Teacher Consultations

Parent /teacher consultations are scheduled twice each year at the end of the first and third quarters. See the calendar for specific dates.

We respectfully ask that parents not come to school unannounced to consult with a teacher right before school, during recesses, or immediately after school hours. Please call for an appointment so that matters may be given some thought and prayer, and also that sufficient time is set aside to hold a profitable discussion.

Playground Safety

School children are not permitted to play near Pleasant Valley Road or in the cemetery. There is ample room elsewhere on the school grounds and church grounds for recess time activities. Adult or teacher supervisors will monitor all recess periods for safety and liability protection. Students are expected to obey all directions given by their supervisors quickly and respectfully. For playground safety there will be no tackle football, snowball throwing, or rough play allowed.

Children should wear closed toe shoes that they are able to take off/put on themselves. NOT Crocs!!

School Supplies

A school supply list will be provided with the final school registration packet. Most supplies such as markers, paints, papers and other consumables are provided by the school. At times, a list of needed items for class use may be posted and may be donated if a parent wishes.

Parents will provide a backpack or book bag to be brought to school daily.

Clothing

Each child should wear comfortable, washable clothing to school. Be sure that your child is appropriately dressed for both indoor and outdoor play. Each child will be encouraged to play outside regularly, except during inclement weather. Try to provide clothing that is easy to manage. Children are encouraged to become as independent as possible.

Extra clothes for emergencies should be kept on hand for the school year and should include: pants, shirt, underwear and socks. Please mark your child's clothing with name or initials. In the event that clothes are soiled, the child will be given help if needed in changing into clean clothing and soiled clothing will be placed in a plastic bag for transport home. The parent will be notified upon pick-up and a clean set of clothing should be brought the next school day.

Personal Belongings

Parents are asked to see that children do not bring personal belongings to preschool without prior permission. Please encourage your child to leave toys at home. We will have occasions to bring in items for special days.

Communication with Parents

Open communication between parents and teacher is vital. Please feel free to discuss any concerns about your child with the teacher. This can be done at a mutually-agreeable time.

Classroom Visitation

Arrange this with the teacher.

Field Trip Policy

Students must have a signed blanket permission slip on file to attend. (These are completed at the time of registration.) Parent drivers and chaperons play very important roles during school field trips. We greatly appreciate their gifts of time and help with supervision, in addition to the use of their vehicles. Guidelines for chaperons will be made available to field trip drivers. Parents are to remember the rule for student riders: Children must be 8 years old OR must weigh 80 lbs. OR must be 4' 9" to NOT NEED a booster seat.

Emergency Closings

Whenever the West Bend School District cancels classes due to weather, we will also close school. Information will be announced on radio stations WBKV (1470-AM) and WBWI (92.5-FM) in West Bend and also on WTMJ-(620-AM), and WISN-(1130-AM) radio in Milwaukee. Announcements will also be aired on television stations TMJ (4), FOX (6), CBS (58) and WISN (12). When a school day is shortened because of weather conditions or some other emergency, pupils will be dismissed only when we are sure that they are able to get into the home or the house of a neighbor or relative.

Emergency Evacuation Drills

Children will be instructed on proper procedures for fire drills, lock downs, and weather emergencies. Practice drills will be held periodically.

Church Attendance

You are invited to attend Trinity Ev. Lutheran Church services. See the pastor if you are interested in becoming a church member.

Singing for Church Services

There are times when our children are provided the opportunity to sing during worship services. Parents will be notified when children are scheduled to sing.

Health Care

Illness

Should your child become ill at school you or the emergency contact person will be called to bring your child home. To serve you better, and for the well-being of the children, we cannot accept children with the following symptoms:

- Runny nose or ear (green or yellow discharge)
- A temperature of 100F or greater
- Fever within the last 24 hours.
- Diarrhea with the last 24 hours.
- Vomiting during the night or in the morning before school
- Persistent coughing
- An unexplained or un-diagnosed rash
- Pink eye or conjunctivitis—pink to red, itchy eyes with a discharge from them in the morning
- Head lice or nits
- Pin-worms
- Chicken pox when lesions are not yet crusted over
- Bacterial infections (examples include strep, impetigo) which have been treated for less than 24 hours with antibiotics. Should a communicable disease or condition be identified, all parents will be notified as quickly as possible. Trinity's Preschool is required by law to have health care summary on file. This includes an immunization record for each child.

Medication

No over-the-counter medication, including aspirin or the equivalent, or prescription drugs, may be taken by a child with out a physician's written order and instructions for use. ALL medications, prescription and non-prescription must be checked into the school office by parent or guardian and brought to school in the original container.

Prescription Medication - A Medical Provider Authorization Form shall be completed by parent or guardian before any prescription medication is administered. The teacher will supervise your child's medication.

Non-Prescription Medication - A Medical Authorization Form shall be completed by parent or guardian before any non-prescription medication is administered. The teacher will supervise your child's medication.

Cough Drops - Cough drops are allowed to be brought to school by students and given to the teacher at the beginning of the day.

First Aid

Standard first aid procedures will be administered for minor accidents or injuries should they occur. More serious cases will be handled according to the instructions supplied to the school on the Emergency Contact Form.

Parenting Tips

Parental involvement is critical for a child's enjoyment of school. The following tips will help you and your child to enjoy school and experience success:

- Let God's Word guide your family in all phases of daily life.
- Attend church regularly as a family.
- Have regular family devotions and prayers.
- Read every day to your child.
- Encourage your child to be respectful and courteous to teachers and fellow students.
- Exercise Christian discipline and support Christian discipline exercised at school.
- Project a positive attitude toward education, particularly Christian education.
- Make sure your child is regular and prompt in attendance.
- Ensure sufficient hours of sleep for your child and encourage well-balanced meals.
- Discourage your child from bringing any distracting items to school.
- By refraining from being critical of school procedures in the presence of the child.
- Show your child through your own involvement and concern that school is important.

7. STATE COMPLIANCE

Milk Program – USDA Nondiscrimination Statement

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, audiotape, American Sign Language), 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: How to File a Complaint, 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 <https://www.usda.gov>. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.

02/06/2024

Private School Choice Program Disclosure of Information

School Contacts

1. Dean Kelly, (262)336-0057, dean.kelly@trinityels.org

School Organization Structure

Trinity Lutheran School is a not-for-profit organization.

*School Governing Board Members

1. Kyle Luebke
2. Jordan Gauger
3. Scott Measner
4. Jed Else

5. Maurico Morales

6. Jeff Lutzow

Application Appeal Process

- Wisconsin Parental Choice Program (WPCP) application: By May 1

Note: Schools may only reject a Choice applicant if the application does not meet the Private School Choice Program's (PSCP) residency, income (if applicable), and age requirements for applicants entering grades K4, K5, and 1, and prior year attendance requirement if the student is participating in the WPCP.

Under Trinity Lutheran School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection, or by May 1, (whichever date is earlier) to provide written evidence to the school's choice administrator that the applicant was improperly rejected. If the applicant thinks their entry was denied wrongfully by the school's choice administrator, they may appeal in writing to the school's board president. The school's board president shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal. The board president's decision regarding the appeal will be final.

Suspension and Expulsion Policy

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance including suspension and expulsion. Withholding privileges or access to the school is done only for the purpose of maintaining a wholesome learning environment.

Suspension

The Principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. Trinity Lutheran School personnel will contact the student's parent/guardian immediately by a phone call and an email sent to the parents and arrange a parental conference as soon as possible.

Suspension lengths are determined by the Principal and communicated to the parent/guardian in writing. These range from one day to a week – depending on the severity of an act.

Any student who is suspended is prohibited from participation in any school activity on or off campus. The student is prohibited from being on school property until a conference has been held with the parent/guardian. Suspensions are either in-school or out-of-school depending on the offense.

Expulsion

Only the Principal of Trinity Lutheran School has the right to expel a student. Any student may be expelled when the relationship of the student and the school is no longer mutually beneficial.

Actions that could lead to expulsion include, but are not be limited to:

- Acts which are illegal under local and state statutes
- Verbal, physical or sexual harassment, or retaliation against an individual who has made a complaint of harassment
- Student is considered to be a threat to self or others
- Student has had multiple school suspensions yet continues to have a serious disregard for school

policies

- Student cannot successfully complete the terms of disciplinary probation and (the Principal or Discipline Committee, etc.) recommends expulsion as a last resort.

If a student is to face disciplinary action that could result in expulsion (permanent removal from school), the following will occur:

1. Parents/Guardians will be notified on the day of the expulsion and the student will be immediately removed from school. Parents will be notified through a phone call and email.
2. A meeting with the Principal, parents/guardians and student will take place within five days after the student's removal from school.
3. After the meeting, parents/guardians and student will be notified of the Principal's decision and the terms for reentry or permanent expulsion.
4. If the student is permitted to return to school, prior to his/her return, a conference with the Principal, parents/guardians and student must occur to review and sign a statement agreeing to the terms of reentry.

Any student expelled or withdrawn may not be on Trinity Lutheran School property or be present at school functions without the permission of the Principal.

Due Process

Prior to any suspension and expulsion, the student must be advised of the reason for the discipline by the school. The parent or guardian of a suspended or expelled student is given prompt notice of the discipline and the reasons for the action. Students who are expelled may appeal their disciplinary action.

1. The student, or his/her parent or guardian, may within five school days following notification of the suspension or expulsion appeal to the Board Chair in writing with rationale for appeal.
2. Before the appeals hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
3. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. This notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The appeals hearing shall be heard by the Board Chair (or Vice Chair if unavailable).
4. If the decision to suspend/expel the student is made by the Board Chair/Vice Chair, parents are notified, in writing, within five days of the action.

Transfer of Credits Policy

Trinity Lutheran School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Trinity Lutheran School's academic standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Grade placement will be determined by post application testing & evaluation of student records.

High School Diploma Policy

Trinity Lutheran School does not offer high school and does not grant high school diplomas.

Non-Harassment Policy

Trinity Lutheran School is committed to making our school a safe and caring place for all students. We will treat others with respect and will refuse to tolerate bullying in any form. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated.

Trinity Lutheran School defines bullying as the following:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

There are 4 main types of bullying/harassment:

1. Physical – Harmful actions against a person’s body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person’s property and stealing. Any type of intentional touching of intimate body parts of a person.
2. Verbal – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. Non-Verbal – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, or using technology to spread rumors.
4. Intimidation – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

The following steps will be taken as appropriate when dealing with incidents that involve harassment or bullying to any degree:

Harassment or bullying claims should be reported to administrators, custodians, teachers, office personnel, aides, and other staff.

A clear account of the incident will be recorded and given to the principal. The principal will interview all concerned and record the incident. Parents will be informed through a phone call and letter.

Punitive measures will be used as appropriate and in consultation with teachers and parents but not limited to:

- Official warning
- Detention out of classroom
- Exclusion from certain activities, e.g. recess
- Short-term in-school suspension
- Expulsion

All adults in the school, including administrators, custodians, teachers, office personnel, aides, and other staff, need to help in the prevention of harassment and bullying.

Visitor Policy

Parental Access to the Classroom

Parents are welcome and encouraged to participate in daily activities at the school. Parents may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents must also sign in at the front office, receive and wear a guest pass.

Parents may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. This has only happened on a very occasional basis and is very rarely enforced. When parents are denied the opportunity to observe a class they may appeal to the Board President.

Visitors

If the student has a guest, his/her guest is required to register with the school office and notify the principal at least one day before the guest's visit to the school. All adult visitors must sign in at the front office, receive and wear a guest pass.

Academic Standards

Trinity Lutheran School has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998.