

TRINITY LUTHERAN SCHOOL

PARENT/STUDENT HANDBOOK



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The **Parent-Student Handbook** contains information about school policies and student regulations. Please refer to this handbook regularly to become familiar with all aspects of the educational process at Trinity.

PURPOSE

Trinity Evangelical Lutheran School (TLS) was established and is maintained by Trinity Ev. Lutheran Church for the purpose of offering the children of WELS/non WELS churches a Christ-centered education according to the doctrinal stand of the Wisconsin Ev. Lutheran Synod of which Trinity is a member. The congregation, the Lutheran Schools Board, and the faculty accept the Bible as God's inspired and inerrant Word, the only infallible authority and guide for Christian faith and life.

SCOPE

Our school exemplifies the Biblical approach to life based on the principle that “the fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding” (Ps. 111:10). A complete curriculum is offered in the secular subjects from preschool through grade eight.

OBJECTIVES

The primary purpose of Trinity Lutheran School is that each child shall grow in the knowledge of Jesus Christ as his/her personal Savior.

1. To teach that God the Father is the Creator and the Preserver of the universe.
2. To teach that Jesus Christ is the Son of God, the Savior from sin.
3. To teach that the Holy Spirit is the Sanctifier of mankind.
4. To teach the Bible as the inerrant Word of God.
5. To teach God’s Word diligently in obedience to God’s command.
6. To teach all subjects in the Light of God’s Word.
7. To build Christian character.
8. To strengthen the Christian home.
9. To strengthen the Christian congregation.
10. To teach Christian citizenship.
11. To provide for the temporal and spiritual welfare of the children by means of complete Christian education.
12. To teach children to evaluate education and life from the Christian viewpoint.

CURRICULUM AND COURSE OF STUDY

Trinity’s curriculum and course of study are based on “The Wisconsin Evangelical Lutheran Synod Course of Study for Lutheran Elementary Schools” and the curriculum developed by the faculty.

The curriculum meets all requirements of general education. At the same time, it teaches our children the way of salvation, and

brings them closer to their God in daily living. The faculty undertakes on-going evaluation, study, and writing of a revised curricula for Trinity Lutheran Elementary School. Periodic reports on this subject will be made to the parents and congregation.

Our Lutheran Elementary School has been founded upon God's Word, therefore we endeavor to give children attending our school a very thorough study in God's Word. God's Word is preached from preschool through all grade levels in accordance with the doctrines of the Scriptures and as taught by the Wisconsin Evangelical Lutheran Synod (WELS). The attention and careful preparation of these subjects are mandatory of all students attending Trinity Lutheran Elementary School.

WORD OF GOD

Worship services

Devotions

Children's services

Bible History

Catechism

Hymnology

Bible Study

LANGUAGE ARTS

English

Reading

Literature

Phonics

Spelling

Handwriting

Speech

SOCIAL STUDIES

Geography

History

Citizenship

Current Events

Field Trips

MATHEMATICS

Arithmetic

Elementary Algebra
(middle school)

Elementary Geometry
(middle school)

ART

Drawing

Painting

Crafts

SCIENCE

General science

Biology

Physical science

Ecology

Field trips

PHYSICAL EDUCATION

Calisthenics

Physical Fitness

Skills

Games

Team sports

MUSIC

Vocal

School Choir

Musical

ADMINISTRATION

Trinity Lutheran School is an institution of Trinity Lutheran Church and is at all times under the control of the congregation which is responsible for its management and maintenance. The calling of teachers, the adoption of courses of study, and all major changes in the school must be approved by the congregation or its delegated boards.

ADULT INSTRUCTION CLASS

A series of informational classes for non-WELS parents is conducted during the first month of school and is a condition of enrollment. These classes will be arranged with the pastor, and will explain the theological convictions of the congregation. These classes would also seek to alert parents to that which their children will be taught in school with respect to religion curriculum.

NONDISCRIMINATORY POLICY

Trinity Evangelical 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 school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

FACULTY VISITS

Before school registration, teachers will contact families of new students in their rooms in order to meet with the student and the parents. Appointments are made by phone. During this time, the teacher may outline the course of study for the year. Basic instructions for the student, policies, materials, and special needs for the classroom will be discussed. Parents are encouraged to ask questions to express any concerns they might have.

ENTRANCE REQUIREMENTS

Children enrolled in preschool must be three years of age or older and potty trained by September 1st of the year in which they enroll. Kindergarten must be five years of age on or before September 1 of the year in which they enroll. Similarly, all children beginning first grade must be six years old on or before September 1 of the year in which they enroll. In some situations the immaturity of the child might make it necessary to postpone the child's entrance into kindergarten. Such admissions will be allowed at the discretion of the principal, teacher, and the Lutheran Schools Board after consultation with the parents.

Enrolled students automatically agree to all policies set forth in this handbook. Parents and guardians will be required to give correct information about their child(ren) before admission. This includes a permanent file containing report card information, achievement exam information, health records, and immunization records. Until this information has been received the child is accepted conditionally. If the principal and faculty find that a child has difficulty in the grade he has been placed, the matter will be discussed with the parents as soon as possible, and the proper adjustments will be made.

Children of members of Trinity Lutheran Church and WELS congregations will be given first consideration. Others will be enrolled as space allows.

Students entering Trinity Lutheran School from a home school environment will be placed in the grade they have achieved according to their parents. Marshfield Public Schools has no placement examination available for administration to such students.

ELIGIBILITY AND ACHIEVEMENTS

Scholastic performance will determine a student's eligibility in extra-curricular activities which include the non-scholastic activities we may offer at school, such as academic contests, field trips, yearly musical, sports, and cheer /dance. It is a privilege and an honor to be included in such activities and to represent our school in these areas.

The teacher will notify the parents of a student who fails or refuses to meet the Word of God achievement expectations. If this fails to correct the situation, the parents and teacher will meet to discuss the matter. If parent cooperation is lacking, and the matter will not be resolved, the Lutheran Schools Board will discuss the matter and may present the case to the church council for consideration of possible expulsion.

Teachers will contact parents of any student who achieves below expected capabilities. Such a student may be deemed ineligible. The student will be deemed eligible after sustained acceptable achievement.

An eligibility ruling is not intended for the purpose of penalizing students. It is simply understood that if a student is having difficulty with completing work or completing work satisfactorily, extracurricular activities would simply detract from school work and consume valuable time better spent studying.

Eligibility for the learning disabled or special students will be determined in consultation with the faculty and the parents involved.

Whenever a child is absent from school due to illness or other reasons (except for doctor's appointments), that child is ineligible to participate in or attend that day's athletic events either as a player or in cheer/ dance.

NORTHLAND LUTHERAN HIGH SCHOOL AND SYNOD PREPARATORY SCHOOLS

By God's grace we have the opportunity to send our children, after completion of the eighth grade, to a school where the child will receive a Christ-centered secondary education. We encourage all our graduates to attend Northland Lutheran High School in Kronenwetter, WI, or our Synod Lutheran Preparatory Schools, in Watertown, WI, or Saginaw, MI, and thereby continue the Christian education they have received at Trinity Lutheran Elementary School. For information regarding our Lutheran secondary education schools, speak with the principal.

REGISTRATION/TUITION

1. The cost of maintaining and operating our school is part of the church budget and a percent of the cost to educate a child at Trinity Lutheran School is charged to parents of Trinity Lutheran Church. Estimated costs for children to be enrolled at Trinity Lutheran School is ~\$4000.
2. A pre-registration is held in spring. The current fee is \$50.00 for each child and will count towards registration fees. A complete registration packet is mailed to families prior to the end of the school year. Reminders will be sent out in mid-July.
3. Hymnals, Bibles, may be purchased through our office. Registration fees and tuition fees are present in table below.
4. For kindergarten through eighth graders is \$500 per student. For families with more than two children in grades K-8, the maximum registration to be paid is \$1000.
5. Preschool registration fees do not count towards the maximum cap. For instance Trinity members with two children in K-8 and one in 5 day preschool would owe \$1600 in registration fees.

2016-2017 Trinity Lutheran School Fees

		Trinity Members		WELS non-Trinity Members		Non-WELS members	
		Registration/ Books	Tuition	Registration/ Books	Tuition	Registration/ Books	Tuition
Preschool 3K & 4K	3 days/week	400	—	450	400	550	500
	4 days/week	500	—	550	400	650	500
	5 days/week	600	—	650	400	750	500
K-8		500	—	500	800	500	900

TUITION COLLECTION

1. Families making use of Trinity Lutheran School for Christian education are expected to pay for their share of their children's educational costs. Families have until August 1st of the upcoming school year to clear any negative balances. If a negative balance is carried past this date, families must follow payment option #1. Notices will be sent to prospective families in July to notify anyone with past negative balances.
2. There are two options for tuition/registration payment. Option #1: paying the full amount at the beginning of the year. Option #2: paying monthly installments.
3. The financial secretary assistant will send monthly notices indicating current balances on all accounts.
4. A continuous pattern of delinquency to the monthly payment plan may cause an interruption to the child's enrollment

Please note: It is the family's responsibility to communicate financial burdens and special needs and circumstances with the school principal, pastor, or school board chairman. The leadership of Trinity Lutheran School is willing to work with families in a case by case basis and in a very discreet and loving manner.

BUS TRANSPORTATION

All students who reside in the Marshfield or Pittsville School Districts and who live more than one mile from Trinity are entitled to free busing.

Marshfield Bus Service and Hahn Transportation out of Pittsville are the responsible bus companies and work with Trinity and the public school system in administering the bus programs. Please follow their announcements and directions for routes and schedules.

Parents who transport their own children are reminded of the importance of proper safety precautions and the promptness of their child's arrival at school. Students may be dropped off at the office door. Please monitor your child(ren) to and from your vehicle. Do not park in the path for the school bus.

Whenever your child's transportation home changes, parents are to send a note to or phone the office by noon. Failure of the parent to communicate with the office and follow this procedure will result in the child's original transportation plan.

INCLEMENT WEATHER

During times of inclement weather, parents must listen to radio stations WDLB (1450 AM) WLJY (106.5 FM) for announcements regarding school closings. WDLB will announce updated information. Trinity will be closed whenever Marshfield Public Schools are closed due to inclement weather. Each family will be informed about cancellations on days when the Marshfield Public Schools are not in session.

ABSENCES AND EXCUSES

Occasionally children will miss school due to illness or family matters. When this happens, parents are to either call the school office between 7:30 and 8:00am. or send a note with another child to inform the office of the absence. Arrangements must then be made for sending assignments to the absent child.

The secretary will call the parents of any absent child who has not notified the school of the absence. Please help the secretary and staff by notifying them whenever your child is ill.

PRE-PLANNED ABSENCES

We appreciate parental efforts to have children in school every day. We also appreciate parental efforts to schedule trips, doctor, and dentist appointments around the school day and the school calendar. However, at times conflicts do arise which cause absences from school. While we hope parents will continue their efforts to have children in school all day, every day, we do have guidelines to follow when pre-planned absences must occur.

Dental and other appointments should be made at times other than during school hours. All parents are supplied with a school calendar to assist them in making advance appointments. Students will be marked absent when gone for an appointment.

For doctor and dentist appointments, please send a written excuse to the child's teacher at least one day prior to the date of the appointment stating the date and time the child will be picked up and the expected time of return to school. This will help the teacher prepare the assignments or adjust the class schedule to accommodate the absence. Please avoid scheduling doctor/dentist appointments during the week when achievements exams are administered.

For prolonged illness, parents must stay in contact with the school on a daily basis to obtain assignments. (If necessary, arrangements may be made for recording lessons in the school day.) When the child is healthy enough to prepare homework, please bring it to the school regularly for correction and further information about homework and/ or assignments. The classroom teacher will determine the deadline for finishing all missed homework. Again, if special help is needed, please make the necessary arrangements with your child's teacher.

For pre-planned vacations, notify the classroom teacher as far in advance as is practical and possible. Arrange with your child's teacher the assignments and when they are to be completed. Make arrangements to allot ample time for the teacher to provide help in completing assignments.

Tardiness Teachers appreciate parental efforts to make certain that their child(ren) are at school on time. A child is considered tardy if they are not in their desk by 7:50am. The fifth tardy in a quarter will result in an 45 min long detention. Detentions will be charged as after school care.

SCHOOL GROUNDS

The school assumes responsibility for the safety of all students. Therefore no student may leave the school grounds without parental consent or permission.

CHURCH ATTENDANCE

It is our hope and prayer that the attitude of all our students and their families toward the worship of our Savior is the same as that of King David who said, “I was glad when they said to me, Let us go to the House of the LORD”. The school can hope to achieve its aim of strengthening the spiritual life of the child only with the active cooperation of the parents. Parents who are indifferent toward bringing their child to worship services of the church are providing a poor example.

PARTICIPATION IN WORSHIP SERVICES

Students are trained at school for singing in worship services. It is important that children attend the service for which he/she prepared to sing. Students must arrive no later than 20 minutes before the time of service or as otherwise requested by the teacher or director. Parents are to excuse with a phone call whenever their child(ren) will be unable to participate in such a service.

SCHOOL HOURS

The school day begins at 7:45am and ends at 2:30pm. Teachers will arrive by 7:30am. Lunch / Recess is from 11:00am to 12:00pm. When students are to remain after school for involvement in a school activity, or due to the need for after school care, the child care provider needs to be notified. After school care is available until 5:30pm for a fee. Fees are calculated in 20 minute increments. Appropriate communication regarding child care needs is expected and appreciated.

DAILY SCHEDULE

7:30am	Doors open
7:45am	Classes begin
8:00am	Chapel on Wednesday
9:45-10:55am	Snack
11:00-12:00pm	Lunch/recess
12:00pm	Classes resume
1:15-1:30pm	Recess
2:30pm	Dismissal

CATECHISM / CONFIRMATION INSTRUCTION

The pastor conducts instruction class for students in grades 6-8 one morning a week in preparation for confirmation. Students are regularly assigned work, and parents should be certain that class work and memory work assignments are completed for each class. These instruction classes are conducted for members of TRINITY LUTHERAN CHURCH, ST PETER LUTHERAN CHURCH and non-WELS students.

MISSION CHAPEL

Each Wednesday morning at 8:00am, students, faculty, and guests gather for a brief chapel devotion in the church. As part of these services students participate in weekly offering. They are encouraged to bring their gifts of love in the envelope provided for specific missions of our congregation and/or synod.

RELIGIOUS BOOKS

Religious books, such as Bibles, and WELS hymnals are purchased by students and remain their personal property.

TEXTBOOK CARE

Since the Lord has called upon us to be stewards of His gifts, which include our financial resources, and since it is also our responsibility to train our child(ren) in the area of stewardship, it is absolutely necessary that students properly care for their books and treat them faithfully as dedicated stewards of God's gifts. At the conclusion of the school year, all books will be inspected by the teacher and appropriate fines will be levied for those texts which were abused by the students. These fines will be noted in the student's report card and must be paid as soon as possible after notification.

Should a child find something wrong with the book during the year that was done by the previous user, he/she should immediately report it to the teacher to avoid a problem. Severely damaged books must be replaced by the student who caused the damage.

Parents, please encourage your child(ren)) to treat their books with proper care and respect. Following the suggestions listed below will help to keep the textbooks in good, usable condition.

1. Write in the book only when instructed to do so by the teacher.
2. Students should keep their textbooks in their desks whenever possible. Avoid putting textbooks on the floor where they can be kicked and damaged.
3. Put homework in folders or take it home after it is corrected rather than storing it inside the textbook.
4. Use bookmarks rather than pens or pencils to mark a place in the book. Closing the book with a pen or pencil inside will ruin the binding of the book.

Textbooks and workbooks are extremely expensive. It is therefore imperative that all texts are treated very carefully. Hardcover texts are supplied by the school and rented by students. Workbooks are purchased by students. These costs are included in the registration fee.

HOMEWORK

Homework is a very necessary part of our education. It is beneficial to students as it reinforces and extends the work of the classroom. It also serves as an aid to the student in developing self-discipline. It has benefits for the parents as well as helping them to better understand the activities of their children during their hours away from home.

Students are provided study time in school, so an unusual amount of homework may indicate that the student is not using school study time wisely. If the student seldom brings work home, and has low grades, again the student may not be using the school study time wisely. If you feel too little or too much homework is being done at home, the teacher should be consulted.

Parents of kindergarten, first, and second grade students should especially be diligent in listening to their child read aloud frequently. Children are assigned some memory work (Bible passages, Catechism, and hymns) to review or study most nights.

It is for the welfare of the child and for the smooth functioning of the school that the child's work is completed on time for each subject area. Parents have accepted the responsibility to ensure their child's completion of all work.

Three incomplete or late assignments per week will result in an 45 min long detention. Detentions will be charged as after school care. If three detentions occur within a quarter, see discipline section of the handbook.

STUDY HABITS

Proper study habits, including diligence, neatness, promptness, and order are stressed in the classroom. The home can help by providing a definite time and place for homework and private study. Such a place ideally is free from as many distractions as possible, and is fully equipped with paper, pencils, pens, erasers, dictionary, proper lighting, and other necessary books and tools.

It is important that parents assist their child(ren) in learning but that they refrain from doing homework for their child(ren). As questions arise in assignments, parents should call the teacher for instruction and advice whenever necessary.

REPORT CARDS

The report of student progress in school will be distributed the Friday following the end of each quarter. A close relationship must exist between parents and teacher at all times so they may mutually assist each other in understanding and helping child(ren) meet their educational, spiritual, and social needs. The following grading system is used at Trinity Lutheran School:

A	93-100	Excellent	(E) Exceptional
B	85-92	Good	(S) Satisfactory
C	77-84	Average	(N) Needs Improvement
D	70-76	Below Average	(U) Unsatisfactory
F	0-69	Failure	(I) Incomplete

It is important that parents evaluate the report card very carefully, discuss it with the child for the purpose of encouraging the child to even greater faithfulness in his/her school work, sign the envelope, and return the envelope to school as soon as possible.

FAILURES

Students who are consistently achieving significantly below their ability or who are failing two or more areas will be subject to the condition of failure. The child's teacher is responsible for that judgment. Having made that judgment the teacher will discuss the matter with the principal and then with the parents. The parents will receive constant and thorough updates from the teacher during the school year allowing the student ample time to improve the situation. If there is no acceptable improvement, the child will fail.

ACHIEVEMENT TESTS

Trinity utilizes the achievement testing program recommended by the WELS Lutheran Synod and the students' scores are tabulated with the other WELS students for comparison. Testing is administered in the fall each year. Grades 3-8 participate. The tests are scored by the company, and the results are returned to Trinity. Parents will receive a summary report detailing their child's results, and a copy is filed in their cumulative student record.

PARENT-TEACHER CONSULTATIONS

Parent-teacher consultations are scheduled after the end of the first quarter for parents and teachers to meet and discuss personally the progress of each child. The consultations are scheduled by appointment. Parents are expected to take full advantage of this opportunity to meet with the teacher. Parents or teachers may request other consultations during the year as necessary

LIBRARY

The school library contains books which students will need during the course of any given year and provides many books for their reading enjoyment. Teachers encourage regular and frequent use of the library by students in grades 3 through 8. The library is staffed by volunteers of the congregation. Books may be checked out on Tuesdays while the librarians are present. All books are to be returned by the date stamped on the card placed in the "jacket" of the book.

DISCIPLINE POLICIES

"If you love Me, you will obey My commandments" (John 14:15). In a Christian Elementary school such as Trinity, the Lord Jesus Christ must have first place in the minds of the students, the faculty, and employees. All will conduct themselves as redeemed, loving children of God motivated and compelled by God's love for them in Christ. Whenever discipline becomes

necessary, it will be designed to develop favorable attitudes and nurture spiritual growth. Then God's glory will be heightened in the action of those in authority and the behavioral change brought about in the child.

We must recognize that in order to operate a Christian school and conduct a classroom successfully, good discipline is essential. Good discipline does not necessarily mean punishment. Discipline, rather, is teaching Christian attitudes which lead to self-control, self-direction, orderliness, efficiency, and having children conduct themselves in a Christian manner at all times. This enables teachers to maintain a calm and undisturbed atmosphere in the classroom, hallway, and playground. Therefore, teachers and others in authority will deal with children in keeping with the teachings of Christ our Savior.

Even though one of our school's objectives is that a child would have a desire to do God's will and lead a life becoming a Christian, we all possess a sinful flesh. "All have sinned and are without the praise that God gives" (Romans 3:23). "The spirit is willing, but the flesh is weak" (Matthew 26:41). When a child, in weakness, follows his sinful flesh and sins against God's Word, we as parents and teachers must accept the responsibility of properly disciplining the child, lest he continue in his present ways.

When a child persists in unacceptable behavior or classroom work, and all other means of admonition have been used to correct the problem, suspension and even expulsion may be necessary. These extreme forms of discipline must be handled very carefully and done out of respect for Lord and love for the soul of the child.

Suspension may be carried out by the principal after repeated offenses have occurred. If the child is suspended, he/she may be required to meet with the pastor, principal, and parents before re-admittance to the classroom.

Expulsion Authority lies solely in the hands of the Lutheran Schools Board of Trinity Lutheran Church. If expulsion

procedures are necessary, the parents will be notified accordingly.

In all acts of discipline, it is the responsibility of the teacher to inform parents of the existing problem. The parents are responsible for correcting the problem and for keeping in contact with the teacher. If grievances relating to school incidents should arise, it is good courtesy and Christian charity to discuss the matter with the teacher involved. Errors will be made because we are all sinful humans, and all of these problems should be approached with prayer and Christian love, always allowing God's Word to guide us to peaceful solutions.

Parents sending their child(ren) to Trinity Lutheran Elementary School agree that their child(ren) are to submit to the discipline principles set forth in the Bible and are under the supervision of those whom God has placed over them as His representatives. All of God's representatives are to receive the respect they deserve as explained in the Fourth Commandment.

Three strikes policy To assist the classroom teacher with daily discipline we have implemented a 'three strikes policy'. If the child is disruptive in the classroom the policy will be put into effect. Strike one - the child is removed from the room, and sent to the office. Strike two - the child is sent to the office, meet with teacher, and principal. Parents will be notified. Strike three - child will be sent to the office, teacher, principal, and parents will meet, and result in suspension from school.

Guidelines to detention, suspension, and expulsion. The basic cause of poor behavior is sin, and the only solution lies in God's Word! In guiding children, there are times when we must use both Law and Gospel, with the important and final stress being laid on the Gospel. Since there are times when it is evident that God's Word has little or no effect on the child, judging from his/her action, it may be necessary to detain him/her after school, suspend or even expel him/her. Trinity Lutheran Elementary School follows the policy of suspending students who have repeatedly had discipline problems, have incomplete or missing work, have shown disrespect to any of the Lord's representatives,

or present a problem to themselves or other students. These guidelines are then to take effect:

1. Detention Policy

- a) Detention will be used as a disciplinary action, or in the event of consistently unfinished work. Detention will be 45 minutes long.
- b) The teacher will call the student's parents to inform them of the existing situation, and of the detention that will be imposed if the problem is not resolved, should it become necessary for a detention to be served it will be after school the day following the offense and will be supervised by the child's teacher.
- c) Three detentions in the same quarter will lead to a meeting of the child's parents, teacher, and principal. Such meetings may have to be continued until the situation is resolved. If continued meetings do not resolve the matter, the Lutheran Schools Board will discuss the matter.
- d) Each classroom teacher will review with the parents a set of classroom rules or procedures. If these are not met by the student, the school's discipline plan will be enforced.

2. Suspension

Suspension involves a temporarily imposed absence from school, typically no longer than three days. It involves the home by the fact that the parents are made aware that there is a problem, and that they have been properly informed of the situation by the teacher. Only the principal has the authority to suspend. The pastor is to be kept informed of the situation by the teacher. The principal is also to inform the Lutheran Schools Board of Trinity Lutheran Church. If a child is suspended, a conference must be held with the parents before the child is readmitted to the classroom. The usual time of suspension is three days.

3. Expulsion

Expulsion is the permanent absence of a child from our school. The principal can only recommend the expulsion of a student from school. The Lutheran Schools Board of Trinity

Lutheran Church has the authority to carry out the expulsion. The steps involved are:

- a) The principal officially informs the parents of his recommendation to the Lutheran Schools Board.
- b) The pastor, principal, teacher, parents, child, and Lutheran Schools Board meet concerning the matter.
- c) If nothing is resolved at this meeting and the Lutheran Schools Board votes in favor of the principal's recommendation, the student is expelled and the parents receive official notification of the Board's action in a letter.
- d) Readmission would require resolution of the problem which caused the expulsion.

DISAGREEMENTS WITH DISCIPLINE ACTION

Everyone involved with Trinity Lutheran Elementary School is a sinful human being. Since that is the case, there may well be a time when parents disagree with a policy, a procedure, discipline action or method used. In such cases the Lord gives us guidelines to follow for handling the concern and problem. The principles established by Christ in Matthew 18:15-16 also apply in situations when there are disagreements with a discipline action. The following procedures will be used in situations when there are questions and/or disagreements about something that happened at school.

Education policy pertaining to called workers. Matthew 18:15-16 states, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

In the event that a parent questions a teacher or has a concern and approaches the Lutheran Schools Board, the Lutheran Schools Board will advise the parent to discuss the matter alone with the teacher. If, after the discussion with the teacher, the parent is not satisfied, then the parent will be advised to discuss

the matter with the teacher and principal. If the parent is still uncomfortable with the situation, the parent may request a meeting with the teacher, Education chairman, and the principal. If this fails to satisfy the parent, and if the matter is serious enough, the matter will be brought before the Lutheran Schools Board. The Lutheran Schools Board will decide if the matter warrants a meeting all involved.

Many complaints and much needless and sinful gossip will be avoided if everyone involved with Trinity Lutheran Elementary School will speak to the people involved in any given situation in a effort to resolve any problem which may exist. May we all remember the words of Paul: “Therefore, encourage one another and strengthen one another just as you are doing” (I Thessalonians 5:11 NET).

PROHIBITED ITEMS

Certain items are not to be brought to school since they may easily be damaged, be a nuisance, may pose a threat to the safety of the students, or be detrimental to the education process. Such items would include, but are not limited to: alcohol, illicit drugs or weapons of any kind, smoking or chewing tobacco, gum, toy guns, items such as comic books, sports or collectors cards, noise producing items, laser pointers or other similar items are not be brought to school or school functions unless specifically requested or permitted by the teacher or other representative of the school. Items which are not appropriate for school and its educational programs shall be confiscated and returned to the parents. If, in the judgement of the teacher or representative, the material is offensive and/or dangerous, a consultation with the parents may be deemed necessary. If students bring phones, music players, handheld game systems, or other electronic gadgets to school, they will need to turn them in to their teacher each morning and then retrieve them at dismissal.

CELL PHONE AND PERSONAL ELECTRONICS

All personal electronic devices such as but not limited to cell phones, iPods, mp3 players, and personal gaming systems are considered non-essential school items and do not belong at school during the school day or when students are involved in co-curricular activities. Such items need to be stored on “silent mode” and placed in the principal’s office prior to school beginning. Students violating this policy will have their devices confiscated by the teacher until the end of the school day. Emergency phone calls should be directed to the school office. Repeat offenders will be subject to further disciplinary action.

E-readers may be used in the classroom with the knowledge of the teacher and with the understanding that the E-reader will be used solely for reading appropriate books at appointed times. E-readers are not allowed for game playing, communicating, or browsing the internet, and are subject to the electronic device policy.

DRESS CODE

Students at Trinity Lutheran School shall dress in a God pleasing manner. In I Corinthians 6:19-20 our Lord tells us, “Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.”

The guidance of God’s Word is the basis for Trinity’s Dress Code:

1. Students must wear properly fitting pants or jeans which are in good repair without holes.
2. Students are not allowed to wear sleeveless shirts or be shirtless.
3. Girls dresses, skirts or shorts must be at fingertip length or longer with arms flat against their sides.
4. Halter/tank tops, bare midriff styles, and sun dresses are not allowed. (Sun dress: sleeveless garment with spaghetti shoulder straps).

5. Mature girls must wear foundation garments.
6. Low-cut dresses, low-cut tops, or see-through blouses are not allowed.
7. Students may wear shorts and sandals from May 1 to the end of school and from the beginning of school until October 1. Students are allowed to wear shorts for physical education classes.
8. T-shirts must be in good taste, and all slogans must meet acceptable Christian standards.
9. Students must wear shoes. All students must have athletic shoes with clean soles for the gym. Shoes which leave marks will not be allowed in the gym. Gym shoes need to be kept at the school.
10. Hair must be clean, neat, and of proper length.
11. Boys are not permitted to wear earrings nor any ear apparel.
12. Students are required to wear appropriate head covering, gloves/mittens, and removable boots during winter weather. This equipment may be left at school and worn at recess.

Failure to follow this guideline will subject students to classroom teacher discipline.

Students should wear clothing which reflects their Christian attitude. The clothing must be neat, yet functional, able to withstand recess. Articles of clothing such as back packs, spirit wear, gloves/mittens, boots, jackets, caps, and snow pants should be labeled. This dress code applies to all school functions (singing in church, sporting events, etc...). Failure to comply to the dress code will result in immediate action.

BAND AND/OR PIANO LESSONS

Students in grades 2-8 are eligible for band lessons which are taught by Mr. Rich Pinski. The lessons are given during the school day and are charged a fee by the instructor. Band students are responsible for their promptness and for bringing their instruments. All excuses must be handled with the instructor.

Students in grades K-8 are eligible for piano lessons which are taught during and after the school hours by Mrs. Karen Warmuth

and Mrs. Ann Westenberg. All excuses must be handled with the instructors.

HEALTH CONCERNS/IMMUNIZATIONS

Communicable diseases should be reported to the doctor and to the child's teacher. Children who have chicken pox, mumps, or measles must be kept home for the specified length of time. Cases of head lice will be treated as ordered by the physician and/or county nurse.

The immunization laws of Wisconsin require that all children have the required doses. In order to keep student records current and comply with state law, a completed and updated immunization card must be on file in the school office. Waivers for religious, health or personal conviction may be signed by the parent if they choose not to immunize their child. If the student health file is incomplete, the child's parent will be notified. When parents receive a notice from the school, regarding discrepancies in a child's immunization record, they must comply with the request promptly, or the matter may be reported to the district attorney. A child may be excluded from attending the school, until the matter is resolved.

DISPENSING MEDICATION IN SCHOOL

The school may dispense prescription or over the counter medications to students if a Physician Order / Parent Consent Medication document is in the file and signed by the parent. Medications must be in single serve blister packages or in the original packaging. It may not be expired. Parents will be notified by phone each and every time an over the counter medication is given to prevent over dispensing of doses. Parents will also be notified any time a scheduled dose of medication is missed or if there is an error in giving a dose. Good communication is expected and appreciated.

All physician prescribed medications to be administered during the school day must have a physician signed document in the file. Medications may not be transported to or from school by

the students. They may not self-administer any medication with the exception of rescue inhalers.

ATHLETIC PROGRAM

The athletic program is under the supervision of our Athletic Director. It consists of volleyball for girls, basketball, soccer, softball, and track for girls and boys, and cheer/ dance for girls. The emphasis is placed on participation, learning, and fun. Trinity Lutheran Elementary School participates in the Wisconsin River Valley Lutheran Conference. Students must be in good academic standing to be eligible for athletics participation.

- I. **ATHLETIC DIRECTOR:** Arranges all athletic events. The coaches assume responsibility for materials used by their respective teams. Proper officials are to be secured by the Athletic Director for various contests involving Trinity Lutheran Elementary School.
- II. **COACHES:** Persons of sound Christian character holding membership in one of our WELS churches will be permitted to coach any or all of the athletic teams. The coach will be guided by Biblical principles, the objectives of the athletic conference, and of our elementary school in his/her teaching and training of students on the school's athletic teams. They will set an example in attitude and conduct on and off the field of activity.
- III. **PARENTS:** Responsible for permission to participate, and for payment of athletic fees. They need to arrange for all transportation to and from athletic events. It is the parents' responsibility to assure that their child wears their uniform to every event, keeps it clean and returns it in good repair to the school.
- IV. **ATHLETES:** Only students of Trinity Lutheran Elementary School are permitted to represent the school on any of its athletic teams. Eligibility must be maintained at all time, commensurate with each child's grade level and ability. At no time may an athlete participate in a contest on the day he was absent from school due to illness or an

unexcused absence. Self-control must be practiced at all times as well as etiquette and good sportsmanship. Display of temper, cursing, and other forms of unchristian conduct will not be tolerated. Continued violation will mean suspension from play and possible dismissal from the team. In all contests the athletes will be judged by their love for their fellow man. Unnecessary and willful intent to injure or destroy or damage another person or property will warrant suspension from a team. Play hard, play fair, be a modest winner and gracious loser. No player will directly question the decision of the official at any contest. This includes showing displeasure with the call of the official through overreaction or mannerism. All athletes are to remember they are children of God and representatives of Him and of Trinity Lutheran Elementary School. Therefore, their attitudes and conduct will be guided by Christian principles. All players are expected to participate at practice or games unless excused by parents.

- V. **SPECTATORS:** Parents and students attending athletic contests are to display attitudes and conduct that are guided by Christian principles. Any spectator (child or adult) who displays unchristian characteristics be asked to stop. If the spectator does not comply with the request of the coach or principal, he will be asked to leave the game. Spectators are encouraged to have fun cheering for both teams, enjoy the game, show the best in good sportsmanship, and set the right example.
- VI. **CHEER/ DANCE:** Students grades three through eight may participate on the Eagles' cheer/ dance teams. Cheer/ dance participants are expected to attend practice and games unless excused by the coach. The cheer/ dance coach may remove any team member if valid excuse for any absence is not given. No one will participate as a cheer/ dance participant on the day of a game if that student was absent from school due to illness or unexcused absence.

FIRST AID

Students who are injured in minor accidents will be treated at school by the teacher. If students require the services of a physician, the parents will be immediately notified. If the parents cannot be contacted, the student may be taken to the physician or the hospital emergency room. Parents will be notified of any injury if concern for the child warrants a call.

STUDENT INSURANCE

Trinity Lutheran Elementary School does not offer student insurance to families. Therefore all parents, especially those whose children participate in athletic activities, are encouraged to purchase insurance for their child.

STEWARDSHIP OF SCHOOL PROPERTY AND GROUNDS

Student respect for church and school property is absolutely essential. Anyone found defacing or damaging church or school property will be required to make full restitution for all damage for which they are responsible. Running and other boisterous action in halls, classrooms, and restrooms are not allowed. NO GUM is to be used in the school building nor on premises.

School/church property, including books, furnishings, and equipment must not be defaced, marred, or damaged. Parents of students who commit such acts of destruction will be responsible for reimbursing the school for the loss of such items. All violations will be billed for the actual amount of damage.

DUTIES/CLEANING

Students are responsible for various cleaning duties. Duties are assigned by the teachers and the schedule is changed throughout the year. Duties are essential in keeping our building clean during the week.

FIELD TRIPS

Students will travel to points of educational interest whenever possible. Field trips are considered part of the school day and as such, students are expected to attend. An emergency contact sheet / permission form is signed by parents with the registration packet.

CLASS FEES

Teachers may request monies for field trips and other activities such as Christmas gift exchange; gift tree: etc.. Any necessary collection will be clarified for the parents through a notice from the school. No child or parent is to take orders for items or sell items during the school day or at school functions. The CEA (Christian Education Association), of Trinity Lutheran School may sell items to the students, parents, and guests at scheduled activities, concession stand, and Spirit wear items.

TELEPHONE

Students who must use the telephone will obtain permission from a teacher and/or the secretary before doing so. Long distance calls will be recorded and billed to the family. Students should limit their use of the phone, as much as possible, to urgent calls. Arrangements for going to someone else's home, going to the library after school, etc., should be made before the child leaves home in the morning.

The school telephone number is 715-676-2121. Except for cases of emergency, parents should make all calls to our faculty before 7:45am and after 2:35pm. Teachers must leave the classroom to answer the telephone, and doing this during school hours may cause disruption of classroom lessons.

LOST AND FOUND

Trinity Lutheran Elementary School maintains a lost and found box. If students have lost an item, they may consult with their teacher and seek permission to look for it in the lost and found box.

Students who have found an item that belongs to another are to give it to their teacher or to the person “on duty” during recess.

Articles that are not left in an orderly fashion in the coat racks, or anything left on the floor will be put in the lost and found box. These items may be reclaimed through the teacher.

LUNCH

Hot lunch is available on Tuesdays, Wednesdays and Thursdays. Milk is available five days a week. Meals are prepared and served by paid staff here at Trinity Lutheran School. Current fees are \$2.50 for lunches and \$0.50 per milk. Deposits can be made through our school financial assistant.

If hot lunch accounts are running a negative balance, the eldest child of the family will be sent home with a note indicated the balance shortfall. E-mail notices will also be sent to also notify parents of the negative balance. If there is a negative account balance in excess of \$50, hot lunch will not be provided. Outstanding balances will need to be paid prior to the start of the following school year.

STUDENT VISITORS

Students from other schools are welcome to visit their friends if advance notice is given and if proper arrangements are made which include permission from the principal, the teacher, and visiting student’s parents. All student visitors are to check in with the secretary.

TEACHER HELPERS

Teachers may need the assistance of parents who can help in the capacity of teacher aides. Teachers who need such assistance will inform the principal and the Lutheran Schools Board. Upon approval, parents will be notified of the need for and the type of assistance requested by the teacher.

CHRISTIAN EDUCATION ASSOCIATION (CEA)

This organization is for the benefit of students and parents. Meetings are held during the school year according to a schedule which is planned by the officers and the principal. Parents of the school and members of the church who are interested in the purpose of this organization are invited to attend. Educational topics of interest are presented and discussed.

COOPERATION

In order for our school to function to the best of its ability, there must be cooperation between home and school. We pray that all can work together as a family of God. With full cooperation each school year will be blessed and successful.

FAMILY INVOLVEMENT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks

or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue SW
 - Washington, DC 20202-8520
5. Trinity Lutheran School annually notifies parents of the above FERPA rights via a registration day handout, inclusion in the Parent Handbook, or as an attachment to a school newsletter.

PARENTS CAN HELP THEIR CHILDREN BY:

- A. Attending church services regularly and by discussing the service with them.
- B. Conduct family prayers and devotions.
- C. Encouraging regular and prompt school attendance.
- D. Encouraging regular study habits and by providing adequate facilities for proper study.
- E. Encouraging well-balanced meals.
- F. Encouraging sufficient hours of rest and sleep.
- G. Allowing many wholesome and Godly experiences.
- H. Encouraging the child to play games suitable for his/her age and skill.
- I. Encouraging the child to be considerate and courteous.
- J. Refraining from being critical of school procedures in the presence of the child.
- K. Discouraging the child from bringing distracting items to school.
- L. Allowing the Word of God be the sole guide in all phases of daily living and conduct.