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*A member congregation of the Evangelical Lutheran Synod (ELS),
in fellowship with the Wisconsin Evangelical Lutheran Synod (WELS).*

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September 20, 2024

Dear Trinity Parents,

As you know, Trinity Lutheran School and Early Childhood Ministry are going through the school accreditation process. As shared with you in the Mustang Minute, some of the benefits of attaining accredited status are:

1. Evaluates our school ministry based on Scripture and sound educational principles.
2. Provides us with a basis for developing a plan for improving the school by identifying strengths and areas in need of improvement.

There are 310 standards we must comply with to be awarded accredited status and as of today we have completed 125, or 40%. This puts us well on track to be ready for our on-site assessment April 28-30, 2025

As we study the various requirements of the standards we will be running across things that we may currently be doing, but just don't have that documented in our handbooks or other information. Or we will be running across things we should be doing and need to add that to our handbooks, documents, etc. To that end, when we identify one of these updates we will send you an addendum so you are fully aware of our processes. Those addendums are immediately incorporated into our day-to-day operations and are binding. After we have completed all of the addendums, we will update our handbooks for the 25/26 school year. Any addendum to the Parent Student Handbook has been approved by your Board of Education.

That said, for Addendum PSH 24-01, Accreditation Standard 13.28 states:

“If children bring food from home, parents and their children are responsible for proper care of that food. This statement is to be included in the parent/student handbook.”

As required, we do not currently have this language in our 24/25 Parent Student Handbook and the addendum will state:

“If children bring food from home, parents and their children are responsible for proper care of that food. Parents are encouraged to pack lunches that will provide proper nutrition for the day. Food

should be in a temperature controlled container, as lunches are stored in lockers and/or classrooms.”
(Effective date: 09/23/2024)

And finally, for Addendum PSH 24-02, Accreditation Standard A13.07 requires: **“If transportation is provided for children by the Early Childhood Ministry (ECM), the following criteria must be met:**

- **The program presents documentation that all vehicles used by families to transport children of the ECM are appropriately licensed and insured.”**

This is a mandatory standard and will be a requirement for the entire school. To satisfy this requirement we are asking that families that will be transporting any Trinity student on a field trip or other school sponsored activity complete a Volunteer Driver Agreement (attached). If more than one parent/guardian or other family member intends to drive they must each sign the agreement. Please complete the agreement and return to the school office as soon as possible. The language in the agreement will be added to the Parent Student Handbook when revised.

Thanks for being a part of our accreditation process! If you have any questions, please don't hesitate to call me. God's Blessings.

Dean Kelly, School Administrator