 Pastor: Administrative Assistant:

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| TRINITY LUTHERAN CHURCH & SCHOOLLutheran Church—Missouri Synod | **300 Broad Street****Menasha, Wisconsin****54952-0445**Church: (920) 722-2662School: (920) 725-1715Fax: (920) 722-7692 |

February 26, 2015

Dear Parents of Trinity Lutheran School Children:

**Important Information Regarding Electronic Device Usage at Trinity**

**Attention Families of Trinity Lutheran School,**

You are receiving this letter to inform you that effective **Monday, March 2nd** the use of any and all personal electronic devices is prohibited. All students entering the school will need to turn off their device and it shall remain off until they leave the building. It is to be kept in the backpack or locker.

***What more do you need to know?***
If this policy is not followed, the device will be confiscated by a staff member and the following actions will take place:

**Action:** The parent will need to meet with the staff member and student in order to retrieve the device.

**Action:** The student will receive a ½ hour detention for the first offense and a 1 hour detention for the second offense.

***Important note:*** *All families signed a waiver on registration day acknowledging that Trinity Lutheran Church and School is not responsible for any lost, stolen, or misplaced electronic devices.*

Please reach out to us with any questions regarding this communication.

Your Brother and Sister in Christ,

Steve Sexmith
Salli Nickolai
Board of Christian Education