

Philosophy of Discipline

Although the students of TSL are taught the Word of God daily here at school and at home, our children are not exempt from the temptations of the devil, the world, and their own sinful flesh. At times they fall prey to these temptations.

When these times occur it is our duty as a school to point out, admonish, correct, and chastise such errors by applying the truths of God's Word, the healing of Christian love, and the firmness of discipline. We are bound by Scripture to *"preach the Word; be prepared in season and out of season; correct, rebuke, and encourage – with great patience and careful instruction."* (2 Timothy 4:2 NIV 1984). God's Word tells us the importance of discipline when it says, *"He who spares the rod hates his son, but he who loves him is careful to discipline him."* (Proverbs 13:24 NIV 1984)

TSL assumes the role of parent/superior when the students of TSL are under its care. Disregard for God's Word or rules of the school; disrespect for the pastors, teachers, staff members, or fellow students; or lack of self-control and Christian conduct will make it necessary to discipline the child.

In disciplining a child law and Gospel will be used. The law is used to show the child the severity of the sin that has been committed and the consequences of unrepented sin. The Gospel is used to show the child God's love in sending his Son to be our Savior from sin. The Savior's love for us is the motivation to live lives that give praise and glory to God.

Parents are an important part of the disciplinary process and will be notified by their child's teacher when a serious discipline problem arises. Communication and a cooperative spirit based on God's Word will be used as disciplinary action is discussed and completed. In more severe discipline cases, the teacher and/or principal will consult with the child, parents, and the child's pastor for further cooperative action.

Code of Conduct

Trinity-St. Luke's Lutheran School recognizes its responsibility to create, foster, and maintain an orderly and safe school environment, conducive to teaching and learning. Every member of the TSL community is expected to cooperate in this responsibility. All teachers must use their training, experience, and authority to create a school climate and culture where effective learning takes place.

TSL has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as possible from unnecessary and unwarranted distraction and interference from students who are unruly, disruptive, dangerous, or interfere with the educational process in the classroom and the school.

Students have the responsibility to:

- Demonstrate respect for people, property, and the learning environment as motivated by their Savior's love.
- Come to school and every class ready to learn.
- Follow their Savior's example and show kindness and courtesy to others by treating them as redeemed children of God.
- Put forth effort by listening carefully and following instructions.
- Make a positive contribution to the learning environment of TSL.
- Follow all school rules.

Parents have the responsibility to:

- Be aware of their children's activities, performance, and behavior at TSL.
- Cooperate and consult with the teachers, principal, and pastors in an evangelical spirit to prevent or address problems.
- Present to their children the opportunities and blessings they have in receiving a Christ-centered education.

Teachers have the responsibility to:

- Recognize each child at TSL as a redeemed lamb of the Good Shepherd.
- Be prepared for classroom instruction.
- Work with each student in their classroom to help him/her reach their fullest potential.
- Consult and cooperate with the parents in an evangelical spirit to prevent or address problems.
- Communicate with each child's parents as a part of the home-school relationship.

Electronic Devices

Electronic devices are defined as cell phones, Ipods, electronic readers, laptops, and calculators. Possession or use of electronic devices by students of TSL on the school premises is allowed under the following conditions:

Such devices must be turned in to the classroom teacher in the morning when arriving at school. This is done to avoid possible theft of the device as well as to keep it from being improperly used during the school day. Should the student decide not to turn the device in to the classroom teacher and it is misplaced or stolen, TSL is not responsible for the loss or damage of the device.

Such devices can be used only before or after school hours. They may be used during the school day with the permission of the classroom teacher. In these situations, the student will retrieve their device from their teacher, make the necessary phone call, and then return the device to their teacher.

Permission to bring these devices to school will be denied if they are used improperly while on the school premises or at school-sponsored activities. In such cases the parent or guardian will be informed by the principal that permission has been denied.

If a device is not turned in to their teacher and this is then noticed by a teacher, the teacher will take the device, talk to the student and then return the device to the student at the end of the school day.

First Step – If the device is improperly used, the teacher will take the device, talk to the student, and then return the device to the parent(s) at the end of the school day or when they come to pick it up. The teacher will contact the parent to inform them of the situation

Second Step – The teacher will take the device, contact the parent, and give the device to the principal will give it to the parents when they come to school to pick it up.

Final Step – The student will not be allowed to bring communication devices to school for the remainder of the school year. The student's parents will be informed of this in a consultation with them.

TSL is not liable for damage, loss, or theft of any personal electronic device brought to school premises.

Chemical Irritants

Possession, distribution, or use of chemical protection devices, natural or artificial sprays or other irritants on school premises, before, during, or after school or at any school-sponsored activity is prohibited. A pupil found to be in violation of this policy is subject to suspension or other disciplinary action.

Chemical protection devices are defined as follows:

1. Articles used, designed, or intended to be used to cause irritation, incapacitation, or trauma to another person. Such devices may be commercially produced, manufactured, or obtained legally in Wisconsin or may be "home-made" or produced by means other than commercially.
2. Articles designed for other purposes, which through intent, are used to inflict pain or discomfort, incapacitation, or trauma to another person. Examples include, but are not limited to, hair spray, paint, lacquer, etc.
3. Substances used in chemical devices include natural or artificial chemicals, derivatives or products including, but not limited to "pepper resins" or similar materials.

Procedures for Chemical Irritants

First Step

1. Confiscation of Irritant
2. Notification of parents

Second Step

1. Confiscation of irritant
2. Saturday School
3. Notification of parents

Third Step

1. Confiscation of irritant
2. Expulsion
3. Notification of parents

This action plan will be used in cases of actual possession of an irritant as well as the threat of use by a student.

The Defiant, Willfully Disobedient Child

The teachers of TSL will attempt to work with every child within their classrooms. However, when a student chooses to disrupt classroom instruction and learning and not cooperate with the teacher, action will be taken to protect the students in the classroom and preserve the educational atmosphere.

When a child is defiant or willfully disobedient, the teacher will work with the child and the parents of the child to stop the defiance and disobedience. Law and Gospel will be used as well as other management techniques. Should the child be consistently defiant or willingly disobedient, the point will be reached where the teacher will bring in the resources of the principal, the child's pastor, the Joint Board of Education, and other outside counseling and evaluation.

Should the point be reached where the teacher feels that it is in the best interest of the child and the classroom as a whole to have the child removed from the classroom, either for a short period of time or permanently, other disciplinary methods will be used.

Procedures for Dealing with the Defiant/Willfully Disobedient Child

First Step

1. Removal of the student from the classroom for the rest of the school day. The child will remain at school.
2. For the child to return to the classroom the next day, the child will offer an apology to the teacher and the child must have the teacher's permission to return to the classroom.
3. Meeting with the student, parents, student's teacher, principal and the student's pastor.
4. Referral to counseling.

Second Step

1. Removal of the student from the classroom for the rest of the school day. The child's parents will be contacted and the child will be sent home.
2. For the child to return to the classroom the next day, the child will offer an apology to the teacher, and the child must have the teacher's permission to return to the classroom.
3. Meeting with the student, parents, student's teacher, principal, student's pastor, and the Joint Board chairman.
4. An in-school suspension will be served the next day.
5. Discussion with the student's counselor.

Third Step

1. Removal of the student from the classroom for the rest of the school day. The child's parents will be contacted and the child will be sent home.
2. For the child to return to the classroom the next day, the child will offer an apology to the teacher and the child must have the teacher's permission to return to the classroom.
3. Meeting with the student, parents, student's teacher, principal, student's pastor, and the Joint Board chairman.
4. Saturday school.
5. Discussion with the student's counselor.

Fourth Step

1. Removal of the student from the classroom.
2. Expulsion
3. Meeting with the Joint Board of Education.
4. Discussion with the student's counselor.

Non-Harassment Policy

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. It is further defined as requests for sexual favors, or situations where denial of such requests would result in employment or grading decisions affecting the person, or unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment. This includes, but is not limited to, the deliberate making of unsolicited gestures or comments, inappropriate touching, or the deliberate display of offensive sexually graphic material.

Trinity-St. Luke's Lutheran School will not tolerate any sexual harassment of students and/or staff members (student to student, staff to student, student to staff, staff to staff). Appropriate disciplinary action will be taken when such harassment is discovered up to and including dismissal or discharge of the guilty party.

Students and staff members who believe that they have been subjected to sexual harassment or know of such an incident should promptly report such incidents to the principal (staff members) or to a teacher (students). The investigation and disposition of such cases shall be in compliance with applicable federal and state laws, including every reasonable effort to protect the rights of the parties involved. In all cases, Trinity-St. Luke's Lutheran School will take appropriate action to protect any reporting student or staff member from retaliatory action, harassment, or abusive behavior.

Tobacco, Alcohol and Other Drug Use

Because our bodies are temples of the Holy Spirit, TSL students are taught the importance of taking care of their bodies and the health the Lord has given them. Therefore students at TSL using, consuming, selling, dispensing, possessing, or having ingested or inhaled alcohol or other drugs, or in possession of related drug paraphernalia at any time on school premises or at a school-related activity will be immediately suspended from school. The student's parents will be notified and the student will also be referred to appropriate legal authorities for further action. Repeated use of the dispensing of alcohol or other drugs on school premises or at school-related activities shall result in expulsion.

Students using, consuming, selling, dispensing, or possessing tobacco and/or tobacco products including e-devices and any components thereof, at any time on school premises or at a school-related activity will be immediately suspended from school. The student's parents will be notified. Continued violation of the policy on tobacco use will result in continued suspension or expulsion.

Procedures for Alcohol/Other Drug Use

First Step

1. Saturday School
2. Notification of parents
3. Referral to legal authorities
4. Referral to counseling

Second Step

1. Expulsion
2. Notification of parents
3. Referral to legal authorities
4. Referral to counseling

The requirements of local and state laws need to be fulfilled.

Procedures for Tobacco Use

First Offense

Immediate suspension
Notification of parents
Confiscation of materials

Second Offense

Immediate suspension or expulsion
Notification of parents
Confiscation of materials

Third Offense

Expulsion
Notification of parents
Confiscation of materials

The requirements of local, state, and federal laws need to be fulfilled.

Respect

Of the Lord's Property

In His grace to His children, the Lord blesses each of us with material possessions needed to survive in this life. At TSL He has blessed us with supporting congregations who have spared no expense in providing the necessary physical buildings and materials to operate a school for Christ-centered education.

Respect for and the proper care of this property and materials are the stewardship required of all students. These properties and materials are not the students, nor the congregations. They are Jesus' property and materials and as His are to be treated with respect and care.

Students found to be purposefully damaging or destroying school or congregational property, a teacher's personal property, or the property of fellow students will be fined, required to do community service on school property, meet with their parents and the principal, suspended for a period of time, or any combination of the above. Continued disrespect for the property of others will result in a meeting with the Joint Board of Education and possible expulsion.

Respect

Of Those in Authority

God's Word says "to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work." (I Thessalonians 5:12-13 NIV 1984)

The Code of Conduct of TSL also states that students have the responsibility to "demonstrate respect for people, property, and the learning environment as motivated by their Savior's love."

Students at TSL will honor the Lord's representatives in the pastors, teachers, staff, and volunteers by serving and obeying them in a spirit of love and respect. God forbids Christians to disobey, dishonor, or anger those whom He has placed in authority.

Those students who show disrespect in word or action will be dealt with as follows:

First Step

The child's parents will be contacted by the teacher and the child will apologize to the teacher or a staff member before being allowed back into the classroom.

Second Step

After consultation with the teacher the principal will contact the child's parents to arrange a meeting to discuss the situation. The child will apologize to the teacher or a staff member before being allowed back into the classroom. Other disciplinary measures may be used.

Third Step

A meeting will be arranged with the child, the child's parents, the teacher, staff member, the child's pastor, and a representative of the Joint Board of Education. The child will apologize to the teacher or a staff member before being allowed back into the classroom. Other disciplinary measures may be used.

Fourth Step

Expulsion from TSL.

Weapons

Possession or use of a weapon (as defined below) in TSL facilities, on TSL school grounds, on buses or in other vehicles transporting TSL students, or at any TSL sponsored function or event at any time before, after, or during school is prohibited. TSL students found to be in possession of a weapon under the circumstances described above are subject to disciplinary action, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws. The student's parent/guardian will also be notified.

Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm/and or intimidate other persons. Examples include but are not limited to firearms (loaded or unloaded), BB guns, look-alike weapons, razors, switchblade/butterfly knives, chains, clubs, etc.
2. Articles designed for other purposes but which through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils/pens, files, compasses, aerosol sprays, scissors, etc.

Procedure for Weapons

First Step

1. Saturday School
2. Meeting with the student, parents, and principal
3. Confiscation of weapon.

Second Step

1. Expulsion
2. Meeting with the student, parents, and principal
3. Confiscation of weapon.

Special Provision for Possession of Firearms

Pupils found to be in possession of firearms (as defined by the Gun Free Schools Act of 1994) in any TSL facility, on TSL school grounds, on buses or other vehicles transporting TSL students, or at any school-sponsored function or event at any time before, during, or after school will be expelled from school for a period of not less than one year. The Joint Board of TSL maintains authority to modify the one-year expulsion requirement of this policy on a case-by-case basis. Students facing discipline under this policy retain the right to due process proceedings. In addition, students found to be in possession of firearms under this policy will be referred to the criminal justice system of Wisconsin.

Procedure for Firearms

1. Expulsion
2. Notification of parents
3. Referral to legal authorities

The requirements of local, state, and federal laws need to be fulfilled.

Social Relationships at TSL

God's Word is very specific in how Christian love is to show itself in social relationships among his children. God's Word says:

- Jesus replied: *"'Love the Lord your God with all your heart and with all your soul and with all your mind.'* This is the first and greatest commandment. And the second is like it: *'Love your neighbor as yourself.'* All the Law and the Prophets hang on these two commandments." Matthew 22:37-40
- [Jesus said] *My command is this: Love each other as I have loved you. Greater love has no one than this that he lay down his life for his friends. You are my friends if you do what I command...This is my command: Love each other.* John 15:12-14, 17
- *Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everybody. If it is possible, as far as it depends on you, live at peace with everyone.* Romans 12:17-18.
- *Love does no harm to its neighbor. Therefore love is the fulfillment of the law.* Romans 13:10.
- *Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.* I Corinthians 13:4-8a.
- *Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.* Ephesians 4:31-32

All Bible passages used above are taken from the NIV 1984

These and many other passages from God's Word describe the Christ-centered loving relations that must exist in student-to-student relationships as well as student-adult relationships at Trinity-St. Luke's Lutheran School. These Christ-centered relationships must also be found in each home of our school families as parents work in training their child. As a school TSL will do all that it can to foster these Christ-centered relationships.

We know the devil will do all he can to break down these relationships. He does not want Christian love to be the center of any relationship. When such a break-down occurs, the Law of God's Word will be used to show the sinner the sin. This will be followed by the Gospel of God's Word to assure the repentant sinner of forgiveness.

Bullying is defined as the lack of showing Christ-centered love to another person. It is a “conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror.” (Barbara Coloroso – *The Bully, the Bullied, and the Bystander* – 2003). Bullying is intentional, unprovoked, repeated, and done to cause hurt and harm

Examples of bullying and disrespectful behavior include, but are not limited to, the following:

- Hurting someone physically or threatening to hurt someone.
- Ganging up on someone.
- Teasing in a hurtful way or using put-downs.
- Insulting someone’s race, gender, appearance, or socioeconomic status.
- Starting or spreading rumors about a person.
- Purposely excluding someone in a mean or hurtful way.
- Stealing or defacing someone’s personal property.
- Getting another person to assault someone.
- Threatening someone via written means including electronic communication and social media.
- Using communication technologies to generate or repeat hostile or damaging content intended to harm others.

Any form of bullying will be taken seriously at TSL. When an incident of bullying is reported, the parents of the students involved will be contacted the same school day and an action plan will be developed. The goal of the action plan will be to lead all parties involved to restore the Christ-centered relationships. Depending on the ages of the students involved, the factors of the situation, and previous situations or incidents that have occurred with the students involved, the following actions may be taken:

- Meetings with students, parents of students involved, teachers, principal, pastors and/or members of the Joint Board of Education.
- Regular and frequent communication between school, student, and the student’s parents following the incident.
- Student and/or parent education meetings on Christ-centered relationships.
- Regular parent conferences following the incident.
- Immediate short term withdrawal from the classroom or school building for a determined period of time.
- In-school suspension
- Removal of privileges (recess, attendance at field trips and other special events)

- Required session(s) of behavioral assessment or evaluation including counseling with a child psychologist or trained counselor.
- Restitution for physical damages to personal or school property.
- Corrective instruction or other relevant learning or service experience as appropriate
- Development of a behavioral management plan.
- Termination of enrollment
- Expulsion

In working with students and parents in developing Christ-centered relationships, we keep the words of the Apostle Peter in mind: "Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing." I Peter 3:8-9 (NIV 1984)

Suspension and Expulsion Policy

Trinity-St. Luke's Lutheran School follows the policy of suspending students who have repeatedly had discipline problems, have not had work done, have shown disrespect to any of the teachers or school staff, or present a danger (either physical or emotional) to the other students or to themselves. Teachers may request suspension for those children who either have serious or continuing problems. The teacher will meet with the principal on the matter prior to an anticipated suspension. Only the principal has the authority to suspend students from school for one or more days.

Parents of students who are suspended or expelled will be contacted by telephone by the principal the day the decision to do so is made.

Types of conduct that would result in suspension or expulsion included, but are not limited to:

- Repeated use of chemical irritants
- Repeated defiance and willful disobedience by a student
- Repeated use of tobacco, alcohol, and other drugs
- Continued disrespect of those in authority and building property
- Possession and/or use of a weapon (expulsion will result if the student is in possession of a firearm)
- Repeated bullying and/or disrespectful behavior to fellow students

If a student receives three suspensions in a school year, the first of the steps in the expulsion procedure will be taken. The steps for expulsion are:

1. A letter from the chairman of the Joint Board of Education to the parents.
2. A meeting with the Joint Board of Education.
3. Actual expulsion from school.

Only the Joint Board of Education has the authority to expel a student. In cases of a very serious infraction, the Joint Board may recommend immediate expulsion.

Families may appeal the decision to expel. Following the appeal process the decision of the Joint Board of Education is final. There are no steps for further appeal.

If a family would like to appeal a student suspension or expulsion, the following procedures should be followed:

1. Notify the principal of Trinity-St. Luke's Lutheran School by telephone, personal contact, or in writing that the family will appeal the suspension or expulsion that has been issued. Notification to the principal should take place within two days of the family receiving notification of the suspension or expulsion. The principal in turn will contact the chairman of the Joint Board of the appeal.
2. Within two days of notifying the principal the family is to provide the principal and the chairman of the Joint Board of Education a written request with rationale why they are appealing the suspension or expulsion.
3. The Joint Board chairman will notify the members of the Joint Board of the request and share the rationale with the Joint Board.
4. If necessary, a special meeting will be scheduled with the Joint Board of Education, the family, and the student, to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
5. The Joint Board chairman will notify the family of the Joint Board's decision regarding their appeal following the meeting.

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