

Trinity Lutheran School

Parent-Student Handbook 2024-2025



Trinity is fully accredited through both WRISA (Wisconsin Religious and Independent Schools Accreditation) and WELSSA (Wisconsin Evangelical Lutheran Synod Schools Accreditation).

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MISSION STATEMENT

The mission of Trinity Ev. Lutheran Church is defined by our Savior in Matthew 28:19-20, **“Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you.”**

Trinity Ev. Lutheran Church is built upon certain biblical principles, which include:

- Making disciples is the mission of the church.
- All other tasks and efforts of the Church should support and assist in carrying out this mission.
- God gives us the Gospel to nurture and build up those who are already members of Christ's family.
- God gives us the Gospel to reach out to those who are not part of Christ's family.
- The Holy Spirit accomplishes this work through the Gospel in Word and Sacrament.
- Making disciples is the privilege and responsibility of all Christians.
- The Bible is the Word of God and the only infallible authority in matters of faith and life.

Since Trinity Ev. Lutheran School is an extension of Trinity Ev. Lutheran Church, this is also the mission of Trinity Ev. Lutheran School.

VISION

Trinity Ev. Lutheran School has two fundamental purposes. The first is **to make disciples for the Lord Jesus Christ by teaching our students to obey everything Christ has commanded us.** We call this teaching aspect of Christ's command "Christian Education."

Christian education is first and foremost the responsibility of Christian parents. However, the church also has the command of God to assist the parents in meeting their obligation for Christian instruction. Our school is a place where students may receive a Christian education that is thoroughly permeated with the Word of God. Our goal is that through the Word of God the Holy Spirit will work to lead our students to know the love of God in Jesus Christ so that they might respond to that love with a life of faith, witness, worship, service, fellowship, and love.

In addition, Trinity Lutheran School has a second fundamental purpose. We want our students to be disciples well-equipped to live and work in this world. Although the eyes of a disciple of Christ are constantly fixed on the goal of heaven, we realize that we will live in this world until we reach that goal. For this reason, we also teach our children the important functions and essential skills which they need to live in our society: reading, writing, mathematics, social sciences, computer skills, and the fine arts. A second fundamental purpose of Trinity Lutheran School, therefore, is **to equip our students with the best scholastic skills possible that they might be valuable citizens and productive workers.**

OBJECTIVES

So that the vision for Trinity Lutheran School might be carried out according to God's will, the Board of Lutheran Schools, together with the teachers, pastors, and Leadership Team, commit to:

- Being witnesses of Jesus Christ to all people, in words and actions. (Acts 1:8)
- Helping one another grow in the Word of God - encouraging faithful study of God's Word. (Ephesians 4:11-14)
- Submitting to the truth of God as revealed in the Bible. (John 17:17)
- Uniting in worship with one another. (Hebrews 10:24-25)
- Practicing fellowship with one another. (Acts 2:42)
- Administering the Ministry of the Keys in His Church. (John 21-23)
- Serving the needs of all people in Christian love. (John 13:35 and Galatians 6:10)

- Maintaining decency and order in the church. (1 Corinthians 14:40)
- Achieving academic excellence in spiritual and secular education for 3K through 8th grade, thoroughly preparing students for the next grade level and high school.
- Providing dedicated teachers who lead by example as Christian role models to the students and who continue to grow spiritually and professionally.
- Equipping and encouraging children to apply the Word of God in their daily living and share the saving truth of Jesus Christ with others.

GENERAL INFORMATION & POLICIES

ABSENCES AND EXCUSES

Regular attendance is important to the progress of the child and the maintenance of school standards. Each classroom teacher will take attendance promptly at the start of each school day. Students arriving late must check in at the office before going to their classroom. Likewise, students leaving early must check out at the office before leaving the building. The “C” entrance opens for the school day at 7:30 AM. Students arriving before 7:30 AM will be placed in childcare. The school day begins at 8:00 AM – K-8 and 7:55 AM 3K-4K. Students arriving after 8:00 AM will be considered tardy. Excessive tardiness may result in disciplinary action.

Reporting an Absence

Students who are absent must have a parent or guardian contact the office at 920-756-3738 or tls@trinitybrillion.org on the day of the absence to provide an excuse. If a student is absent and the school has not received notification from the home, the school secretary will attempt to contact the parents to verify the absence. Written excuses for student absences may be presented to the school office the day the student returns to school. Failure to contact the office on the day of an absence will result in an unexcused absence. Five or more unexcused absences are considered habitual truancy under state law and will be reported to the police liaison officer.

Excused Absences

Students may be excused from school for the following reasons:

- Illness of student
- Medical, dental, chiropractic, optometry, or other valid professional appointments. We STRONGLY ENCOURAGE parents to schedule appointments outside of the school day when at all possible.
- A death in the immediate family or funerals for close relatives.
- A court appearance or other legal procedure which requires the attendance of the student.
- School directed absences, such as out of school suspension.

Prearranged Absence (Revised June 2021)

If an extended absence from school is planned, parents/guardians are asked to notify the school office and classroom teachers at least one week in advance. Generally, the student will have one day for each day absent to make up any missed work. Please understand that even though teachers will work with families to make advance arrangements for the schoolwork that will be missed, it is not always possible to prepare assignments ahead of time. Instructional methods differ among grade levels, and some subjects have materials that can be prepared ahead of time while some cannot. Therefore, it may not be possible for all of the student’s work to be prepared before an absence occurs. Students will not be able to receive advanced work more than one week prior to a planned absence.

Unexcused Absence

Unexcused absences are handled by the school administration and police liaison officer. Unexcused absences will result in disciplinary action and count toward the state mandated filing of truancy.

Truancy

Truancy is an UNEXCUSED absence for an entire day or a portion of a day for which the school has not been notified by the parent/guardian. School administration may require a physician's confirmation of any continuing medical problem that causes habitual absence from school. Students who are truant will be referred to the police liaison officer.

Ten Absences

Parents may excuse their child from school for a maximum of 10 days throughout the school year for reasons other than what are stated on the list of excused absences. A partial day absence counts as a whole day per state statute. Included in the 10 days will be absences for deer hunting and family vacations. Please avoid family trips while school is in session if possible. Absences must be properly reported in order for them to be excused by the school. When students reach 8 excused absences, regardless of the nature of the absences, parents will generally be contacted making them aware of their child's absences. Those absent more than 10 days per year must obtain a doctor's excuse and present that to the school office. (Updated: 2-21-2023)

ACCREDITATION

Trinity Lutheran School holds national accreditation through the Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA) and the Wisconsin Religious and Independent Schools Accreditation (WRISA) WELSSA is recognized and accredited by the National Council for Private School Accreditation. WRISA is a state chapter of the National Federation of Nonpublic School State Accrediting Associations which is recognized by the College Board and the Office of Non-Public Education, an office within the U.S. Department of Education. The accreditation process has been a useful tool to improve our school, ensuring that our school meets or exceeds the state and federal standards, and allows our school to secure funds through grants and programs available to schools holding accreditation. Each year Trinity will submit an annual report to the accreditation agency reporting on the progress of our 5-year strategic plan.

BEFORE & AFTER SCHOOL CARE/ EXTENDED DAY PROGRAM

Trinity operates an Extended Day and Before & After School Care program for students 3–12 years old. This program begins at 6:00 AM and ends at 5:30pm and is supervised by members of our early childhood staff (see below for additional details). The "C" entrance opens for the school day at 7:30 AM. In order to provide proper supervision, any K-8 student arriving earlier than 7:30 AM will be placed in care until 7:30 AM. Teachers assist in supervising the bus line and parking lot. Any student on campus after 3:10 PM will be placed in childcare. K-8 students will not be charged when arriving after 7:30 AM and getting picked up before 3:10 PM. Parent accounts will be charged for any care services.

Trinity Extended Day/Before and After Care Schedule

6:00 – 7:30 Opening, breakfast, Peer Play

7:30 *Students dismissed to class*

2:30 – 3:00 3K and 4K students have snack

3:00 – 5:30 – Trinity Care closes

Before and After Care Program Hours of Operation

Before and After Care (includes ages 3-12):

Monday – Friday 6AM-7:30 AM; 3PM-5:30PM

****Please Note:** Before and After Care is strictly for children in grades K-5. ******

Dates Closed: The ECP will be closed on the following dates (payment rates will be prorated for these dates)

- | | |
|---|-------------------------------------|
| -Labor Day | -Good Friday (close at 3:00 PM) |
| -October State Teachers' Conference (see school calendar) | -Spring Break (see school calendar) |
| -Thanksgiving Break (see school calendar) | -Easter Break (see school calendar) |
| -Christmas Break (see school calendar) | -Memorial Day (Mon & Tues) |
| -February District Teachers' Conference (see school calendar) | -Independence Day (July 4) |

*****When Brillion Public closes due to weather conditions, the entire early childhood program will be closed. This includes Before/After Care, 3K and 4K, and the Extended School Day program. In the event of a 2-hr. delay, 3K & 4K will be canceled for the morning. In the event of a 2hr delay the ECP will open at 8am to offer Before Care (Grades K-6) and the Extended School Day program (3K, 4K). *****

Other important dates: On third Wednesday early dismissal at 1:30pm, there will be after care offered for students 12 years old and younger. Sign up is required with the Early Childhood Director. After care will close at 11:30am on the day before Christmas break, as well as on the final day of school.

Before and After Care Arrival: Opens at 6:00 AM. Parents are to bring their children into the 3K room and be sure to sign-in the children on the clipboard by the door.

Extended Day/Before and After Care Dismissal: Unfortunately, in today's world care needs to be taken in the release of a child. The teachers will assume that a parent/legal guardian or someone named on the Child Information Card will pick up the child. The child will not be released to anyone else unless the teachers are notified in person or by a signed and dated note.

Extended Day/Before and After Care Health and Immunizations: All immunizations must be up to date before attending. Your child's health is a matter of importance to all of us. If your child has allergies or health problems, please make the staff aware of this. When your child is ill, please keep him/her home.

By law, teachers cannot dispense medication of any kind to their students. (Inhalers and epi pens are exceptions). If your child needs medication during the day, please check in with the school office where medication can be stored and dispensed. For more information on dispensing medication at school, please request a copy of our full policy statement from the school office.

Emergencies: If a child is injured or should become ill at school, he/she will be cared for temporarily by a teacher/school secretary and the parent/guardian indicated on the Emergency Care Form will be notified. If you have special instructions for a particular emergency, please have these instructions, written out so they can be placed in the school files. Please inform us of any emergency information changes.

Shoe Changing: Each student will be required to wear their inside shoes while in the Before and After Care Program.

Meals and Snacks: All breakfast (as needed) and afternoon snacks will be provided. Please notify the Early Childhood Director and Childcare Teachers of any food allergies or intolerances that your child may have, as well as paperwork from your child's doctor indicating any food allergies or intolerances. The cost for breakfast and snacks is included.

Toys from Home: Children are permitted to bring hand-held gaming systems (Nintendo DS, etc.) to use after 3pm. These items should not contain a camera. Items such as cell phones, iPods, Kindles, Nooks, MP3 players, etc. are not permitted. If these items are found the Director will confiscate them until the children leave for the day. The ECP will not be responsible for loss or damage.

Illness: We ask that you keep your child home if he/she has the following: flu, fever, rash, diarrhea, vomiting, sore throat, excessive coughing, and sneezing or nasal drainage. Upon arrival, children will be observed for any signs of illness. Children who are ill or not comfortable participating in daily class activities will be taken to the office and a parent will be called.

If your child contracts a communicable disease (chicken pox, strep throat, etc.), please let us know as soon as possible so we may post a notice and watch for symptoms in other children. Children may return to classes after they have been absent for the recommended period.

Extended Day/Before and After Care Management Plan

Routines and discipline procedures will be administered in a caring Christ-centered way. The goal is to provide an environment in which students feel comfortable and secure. Through effective management the children will know what is expected of them and what they can expect. Through effective discipline procedures the children will learn to take responsibility for their actions and that their actions affect others.

The children will know what kind of behavior is acceptable at Trinity and the reason behind it. When a rule or procedure is broken the following general outline of action shall take place:

1. Verbal warning from teachers
2. Second and final verbal warning from teachers
3. Natural consequence
 - Removing child from situation
 - Taking materials away that the child is using inappropriately
 - Age-appropriate time out in the “safe space”
 - Any other action that the teacher deems necessary and age appropriate
 - The child will apologize to any people that their actions hurt physically or emotionally.

The above steps will take place when the child breaks a rule or procedure that does not jeopardize the safety of them or others in the classroom. If the child does something that could potentially harm them or another person, a natural consequence will immediately be administered. An explanation will accompany the consequence so that the child understands why they received the consequence.

If a student continues to be disruptive after two warnings and a natural consequence the parents will be notified through a phone call or a face-to-face meeting. If the behavior continually disrupts the classroom routine or endangers the safety of the group, the Director and/or Principal shall be brought in. Each day is a clean slate for the children.

Parent/Teacher Communication: We consider parent/teacher communication to be very important. The Extended Day/Before and After Care Program is an environment in which parents and teachers are partners in caring for every child. We are eager to have excellent communication between parents and staff and encourage parents to express comments, suggestions, and concerns directly to the child’s teacher and/or the Director.

Financial Information

For families new to the program, a \$15.00 fee for registration is required to reserve a place in the Trinity Early Childhood Program for your child.

Before and After Care includes care hours, breakfast (if applicable), and an afternoon snack. Cost: \$4.50/hr. per child.

Before and After Care Payments: Billing Statements and records will be sent home on Mondays of each week. Payments are done on a weekly basis and are due the Friday of the previous week. If payment is not received by this time, parents will be contacted by phone to remind them that the payment is due. If payment is not received by the following Friday (a week past due date), a \$5.00 late fee will be charged. If payment is not rendered, the child will not be allowed to attend care. The child may return to care after the payment and late fee have been received.

Childcare Vacation Hours (Free Hours): Qualifying families will be granted vacation days that correlate with the childcare program utilized for the majority of the summer. Vacation days are awarded per family to use any time during the summer childcare months. In order for families to utilize vacation days, children must be absent from childcare. Vacation days are defined as days in which the family chooses to have their children absent from childcare without incurring charges (i.e. family vacations). Qualifying families are defined as families that have utilized the Early Childhood program for a *consistent* 12 months or are an annual returning Summer Care family that enrolls from the second full week of June through the program’s end date. These days must be used before the start of the new school year. Beginning June 1, 2024, the calendar resets and families who qualify will receive another set of vacation days. If families would like to use vacation days, the Director and Financial Assistant must be notified in advance. Days cannot be carried over from one year to another. If you have any questions or concerns about this, please speak with the Director.

BIRTHDAYS

Children who wish to bring a treat for their class to celebrate birthdays may certainly do so. Make sure the treat is easily served or distributed by the student. Please only provide birthday treats for your child's class and teacher. Frozen items should be brought to the office. Items should not be placed in the Soup for Souls freezer in the commons.

CHRISTIAN DISCIPLINE & DUE PROCESS

Along with the parents, the teachers have the daily opportunity to share with the children what God's holy Word has to say about their lives and conduct. The following four levels outline the general procedures followed when disciplining a child. Christian discipline procedures and processes may be modified based on individual circumstances and steps may be skipped in certain situations as determined appropriate by the school administration in their sole and exclusive discretion.

Level 1

Level 1 includes minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are usually handled by the teacher, but sometimes may require the intervention of the principal.

Example of Misconduct: Classroom disturbances, inappropriate language, failure to complete assignments or carry out directions, violations involving misuse of technology and/or electric devices, disrespect to student/staff that is mostly verbal/visual, minor rule violations

Teacher Response to Misconduct:

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. Teacher will communicate with parent in written form and/or personal contact regarding misconduct.
3. Informal documentation by the teacher.

Response options: Options include but are not limited to verbal correction, special assignments, school community service, withdrawal of privileges, parent conferences and discipline notes.

Level 2

Level 2 includes misbehavior whose frequency or seriousness tends to disrupt learning climate of the school. These infractions, which usually result from the continuation of Level 1 disturbances, require the intervention of the principal because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in the level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of Misconduct: Continuation of unmodified Level 1 misbehavior, truancy, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying and abusive language, minor acts of physical/normal conflict, unable to control behavior.

Teacher/Principal Responses to Misconduct:

1. The student is referred to the principal for appropriate disciplinary action.
2. The principal meets with the student and/or teacher and affects the most appropriate response.
3. The teacher is informed of the principal's actions.
4. Teacher will communicate with parent in written form and/or personal contact regarding the misconduct.
5. Principal will notify the Board of any suspensions.
6. Incident is formally documented by the teacher and Principal.

Response Options: School community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, in-school/out of school suspension.

Level 3

Level 3 includes acts of misbehavior directed against persons or property but whose consequences may not seriously endanger the health or safety of others in the school.

Examples of Misconduct: Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespects, continuation of Level 1 and/or Level 2 behaviors.

Teacher/Principal Responses to Misconduct:

1. The principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. The principal meets with the student and confers with the teacher and parent about the student's misconduct and the resulting disciplinary action.
3. Principal will notify the Board of any suspensions.
4. Incident is formally documented by the teacher and Principal.

Response Options: Options include temporary removal from class, community service, behavior plan/contract with parent involvement, loss of privileges, detention, in-school/out of school suspension.

Level 4

Level 4 includes acts of misbehavior which result in violence to another person or property, or which pose direct threat to the safety of others in the school.

Examples of Misconduct: Continued Level 1, 2 or 3 misconduct, bomb threat, possession/use/transfer of dangerous weapons, assault/battery, vandalism, theft/possession/sale of stolen property, arson, furnishing/selling/possession and/or use of illegal substances, fighting (serious), excessive physical conflict/harassment, excessive physical/verbal violence or intimidation.

Teacher/Principal Responses to Misconduct:

1. The principal verifies the offense, confers with the staff/students involved and meets with student.
2. A complete and accurate report is submitted to the Board of Lutheran Schools by the Principal.
3. Parents are notified by the principal.
4. A meeting is arranged between the Board of Lutheran Schools, Principal, and parents.
5. The Board of Lutheran Schools informs parents of disciplinary action.
6. Legal notification.

Response Options: Loss of privileges, community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school/out of school suspension, expulsion.

Due Process

The Word of God directs us to live in harmony with one another (1 Peter 3:8). We recognize that, on occasion, a decision (including but not limited to suspensions or expulsions) by the school administrator may be disputed by a parent.

To maintain a spirit of harmony and good order in dealing with such matters of dispute, the following procedures will be observed:

1. If a parent, faculty, or staff member disagrees with an administrative decision, they will have two days to appeal the decision. The steps of appeal will be:
 - a. A written letter (hardcopy or email) outlining the grievance to the principal.
 - b. A written letter (hardcopy or email) outlining the grievance to the Board Chairman.
 - c. The Board of Lutheran Schools discusses the appeal.
 - d. The Board of Lutheran Schools' decisions on appeals are final.
2. The agenda for the hearing of appeals by the Board of Lutheran Schools allow for separate presentations by administration and parent(s) or legal guardian(s). A sample agenda will be:
 - a. Presentation by administration
 - b. Presentation by parents/guardians
 - c. Questions by Board members
 - d. Private deliberation by the Board
 - e. Decision of the Board
3. The decision of the Board of Lutheran Schools will be communicated in writing to the parent(s) or legal guardian(s), faculty, or staff member by the chairman or his designee. The administration will implement the decision of this committee.

CHURCH ATTENDANCE

It is our hope and prayer that the attitude of all our students and their families toward worship will be the same as that of King David who said, "I rejoiced with those who said to me, 'Let us go to the house of the Lord'" (Psalm 122:1). Our faculty will be recording church attendance each week. May we all make use of every opportunity available to worship our loving Lord and Savior!

CURRICULUM (COURSE OF STUDY)

Trinity Lutheran School has adopted the pupil academic standards issued by the governor as executive order No. 326, dated July 13, 1998 (Wisconsin Model Academic Standards) for Science, Geography, and History. Revised standards for Mathematics and English Language Arts can be found online:

Mathematics: <https://dpi.wi.gov/sites/default/files/imce/math/files/DPI-WI-Mathematics-Standards.pdf>

English Language Arts: <https://dpi.wi.gov/sites/default/files/imce/standards/New%20pdfs/ELStandards2020.pdf>

Kindergarten -- Religion, Pre-writing and reading, Printing, Phonics, Number readiness, Art, Music

First Grade -- Religion, Reading, Math, Phonics, Printing, Language, Physical Education, Art, Music, Science-Social Studies

Second Grade -- Religion, Reading, Math, Spelling, Phonics, Penmanship, Language, Physical Education, Art, Music, Science-Social Studies

Third Grade -- Religion, Reading, Math, Spelling, Penmanship, Language, Physical Education, Art, Music, Science, Social Studies

Fourth Grade -- Religion, Reading, Math, Spelling, Penmanship, Language, Physical Education, Art, Music, Science, Wisconsin History

Fifth Grade -- Religion, Reading, Math, Spelling, Language, Creative Writing, Physical Education, Art, Music, Science, History, Computer

Sixth Grade -- Religion, Reading, Math, Spelling, Language, Creative Writing, Physical Education, Art, Music, Science, History, Computer

Seventh Grade -- Religion (including Confirmation Instruction), Literature, Math, Spelling, Language, Physical Education, Art, Music, Science, History, Computer

Eighth Grade -- Religion (including Confirmation instruction), Literature, Math/Algebra 1, Spelling, Language, Physical Education, Art, Music, Science and Health, History, Computer

The course of study at all grade levels meets state standards and is taught in the light of God's Word. Trinity Lutheran School does not offer high school grade(s) and does not grant a high school diploma.

DRESS CODE POLICY

The Lord has not prescribed a specific style or mode of dress for His people to wear. He has, however, given us a general principle to follow. The Christian realizes that His life is not his own. It has been bought by Jesus Christ at a very dear price - His death. Christ has made the Christian's body a dwelling place for the Holy Spirit. Therefore, it follows that the Christian will honor God with his body (1 Corinthians 6:19-20). This honoring includes the Christian's appearance and dress. Students are reminded that their attire must be neat, clean, and God-pleasing always.

As a Christian Day School, our student body should reflect the will of our Lord by what we wear as well as how we conduct ourselves in our school and our community. Please remember that dress can influence conduct. Our dress code is designed to have our students represent themselves as fine young Christians to each other and to all who cross their paths in their mission field. Our Lord has also given parents the responsibility to bring up their children in the nurture and instruction of the Lord (Ephesians 6:4). Our dress code is not only the responsibility of our students but also our parents.

Bottoms (Dress Pants, Capris, Shorts, Skirts, Skorts, Dresses, Jeans, Khakis, Wind Pants, Sweatpants)

Must be at the waist and appropriately fastened with belts when needed. Must always cover any undergarments, when standing or seated. Must be of appropriate length:

- Length must be to at least mid-thigh.
- No longer than ankle length and not drag on the floor.

Bottoms should not contain any large print wording on the backside.
Any large holes or tears must be below mid-thigh. Tears above the mid-thigh are not permitted.

Tops

Modest sleeveless tops are allowed as long as no undergarments (including cami straps) are showing or no unnecessary exposure is present.

Must be long enough to avoid skin showing between bottoms and tops when seated or standing.

Must appropriately cover chest.

No logos or slogans advertising or promoting items inappropriate for the Christian setting (Beer, Cigarettes, Demonic Likeness, Offensive Sayings or Language).

See through fabric without opaque fabric lining is not allowed.

Shoes

Sandals, Flip Flops, Crocs, or slip-on shoes are allowed at parents' discretion. For safety reasons, items with a full strap around the back are recommended.

A pair of clean shoes for inside are required (these could be same as athletic shoes required for gym.)

Athletic shoes are required for gym activities. Athletic shoes (worn at any time) must be tied.

Heelys (shoes that roll) are not allowed at school.

Children should not be barefoot at any time and should not have stocking feet unless changing shoes.

When choosing shoes for children, safety should be the primary focus.

Hair/Hats

Hair is to be neat, clean, and free of extremes in style or unnatural coloring. (Specific requests for specific causes or events can be discussed with school staff in advance).

Hats (including hoods) are to be removed once inside the building and should not be worn during the school day.

Bandanas or sweatbands should not be worn during the school day.

These items may be allowed during school fun or specific activities days

Jewelry/Body Stickers or Piercings

Boys should not wear earrings to school or school functions.

Girls should not have piercings other than ears.

Students should not have designs or other markings, permanent or temporary on their skin.

Jackets/Outer Wear

Outdoor jackets and coats are not to be worn in the classroom during the school day. If the teacher feels wearing a coat or jacket is necessary, it will be permissible only in that classroom, on that occasion. On cold days, it would be appropriate to send a sweater or sweatshirt with students.

Make Up/Perfume-Cologne

The use of excessive facial makeup is not allowed.

Perfume, Cologne, and Body Spray is discouraged in order to be sensitive to the working atmosphere of others. Hair spray, perfume, or cologne should not be brought to school.

School Related Church Functions (Christmas, Confirmation, Graduation, Other)

School related church functions provide our children with an opportunity to honor their Savior in front of our church family, the broader community, and guests and visitors from far-reaching locations. All children and parents are expected to exercise good judgment for appropriate dress for these events. Specifically, strapless or spaghetti strap dresses are not allowed unless covered with a shrug or sweater.

Athletic Practices

All children participating in athletic practices are encouraged to wear acceptable clothing that is appropriate for the weather, environment, and athletic event in which they are competing. Clothing should not be excessively revealing or provide any unnecessary exposure.

Field Trips

All dress code requirements apply anytime a student represents Trinity whether on campus or off campus. This includes field trips.

Enforcement

God provides guidance to our staff and faculty in Proverbs 22:6 where He says, "Train up a child in the way he should go". Guided by these principles, our faculty and staff will be asked to recognize instances where the appearance of our students falls outside of the guidelines set forth.

If a student is found to violate the dress code, the student will be given a violation slip which must be signed by a parent or guardian and returned the next school day. The receipt of three slips by a student will result in a detention (or age-appropriate discipline for younger students). Repetitive instances are subject to review and will be addressed on a case-by-case basis via the principal and/or Board of Lutheran Schools. Parents are required to sign an agreement to the dress code before the beginning of the school year.

ELIGIBILITY POLICY

A student must be in school at least a half-day to participate in extracurricular events scheduled for that day. All students participating in extracurricular activities at Trinity will be regularly evaluated as to academic performance and attitudes toward their school peers and teachers. As concerns arise, the teacher or athletic director will contact parents. If the concerns are not resolved, it may become necessary to suspend a student's participation in an event. Parents will be notified of this action by the school principal. Eligibility for the students with special needs will be determined in consultation with the faculty and the parents involved.

The following guidelines will be used to determine a student's eligibility for any extracurricular participation:

1. Two "D's" or one "F" on a quarterly report card or midterm report will be cause to declare a student ineligible to participate in extracurricular activities until the next quarterly report card or midterm report is released. The ineligibility begins after the school administrator or homeroom teacher has informed the parents in writing. In cases where lack of academic ability, not lack of academic effort is the cause of the poor grades, the teacher(s), athletic director and school administrator will make the final decision regarding the student's eligibility.
2. An incomplete (I) mark will be cause to declare a student ineligible until the work is completed. Eligibility cannot be restored for a student who receives an "I" until the Monday following distribution of report cards. In cases where lack of academic ability, not lack of academic effort is the cause of the incomplete work, the teacher(s), athletic director and school administrator will make the final decision regarding the student's eligibility.
3. Second quarter eligibility is based on first quarter grades, etc. All students entering the first quarter will be eligible unless otherwise decided by the teacher(s), athletic director, and school administrator.

ENROLLMENT POLICY

Trinity Evangelical Lutheran School is open to all Wisconsin Evangelical Lutheran Synod (WELS) families who seek to enroll their children in our Lutheran Elementary School (LES). Non-WELS families who seek to enroll their children at Trinity Lutheran School (TLS) are subject to approval of the pastor, principal, and Board of Lutheran Schools. The following considerations apply:

- a) Families who hold membership in non-WELS congregations or who have no church home and seek to enroll their children in our LES will come to us wanting what we teach as a church and school for themselves and their children.
- b) Families who have been accepted at TLS will profess a desire to learn more about the teachings of our church and school. The parents will be expected to enroll in an Adult Information Course during the course of the school year.
- c) Non-WELS families will be required to pay tuition as established by the Board.
- d) No students will be accepted at TLS, or will be allowed to continue, who promote teaching contrary to Scripture as confessed by Trinity congregation and the WELS.
- e) Non-WELS students' continued enrollment in our LES will be subject to review on an annual basis by the Board, in consultation with the pastor and principal.

Following the commands of our Lord Jesus Christ in Romans 16:17 and elsewhere in the Bible, the principles of church fellowship as practiced here at Trinity will be followed in our LES.

- a) All students are welcomed to join in the hearing of God's Word in the classroom and in our worship services.
- b) All non-WELS students, who by their confession of faith and membership in non-WELS churches, will not be allowed to take a proclaiming role in worship.
- c) All non-WELS students who reach grades 7 & 8, will be required to take the pastors' catechism instruction courses.
- d) All students may be permitted to participate in any non-worship extra-curricular activities.

Because Trinity Lutheran School was established by our congregation for the purpose of providing a Christian education to the members of our congregation and to reach out with the gospel to our community, the following priorities will be followed when considering enrollment:

- a) The first priority will be given to members of Trinity Lutheran Church.
- b) Secondly, we will consider enrollment for members of sister WELS or ELS congregations.
- c) The next enrollment priority will be given to unchurched families or to those seeking a spiritual home.
- d) Lastly, we will consider enrollment for active members of other Christian churches.

Enrollment Ages

Children enrolling in kindergarten must be five years of age on or before September 1 of that year.

Home-Schooled Children

If the parents of a child who has been home-schooled apply for admission into Trinity Lutheran School, the school reserves the right to test the child scholastically to insure the proper grade placement. The testing will be done before the child is granted final approval for enrollment at Trinity Lutheran School. (Updated 2-21-23)

EXTRA-CURRICULAR ACTIVITIES

Academic

Students in grades 5 through 8 can compete in academic competitions. Our school participates in our area Lutheran High Schools' fairs, which run events for math, spelling, science, social studies, art, and forensics.

Athletic

Trinity offers the opportunity to be involved in the following extra-curricular activities in the 5th - 8th grades:

Activity	Approx. Time
Girl's Volleyball	August - October
Soccer	September/October
Boy's/Girl's Basketball	November – February
Cheerleading-Dance	November – February
Track (through BPS)	April – May

Most of our competition in these areas is through our Lakeshore Lutheran League. Trinity has an athletic director who coordinates this area of the school. Please contact him/her or consult the Athletic Handbook with any questions in these matters.

Band

Students have an opportunity to take band lessons through Manitowoc Lutheran High School and Fox Valley Lutheran High School. Fifth through eighth graders can take lessons through these schools. The band instructors from MLHS and FVL will give lessons on site once each week.

Student Handbells

Students in grades 4-8 are eligible to join the student handbell choir. Rehearsals are held once a week, ending by dismissal time that day. Student handbells perform for worship services, community concerts, and handbell festivals.

GRIEVANCE PROCEDURE

What to Do If Questions or Problems Arise

As Christians, we know we battle against our sinful nature each day. We admit that Christian schools are not perfect, and that students, parents, teachers, and others involved in the school have their faults due to sin. Situations may arise where parents and teachers need to discuss a problem in a Christian, loving way. If there is a problem:

1. Immediately read Matthew 18:15.
2. Then contact the teacher involved.
3. Pray for Christian understanding.
4. Together, on the basis of God's Word and objective common sense, search for Christian solutions.
5. If steps 1-4 above don't solve the problem, contact the principal for further help.

When problems are brought to a teacher or the principal, confidentiality will be maintained to the extent appropriate and possible while conducting a thorough investigation. Trinity Lutheran School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the ability to investigate. All records, including any possible discipline, will be maintained as confidential to the extent permitted by law.

What Not to Do If Questions or Problems Arise

The LORD gave us his Ten Commandments (Exodus 20; Deuteronomy 5) to guide our Christian lives. In the Eighth Commandment, he instructs us, "You shall not give false testimony against your neighbor." Martin Luther explained this commandment with these words: "We should fear and love God that we do not tell lies about our neighbors, betray them, or give them a bad name; but defend them, speak well of them, and take their words and actions in the kindest possible way." With that in mind, when questions or problems arrive, please strive to keep the Eighth Commandment in these ways:

1. Avoid contacting other teachers, the principal, parents, or friends who are not involved before speaking directly with the teacher involved.
2. Avoid being critical of the school, its teachers, or its policies and procedures in the presence of the child(ren).
3. Avoid the temptation to publicly air your grievance on social media.
4. Avoid forming judgments until you have listened to all sides of the issue.
5. Avoid passing it off as something not worth discussing.
6. Avoid making it a matter of gossip.

FIELD TRIPS

Classroom teachers will periodically schedule field trips to enhance classroom instruction. Teachers will communicate details about these field trips in their weekly classroom notes. Siblings are not permitted to accompany parent chaperones on field trips. Chaperones must be at least 18 years old. Students are not permitted to have or use electronic devices while on field trips (including devices belonging to their parents). Dress code rules apply on all field trips. Chaperones who ride along on the bus, if taken, will be charged the individual fee which is based on distance.

HEALTH

Dispensing Medication at school

The school's health policies have been developed in consultation with the office of the County Health Department.

No medication shall be given to a pupil by any employee of the school unless written instructions for dispensing prescribed medication signed by the prescribing physician, along with written authorization from the parent authorizing school personnel to give medication in the dosage prescribed by the physician, have been delivered along with the drug to the school secretary in the office, in person, by the parent. The medication must be in the original container regardless of whether it is prescription or over the counter. Medication in plastic bags will not be accepted. Older pupils are encouraged to assume the responsibility themselves with the approval of parents and physician. In order for school personnel to dispense the medication, parents must complete a "Medication Consent Form", and the physician must have directional contact by letter with the school.

Communicable or Contagious Diseases

Our school office has a listing of communicable or contagious diseases. We will let you know when an illness is to be reported to the health department. Any infectious disease (pink eye, strep throat, ringworm, etc.) must be treated with a prescription medication for 24 hours before a child returns to the classroom. Head lice is a contagious condition and must be treated before the child can return to school. If a child is ill in the morning, especially with a fever, keep him/her home from school until he/she has recovered. CDC recommends that individuals with influenza-like illness remain at home until at least 24 hours after they no longer have a fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medication.

Immunization

Immunization laws of the state require children to have the following doses:

- a. grades PK
 - i. *number of doses*
 - ii. 4 DTaP/DTP/DT 3 Polio 1 MMR 3 Hep B 1 Varicella 3 Hib 3 PCV
- b. grades K-6
 - i. *number of doses*
 - ii. 4 DTaP/DTP/Td 4 Polio 2 MMR 3 Hep B 2 Varicella
- c. grades 7-8
 - i. *number of doses*
 - ii. 4DTaP/DTP/DT/Td 1Tdap 4 Polio 3 Hep B 2MMR 2 Varicella

New for 2024/2025 – 1 MenACWY containing vaccine at 7th grade

Parents can sign waivers (which must be on file in the school office) if they do not wish a certain immunization for their child.

Physical Exams

Children entering kindergarten are not required to have a physical from a physician. Immunizations for Kindergarten children are required. (See Immunization notes above) Consider also an exam for your child as he/she enters the years when they can participate in extra-curricular activities (grades 5-8).

Health Screening

Vision Conservation Program: Children in grades 3K, 4K, 5K, 1, 3, 5 & 7 will have their vision screened.

Referrals will be sent to parents based on criteria established by Prevent Blindness of Wisconsin. Parents are asked to return the completed referral to Calumet County Public Health.

Screening can be performed on any child in any grade, per parent or teacher request. Screening procedures are not diagnostic. Call the school office if you need help in any of these matters.

HONOR ROLL

The following are classes included in the calculation of honor roll for students in grades 5-8:

Bible Study, Catechism (Confirmation), Math, Literature, Spelling, Language, Science, and Social Studies are considered fully weighted subjects. Physical Education, Music, and Art are considered half weighted subjects. Grades will be averaged at the end of each quarter.

High Honors will be awarded to students whose average falls in the 3.58 – 4.00 range. These students can have no grades lower than a B- on their report cards.

Honor Roll will be awarded to students whose average falls in the 3.16 – 3.57 range. These students can have no grades lower than a C- on their report cards.

Students will be recognized with certificates, chapel announcements, newsletter, and in the local newspaper.

LOCKER POLICY

All lockers made available for student use on the school premises are the property of Trinity Lutheran Church and School. These lockers are made available for student use in storing physical education and athletic supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish Trinity Lutheran School's ownership or control of the locker. Trinity Lutheran School retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

Locks

Trinity Lutheran School will retain access to student lockers by keeping a master list of combinations or retaining a master key in the school office. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed. Students who lose or damage their issued lock will be charged for a replacement lock.

Inspection of All Lockers

An inspection of all lockers in the school may be conducted if the principal, or school administration reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of an interference with school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or a violation of state law or school rules.

MILK & SCHOOL LUNCH

School lunch will be available for purchase daily. White milk (1%) is available to all students and skim chocolate milk is available to K-8 students daily for purchase. Milk may be purchased on a yearly basis. Current pricing is available on our website or by contacting the office. Lunch accounts must be kept current to continue receiving meals or milk. If your family's account balance exceeds \$40, your children will not be able to take meals or milk until the balance is paid in full. You can monitor your account balance online by logging into FastDirect or by contacting the office. Students bringing lunches from home will be responsible for the safe storage of that lunch. Students in 3K, 4K, or K are not permitted to use the microwave. Students in grades 1-8 are permitted to reheat food (2 minutes or less). Cooking food (more than 2 minutes) is not permitted.

NON-DISCRIMINATORY ADMISSIONS POLICY

As the Bible teaches, "God does not show favoritism" (Acts 10:34). Therefore, Trinity Ev. Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on 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.

NON-HARASSMENT POLICY

Trinity Lutheran School is committed to providing a safe learning environment that is free from bullying and harassment. Students, staff, and volunteers are expected to conduct themselves in a respectful, Christian manner and demonstrate respect and dignity toward others. The school will not tolerate harassment or bullying based on race, color, creed, religion, national origin, sex, or status regarding public assistance or disability. The school will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

Bullying or harassment is a behavior that does not reflect a Christ-like attitude, or a Christ-like love for other individuals. St. Paul tells us in Romans 12:10, "Be devoted to one another in brotherly love. Honor one another above yourselves." Bullying has no place in the life of a Christian. Bullying is intentional, harmful behavior initiated by one or more individuals and directed toward another individual. Not all conflict constitutes bullying. Any person who observes what he or she feels is bullying is to notify the classroom teacher or staff member immediately. The teacher will then contact the principal if any further action is needed. All complaints of bullying or harassment will be taken seriously and handled respectfully.

This policy prohibits bullying or harassment that occurs either:

- On school premises before, during, or after school hours.
- On any vehicle used as part of any school activity; or
- During any school function, extracurricular activity, or other school-sponsored event or activity.

Reporting Complaints

Each student and parent have a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the classroom teacher or Principal. Confirmed cases of bullying or harassment will be addressed promptly and fully documented.

Disciplinary Action

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to the appropriate authorities. This disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the school administration. The Board of Lutheran Schools will have the final authority on any expulsions.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action. Trinity Lutheran School will not tolerate retaliation against a student or parent who brings a good faith report of bullying or harassment. If you believe retaliation has occurred, you should promptly notify the principal. If this is not satisfactory, your concern should be brought to the Board of Lutheran School.

Bullying or Harassment Prevention

Trinity Lutheran School will conduct activities to inform and assist parents, students, and teachers about issues concerning bullying or harassment. Those activities will include but are not limited to:

- Publish the bullying or harassment policy in the School Handbook
- Review of the bullying or harassment policy at annual parent meetings
- Biblically based classroom instruction and management plans concerning bullying or harassment
- Faculty and staff will be observant to bullying or harassment in the classroom, hallways, or outside at recess and will report any incidents to the principal as needed
- Faculty and staff will serve as Christian role models

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for all families will be held each year as indicated on the school calendar. Additional conferences may be held at the end of the other quarters as needed. If there is a need or desire for a conference at other times, this should be arranged between the parents and the teacher(s) involved. Teachers are available after the school day if parents wish to speak to them about some matter. Parents are invited to visit their child's classroom. If you would like to visit your child(ren) during the school day, please notify the office and classroom teacher, at least 24 hours in advance of your planned visit.

PARKING LOT INSTRUCTIONS

Because the safety of our students is of the utmost importance to us at Trinity, a periodic examination of procedures relating to student safety is necessary. Recently, our morning drop-off and afternoon pick-up procedures have been studied by both our faculty and the WELSSA site visit team. Several concerns were noted, including children walking unaccompanied through traffic lanes and a lack of a discernible traffic flow pattern. To ensure safety for everyone involved, we have adopted the following procedures:

1. Students riding the bus to and from school will be dropped off and picked up at the “E” entrance, located at the south end of the building. The bus will enter from the National Avenue entrance on the east side of the building. After dropping off or picking up students, the bus will exit the parking lot from the southern Round Lake Rd. entrance. Parents should avoid using this entrance during bus times.
2. Parents who wish to remain in their vehicle while dropping off or picking up students are asked to take advantage of “curbside parking” along the sidewalk outside the “D” entrance. Parents are asked to use the northern Round Lake Rd. entrance to enter and exit the parking lot. This will eliminate any traffic flow in front of the “C” entrance, which serves as the main student exit and entry point to the building.
3. Parents who are required or wish to accompany their child to the building are asked to park in the first section to the west of the “B” and “C” entrances. This will allow access to the sidewalk and building without crossing a lane of traffic. Please note that if you park in this section, you are required to accompany your child to and from the vehicle. No students will be allowed to enter the parking lot unaccompanied by a parent or guardian. Parents and guardians who park in this area are asked to enter and exit the parking lot through the National Avenue entrance.
4. The area in the parking lot immediately to the west of the “C” entrance is a “Safety Zone.” No vehicles will be allowed to park or drive through this area to ensure a safe walking lane for parents and students into the parking lot.
5. There is to be no parking at any time on the semi-circle drive under the overhang outside the “B” entrance.

PROHIBITED ITEMS

Certain items are not to be brought to school since they may easily be damaged, may become a nuisance, may be unnecessary, or may be detrimental to the educational process. Such items would include drugs, alcohol, tobacco products, firearms, and knives. Possession of any of these items are reported to the Brillion Police Department. Cell phones are allowed but usage is prohibited during the school day (see p. 13 & 14). Items which are not appropriate for school and its educational programs will be confiscated and returned to the parents. **Gum chewing will not be allowed on the school grounds because of the many resulting maintenance and cleaning problems.**

RECESS

The following general playground rules have been established to provide a safe environment for all students and to demonstrate God-pleasing stewardship of our facilities:

Swings

- No twisting of swing chairs
- No sideways swinging
- No double swinging
- No climbing on swing set poles
- No jumping from the swing

Horizontal Bars

- Girls with dresses/skirts should have shorts on
- No sitting or standing on top of bars

Grass Areas

- Children can play on the grass area east and south of the school. Children are to stay off the grass area when the ground is excessively wet or muddy.
- 3/4K and K students are not permitted to play beyond the driveway

General

- Students must stay within view of the supervising teacher(s)
- No throwing of wood chips
- No throwing of snow or ice
- Jump ropes are only for jumping

REPORT CARDS

Report cards are issued every quarter of school. They will be distributed online and through the church mailboxes shortly after the end of each quarter.

Gr. 5-8 will send at least one mid-term report home during the quarter. These are not officially recorded reports but are only indicators of the standings of the students. Parents may also monitor their child(ren)'s progress through our online student information system, which is accessible through our website.

SCHEDULE

Each teacher will send home a class schedule at the beginning of the year. Use it as a general guide if your plans necessitate an interruption in the school day. If you would like to visit your child(ren), please notify the office and the classroom teacher at least 24 hours in advance of your planned visit. The doors open each morning at 7:30 AM. The class day begins at 8:00 AM and closes at 3:00 PM for grades K-8th. 3/4K will be in session from 7:55 – 11:05 AM, Monday – Thursday with an optional Friday session. See the "Extended Day/Before and After School Care" section for more information about early drop off and pick up.

K-8 students will be dismissed at 3:00 pm (11:30 am for early dismissal days). Students will have until 3:10 pm (11:40 am for early dismissal days) to be picked up before they will be checked into after school care. The principal will review special situations on a case-by-case basis.

SCHOOL CLOSING FOR INCLEMENT WEATHER

When the weather may necessitate the closing or delay of school, a broadcast message via FastDirect will inform families.

You may watch the following TV channels:

WBAY CHANNEL 2

WFRV CHANNEL 5

WLUK CHANNEL 11

WGBA CHANNEL 26

Trinity will generally follow the precedence set by the Brillion school district regarding closures, delays, or early releases unless otherwise stated. Conditions sometimes necessitate a delay in the start of the school day. In those cases, the Brillion school system will typically begin its day at 10:00 A.M. *****When Brillion Public closes due to weather conditions, the entire early childhood program will be closed. This includes Before/After Care, 3K and 4K, and the Extended School Day program. In the event of a 2-hr. delay, 3K & 4K will be canceled for the morning. In the event of a 2hr delay the ECP will open at 8am to offer Before Care (Grades K-6) and the Extended School Day program (3K, 4K). *****

SCHOOL OFFICE HOURS

You may call the office any time during office hours which are from 7:30 – 4:00 P.M. Teachers may be reached by voice message anytime.

SCHOOL ORGANIZATIONAL STRUCTURE

Trinity Lutheran School is a not-for-profit organization. A copy of Trinity's 501(c)3 letter is available in the office. Trinity Lutheran School is a member of the Wisconsin Evangelical Lutheran Synod and is listed in the online directory under organizations: <https://yearbook.wels.net>

SCHOOL PROPERTY

Students will be encouraged in good stewardship practices regarding the school's property, facilities, and books. In these matters they are reminded that this school is their school, as well as their parents' and the entire congregation's. Our money is much more effectively spent for kingdom work in our congregation than on repairs and replacements resulting from careless actions. (Repair or replacement costs for damaged or lost property will be the responsibility of the student as the principal or Board of Lutheran Schools deems necessary.)

SINGING IN CHURCH

Singing in church services is a worship activity for which children are trained at school. It is important that children attend the service for which they prepared to sing. Please excuse with a written note for a child to be excused from an assigned service. A singing calendar will be distributed to families at the beginning of the school year.

Non-Members: Since singing in church constitutes leading worship, it is necessary that students be in full agreement with the doctrines or teachings of Trinity. To guarantee and publicly display that unity, all non-member children of Trinity are asked not to sing in church services at Trinity with their school class.

SOLICITATION

It is requested that students and parents do not solicit from other students, parents, teachers, or staff while on campus. Students and parents are encouraged to make solicitation contacts at home.

STUDENT INSURANCE

Trinity Lutheran School does not provide health or accident insurance for injuries incurred by students at school. Families are encouraged to provide their own health or accident insurance coverage.

STUDENT RECORDS

Records for each student are filed in the school office. The student records include the following items: Student registration information, copy of report cards for each year, all standardized test results, and test results from other professionals. Student immunization forms are required by the State of Wisconsin. They are also kept on file in the school office. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. Trinity Lutheran School follows the FERPA guidelines in accordance with the law pertaining to student records. Please contact the school principal if you have any questions. Please note that records will not be released until all accounts are paid in full.

TELEPHONE

Each child should make arrangements with parents in the morning concerning means of getting home, visiting at a friend's house for the afternoon or evening or other matters involving after-school hours. Your child will only be permitted to use the telephone in the school if deemed necessary by the teacher. Please decide prior to the event to pick up children following athletics, so the telephone is used as little as possible. Cell phone usage is prohibited during the school day and during athletic and other practices. Students are allowed to bring a cell phone to school **if necessary**. Students in grades K-4 are to keep cell phones in their backpacks and not have them on their person during the school day or practice. Students in grades 5-8 will place their phones in a locked box in the classroom (to be returned at the end of the school day). Cell phones are to be turned off when in the building. Cell phone use is strictly prohibited in restrooms or locker rooms. Since smart watches have the ability to make and receive text messages and phone calls and, in some cases, take pictures, students will not be allowed to wear smart watches during the school day. This would also include field trips and any school-sponsored event at which a cell phone would not be allowed such as athletic practices.

TESTING PROGRAM

All students in grades 2-8 will be tested using the standardized, computer adaptive STAR Reading and Math assessments provided through Renaissance Learning. These assessments are administered every quarter for continuous collection of achievement data. More frequent assessment may be administered for students receiving interventions. The cumulative effect of these tests is that we should have adequate feedback on your child's progress and our school's educational efforts.

When individual diagnostic testing becomes necessary, we may use materials and/or services supplied to us by the public school district. Although testing is sometimes administered by public school staff, remedial or individual educational programs generally remain "in house" and are administered by the staff of Trinity.

In addition, tests accompany many of our textbooks so that we have a constant check on the progress of the children in most subject areas.

TRANSFER OF CREDITS POLICY

Trinity Lutheran School will accept the transfer credits earned for the satisfactory completion of coursework from any public school or accredited private school. New students are generally placed in the grade to which they have been assigned or promoted by the transferring school. Trinity Lutheran School reserves the right to determine and adjust any grade placement of any child before or after final acceptance and during the school year and will do so in consultation with the parents.

TRANSPORTATION

Bus transportation is provided for Trinity students (4K-8th grade) who live outside the city of Brillion. The public school is responsible for administering the bus program. Please follow their announcements, which are printed before school starts, to find out routes and schedules. Bus riding is considered a privilege and may be suspended if students consistently do not follow rules established by the bus company. The bus company issues write-ups for student misbehavior to the school. Parents will be mailed a copy of the ticket. Suspension of bus riding privileges will be issued by the principal in consultation with the bus company.

Parents who transport their own children are reminded of the importance of proper safety precautions here at school.

- Stay clear of the bus-loading zone. Be aware of the Safety Zone in front of the school entrance.
- Please be aware of the bus route through the parking lot (see Drop Off & Pick Up Map).

Bussing is available for city students to the school from the Brillion Middle School.

TUITION AND FEES

The estimated cost to educate a student in grades K-8 is about \$10,000+ per child. Trinity is committed to providing generous support for the school it operates. This helps to keep tuition expenses lower. Member tuition for the 2024-2025 school year has been set at \$1,655 for the first child (\$1,555 second, \$1,455 third, \$1,355.00 fourth). The first child member tuition is approximately 21% the cost to educate. Tuition for students from other WELS congregations is \$3,310 per child. Athletic, all-purpose, and technology fees, and lunch charges are additional. If you are not a member of a WELS church, please contact the office for tuition rates for K-8.

An all-purpose account is established for each family. This account is used for miscellaneous expenditures such as field trips, etc. Any credit remaining at the end of the school year will be rolled into the following year. Any credit remaining upon your last child's graduation from Trinity will be refunded to you. The account will be kept in your family's name. We kindly ask that you pay any amount owed by June 1st.

Athletic fees are assessed for each child in an extra-curricular athletic program. Monies collected from these fees will be used to cover operational expenses associated with the athletic activity. Please speak with the Athletic Director for a complete explanation of the fees for these extra-curricular activities.

Payment

Each family is asked to select a tuition payment plan at the beginning of each school year by completing a Tuition Payment Policy form. Policies will be distributed at Back-to-School Night and a signed copy should be returned to the office no later than the first day of school. A copy of the policy is available in the office, upon request, or in Fast Direct under the Links tab.

You may monitor your family's financials online by accessing your *FastDirect* account: fastdir.com/trinitybrillion/. If you wish to pay online, payments can be made directly in Fast Direct. Families can view balances and schedule payments (one-time or recurring) under the FINANCE tab. All families are encouraged to set up recurring payments online; however, cash or check payments can also be made in the office. You are encouraged to monitor your balance on Fast Direct weekly. Please contact the office if you have any questions.

Late fees will be applied according to the timeline outlined on the Tuition Payment Policy. Returned payments fees will be \$30 for each payment that is returned. Trinity reserves the right to remove from classroom instruction and/or childcare any student whose account is past due, until payment is made. Student records will not be transferred until full payment is made.

It is Trinity's sincere intent that no child will be denied a Christian education because of financial hardship. Please contact the Board chairman, one of the pastors, or the principal if you are in need of assistance.

VISITOR POLICY

Trinity Lutheran School maintains a secure campus during the school day and childcare hours. For the safety of our students and the entire school community, guests will be buzzed in at the main entrance to gain access into the building. All guests are required to check-in at the office. Each guest will be required to wear a visitor badge which also provides secure access to the school hallway. Upon departure, all guests are required to return the badge to the office before checking out.

WEEKLY NEWSLETTER

A general school newsletter will be sent home every week on Tuesday. The newsletter contains valuable information that we hope fosters timely and open communication between the home and the school. The general school newsletter will be sent home with the youngest child in school in each family. It will also have any fliers from the Community Center or community programs. Classroom teachers also generate their own weekly communication pieces. Both forms of communication can be shared electronically or in print. Please contact the office and your classroom teacher(s) with your preference.

WISCONSIN PARENTAL CHOICE PROGRAM APPLICATION APPEAL PROCESS

Trinity Lutheran School participates in the Wisconsin Parental Choice Program (WPCP). The application period is the beginning of February – mid April. The Department of Public Instruction will conduct the random selection of applications at the conclusion of the application period. The school may only reject a student choice application if the student does not meet the program requirements. A rejected applicant will be informed within a week of submitting the required application materials. The steps below outline the approved method for any WPCP applicant to appeal an application that has been rejected:

1. The parents should contact the principal/WPCP administrator to inquire as to the reason for the rejected application.
2. If the parent is not satisfied with the information received in Step 1, the parent may bring the matter to the attention of the Board of Lutheran Schools.
3. All appeals must be filed within a week of being denied, beginning with the date the letter was received.