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

November 11, 2024

Dear Trinity Parents,

Amendment PSH-03

Our Educational Team and staff would like to thank you for a wonderful school year. Daily, we look forward to interacting with your children and enjoy watching them grow not just academically, but spiritually as well.

As we navigate through our daily processes we have identified a clarification that needs to be made to the 'Tardiness' section of the Parent Student Handbook. There seems to be some confusion about the requirement for being in the classroom by 8:00 a.m. We would like to clarify the intent of the policy in the handbook and update the Disciplinary Action Chart.

Your Board of Education, with input from several parents that attended the recent board meeting and listening session have approved the following amendment. Additions are highlighted in green and deletions are highlighted in yellow and struck thru. The strike-thru for the bus being late is because it was duplicative.

### ***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!

Students must be **in the classroom** by 8:00 a.m. **and ready to work** not to be tardy. 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.~~

Should a student be tardy, ~~please take the time to~~ **a parent or guardian is required to** come into the school office to sign your child in.

Unless arrangements have been made to utilize the Before School Care Program, no student may arrive prior to 7:45 a.m. The Before School Care Program is outlined in Section 5:Enhancement Programs.

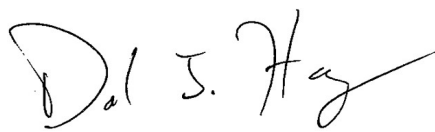
Tardiness does not apply to children who arrive late due to a late bus arrival.

- A pattern of late bus arrivals shall be addressed with the West Bend School District Busing/Transportation Department.

**Grade School Disciplinary Action Chart**

OTHER INFRACTIONS	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
Tardiness	Students that are not in class ready to work at 8:00 A.M.	5 times or more in single quarter - Parent contact - BoE Notification	Repeated unaddressed tardiness - suspension up to expulsion

This change to the Parent Student Handbook is binding and effective immediately. If you have any questions, please don't hesitate to call us. God's Blessings.



Pastor Daniel Hartwig - Principal



Dean Kelly, School Administrator

CC: Amendment File PSH -03  
 Board of Education  
 School Secretary