



Trinity-St. Luke's Lutheran School
2026-2027
Parent/Student Handbook



TABLE OF CONTENTS

<u>Index Topic</u>	<u>Page</u>
Statement of Beliefs	03
Mission of TSL	05
Vision of TSL	05
Purpose of TSL	05
Objectives of TSL	05
Shared Commitment of Partnership	06
TSL Teachers & Staff Partnership Expectations	06
Parent Partnership Expectations	07
 <u>Additional Topics in Alphabetic Order</u>	
Accreditation	08
Administration	08
Admission Policy	09
Arrival and Dismissal	09
Athletics	10
Attendance	10
Band	11
Bicycles	11
Bus Transportation	12
Chapel Service	12
Child Care	12
Church Attendance	12
Church Singing	13
Code of Conduct	13
Curriculum	13
Disagreements	15
Discipline	15
Dress Code	16
Emergencies	17
Family Educational Rights and Privacy Act (FERPA)	17
Finances	17
Grade Placement	17
Gymnasium Use	18
Homework	18
Insurance	18
Lost and Found	18
Lunch	18
Medication	19
Memorization of God's Word	19
Milk	20
Mission Offerings	20
Non-Discriminatory Policy	20
Non-Harassment Policy	20
Physical Education	20
Piano Program	21
Playground	21
Recess	21
Registration Day/Back to School Night	21
School Closing	21
Security/Locked Doors	22

Special Needs Scholarship Program (SNSP)	22
Stewardship	22
Student-Owned Electronic Devices – Cell Phone, I Pod, etc.	22
Sycamore	22
Telephone/Cell Phone	22
Tiger Code	23
Tiger Talk	24
Transfer of Credits	24
Transportation Form (Automotive Liability)	24
Visitors	24
Volunteers	24
Website	25
Wisconsin Parental Choice Program (WPCP)	25
WPCP Application Appeal	25

STATEMENT OF BELIEFS

Thank you for enrolling your son/daughter at Trinity-St. Luke's Lutheran School! We could not be more pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students. TSL's mission is very spiritual in nature. In addition to offering our typical education of reading, writing, and math, we want every one of our students to learn more about God's Word and Jesus Christ. At TSL, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do. To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we believe and teach. It is important to us that you have a clear understanding of how we will minister to your son/daughter with the truths of God's Word.

We believe...

- The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. (2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)
- There is only one true God. In the Bible God reveals himself as three persons – Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)
- At the beginning of time God created heaven and earth and all creatures. He did this in six days – he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation, (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

- The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)
- The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)
- Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became a man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for everyone's salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to judge the living and the dead. (I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)
- God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only through faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God. (Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)
- Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth given through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)
- Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)
- God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)
- All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalms 139)
- The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25, 1 Corinthians 6:18 & 7:2-5, Hebrews 13:4)
- Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20, I Corinthians 6:9-10)
- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person (Genesis 1:26-27).
- Trinity-St. Luke's Lutheran School and its supporting congregations are members of the Wisconsin Evangelical Lutheran Synod (WELS) and adhere to all doctrine and practice of the WELS and are committed to the theology and mission of the WELS as supported by the Bible.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is

the sole and final source of all that we believe. For purposes of Trinity-St. Luke's Lutheran School faith, doctrine, practice, policy, and discipline, the pastors of Trinity and St. Luke's are the final interpretive authority on the application of the Bible's teachings in our setting.

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod (WELS) at www.wels.net and click on the link to WhatAboutJesus.com to find out more about our specific faith.

THE MISSION OF TSL

By the grace and help of our Lord, the students and families of Trinity-St. Luke's Lutheran School will grow in faith through God's Word and shine forth to all with the truth that Jesus Christ is our Savior.

(Based on Ephesians 2:8-9, 2 Peter 3:18, Ephesians 5:8, 1 John 4:14)

THE VISION OF TSL

Trinity-St. Luke's Lutheran School (TSL) will use God's Word as the foundation for all that it does. The teaching of God's Word in its truth and purity is used to help our students grow spiritually, educationally, physically, emotionally, and socially. The curriculum that is used daily in our classrooms is one that is based on the Word and meets the educational needs of the students as we prepare them for future education, life in this world, and the life to come. The faculty and staff of TSL will be one that is dedicated to and guided by the Word, and through their teaching our students will see God's will fulfilled on a daily basis. As a school, we will partner with families to help them grow in faith and in service to one another.

THE PURPOSE OF TSL

The continuing purpose of Trinity-St. Luke's Lutheran School is to serve as a tool for the Holy Spirit to "...make disciples of all nations." To that end TSL will:

- Present to the families of our school a clear message of God's plan of salvation through word and example.
- Teach all subject matter on the basis of the inspired Word of God.
- Prepare children to live lives that "thank and praise, serve and obey Him."
- Assist parents in the spiritual training of their children.

OBJECTIVES

1. Teach the Word of God in its truth and purity to our students and their families.
2. Promote Christ-centered secondary education at Lakeside Lutheran High School and Luther Preparatory School.
3. Minister to the entire family of each student enrolled at TSL.
4. Provide a Christ-centered education that is based on high educational standards, best education practices, and high expectations.
5. Stay current with best practices in educational technology for use by students, teachers, and school families.
6. Work with students to the best of our ability wherever they may fall in the spectrum of educational ability.
7. Reach out into the greater Watertown community with the Word and through examples of responsible citizenry.
8. Encourage the blessings of Christ-centered prekindergarten and elementary school education to the families of Trinity and St. Luke's congregations currently not sending their children to TSL.

9. Encourage the public ministry of the Word to our students and their families.
10. Assist our parents in Christ-centered parenting.
11. Provide additional professional growth opportunities and training for our faculty and staff that will benefit our students.

SHARED COMMITMENT TO PARTNERSHIP

Christian education is most effective when parents, students, teachers, and the churches work together in a spirit of mutual trust, respect, and open communication. Each has unique God-given responsibilities, and together we seek to help every child grow spiritually, academically, physically, emotionally, and socially to the glory of God.

We encourage all parents to become familiar with both their responsibilities as partners in their child's education and the commitments they can expect from Trinity-St. Luke's Lutheran School and its teachers. Our partnership is built on Christian love, mutual trust, open communication, and shared accountability as we work together to help each child grow in faith and learning.

TSL TEACHERS & STAFF PARTNERSHIP EXPECTATIONS

Spiritual

TSL and its teachers will...

- Teach students to know Jesus as their Savior who redeemed them from sin, death, and the power of the devil through the use of God's Word (Gal 4:4-5) (Gal 3:13).
- Model Christian faith, integrity, humility, forgiveness, and servant leadership in daily interactions with students, parents, and colleagues.
- Provide a Christian atmosphere where TSL students may grow in grace and build a relationship with their Lord through the study of God's Word (2 Peter 3:18).
- Encourage the students to pray (I Peter 5:7) (Matt. 26:41) (Phil 4:6).
- Encourage the students to demonstrate God's love through everyday living (Colossians 1:10) (Gal 5:22-23).
- Know Law and Gospel and teach the students how to apply the Word in everyday life (2 Tim 3:16) (Rom 3:28) (Eph 2:8-9).
- Encourage the students to use their God-given gifts to His glory and to the best of their abilities (I Cor. 10:31).

Academic

TSL and its teachers will...

- Provide high-quality, engaging instruction that challenges every student to grow academically while recognizing each child's unique God-given abilities.
- Encourage the students to use their God-given talents to the Lord's glory and to the best of their ability (I Cor 10:31).
- Provide learning experiences that will help the students meet and deal with the challenges and opportunities of life (Prov 22:6).
- Integrate God's Word throughout the curriculum, helping students view all areas of learning through a Biblical worldview. (2 Cor 10:5).

Physical

TSL and its teachers will...

- Teach the children that their body is a gift of God and the temple of the Holy Spirit (I Cor. 6:19).
- Encourage good health habits and healthy living.
- Provide opportunities that promote physical well-being.

Emotional

TSL and its teachers will...

- Help the students in understanding their feelings that control thoughts and actions and how to deal with them as a Christian (Prov 3:5) (Phil 4:6-7) (I Pet 5:7).
- Foster resilience, self-control, empathy, and confidence while helping students respond to life's challenges with faith in Christ.
- Maintain classrooms that are safe, orderly, respectful, and conducive to learning where every child is treated with Christian love and dignity.

Social

TSL and its teachers will...

- Teach respect for each other, for those in authority, and for the student's and other people's property (Eph 6:1-3) (Heb 13:17).
- Teach responsible Christian citizenship for our country (Rom 13:1-7).
- Teach and encourage good manners.
- Encourage students to serve others with humility, compassion, and Christian love within the school, church, and community.
- Teach respect for those of different cultures as well as those who may have abilities different than ours (John 3:16).

Partnership

TSL and its teachers will...

- Communicate openly, honestly, and promptly with parents regarding each child's spiritual, academic, behavioral, and social development.
- Work together with parents as partners in the Christian education of their children, recognizing that parents are the primary educators given this responsibility by God (Deut. 6:6-7; Eph. 6:4).

PARENT PARTNERSHIP EXPECTATIONS

Parents are the primary educators of their children. Trinity-St. Luke's Lutheran School is privileged to partner with families in helping children grow spiritually, academically, socially, and emotionally. We ask every family to support this partnership by striving to:

- **Keep Christ at the center of your home.** Let God's Word guide your family's decisions and daily life (Psalm 119:105).
- **Worship faithfully as a family.** Attend worship regularly, encourage participation in the life of your church, and establish habits of family devotions and prayer (Hebrews 10:25).
- **Pray for your school.** Remember the pastors, teachers, staff, students, and families of Trinity-St. Luke's in your prayers (Hebrews 13:7, 17).
- **Model Christian love and forgiveness.** Encourage your children to treat others with kindness, respect, humility, and compassion as they reflect Christ's love (1 John 4:19).
- **Teach respect for authority.** Support your children in honoring their teachers, coaches, staff members, parents, and all those God has placed in positions of authority.
- **Value education.** Ensure that your child attends school regularly, arrives on time, is prepared for learning, completes assignments, and gives his or her best effort.

- **Provide a healthy home environment.** Help your child succeed by providing consistent routines that include adequate sleep, nutritious meals, and appropriate supervision of technology and media.
- **Support the school's standards and policies.** Familiarize yourself with the Parent/Student Handbook and reinforce school expectations at home.
- **Communicate respectfully and directly.** When questions or concerns arise, address them promptly and respectfully with the appropriate teacher or administrator, following the principles of Christian reconciliation found in Matthew 18:15. Avoid criticizing school personnel, policies, or other families in the presence of children or through social media.
- **Partner with teachers.** Work collaboratively with teachers to support your child's academic progress, behavior, and spiritual growth. Assume positive intentions and seek solutions together.
- **Actively support the ministry of TSL.** Participate in school events, volunteer when able, and encourage your child to take part in the opportunities the school provides.
- **Promote personal responsibility.** Encourage your child to take ownership of his or her actions, complete responsibilities independently when appropriate, and learn from mistakes.
- **Support a positive school culture.** Speak positively about the school, encourage involvement in school activities, volunteer as you are able, and help foster unity among families.
- **Use technology wisely.** Monitor your child's use of phones, computers, social media, and online content, recognizing that digital behavior should reflect Christian character and the school's values.
- **Honor the partnership between home and school.** Recognize that the greatest success occurs when parents and school staff work together with mutual trust, respect, and open communication for the benefit of every child.

Together, as parents, churches, and school, we seek to raise children who know Christ, pursue wisdom, demonstrate Christian character, and use their God-given gifts to serve others.

ACCREDITATION

Trinity-St. Luke's Lutheran School (TSL) is accredited through WELSSA – Wisconsin Evangelical Lutheran Synod School Accreditation. Initial accreditation was granted in the year 2000 following the completion of a self-study and validation by a visitation team. This self-study process was repeated in 2021 resulting in a recommendation of exemplary accreditation for 2021-2026. Annual updates and yearly long-range plans are completed for an annual renewal of our accreditation through WELSSA. Copies of the visitation reports, annual updates, and the annual action plan are available through the principal. TSL will be undergoing our next WELSSA Accreditation site-visit for reaccreditation in April of the 2026-2027 School year.

TSL is also co-accredited through WRISA – Wisconsin Religious and Independent School Accreditation, and NCPSA – the National Council for Private School Accreditation. Through these accreditations TSL shows itself to be a school committed to school improvement.

ADMINISTRATION

Trinity-St. Luke's Lutheran School is jointly owned and operated through an agreement of Trinity Lutheran Church and St. Luke's Lutheran Church, both of Watertown, WI. As such it is a mission and ministry arm of both congregations.

Each congregation elects three men to serve on the Joint Board of Trinity-St. Luke's Lutheran School. The Joint Board is responsible for the policies and procedures of the school. The pastors of both congregations and the principal act as advisory members to the Joint Board. The principal, assistant principal, Athletic Director, and ECM Director carry out the administration of the school.

ADMISSION POLICY

TSL has adopted an admissions policy that opens the school to families who understand and are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Lutheran education for their children.

Before applying for admission to our school, please read through this entire Parent/Student Handbook. The Parent/Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The Parent/Student Handbook explains our religious purpose, mission, and beliefs. All subjects in our school will be taught from the perspective of, and in accordance with, the Word of God as revealed in the Holy Scriptures. If you do not agree with the beliefs and values that will be taught in our school, enrolling your child will likely cause him or her confusion. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are uncomfortable with what your child will be taught, it will be best for all concerned if you do not enroll your child at our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We pray that what we teach complements the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

A full admissions policy is available upon request. Please contact the school office to receive a copy.

ARRIVAL AND DISMISSAL

Arrival at School

<u>Campus</u>	<u>Doors Open</u>	<u>Classes Begin</u>	<u>Dismissal</u>
Western Avenue (Grades 3K – grade 2)	7:40 AM	8:00 AM	3:00 PM M-T-Th-F 2:10 PM W
Clark Street (Grades 3 - 8)	7:35 AM	7:50 AM	3:05 PM M-T-Th-F 2:15 PM W

Children should arrive at school no sooner than 7:35 AM at Clark St and 7:40 at Western Ave, and should be picked up by 3:15 PM (2:30 PM on Wednesdays). Students arriving before 7:30 AM and being picked up after 3:15 PM (2:30 PM on Wednesday) will go to Before/ After School Care.

If parents are dropping their children off for school at the **Western Ave campus**, please do so on the Sixth Street side in the parking lot by the playground. Children dropped off at the **Clark Street campus** should enter the building at the school entrance by the flagpole at the south end of the parking lot. Students at either campus are not to arrive at school before the doors open unless an emergency arises.

Dismissal from School

School dismisses at 3:00pm at Western Avenue and 3:05pm at Clark Street on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays the Western Avenue campus dismisses at 2:10pm and the Clark Street campus dismisses at 2:15pm. Children taking the bus should line up on the sidewalk at the bus loading zone as soon as possible after school. Parents must make arrangements to have their child picked up by 3:15pm (2:25pm on Wednesdays.) Children waiting for a ride should do so on the sidewalks at the Clark Street campus or on the playground at the Western Avenue campus.

Because of the age of the children at the Western Avenue Campus, the following rules apply to dismissal at that campus.

- We ask that all students at the Western Avenue campus have a parent or guardian leave their vehicle, come to the class lines, and actually get their child. For their safety, we will not release a child to make their own way to vehicles. Students will be asked to inform their teacher they are leaving before they leave the line.
- It is appreciated that all vehicles leave the playground as soon as possible so that the gates can again be closed. The Afterschool Care Program will be using the playground from 3:15- 4:00pm. If you need to stay at the Western Avenue campus longer than the dismissal time please park on Sixth Street.
- It is very important that children be picked up by dismissal time. Children who remain at school and have not been picked up by dismissal time will become a part of the Afterschool Care Program at that time. The charge will be \$4 for each hour.
- After 3:15pm children whose parents have picked them up are welcome to stay and use the playground equipment. However, their parent must be present and supervising them.
- Those children who are walking home after school are to go home directly after school is dismissed. They are not to remain on the school playground or parking lot.
- During the school day children at either campus are not allowed to leave the school grounds without written (electronic or paper) or verbal permission from their parents to the teacher or building secretary.
- Children will only be allowed to leave with an authorized pick-up person. Parents must provide verbal or written permission to our staff members to authorize an alternative pick up person. The person authorized to pick up your child must be prepared to show a valid Driver's License or other photo ID at the time they pick up. If an unauthorized person arrives to pick up your child, you will be notified immediately.

ATHLETICS

The TSL Tigers are members of the Badgerland Lutheran Athletic Conference (BLAC). The conference offers volleyball, soccer, basketball, softball, track, and cross country. Students in grades 4-8 who meet the requirements as stated in the Tiger Code may participate in interscholastic athletics. Parents are asked to review the criteria of the Tiger Code and assist their child in meeting these requirements.

It is the policy of TSL that "A" teams will consist of students only from grades seven and eight unless numbers warrant the use of sixth grade students.

ATTENDANCE

School Attendance Policy

Faithful attendance is required of all students enrolled at Trinity-St. Luke's. Students are excused from school when the absence is with the knowledge and approval of the child's parent or guardian for the following reasons:

- *Child's personal illness*
- *Severe illness or death in the family*

- *Health appointments (we ask that health appointments be scheduled outside of regular school hours if at all possible). Students arriving at school after the opening bell will be marked as an excused tardy with notification from parents. Students leaving during the school day for a health appointment are marked as an excused absence with notification from parents.*
- *Special emergencies*

With prior approval a student may be excused at the parent's request for a family activity. However, families are strongly encouraged to take these days during school breaks. Students miss instruction and class activities when they are absent because of interaction within the classroom when they are absent. Parents may request assignments in advance, but it is not always practical or possible for teachers to do this. Teachers and parents will assist in helping students make up their work; however, the student is required to complete the work in a reasonable amount of time as determined by the teacher.

Students are truant if they are absent without excuse for all or part of a school day. If notification is not received by the day after an excusable absence, the absence is a truancy. An unexcused absence (truancy) requires the parents to meet with the principal. Habitually truant students will be referred to the appropriate municipal or county authorities.

According to Wisconsin State Statute 118.15, students can only be excused for 10 days (20 half-days) without a medical excuse in a given school year. Any absences beyond 10 days (20 half-days) can only be excused by being seen by a medical provider and getting a medical excuse. Parents will be notified with a letter once more than 10 absences have occurred.

If your child is absent on any given school day, please note the following points:

- Contact the school office of the campus your child attends by 9:00am to report the absence and the reason for the absence. If the school has not received information from the home by that time, the school will call to determine the whereabouts and safety of the child.
- Send a written excuse for absenteeism and tardiness when your child returns to class. If your child has been absent due to illness, the written excuse must state the nature of the illness.
- Students riding a school bus that is late will not be counted tardy on their school records.

Tardiness

School doors open at the Western Avenue campus at 7:40am and the school day begins at 8:00am. At the Clark Street campus doors open at 7:35am and the school day begins at 7:55am. A 5K through eighth grade student who enters his/her classroom after the time when the school day begins is considered tardy. Habitual tardiness will result in a referral to the Truancy Officer of the Watertown Police Department in charge of student absences and tardiness at the Watertown Unified School District. The Truancy Officer may refer the case to the local child welfare division of the county human services. A student will not be marked tardy in the event of unforeseen circumstances such as severe weather conditions, accidents, or bus transportation issues.

BAND

In addition to the regular offerings of the music curriculum, band lessons are available to students in grades 5-8 through the LLHS Grade School Band program. Students receive small group band lessons weekly during the school day. All band members participate in two joint band rehearsals a week to prepare for concerts and other events throughout the school year.

Cost of the band program to the participating individual student includes a yearly fee used for band supplies, music, and band lessons. In most cases instruments are student-owned, although assistance can be obtained from the band director in finding rental instruments.

BICYCLES

Students at TSL may ride their bicycles to and from school. However, under no circumstances should bicycles be ridden on the school grounds, playground, or parking lot during recess or school hours until the child is to return home.

Bicycles are to be kept in the bike racks provided while school is in session. It is strongly recommended by TSL and the Watertown Police Department that bikes be chained and/or padlocked while in the bike racks.

BUS TRANSPORTATION

Bus transportation is provided for students of Trinity-St. Luke's who live outside the city of Watertown but within the boundaries of the Watertown Unified School District (WUSD). Before the beginning of the school year parents of students who are eligible to ride the bus will receive information from the Go-Riteway Transportation Group. Parents will need to complete an application form that must be submitted before the start of the school year for each child who will ride the bus.

Parents and students alike must realize that since this is a service provided through the Watertown Unified School District, the rules and regulations for bus use are policy of the WUSD. Please review the rules and regulations carefully with your child and assist him/her in whatever way you can to help your child follow these rules. If you have any questions or comments on the policy, please contact Go-Riteway.

Any questions concerning bus transportation through the WUSD should be directed to the offices of the Watertown Unified School District at 111 Dodge Street (262-1460).

CHAPEL SERVICE

A chapel service is held once a week at each campus. These services, conducted by the pastors of the congregations and the male members of the faculty, give the children the opportunity to worship together as a school family. Parents are always welcome to attend; please contact the school offices for chapel service times. Currently chapel services are held at the Western Avenue campus on Tuesdays and the Clark Street campus on Wednesdays.

CHILD CARE

Three separate child care opportunities are offered at TSL.

Before-School Care is held each day school is in session beginning at 7:00am.

Extended Care runs from 11:30am - 3:00pm (and can continue into After School care until 5:30pm) Monday through Friday. Extended Care is used by preschool families who need child care after 3K/4K dismissal.

After-School Care is available until 5:30pm every day school is in session for children in 3K through 8th grade.

For further information on these child care programs as well as costs and contracts, please contact the school office.

CHURCH ATTENDANCE

At TSL we teach our students not to despise preaching and God's Word, but to gladly hear and learn it. Likewise, as redeemed children of God, it is our duty to thank and to praise Him, to serve and obey Him. There is no better way for the students of TSL to show this than by worshipping regularly with their parents in public worship. We ask parents, as leaders of the household, to carry out God's will for worship because children will learn through the example set by the parents at home as well as the instruction at school.

Church attendance for each worship service held during the school year is taken by each classroom teacher. In addition to Sunday morning worship, attendance is also taken for Advent and Lenten worship as well as other special services throughout the school year. The results of the attendance will be recorded quarterly on the report cards and discussed at parent-teacher consultations. Church attendance records for each child are shared with the pastors of the child's congregation. Regular church attendance means attendance by the child and the child's family at every church service.

CHURCH SINGING

Singing is one way that children can express joy and thanksgiving to their loving God and Savior. All children will be asked to sing for Sunday and special church services. A singing schedule is published and sent home in the registration folder, and parents are also notified through *Tiger Talk* of these occasions. Reminder notes may also be sent home by the classroom teacher. It is expected that a child will sing in church when their class or group is scheduled to sing unless excused by a parent prior to the date of singing.

CODE OF CONDUCT

TSL has adopted a Code of Conduct that will maintain a proper learning environment as well as promote godly Christian living among our students. The full code of conduct and disciplinary procedures can be found in our discipline handbook.

CURRICULUM

The curriculum of Trinity-St. Luke's School is aimed at providing a Christ-centered education for each child. It is the objective of the school that the child should be educated spiritually and academically. Not only is the child trained for a future here on earth, but our school's greatest concern is for the spiritual growth of each child to prepare him/her for heaven. The curriculum of TSL consists of the sum total of all experiences which come to the child through the school.

WORD OF GOD: Scripture clearly tells us that God's Word is the power of God for the salvation of everyone who believes (Romans 1:16). At Trinity-St. Luke's Lutheran School the Word of God curriculum is taught so the Holy Spirit can use the Word to strengthen and increase the faith of our students. In teaching God's Word we are mindful of our Lord's Great Commission to make disciples of all nations (Matthew 28:19).

At our school we will teach our students that Jesus is their Savior from sin, and through faith in Jesus they will receive eternal life in heaven. Not only do we use God's Word to prepare the students for life on this earth, but also eternal life to come.

The students will learn God's Word resulting in head knowledge of names, events, and locations. Under the blessing of the Holy Spirit they will increase in heart knowledge. This heart knowledge will show itself in living a life of faith in all that they think, say, and do.

Finally, as a Christ-center school, all of the subject matter taught at Trinity-St. Luke's Lutheran School is taught in light of Scripture since God's Word alone is truth.

LANGUAGE ARTS-READING: Reading is the ability to understand and interpret the written word and is taught as a method of communication. In our spiritual lives God communicates to us through His Word to reveal to us His will in our everyday life. In addition to reading God's Word we also read to expand our knowledge for entertainment and enjoyment and to succeed in the many tasks that require the ability to read and understand what was read.

The ability to read also includes reading critically. When confronted with any type of written material our students need to apply the truths of God's Word. As our students read, we want them to evaluate and analyze what they have read and "take captive every thought to make it obedient to Christ." (2 Corinthians 10:5 - NIV 1984)

The ability to read also includes a developing appreciation for quality literature. TSL students will be exposed to a variety of genres of literature in reading short stories, poems, dramas, expository and narrative writing. Our students will be led to appreciate a variety of types of quality literature.

LANGUAGE ARTS-ENGLISH: The English curriculum (grammar, usage, mechanics, writing, and spelling) helps to support the reading curriculum. Students learn the intricacies of the English language to communicate and express their thoughts and emotions through speech and writing. Training in English prepares our students for real world experiences and professions for their adult lives. For the redeemed child of Christ Jesus English instruction assists in individual proclamation of the Gospel and sharing the Good News of salvation both in writing and speech.

MATHEMATICS: Taking every thought captive to the Word of Christ, mathematics at Trinity-St. Luke's is taught in light of God's Word. Due to the increasing scientific and technological developments and demands of our current times, it is necessary that our students be well-grounded in basic mathematics skills.

As the child grows academically the level of skills to be mastered will increase in both complexity and quantity. An end result of mathematics skill development and mastery will be the ability of students to participate and survive in the work force as they graduate from formal education.

Training in mathematics also has end results in the ability to reason, the concepts of order and exactness, objectivity, correctness, honesty, and self-discipline. These abilities will direct our students as they go through life in this world and assist them in using abilities that show the fruits of life in Christ.

The ability to work with mathematics assists in Christian stewardship as each believer realizes the role they have as a steward of what the Lord has given them. Our use and care of the Lord's possessions demands wise and prudent use of these gifts allowing them to be used to our Lord's glory.

SCIENCE: The Lord reveals himself in nature and works through his creation; we teach science so our students gain an understanding of the world God created. God's creation has been affected by sin; frustration, death, and decay are the result. God's Word teaches us to be stewards of the world the Lord has given us and to appreciate His creation. Therefore, through science we learn how we can improve our management of God's creation as well as marvel at God's design.

We believe there is a base of science fundamentals and principles that our students need to learn. All areas of learning in the many science fields reveal the all-powerful hand of a loving God. The Bible is not our science textbook, but at Trinity-St. Luke's Lutheran School all science content is presented in light of God's Word. Although the world may promote its philosophies - such as humanism and evolution - as the truth, God's Word is truth and reveals the knowledge of wonders of God's creation.

SOCIAL STUDIES: Social Studies is taught at TSL with emphasis in the following traditional areas that make up the social studies curriculum:

- **History** is the telling of His story, learning how our heavenly Father created the world and all in it, how He sustains the world and has preserved it to the present day. In a study of world and American history students learn how they as God's children fit into the world and the opportunities that exist in spreading the story of God's love to all people.

- **Geography** shows the wide variety of climates, landforms, and peoples the Lord has created. Here students learn of the factors that affect history and shape the world in which they live. Geography helps them understand their place in the vast number of different cultures that exist and reminds them of their calling to preach the Gospel to all nations.
- **Civics** is taught to prepare our students for their future role as Christian leaders in the world. As Christians they will understand the gift of government that the Lord has established through the Fourth Commandment. Our students will be trained as responsible citizens who can take active leadership and participator roles and in doing so serve their Lord and their country.
- **Current Events** leads our students to better understand the world and its events as they take place around them. Not only do our students need to know how these events will affect them now and, in the future, but how the events came about and the relationship of these events to the factors of history, geography, and civics.

VISUAL ARTS: Art (the visual arts) is taught at TSL because visual arts can be used to glorify God. The visual arts teach the use of a variety of media and how they can be used to create art. God's gifts of individual creativity and self-expression are fostered through the visual arts and are especially helpful for those students who learn and express themselves visually. The visual arts help children interpret, understand, and appreciate another person's thoughts, ideas, and presentation.

PHYSICAL EDUCATION: Physical education is taught at TSL with the knowledge that our bodies are the temple of the Holy Spirit. Our bodies need daily physical activity to develop fine and gross motor skills, maintain our physical well-being, and grow in the physical talents and abilities with which each person has been blessed. Physical education students at TSL will learn activities that will allow them to become life-long participants in a healthy and active lifestyle to maintain their physical well-being.

DISAGREEMENTS

If a disagreement relating to a school incident or application of school policy should arise, God's Word in Matthew 18 tells what the procedure is to be followed:

- Courtesy and Christian love dictate that the matter first be privately discussed between parent and teacher, not with other parents, the principal or pastors, or members of the congregations.
- If, after a period of time, the problem still exists, the principal should be contacted.
- If further counsel is deemed necessary at a later time, the pastors and Joint School Board of Education may be contacted.
- All involved parties are asked to remember that errors will be made because we are all sinful human beings. All problems should be approached with prayer and Christian love, allowing God's Word to lead to peaceful and proper solutions.

DISCIPLINE

Although the students 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 our lives so they 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 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/or the child's pastor for further cooperative action.

Copies of the TSL discipline policy and action plans are distributed annually to all school families in the registration folder and also are available through the school offices.

DRESS CODE

Trinity-St. Luke's Lutheran School believes that a student's appearance should support a positive Christian learning environment. The purpose of our dress code is to encourage modesty, cleanliness, safety, and respect for God, ourselves, and others while minimizing distractions to learning. Because every situation cannot be anticipated, the administration reserves the right to determine whether clothing or grooming is appropriate for school. These guidelines are not all-inclusive, and application of the guideline is left to the discretion of the teachers and principal.

Guiding Principles:

- Maintain good personal hygiene and wear clean clothing.
- Dress modestly and in a way that reflects Christian values.
- Wear clothing appropriate for school activities and that doesn't detract from the learning process.
- Chose clothing that does not cause disruptions or a concern for safety.
- Wear clothing and footwear appropriate for the weather and safe participation in school.
- TSL students and their parents should be mindful that students' clothing and grooming is a reflection on reflects their family, school, and serves as a Christian witness.
- When questions arise regarding whether clothing meets the dress code, families are encouraged to choose the more modest option or contact the school office before wearing the item to school.

Specific Dress Code Standards:

- Hair should be clean, neatly groomed, and not interfere with learning or create a safety concern by obstructing vision.
- Hats, hoods, bandanas, sunglasses, and other head coverings may not be worn indoors unless approved in the school office.
- Pants and shorts should be worn at the waist so that undergarments remain fully covered.
- Tank tops may be worn provided the shoulder straps are at least two fingers wide and undergarments remain fully covered. Tube tops, halter tops, spaghetti strap tops, low-cut tops, and racer tops are not allowed.
- At the Clark Street campus, leggings and tight-fitting pants may be worn in a modest manner with shirt and pants overlapping each other.
- Students are expected to wear clothing that provides modest coverage at all times, including coverage of the midriff, lower back, and chest.
- Extremely short shorts or skirts are not allowed.
- Shorts may be worn as temperatures warrant during the first and fourth quarters of the school year.

- Students must wear shoes at all times. Bare feet, stocking feet, wheeled shoes, and shoes that mark the floor are not permitted.
- Clothing with excessive holes or rips. If students wear jeans with rips in them, something must be worn underneath the jeans to cover any showing skin.
- Clothing may not display messages, images, or symbols that are vulgar, profane, sexually suggestive, promote violence, illegal activity, substance use, or that are inconsistent with the Christian beliefs and mission of TSL (this includes, but is not limited to drugs, alcohol, tobacco, gang-related clothing or symbols or un-Christian music groups).

Students whose attire does not meet the dress code may be asked to report to the school office. Depending on the nature of the violation, students may be asked to change into school-provided clothing, contact a parent to bring appropriate clothing, or return home to change. Parents will be notified of repeated violations, which may result in additional disciplinary action. The principal has final authority in determining whether a student's attire complies with the dress code.

EMERGENCIES

If a child is injured or becomes ill at school, the child will be cared for temporarily by a teacher or a staff member, and the parent/person indicated as the emergency contact in our data base will be notified. If the designated person cannot be reached, we may call your family physician if you have so indicated. If the condition is of a serious nature, your child will be transported to the Watertown Memorial Hospital. If you have specific instructions for a particular type of emergency, please have these instructions in our school data base or send a separate written document that can be placed in the school files.

If, over the course of the school year, any emergency information should change, please update your information on Fast Direct so our records can be kept up to date.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Copies of the TSL FERPA policy as adopted by the Joint Board of TSL are available upon request. FERPA policy allows a parent and/or designated guardian the right to view their child's academic folder at any time. The policy also details privacy information as it applies to a student's academic record. If you wish to do so, please contact the principal.

FINANCES

The majority of the cost of operating and maintaining Trinity-St. Luke's Lutheran School is met through the weekly offerings of the members of Trinity and St. Luke's congregations. Tuition rates for non-member children are established by the Joint Board of TSL and closely represent the actual cost of educating a child at TSL.

The following rates for fees and tuition will be followed for the 2026-2027 school year.

4K Program

4K	4 half days - \$ 1,520.00/year	4 full days - \$ 3,424.00/year
	5 half days - \$ 1,900.00/year	5 full days - \$ 4,280.00/year

Member Tuition

5K through Grade 8	\$1,900.00/year for 1 st child
	\$1,100/year for 2 nd child from same family
	\$1,000/year for 3 rd child from same family

\$900/year for 4th child (and any subsequent children) from same family

Non-Member Tuition

Grade 5K-8 \$3,000.00/child/year

Before School Care, Extended Care, and After School Care

Before/ After School Care \$6 per hour

4K Extended Care \$135 – 5 Afternoons per week / \$30 per afternoon if less than 5 per week
(11:30am to up to 5:30pm)

These rates are managed through TSL Roots. Our director can be reached at the TSL Roots office at 920-261-3615, ext. 4.

GRADE PLACEMENT

Trinity-St. Luke's Lutheran School reserves the right to establish the grade level of any pupil.

GYMNASIUM USE

All children will make use of the gymnasiums during the school day, especially in physical education classes. In order to protect the floor, all students are required to have gym shoes to be kept at school for indoor use in the gym. These shoes are not to be the same shoes worn on the playground for recess play.

Organizations and groups of Trinity or St. Luke's congregations who wish to use the gymnasiums outside of school hours are asked to contact the Athletic Director or the school offices for further information on policy and procedures.

HOMEWORK

Teachers at TSL work to assure that homework serves to reinforce the learning done in the classroom and that the amount of work expected to be done at home is reasonable. At the same time, TSL does not want homework to become an obstacle to family or recreation time in the evenings. Parents and teachers should monitor the and communicate openly about homework load of students.

Students at TSL are expected to finish their assigned work on time unless prior arrangements have been made with the teacher. Failure to complete assignments could result in lowered grades, lack of eligibility for extracurricular activities, and parent consultation with the classroom teacher.

It is the policy of TSL that grade placement for the following year will not be made until all school work from the previous school year has been completed to the teacher's satisfaction. This is to guarantee that all school work for the year is finished completely and in its entirety.

Students in grades 3-8 use an assignment book to list school work. Please check with your child's teacher concerning their procedures on use of the assignment book.

INSURANCE

Parents of students at TSL are responsible for the payment of expenses incurred from injuries or accidents that may occur during the school day or while participating in extracurricular sporting events sponsored through the

school. All students in grades 4-8 who are participating in sports are required to have school accident insurance or coverage through their parents' health or accident insurance.

Please review your medical and/or accident coverage. If additional coverage is needed you may wish to purchase additional coverage. Further information can be obtained by contacting the principal.

LOST AND FOUND

Items at school that are found and not claimed are kept for a short period of time after which they are given to charity or disposed of. Please put some mark of identification on your child's belongings and claim any misplaced items from the lost and found container at school. These containers can be found in the school offices.

LUNCH

Our school provides hot lunch daily for children in grades PreK through 8th Grade. This meal is cooked at the Clark Street campus by our Hot Lunch Coordinator. It is put in a hot box and delivered to Western Ave. The lunches are served by volunteers. We greatly appreciate our volunteer servers and can usually use more help with that. Please reach out to the principal or secretary if you are interested. Menus are available in the school office or through FastDirect.

Students are also welcome to bring lunch from home. Milk is available for purchase for those students who have brought their lunch. For the sake of good nutrition, we ask that children only bring water or milk with their lunch. Parents and children who bring food from home are responsible for proper care of that food.

As mandated by federal law, a school wellness policy is in place at TSL. Copies are available upon request.

MEDICATION

Trinity-St. Luke's Lutheran School does not supply non-prescription drugs or pain relievers for student use. Any student requiring any type of non-prescription medication must have parental approval and bring the item from home.

Wisconsin Statutes require that if prescription or non-prescription drugs or medications are to be administered by the school, we must have written (electronic or paper) authorization from the parent or guardian allowing us to do so. The written authorization must include:

- the name of the medication
- dosage
- the time of day the medication is to be administered
- duration of time the medication is to be administered
- signature of physician or parent

Pre-printed medication forms are available from the school offices, and are on the Fast Direct Links page.

Medications sent to school to be administered by school teachers or staff should be in a properly labeled container and must be given to the school secretary, principal, or their teacher who will provide for safe storage at school. The label of the bottle must contain the name and telephone of the pharmacy, student identification, and name of the physician, name of the drug, and the dosage to be given. If necessary, the school will contact your physician on the administration of medication should more information be needed.

MEMORIZATION OF GOD'S WORD

The memorization of God's Word is an important part of the TSL Word of God curriculum. While the ability to memorize, retain information, and then retrieve the information when needed is an important mental skill in any subject, it is especially important for the child in the Word of God curriculum for these reasons:

- We are commanded to do so. The Lord says, *"Fix these words of mine in your hearts and minds....teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up."* (Deuteronomy 11:18-19 – NIV 1984)
- Memorizing portions of God's Word gives us the basis of our beliefs that we can carry with us wherever we go.
- *"I have hidden your word in my heart that I might not sin against you."* (Psalm 119:11 – NIV 1984)
- Knowing Bible passages helps us in understanding all of God's Word. It provides a connection between knowing the facts of the Bible (head knowledge) and applying God's Word to the situations of everyday life (heart knowledge).
- Memorization of these Bible passages allows us to have the tools to defend our faith and to give an answer when questioned.
- These passages are a source of encouragement and comfort, especially as the believer grows older. The believer treasures the truth of God's Word.

In addition to Bible passages, the students at TSL will learn the Six Chief Parts (Enchiridion) of the *Small Catechism* of Dr. Martin Luther. These portions and explanations of the Ten Commandments, the Apostles' Creed, the Lord's Prayer, Baptism, Ministry of the Keys and Confession, and the Lord's Supper summarize the doctrines of Lutheran teaching.

TSL students will also learn and memorize Christian hymns. These hymns, based on God's Word, allow the child to participate in worship by praising our Triune God. Lutheran hymns help preserve and pass along our Lutheran heritage and culture and are another way to share the Gospel.

To the elementary child memorization may seem to be just another academic task. However, the Holy Spirit blesses the learning of the Word. He uses the Word to strengthen and increase faith. As the students of TSL learn memory work and apply it, the Word will become a part of their lives for many years to come.

MILK

Milk is available for the morning break and noon lunch for all grades. Cost of the milk will be available on Registration Day, and can be purchased in the school office throughout the year.

MISSION OFFERINGS

A weekly mission offering is collected at school throughout the school year. The offerings are sent to different mission projects of the Wisconsin Evangelical Lutheran Synod (WELS) each quarter. Our purpose in doing so is to remind the children that they too assist in the work of the church with their prayers and their gifts. Parents are urged to encourage their children to participate actively in this area of the Lord's work.

NON-DISCRIMINATORY POLICY

Trinity-St. Luke's Lutheran School admits students of any race, color, national and ethnic backgrounds to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic background in the administration of its educational, admission, fee policies, athletic, and other school-administered programs.

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.

PHYSICAL EDUCATION

All children will participate in the physical education curriculum unless excused by their family physician. If your child is unable to participate in physical education activities due to a short-term illness or sickness, please inform the physical education teacher either by a note or a phone call before school starts for the day.

Students in grades 5-8 will be assigned a locker in the locker room. Lockers should be kept locked. Combination padlocks must be purchased through the school.

Students in physical education classes in grades 5-8 should have indoor gym shoes, athletic socks, shorts, and a full-length T-shirt. Sweatshirts and pants may be worn for outdoor fall and spring activities. Failure to have the proper clothing for physical education class may result in a lower-class grade.

PIANO PROGRAM

Piano lessons are offered two times a week during the school day for students in grades 2-8. Lessons are given once a week for 20-25 minutes. Lessons are currently \$10/lesson. Rates are subject to change each year. Parents are required to sign an agreement that they understand the guidelines set up for piano lessons.

PLAYGROUND

The TSL playground area at Western Avenue as well as the parking area at Clark Street is not supervised before and after school hours. Parents are reminded that children are not to stay in these areas after school, but must promptly walk home or go to their rides unless monitored by a parent. Shortly after dismissal the Western Avenue playground is used by students participating in the TSL After-School Program.

The school provides playground equipment for the students. Any equipment brought by students must be approved by the classroom teacher. Trinity-St. Luke's Lutheran School is not responsible for loss or damage of equipment brought by the children.

RECESS

During the school day, the children are given recess time. This time is needed as a break from the classroom routine and allows the child a chance for fresh air and activity.

Children will follow the policies indicated for the playgrounds. In case of inclement weather, as scheduling permits, recess will be held in the school gymnasiums.

The recess period is a supervised time and children are to follow the direction of the supervisor. In case of injury during recess, no matter how minor, the injury must be reported to the recess supervisor. Appropriate first aid will be administered.

REGISTRATION DAY/BACK TO SCHOOL NIGHT

The date and time for the annual Registration Day will be announced on the annual school calendar. If you will be unable to attend this registration, please contact the principal so other arrangements can be made.

SCHOOL CLOSING

If school is delayed or closed because of inclement weather or any other type of emergency, an announcement will be made over Today's TMJ4 (NBC - Milwaukee). If the Watertown Unified School District is closed because of weather conditions, our school will also be closed. School closing information can be found on the school district's website at www2.watertown.k12.wi.us Information will also be sent out via Fast Direct, Text Message, and posted on TSL social media pages. .

If the Watertown Unified School District should declare a late start due to weather conditions, do not send your children to school at the regular time but at the time the school district will begin classes.

It is the policy of TSL that on those days when school dismisses early or is canceled in the case of inclement weather, any after-school or school-scheduled evening events will be canceled.

SECURITY/LOCKED DOORS

In order to provide a safe environment for students and staff, doors at both campuses are locked at the beginning of the school day. To gain access to either building, please ring the doorbell at the 6th Street/Playground doors for the Western Avenue campus and the parking lot entrance at the Clark Street campus. Once you have been "buzzed" in, please proceed to the school office and sign in with the building secretary. When leaving please sign out with the secretary. Your assistance in keeping our students and staff safe is appreciated.

SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP)

Trinity-St. Luke's is a part of the Special Needs Scholarship Program (SNSP). This program is administered by the Wisconsin Department of Public Instruction. Any student who lives in the state of Wisconsin and has an IEP qualifies for this program. If you would like to learn more about this program and how it could benefit your child, contact the school principal.

STEWARDSHIP

Realizing that all we have is a gift from God, students at TSL are expected to take care of the school buildings and all equipment which has been provided through their fellow Christians for their education. Students are required to pay fines for any and all damages to books, desks, and property caused through neglect or misuse. In every way possible the children are expected to assist the teachers and congregations in keeping property and building in such order as gives glory to God.

Additional information can be found in the TSL Discipline Handbook under "Respect of the Lord's Property".

STUDENT-OWNED ELECTRONIC DEVICES

Student-owned electronic devices (including smart watches) may be used by students at TSL under the guidelines of the policy adopted by the Joint Board of Education. A copy of the policy is found in the TSL Discipline Handbook which is annually distributed to all school families. A permission form to be signed by both the parent and the student using the electronic device is found in the registration folder and should be returned at the beginning of the school year.

SYCAMORE

Sycamore is the school information system with which TSL has contracted to provide our electronic data management system and student information system. TSL parents will have access to this data through a parent portal that allows families to update information, send messages to teachers, and view their child's grades through an electronic grade book. Training is available to all families. Any questions about the parent portal should be directed to the TSL Technology Director.

TELEPHONE/CELL PHONES

Parents may call the school office in order to reach their children during school hours. They will be able to leave information with the school secretary of the campus where your child attends, and it will be passed along to your child as soon as is possible. Student use of school telephones should be limited to emergencies, at which time permission must be given from a teacher.

A parent may leave a message on their child's cell phone during the day, but it will **not** be viewed until the end of the school day by their child. Cell phones are kept secure, but not monitored, during the school day and students are not allowed to check them throughout the day unless special arrangements have been made with the principal in the case of an emergency or unusual circumstance.

Student cell phone or other internet-connected device (including tablets, smart watches, etc.) use is prohibited on school property. This includes before school, during the school day, waiting to be picked up, in the after school care program, and at after-school sports and extracurricular practices. Some exceptions may be made in the case of inclement weather, unique transportation needs, or family emergencies. Students should obtain teacher permission to use their phone in these circumstances.

Cell phone use is strictly prohibited in the restrooms.

Please refer to the section on "electronic devices" in the TSL Discipline Handbook.

TIGER CODE

The Tiger Code is a statement of achievements and regulations that the school expects a student to meet before allowing the student to represent himself/herself and the school as a TSL athlete. Parents are asked to review the criteria of the code with their child and assist them in meeting its obligations.

Tiger Athletic Code

Trinity-St. Luke's Lutheran School provides extra-curricular activities to give its students the opportunity to use, develop, and extend their God-given abilities and talents. Although these activities are after regular school hours, they are under the direction of the school. Therefore, the school expects the following regulations be met before a student can represent him/herself, TSL School and our God as a TSL Tiger.

Parents must be aware of the insurance regulations covering their child in extra-curricular activities. Please review the insurance section in this handbook.

A TSL athlete must perform satisfactory work in the classroom:

- *A student must be working up to his/her God-given ability and potential.*
- *A student's completed work must be the result of his/her own effort.*
- *A student must maintain passing grades.*

Effort - A TSL athlete must show a wanting, caring, and learning effort in the classroom as well as in extra-curricular activities.

Attitude - A TSL athlete must show a positive attitude toward their school, schoolwork, classmates, teachers, and coaches.

Conduct - A TSL athlete must exhibit good Christian conduct in and away from school, and at neighboring schools when participating.

A TSL athlete is restricted from the use or possession of all alcoholic beverages, tobacco, drugs or any controlled substance not given by a licensed physician.

It is essential that good sportsmanship be displayed by all TSL athletes, their parents, and all others in attendance at extra-curricular activities. Part of learning the game is practicing self-control and Christian conduct even when you don't see something exactly the same way that others do. TSL athlete will show good sportsmanship to (1) all players; (2) officials in charge; (3) all fans and spectators.

TSL asks for the support of all Tiger fans in promoting good sportsmanship--win or lose--for Trinity-St. Luke's Lutheran School.

Students not meeting the above criteria for extra-curricular activities will be disciplined on an individual basis. Eligibility for participation will be reviewed by the teacher, student, athletic director, principal, and parents.

TIGER TALK

Trinity-St. Luke's Lutheran School publishes a weekly newsletter entitled *Tiger Talk*. This newsletter contains information on schoolwork and activities and also calls attention to events that may occur during the upcoming week. *Tiger Talk* is sent out electronically to all emails in our database each week.

TRANSFER OF CREDITS

A student who transfers as a student to Trinity-St. Luke's Lutheran School will be accepted in academic standing based on their previous school year's report card. The grade placement/promotion indicated on the student's report card will be used as the grade for entrance into TSL.

Should it be necessary to determine the student's grade level, the principal of TSL will meet with the student's parent(s), the child, and the teacher of the grade the child plans to enter to review academic coursework from the previous school year as well as materials in the student's cumulative file to assist in making a grade determination.

TRANSPORTATION FORM (AUTOMOTIVE LIABILITY)

Parents who may be transporting students for a field trip, athletic event, or other school-related activity are asked to complete a Transportation Form. This form allows the driver to indicate a valid driver's license and adequate automotive insurance coverage. Should this information change during the school year, please contact the school offices.

Parents are to be mindful of the rules and regulations for use of car seats and lap belts/shoulder harnesses. Information on the use of these devices is available through the school offices.

VISITORS

Parents of current TSL students are welcome to visit the classroom of their child(ren) at any time. Parents are asked to contact the classroom teacher prior to the visit to make the necessary arrangements.

Other individuals who wish to visit and/or observe classrooms are asked to first contact the school principal to make arrangements and to discuss the purpose of the visit.

All visitors to TSL are asked to enter either campus through the controlled-access doors. At the Western Avenue campus this door is located on the second floor of the building, up the stairs and to the left after entering through the 6th Street entrance. At the Clark Street campus this door in the main school entrance is located by the flagpole. Upon admittance to the building all visitors are asked to report to the school office, sign in, and receive a visitor's pass which they must wear during their time in the building. Visitors are asked to return to the office, return the visitor's pass, and sign out prior to leaving the building.

VOLUNTEERS

Throughout the school year there are opportunities for parents to assist the school in a number of ways either at home or school. Whether it be working with the remedial program, the hot lunch program, assisting with the production of bulletin boards, helping with field trips, driving to an athletic event, or gathering materials for a project, the time you can give to your Lord and TSL is greatly appreciated.

Because of the society in which we live, it is necessary for volunteers to receive an orientation to volunteering at TSL before they begin to volunteer and to provide information in order to complete a background check on those who want to volunteer. Those who completed the volunteer orientation in the past also need to complete the steps necessary for the completion of a background check. Information given to the school administration as well as information received from the background checks is kept in strictest confidence.

If you would be interested in volunteering in any way, please do not hesitate to contact the principal or your child's classroom teacher.

WEBSITE

Visitors are encouraged to access school information on the TSL website. The website can be accessed at www.tslwels.org

WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)

Trinity-St. Luke's Lutheran School is a part of the Wisconsin Parental Choice Program (WPCP) and as such is subject to the rules and regulations of the program as passed by the Wisconsin legislature and executed by the Wisconsin Department of Public Instruction. Further information and questions on the WPCP can be directed to the TSL principal who serves as the designated Choice Administrator at TSL. The WPCP website is dp.wi.gov/choice

WPCP APPLICATION APPEAL

A Choice application can be rejected if the application does not meet the Private School Choice Program (PSCP) residency, income (if applicable), and age requirements for applicants entering 5K and grade 1 and prior year attendance requirements.

Should an applicant wish to appeal the rejection of an application, the principal of the Trinity-St. Luke's Lutheran School (TSL) should be contacted in writing as soon as possible and within 5 days following notice of rejection of the application. A meeting with the family of the applicant, the Choice director, the chairman of the TSL Joint Board of education, and two Joint Board of Education members will then be arranged with one week of receipt of the written request for appeal.

Following the meeting the family will be informed of the outcome of the appeal.