

# **Trinity Lutheran School Parent Handbook 2010 – 2011**



**EQUIPPING TO PROCLAIM**  
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**“The fear of the Lord is the beginning of wisdom”**

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# **Policies and Procedures**

## **Philosophy of Education**

Trinity Evangelical Lutheran School bases its philosophy of education on what we, by our God-given faith, know is true on the basis of the Bible, God's inerrant, inspired Word. As we have received it by the grace of God, the Bible sets forth the blessings of God's love for sinful mankind. We have experienced these blessings in our lives and in the history of the world. Upon this philosophy we build up and periodically review our school's purpose and curriculum.

God created man, both body and soul, as the crown of His creation and as a rational being capable of serving Him with a free will. Possessing true wisdom and having a will conforming to God's, man lived in perfect harmony with his Creator. When man fell into sin he lost this free will, and his wisdom degenerated in the darkness of sin. Man became God's enemy, spiritually dead, subject to misery and death, and separated from God. Man rebelled against God, becoming pompous, arrogant, self-willed, and self-righteous, choosing to serve Satan, sin, and self. But in His perfect love for man, God promised a Savior who would ransom all mankind from the power of sin and death, and enable him again to serve God and to conform his will to God's. God fulfilled this promise when He sent His Son into the world as Jesus Christ, born of a virgin. Both true God and true man, He lived the perfect life that man could not live, and died man's death in payment for all sin. Christ's physical resurrection and ascension into heaven gave proof of this victory. By faith in this atoning sacrifice, man lays claim to Christ's merits and becomes an adopted son of God possessing an inheritance of eternal life with God in heaven.

Having ascended into heaven, Jesus in His state of exaltation rules heaven and earth in His Kingdom of Grace (His Church on earth) and His kingdom of Power. In these Kingdoms Christ governs events of the world for His church and the individual souls within it. At no point does He seek to establish an earthly power, but purposefully guides the deeds and events of history to His own glory.

The faith which man possesses does not come through his own will or achievement. It is a free gift that God bestows upon him by the action of the Holy Spirit working through the Gospel message of the Bible, holy baptism, and the Lord's Supper. The image of God in which man was created is only partially restored, however, giving man only an imperfect knowledge of God and His will, and only a limited ability to serve Him. Although the redeemed man is still a sinner, man's efforts to serve his God are made possible by the working of the Holy Spirit and acceptable by the grace of God.

A Christian education seeks to nurture this Spirit-born faith by which man stands justified in the eyes of God. It seeks to build up the child in a continually growing life of service to God that will reach fruition only in heaven where the curse of sin will no longer exist. There, man will be confirmed in everlasting bliss with God. In his life of service, man will desire to please God by loving God with his heart and serving God with his mind and body.

As Creator and Preserver, God has given man intellectual and material gifts to provide for the earthly needs of himself, those dependent upon him, and those he finds opportunity to help. God has also provided His children with the means to serve Christ in his kingdom of Grace here on earth. Thereby the Lord has bestowed upon us the highest privilege and responsibility — the spreading of the Good News of God's salvation in the person and work of Jesus Christ.

It is these gifts, along with the spiritual gifts bestowed by the Holy Spirit, which we must prayerfully strive to develop through Christian education. The techniques and tools of learning will be applied for this purpose. But the chief and most widely applied tool will be and remain God's Word, both Law and Gospel. The law will serve to remind the student that he is yet a sinner in need of God's forgiveness. The Gospel will serve to show that his hope of salvation is in his loving Savior. The proper and regular application of Law and Gospel produces a life of daily contrition and repentance. In this new life the old natural man is drowned and dies, and the new spiritual man comes forth to live and serve God in righteousness and purity.

Each child is a gift of God to his parents, endowed by his Creator with a unique set of gifts. Parents (primarily fathers) are given the personal responsibility of bringing the child to God in Holy Baptism and to rear that child in the knowledge and way of the Lord. Through their Christian congregations, parents establish Christian Day Schools to assist them in this vital work. Therefore, a Christian education is not limited to a Christian Day School but begins with baptism, continues in the Christian home, is expanded in the Christian educational system, and continues throughout the Christian life. It seeks to produce a Christian continually growing in grace, serving first God and then also his neighbor.

### **Mission Statement**

Trinity Lutheran School exists to provide a Christ-centered quality education to aid parents of our church and community in equipping their children to be faithful stewards, evangelists, productive citizens of the world, and heirs of heaven.

- The Word of God, the Holy Bible, is the guide and norm for our school's objectives.
- We assist parents to raise their children by providing a thorough training of body, mind, and spirit (Eph. 6:4) for now and eternity.
- We teach all subjects with the goal that students develop a deep respect for the Lord.
- We assist students to grow in grace and in the knowledge of their Lord Jesus Christ so that they may live their lives according to God's holy will.
- We endeavor to serve the community around us by sharing the gospel message.
- We encourage students to witness their faith with others.

### **Shoreland Lutheran High School**

Trinity Lutheran School is a member of the Shoreland Lutheran High School Federation. Twenty-four congregations in southeastern Wisconsin and northern Illinois, including Trinity, jointly fund and operate this high school in Somers, Wisconsin. Shoreland Lutheran High School is the logical extension of the Christ-centered education that takes place at Trinity and holds to the same Christian teachings as Trinity. Thus, Shoreland is our school, too.

### **Enrollment Policy**

Since God has a full-time claim on our lives (I Cor. 10:31), it would seem only reasonable that training for such a Christian life would require full-time Christian education. Therefore, parents who are members of Trinity congregation are highly encouraged to make use of the opportunity of having a Christian Day School in their midst.

Students are accepted both from other WELS congregations, and from people desiring a Christian education for their children, class size permitting. If you desire to enroll your child at Trinity, you may do so by requesting forms from the school office. If you are not a member of a Wisconsin Synod (WELS) Lutheran congregation, you must first fill out an application form and meet with either the pastor or principal. WELS members transferring from a sister congregation can be accepted at any time. (Ask for a non-member enrollment policy statement if you have not already received one.)

Enrolling students early facilitates getting students onto the necessary rosters to receive mailings and services. If you desire busing, it is best to have your child's name on the roster in early May when school districts set up routes for the next year. Students whose names are submitted later than that are placed on existing bus routes.

In keeping with the law of Christian love, students are accepted regardless of race, color, national or ethnic origin and are eligible to participate in all school programs and activities on an equal basis.

Children who enroll in kindergarten must have attained the age of 5 years on or before September 1 of that school year. Children who enroll in the first grade must have attained the age of 6 years on or before September 1 of that same year.

Parents whose children transfer to Trinity from another school will be required to provide the address and sign a release form for pupil records from their former school.

Normally, students are enrolled on Registration Day held in the middle of August; however, transfers of incoming students can be facilitated during the school year period (see Registration).

Parents of prospective kindergarten students are invited to a special orientation called “Kindergarten Round-Up,” held early in the spring preceding their kindergarten year.

### Tuition Policy

Members of Trinity who desire to send their children to the Christian day school are required to pay an annual tuition fee. The tuition fee is based on a per child basis and also upon the belief that the combined family giving units initially supported twenty percent (20 %) of the annual school operating costs for the 1989-90 school year. Trinity’s goal is for the combined family units to support one-third (33⅓ %) of the annual school operating costs through tuition.

The Board of Education determines and recommends the yearly tuition fee; the congregation acts upon this recommendation in the April quarterly meeting for the coming school year.

### 2010-2011 Tuition Rates

<b>Members</b>			<b>Sister WELS</b>			<b>Community</b>		
<u>Child</u>	<u>Fee</u>	<u>Total</u>	<u>Child</u>	<u>Fee</u>	<u>Total</u>	<u>Child</u>	<u>Fee</u>	<u>Total</u>
First	1,875	1,875	First	3,035	3,035	First	3,610	3,610
Second	1,240	3,115	Second	2,350	5,385	Second	2,780	6,390
Third	905	4,020	Third	1,660	7,045	Third	2,450	8,840
Fourth	905	4,925						

At registration, each family is required to pay **25%** of the tuition due. The remainder of the tuition is to be paid in 9 additional monthly installments due the tenth (10<sup>th</sup>) day of each month from September through May unless arrangements have been made with the Board of Education prior to Registration Day. If the entire tuition amount is paid at or before registration, a **\$75 discount** will be applied. If you do not pay the full amount of tuition by registration, you have a choice of the following options:

- 1) set up a tuition payment schedule, or
- 2) receive tuition assistance **before** Registration Day.

You must make special arrangements for any deferred payments.

An application for tuition assistance is available to any family who feels assistance is needed. Families who feel that they are in need of assistance must apply in writing to the Board of Education who will determine if assistance is to be granted. (Anyone wishing to sponsor anonymously part or the entire tuition fee for a family should speak with the principal or Board of Education chairman.)

The day school secretary, under the direction of the Board of Education, oversees the collection of all tuition payments and reports all overdue payments to the Board of Education. The Board of Education is responsible for the collection of late payments.

Any unpaid tuition at the end of the school year will result in withholding of final grades, no transferring of student records, or no re-admission for the upcoming school year. Upon receipt of final tuition payment, grades will be released and readmission will be granted.

## **Discipline**

Since Trinity School is founded on God's Word, it follows that in matters of discipline, the Holy Bible is our norm. God's Word tells us the importance of discipline when it says, "He who...loves [his son] is careful to discipline him." (Proverbs 13:24). In disciplining a child, Law and Gospel will be used. The Law is used to show the severity of the sin that has been committed and the consequences of unrepented sin. The Law becomes necessary to curb the Old Adam who is selfish, lazy, arrogant, and cruel. The Law serves as our guide to God-pleasing conduct. The Gospel is used to show the child God's love in sending his Son to be our Savior from sin. The Gospel is employed to evoke the glad response of love and selflessness that is ours through our new life in Christ. ("If you love me, keep my commandments.") Only the love of Jesus can motivate someone to change. Therefore, any dealings with the students are done in a manner that promotes Christian love and concern for each child as a member of Jesus' family. Parents who do not agree with any portion of the philosophy of discipline listed above will be required to remove their children from this school.

Because the Lord alone is God and God of our salvation, His Holy Name and Word are to be held in fearful and respectful regard.

Students are expected to display consideration for their fellow students in work and play, and to treat all those placed above them with respect according to the guide of the Fourth Commandment.

Because the Holy Spirit causes Christians to show their saving faith through words and deeds of kindness, sympathetic consideration, love, and forgiveness, we can expect to see these fruits of faith developing as they are nurtured in the lives of the children entrusted to our care.

In some cases involving children of any age, physical restraint may be necessary to subdue or control behavior, or to prevent injury or damage to property. Such restraint is not to be construed as a form of child abuse. Where we are dealing with the welfare of groups of children, the situation does not always permit, or even call for, reasoning with a child.

Teachers can be expected to discipline out of love and not anger. Teachers do need your prayers to help them be patient and to discipline in love. If at any time you need a disciplinary situation explained or have a concern, your love and concern in coming to that teacher can go a long way toward helping the situation. Your child, as well as the teacher, will benefit from this type of sharing.

Students who fail to respond to admonition and lesser disciplinary measures will face the possibility of after-school detention. Should after-school detention become chronic, suspension will result. We must expect that in correctly applying God's Word, suspension and even expulsion may at times be necessary.

In cases of disciplinary problems which the teacher considers to be seriously disruptive to a Christian classroom atmosphere, or of a nature that will physically be harmful to other children, or will harmfully influence the spiritual lives of other children, the following steps, leading to expulsion, will be followed:

1. The teacher is to speak with the parents regarding the disciplinary problems to inform them and to encourage them to deal with their child in a God-pleasing manner.
2. If the problem persists, the principal is to call for a meeting with the parents. This meeting is to be attended by the parents, the teacher, the pastor, and the principal. (Should the parents refuse to attend, and thus indicate their unwillingness to cooperate; their child will be expelled without any further steps being taken.)
3. Should the problem persist, the teacher is to inform the pastor and the principal. Either the pastor or the principal will inform immediately the parents that their child will receive an after school detention. They are to

be picked up from school promptly at 4:30 p.m.

4. Should the problem persist, the teacher is to again inform the pastor and the principal. Either the pastor or the principal will inform immediately the parents that their child is suspended. Suspensions may be in-home or in-school as determined by the school authorities. They must be continuously supervised. This supervision is the responsibility of the parents. If the suspension is in school and the school provides supervision, parents will pay in advance the cost of this supervision, which is the current cost of a substitute teacher. The length of the suspension may be one to three days as determined by the school authorities. All schoolwork is to be done on time. No contact with other students will be allowed.
5. If and when suspension does not solve the problem, the Board of Christian Education will consider the possibility of expulsion. Parents will be informed of such a meeting and will have opportunity to provide input. Parents will be informed of the Board's decision promptly. No refunds of any fees are provided in cases of expulsion.
6. An Emergency Discipline Plan that bypasses any of the discipline steps above and deals with the problem at hand in a more immediate way may be imposed at the discretion of the principal.

The behavior of our children riding the buses is of concern to us also. As Christians we are the light of the world. When riding the public buses, our children have an excellent opportunity to let their light shine before men. Foul language, rough housing, destruction of property, failure to cooperate with the driver, or anything else which jeopardizes the welfare of others will certainly be regarded as a grave offense to our Savior's Holy Name. Any reports of such conduct reported by the bus drivers will place a child in line for immediate suspension of bus riding. Public apology will be required for any reported misconduct. (Misconduct reports are required of drivers by state law.) (See busing.)

Students will not bring toys, pets, records, radios, walkmans, magazines, etc. to school solely for the entertainment of themselves and their friends.

(Approved by Trinity Lutheran School Board of Education, June 12, 2008)

### **Illegal items**

Any student found to be in possession of illegal drugs; alcohol; any tobacco product; gun, knife, or any other weapon that could inflict harm upon another person; and/or incendiaries shall be suspended by being sent home for the remainder of the day, and shall remain suspended up to, but not exceeding three (3) days. Students in possession of illegal items will be reported to local law enforcement. The student's continued enrollment status shall be determined by a special Board of Education meeting together with the principal and pastor(s) at their earliest convenience during the student's suspension period.

Faculty and Board of Education members reserve the right to inspect clothing, desks, book bags, etc., especially if illegal drugs, alcohol, tobacco products, weapons, or incendiaries are suspected to be in student possession.

(Approved by Trinity Lutheran School Board of Education, June 12, 2008)

### **Parents' Responsibilities**

The sending of children to a Christ-centered school in which God's Word is the basis of all instructions and corrections does not relieve parents of their God-ordained responsibilities toward their children's spiritual lives. A Christian school is simply one of the great blessings the Lord has graciously placed at the disposal of Christian parents for their use. In His Word (Deuteronomy 6:7, Psalm 78:1-8, Ephesians 6:4) the Lord clearly states that parents have the final responsibility for the spiritual welfare and growth of their children. For this purpose parents are urged:

1. To have daily home devotions and to correct and encourage their children in a manner that conforms to God's Holy Will. If parents have uncertainty regarding these suggestions, parents are urged to consult with the pastor;
2. To attend church regularly with their children;
3. To set God-pleasing examples of Christian living for their children to follow and to integrate the Christian truths taught in church and school into home life; and
4. To seek to develop in their children a wholesome attitude towards school and schoolwork and to assist them where possible, in learning their lessons.

Although teachers have been trained for their work, they cannot accomplish the assignment of teaching children by themselves. Teachers need the assistance of the children's parents. Parents can give this needed assistance by willingly helping their children with some of their homework, but not by doing it for them. Parents should also encourage their children to be faithful in their use of God-given abilities.

James 5:16 states, "The prayer of a righteous man is powerful and effective." The school, the teachers, and the pupils need the prayers of Christian (righteous) parents. Through James, our Lord pointedly states, "You do not have, because you do not ask God." (4:2) How blessed and successful in the spiritual lives of the children would be the efforts of the teachers if Christian parents prayed daily before the Throne of Grace!

Obviously, parents will not always agree with the procedures or actions of a teacher. Teachers, too, are sinful humans prone to error. In Matthew 18:15, our Savior requires on the basis of Christian love that the parents and teachers speak with each other privately, and not to make their disagreements public. Courtesy and Christian love dictate that the matter first be privately discussed between parent and teacher/individual, not with other parents or members of the congregation. Parents must be especially careful about speaking of these disagreements in the presence of their children. Such a loveless practice results in a loss of respect the child is required by his Lord to have toward his teacher. Proper discipline in the classroom and in the school is undermined when this occurs in the home. Rather, let us as parents and teachers invoke the Lord's blessing upon our efforts and upon our children by demonstrating the love and harmony in which we are united in faith and Christian purpose. God's name will thereby be glorified and our children and we will reap the benefits.

Although we are Christians working together to bring up our children in "the training and instruction of the Lord," we still are sinful human beings. At times we may misunderstand each other. At times classroom activities and procedures or school policies may be unclear or a cause for concern among us. If a parent has a concern or question about an individual teacher or individual, the procedure below, which follows Matthew chapter 18, should be followed until the issue has been resolved:

A) In matters dealing with an individual

1. Discuss the matter with the teacher or whomever was directly involved in the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
2. If the conflict has not been resolved, then discuss the matter with the principal along with whomever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken. (If the teacher involved is the principal, one of Trinity's pastors can be contacted.)
3. If the conflict has not been resolved, then discuss the matter with the pastor(s) along with whoever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
4. If the issue has not been resolved, then discuss the matter with the Board of Education along with all parties previously involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken.

The Board of Education is the governing body of the school and their decision is the final word on the matter.

**B) In matters dealing with school policies and procedures**

1. Discuss the matter with the principal.
2. If the issue has not been resolved, then discuss the matter with the Board of Education.
3. The Board of Education is the governing body of the school and their decision is the final word on the matter.

In all matters of conflict between fellow Christians we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness he won for us. “Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation.” (2 Corinthians 5:17-18)

(Approved by Trinity Lutheran School Board of Education, June 12, 2008)

### **Curriculum**

The curriculum of Trinity includes God’s Word as its most important subject. We know this is necessary since God tells us to prepare for eternity. Although our curriculum meets the requirements of the State of Wisconsin, we teach all subjects with Christian motivation, interpretation, and application. With Christ as the foundation, our school offers the best kind of education. The following subjects are included in the curriculum:

Religion:	Bible History, Catechism, hymnology, and devotions
Language Arts:	reading/literature, phonics, English, penmanship, and spelling
Science:	general science, integrated earth, life, and physical science
Mathematics:	arithmetic, mathematics, pre-algebra, and algebra
Fine Arts:	art and music
Physical Education:	physical education classes, and interscholastic sports
Social Studies:	integrated social studies, history, and geography

### **School Work**

An important facet of Christian education is the learning of responsibility, using our God-given abilities faithfully and reliably to do those tasks that the Lord places before us. Therefore, teachers have the authority and obligation to impress this upon their students. A policy of after-school detention can be enforced as one means of helping those students who demonstrate weakness in this area.

Normally a student should be able to get much of his/her work done in school during the school day if he/she applies himself/herself. Parents can normally expect some homework, especially in the areas of memory work, reading practice, and (in the upper grades) long-range reading and writing assignments. If parents see hours of homework facing children each night, please consult with your child’s teacher to find out why such a situation exists. Parent and teacher must then work together to alleviate the problem.

Children must be held accountable for doing their work, having it done on time, and having it at school if they are to learn responsibility. Completing schoolwork on time is first of all the responsibility of the individual student. In order to stress the importance of this responsibility, students will be allowed a maximum of four (4) incomplete assignments per quarter. These assignments will receive a reduced grade. If a student accumulates 5 or more late assignments in a quarter, the student’s parents will be required to meet with the child’s teacher and the principal within one week of the 5<sup>th</sup> late assignment to discuss possible intervention strategies that could help the student. When a student does not return a late sheet the following school day, the student will serve a detention after school from 3:30-4:30 p.m. on a date mutually agreeable to the parents and teacher. Students accumulating more than ten (10) incomplete assignments in a quarter will be referred to the Board of Education. Their parents may be required

to meet with a Board of Education member. Teachers will avoid taking recess/noon-hour time, which the child needs for exercise and relaxation.

“Incomplete schoolwork” is defined as any of the following:

1. The student left his or her assignment at home.
2. The student cannot locate his or her assignment within fifteen minutes of the time it is due
3. The student has not recited the memory work due on a given day by the end of the allotted morning time period.
4. The student has skipped, forgotten to complete, or omitted more than 20% of any daily assignment.
5. The student has skipped any word problems in mathematics or algebra with the exception of the accidental misnumbering (e.g. 5, 6, 7, 9 {student has missed # 8})
6. The student has obviously “finished” an assignment at the last minute simply to claim that it is “complete.”
7. The student has done the wrong assignment.
8. The student has not completed the assignment.

Students must cover all hard cover school-owned books by either a homemade or commercial book cover within one (1) week of distribution. Books are to remain covered as long as the student is using the book during the school year. A fine of 25¢ per book per day will be assessed for violations of this policy. Please do not tape book covers directly to the book itself.

### **Attendance Requirements**

Parents are urged to do everything in their power to have children at school on a regular basis. Even though a child may be capable of making up assignments, there is no substitute for the classroom instruction a student misses during an absence. Children should stay home for health reasons only when they do not seem capable of functioning through a school day or when there is danger of infecting other students. During the sore-throat stage of a cold, a child could well be in school unless there are other more serious symptoms. Later stages that make the cold more contagious and the student more miserable may be better reason for absence.

Because of a state law relating to trancies, we must require that following any period of absenteeism, each pupil bring a written excuse to school signed by one of the parents. Excuse forms are available from the principal's office.

For your children's security, parents are required to call in advance of an absence to inform the teacher. Unless you wish to talk to the teacher personally, simply leaving the message at the office before school starts is sufficient.

Children must attend school during a single school year a minimum of 150 days to be promoted. In the case of a prolonged illness, promotion to the next grade will depend on the student's academic standing and readiness to enter the next grade as viewed by the child's teacher.

Should a child be absent because of plans the parents have which make it necessary for their child to miss classes (such as vacations or trips), the teacher is to be notified in advance of the period of absence. The child will be required to make up the work missed.

Parents are asked to report an absence before the school day begins by phoning the school office. Non-reported absences will be reported to the school office or followed up by the classroom teacher as soon as is practical. Students arriving up to 15 minutes late will be marked tardy. After that, students will be marked absent in ¼ day increments. (Any part of a quarter day will count as a quarter day). Students will not be marked tardy if the bus is late. Weather conditions will be taken into account when recording tardies and absences. Students will not be marked absent if they leave school for regular educational programs such as speech therapy, etc. When the student returns from an absence, he/she should return an absentee excuse slip.

During normal school hours, parents/guardians will sign out at the school office if they leave school with a student. At that time the secretary will call the student to the office. Parents must also sign in again at the school office if they return with a student. Please enter the school at the entrance nearest the school office. Early dismissals for athletic events, field trips, etc. are exceptions to this policy.

(Approved as revised by Trinity Lutheran School Board of Education, June 10, 2010)

### **Visitor Access to School**

Parent/guardian partners in education are always welcome at school! For the well being of our students and the entire school community, we need to know who is in the building and where they are. Please follow these procedures during normal school hours:

1. All visitors and volunteers must sign in at the office every time they have been admitted to the building at the entrance nearest the school office.
2. All visitors and volunteers must receive from the office and display a visitor or volunteer pass.
3. Parents/guardians who want to accompany their children to their classroom must observe these guidelines.

(Approved by Trinity Lutheran School Board of Education, June 10, 2010)

### **Student Records**

Please see the website: <http://www2.ed.gov.policy/gen/guid/fpco/ferpa/parents.html> to view the legal rights of parents, and also the website: <http://www2.ed.gov.policy/gen/guid/fpco/ferpa/students.html> for a listing of the legal rights of students under FERPA (Family Educational Right and Privacy Act) laws in regards to student records.

(Approved by Trinity Lutheran School Board of Education, February 11, 2010)

### **Leaving School Grounds**

No student shall be allowed to leave the school grounds during school hours or basketball or cheerleading practices without a dated written permission slip from their parent except for those who go home for lunch.

### **Cleanliness and Dress Code**

The type and condition of clothing worn, and one's general outward appearance can be an expression and manifestation of a person's spiritual condition (1 Peter 3:2-4). Because of this, we are concerned about the condition and the type of clothing worn by Christian children attending a Christ-centered school. Proper dress reflects our school's image in the community. Christians live in the world, but are not of the world. Our dress should indicate that we are Christ's ambassadors (2 Corinthians 5:16-20).

Rather than attempting to spell out for Christian parents exactly what is allowable and what is forbidden in a world of changing fashion, we here set down some guidelines with regard to student dress:

1. Cleanliness and neatness: For the health and well-being of all the school children, please provide them with clothing that is clean, sanitary, untoned or properly mended, not unduly faded, and generally neat in appearance.
2. Safety and practicality: Children should wear clothing suited to the weather and the activities they will be involved in. (For unusually rigorous activity, a change of clothing should be sent along.) Nylons, large & loose-fitting jewelry, stacked, high-heeled, or clog-type shoes, flip-flops or sandals, especially for younger children, are examples of clothing which tends to be a nuisance and even a safety hazard. Clothing should be comfortable for study and for basic play. Students are strongly discouraged from bringing to school hairspray and other makeup supplies.

3. Decency and Christian humility: A Christian's clothing should reflect the fact that his body is the temple of the Holy Spirit, housing a soul that has been redeemed by Christ. T-shirts featuring gross figures or crass remarks, clothing emphasizing sexuality, and attention-getting apparel do not do this. Clothing featuring offensive entertainment celebrities or musical groups that are offensive is not to be worn. As your children grow, seek to develop in them a concern for the "sermon" they "preach" through the clothes they wear. As with so many facets of Christian life, we must learn to ask "What's good with it?" not "What's wrong with it?" i.e., "In what way does it give glory of God?"
4. Shorts may be worn during the first and fourth quarters only, and only if weather permitting. The length of the shorts should reach the child's fingertips when standing with their arms at their side. Clothing that is too snug may not be appropriate for a school setting.
5. Tank tops and halter tops are not allowed.
6. Clothing which demonstrates inappropriate exposure (low waist, low neckline, etc.) is not allowed.
7. Boys may not wear earrings during school or school functions. Any other type of body piercing is not allowed.
8. Avoid shoes which leave black marks on the floor.

Since any evaluation of what constitutes proper dress can be a value judgment which may be made by the teacher, any questions or objections concerning the dress code may be addressed to the principal.

Since the dress code is subjective in nature, the primary judgment will be placed in the hands of the classroom teacher.

### **Consequences**

If a student is wearing something that does not meet Trinity's Dress Code criteria:

1. A faculty member will speak with the student privately.
2. It will be determined whether or not the student can correct his or her clothing.
3. If the student can't correct his or her clothing, the school may provide an alternative item of clothing.
4. If a correction of clothing is not possible, a parent will be contacted to bring a proper change of clothes. Until that happens, the student will not be allowed to return to class or regular school activities.
5. Absence resulting from improper appearance may result in tardies or unexcused absences.
6. Letters are sent home after the first violation and any further violations will result in detentions and eventually a suspension from school.

(Approved by Trinity Lutheran School Board of Education, July 10, 2008; revised June 11, 2009)

### **Church Attendance**

God has called us to be His children. The Christian life springs from this calling "that we should declare the praises of Him who called us out of darkness into His wonderful light." (I Peter 2:9) Centered in this daily Christian living is our formal public worship service. Here is one of our chief sources of that Bread of Life which alone can sustain our souls. Here we receive the blessed assurance of the forgiveness of our sins which we commit daily. And here we have the opportunity to edify (build up) one another through the public confession of our faith, to share in

the study of God's Word, and to enjoy Christian fellowship. Since the worship service is such an integral part of Christian living, and because Christian education is training for Christian living, your children's teachers will show loving concern for your family's regular church attendance and will keep a record of each child's church attendance.

Out of gratitude to a gracious God who gave himself 100% in order to save us, we must ask ourselves, "What is a reasonable response to such great love for us?" God included the Third Commandment in the Decalogue to show his earnestness in this matter. Ideally, a 100% church attendance would be the answer, but because of sickness, emergency, or travel, the Board of Christian Education strongly feels a minimum church attendance of 80% is an appropriate norm. Quarterly church attendance records will be shared with the Board of Education and the Board of Elders if deemed appropriate. The Board of Christian Education, the Board of Elders, or both may contact families whose church attendance indicates that there may be a spiritual problem. Parents and teachers will do well though, to caution their children that they do not attend church as a mere show of piety as the Pharisees of old giving the sacrifice of fools.

### **Repeating Grades**

A child may be retained in his grade if by repeating the grade there is the strong possibility of academic improvement. Obviously, this is the teacher's decision. Retention may also be used as a disciplinary action if a child's failing grades are the result of stubborn refusal to utilize God-given talents. Any plans to retain a child will be discussed with the parents prior to the end of the school year. The decision to retain a student is ultimately the decision of the classroom teacher in consultation with the principal. Such a decision may be appealed to the Board of Education. It is school policy to attempt to catch academic problems in the lower grades if at all possible. Repeating a grade early tends to be more effective than waiting until later when school has become a hateful frustration, and the opportunity to lay a solid foundation in basic skills has been lost.

In the event that a teacher suggests that your child repeat a grade, we ask that you do all in your power to help your child avoid a sense of failure and the negative feelings that often accompany repeating. Help your child to see the steps being taken as a natural means of helping him/her to do better in school. (Again, this is more easily done in the lower grades.) You may have to fight negative feelings of your own as a parent. It is important that you consider the question of repeating as objectively as possible. Your school offers you extensive counseling should you desire it, and your input is highly regarded.

### **Use of Bicycles**

Children are allowed to travel to and from school on bicycles; however, the riding of bicycles on church grounds following the arrival at school and prior to their return is not permitted. Motorbikes of any sort (or snowmobiles) are not allowed at any time.

### **Emergencies**

Accidents and injuries can and do occur at school. In such an event, parents must be contacted. Parents are asked to fill out an emergency home-contact card for each of their children, giving complete instruction for an emergency situation. It is imperative that parents keep these cards up to date. Inaccurate information would only waste precious time in an emergency.

### **Handling Money**

Parents should not send any solicited money to school unless they have written information attesting to the fact that an adult is administering the collection and disposition of the funds. This applies also to Christmas gift collections, farewells, and parties. For younger children, all fees and other funds should be secured in an envelope and identified as to their purpose for the knowledge of the teacher and/or principal.

## **Medication Policy**

The teacher will give medication to students requiring it during the school day only if parents have completely filled out a "Medication Request Form," available from the school office and at registration. All prescription medication must be sent in a labeled bottle from the pharmacy that filled the prescription, giving all pertinent information, or they will not be given to the student. Glass bottles should be packaged securely to prevent breakage. Medication will not be given without a properly completed form, but the school will notify the parents of such a decision. This applies to all medication, including aspirin. If a student who is old enough and responsible enough to administer medication to him/herself, no medication request form needs to be completed. However, it is a good idea to let the teacher know that medication is being taken and of side effects (if any) that might accompany its use.

## **Emergency School Closing**

In the event of situations or weather conditions that warrant the closing of school for a day or more, announcements will be made via radio (Milwaukee: WTMJ-620) and television (WTMJ 4, WITI 6, and WISN 12). Such announcements will be made as soon after 5:30 a.m. as possible. Normally, if the Racine Unified School District closes because of inclement weather, we also will close. Please avoid calling the principal or pastor to ask whether or not there is school. Get the information from the radio if at all possible.

## **Athletics Participation Policy**

Students in grades 5-8 are eligible to participate in athletics. Students in grades 3 and 4 may participate because of a lack of numbers. Much time and effort, and a considerable expense has gone into planning an interscholastic athletic program for our students, but obviously the program will not be successful without the cooperation of participating students and their parents.

Therefore, we ask that if your child has an interest in participating in an athletic sport this year, you would go over the following considerations with your child, and then, if you feel you can obligate yourselves, sign up for the various sports. Remember, that this is a commitment which cannot be neglected later because of inconvenience or because a child changed his/her mind.

If at any time your situation changes and you and/or your child cannot fulfill this obligation, notify the coaches as soon as possible so that they will not be counting on you.

Students are obligated to:

1. realize that participation in athletics is a commitment and responsibility to the team. Therefore, all team members are expected to be present at every practice and game;
2. cooperate with coaches;
3. seek to develop TEAM spirit and practice Christian sportsmanship;
4. work at developing skills in practice and during spare time;
5. accept all referees' decisions as part of the game and final in a cheerful spirit;
6. have the proper apparel for practice and games at all times;
7. not let athletic participation interfere with schoolwork;
8. sit in the stands and watch other events scheduled along with their own, and practice good sportsmanship as fans;
9. be responsible for belongings and care for uniforms and equipment;
10. cooperate with parents who provide rides for them and never leave an event with someone else without letting their original driver know; and
11. exhibit Christian conduct and habits generally (including regular church attendance) as a representative of his/her school on athletic teams.

Parents are obligated to:

1. do their part in providing transportation by driving (or furnishing drivers for practice and events.) Teachers and coaches are not expected to provide this transportation;
2. supervise children they bring along to games. Do not let them run loose throughout the building or go outside;
3. accept officials' decisions as part of the game. There is to be no criticism of the officials from the sidelines;
4. assist where necessary in care of uniforms and keeping participants' personal equipment clean; and
5. pick up their children from scheduled practices and games promptly so that teachers and coaches are not inconvenienced.

#### Uniform Care:

1. Uniforms are to be worn for games only. Uniforms are not to be worn while eating.
2. Uniforms are to be hung out to dry immediately after games, (not left in gym bags).
3. Uniforms should be washed as needed or after every other use (whichever comes first).
4. Wash in warm (not hot) water by hand or using a gentle cycle. Be careful of bleeding colors!
5. Line dry. Do not iron unless necessary. Do not touch lettering with an iron. Use as cool an iron as possible.
6. Return uniform within two weeks to the Athletic Director (washed, dried, and folded) after the season.
7. Uniforms are quite expensive and often not replaceable! Treat them accordingly.

### **Participation Criteria and Guidelines for A Teams & B Teams**

#### **B Teams**

- B Team level is primarily instructional in nature.
- All team members are guaranteed an amount of playing time in non-tournament games.
- Winning is not a priority.
- In tournaments, coaches are not compelled to use all team members in a given competition, but coaches will make every effort to include all team members if possible.
- A team member's attitude, (especially during practice), attendance at practice, and determination are factors coaches should take into consideration when giving team members playing time.
- All involved — coaches, team members, and parents — should realize that the Lord gives varying levels of talent to individuals.

#### **A Teams**

- Winning is more of a priority
- Competition level provided by opponent determines how much an individual plays in a given game or match
  - a) Tougher competition means we will play our better, more experienced players more.
  - b) Weaker competition means we have the opportunity for weaker players to develop their skills more fully
  - c) Close competition means the coach can play whoever is best for the situation.
- Coaches are not compelled to use all team members in a given competition, but coaches will make every effort to include all team members if possible.
- A team member's attitude, (especially during practice), attendance at practice, and determination are factors coaches should take into consideration when giving team members playing time.
- All involved – coaches, team members, and parents – should realize that the Lord gives varying levels of talent to individuals.

Realizing that the coach is usually a volunteer who spends many hours in coaching and associated practices, all involved - parents and team members - should be thankful for their extra efforts. During practices and games, the coach is the authority. Decisions must often be made quickly during the course of a competition. Accordingly, the coach's actions are not to be criticized. Only a coach can truly understand the rapidity with which a contest can pass. Coaches would appreciate a separate meeting with them at another time if you need to discuss a matter with them.

The students should realize that classroom responsibilities must be met before participating in any of our athletic programs (cf. School Work, page 5). This is based on the idea that participation in our athletic programs is a

privilege, not a right of the student. Students must maintain a “C” average (2.00 GPA) or better in order to participate in athletics. Students declared ineligible will be able to practice but unable to participate in games. After five (5) school days from the time the student was first declared ineligible, the student’s progress will again be reviewed. If the student has demonstrated satisfactory improvement, the student will be declared eligible for full participation.

While excused absences are expected on occasion, players failing to make practices without a legitimate excuse and players who do not follow the coaches’ leadership during practice obviously jeopardize the amount of playing time they might expect. Students must be in school for the afternoon session to be able to participate in an athletic program after school. The only exception would be those students absent with a valid excuse (i.e. dental and medical appointments, family emergencies, funerals, etc.). Any student who misses the practice prior to a game will not be able to start in that next game.

(Approved by Trinity Lutheran School Board of Education November 14, 1996, revised June 8, 2000, July 10, 2008)

### **Cheerleading Guidelines**

1. The cheerleading season will start no earlier than the fourth Monday in October and will end no later than March 1 in a given school year.
2. Uniform requests, including gloves, hair paint, corsages, etc., must go to the Athletic Director.
3. All music and words used and movements of special routines are to be approved by the Athletic Director.
4. Spirit Week days and events, pep rally form and content are to be approved by the Athletic Director at least one week in advance.
5. Uniforms are not to be worn on game days except immediately prior to and after the game for which they cheerlead.

(Approved by Trinity Lutheran School Board of Education, December 12, 1996, revised June 8, 2000 & April 17, 2007)

### **Awards Policy**

The Board of Christian Education will oversee all awards for school activities. They will determine what award will be given for what reasons and in what manner they will be given. Parents who wish to sponsor an awards activity must first submit plans to be approved by the Board.

### **Student Electronic Device Use Policy**

In order to minimize distractions to the educational environment, Trinity Lutheran School students are allowed to bring electronic devices such as cell phones, pagers, etc. to school only under the following conditions:

- 1) The electronic device is turned off between the student’s arrival at and departure from school.
- 2) The electronic device is kept in the student’s book bag in the hallway.
- 3) The electronic device is not to be used during school hours except in the case of emergency as determined by the student’s teacher.
- 4) Violations of #1-3 above will result in confiscation of the electronic device. Any confiscated item will be returned only when the parent(s) come to school to retrieve the item.

(approved by the Trinity Lutheran School Board of Education, November 6, 2007)

## Activities and Services

### Registration

Registration is held on two days in August, before the school year begins. On those days, parents are asked to complete forms for the school directory, health, emergency home contact, activity permission, and the like. Fees are paid and religion books can be purchased. Information needed for a successful school year is distributed, and the children may meet their new teachers. Since this is a very important day, parents not able to attend because of vacation or being out of town are asked to notify the principal beforehand to arrange for registration at a later date, but before the beginning of school. If possible, plan to keep this time open so that you are able to attend one of the scheduled registration sessions as they are announced.

Part of the tuition fee is allocated to cover the cost of workbooks, art supplies, testing, duplicating supplies, and the cost of new textbooks. The cost of Bibles, hymnals, and catechisms is borne by the parents as an additional cost. If the full fees are not paid on registration day, an agreement will be completed whereby the parents promise to fulfill their responsibilities in a timely fashion.

Per child allocation:

Books & Supplies:	\$180.00	PTA Support:	\$5.00	Field Trip Fee	\$35.00
SLHS Band Support:	\$15.00	Athletics:	\$32.00		
Computer Fund:	\$8.00	Commission on Lutheran Schools fees			\$10.00

### Communication

Because teachers and parents are working together for the same purposes, it is imperative that they keep in touch with each other as much as possible. The following avenues of communication are available to you:

1) Private discussions are most valuable and effective in dealing with personal problems. Feel free to call on the teachers to discuss your child's performance, work habits, health, feelings, or anything that may affect his growth and performance. Problems are most easily discussed in a relaxed environment. After the school day is over or during the evening provide better times for conferences than before or during the school day. Also, visits in your home, after services and church and school functions are good opportunities for such visits.

At times a problem produces frustration and anger. Though such emotions are sometimes understandable, they interfere with rational and loving Christian behavior. Therefore it is imperative that you as a parent do not let a problem fester, that you pray for wisdom and love, and that you have "cooled down" if necessary before going to see your child's teacher. (cf. "Parents' Responsibilities")

2) Newsletters on goldenrod paper can be expected once a month from the principal. One copy is sent home with one child of the family. The first newsletter is issued at registration. If you don't receive one, please ask for a copy. It will keep you posted on many things concerning school life.

3) Watch the church bulletin, newsletters, and Trinity Ties for notices (sometimes last-minute notices) concerning school activities and related subjects.

### Parent-Teacher Consultations

At the end of the first quarter of each school year, parent-teacher consultations will be held for the parents of all pupils. The parents will be scheduled to consult with their child's teacher regarding his school life and the manner in which he is using his God-given abilities. After the 2<sup>nd</sup> quarter, conferences will occur on a selective basis, that is, only with those parents with whom the teacher feels it necessary and advisable, at a time mutually agreed upon.

Special consultations are welcomed, especially when initiated by the parents themselves. Please make the best use of these opportunities so that a mutual understanding can be fostered.

### **Achievement Tests**

The *Terra Nova* Achievement Tests are administered to grades 3- 8 in the fall. The WELS Commission on Lutheran Schools has recommended these tests. The purposes of the tests are as follows:

1. to compare our school with the national medians of the tests;
2. to compare our school with the medians of the other schools in the Wisconsin Synod;
3. to discover any class weaknesses in the various subject areas and correct them; and
4. to discover the individual's strengths and weaknesses.

### **Remedial Instruction**

To provide special help for students who have difficulty especially in the areas of reading and mathematics, Trinity maintains a part-time remedial instruction program. A non-called instructor, who is able to work one-to-one with students four to five times per week, is paid by the hour. This instruction goes beyond what the individual classroom teachers are able to accomplish. However, we are not equipped to handle more severe learning handicaps or retardation. Please see the principal and pastor if you have children with such difficulties. We will assist you in providing spiritual training and religious instruction for your children.

### **Mission Program**

A very basic part of the Christian's life is his zeal for the salvation of lost souls — people without Christ the Savior. The mature Christian considers it both his greatest responsibility and dearest privilege to bring the saving Gospel to those still lost in the darkness of sin and unbelief. The children of Trinity are reminded of this greatest of all privileges via our mission program. Various mission projects are developed to acquaint and involve the children with various areas of mission work at home and overseas. One mission field is selected each quarter and receives special emphasis. Each Friday, the children are asked to bring a mission offering, which then flows into these designated projects connected with our Wisconsin Evangelical Lutheran Synod. Parents are urged to remind their children of this blessed privilege each and every week.

### **Class Trips and Field Trips**

During the school year, various educational activities are planned to enhance the children's learning experience. Parental help is often needed to carry out such undertakings. At registration, parents are asked to sign an "Activities Permission Slip," giving blanket permission to the school to transport their children on all such trips. Teachers are instructed to give parents detailed information in due time concerning all such activities.

### **Parent-Teacher Association**

An independent parent-teacher association exists within the congregation for the following purposes:

1. "To strengthen the bond of Christian love between parents and teachers."
2. "To foster a better understanding between parents and teachers."
3. "To promote greater cooperation between the school and the home."
4. "To increase the efficiency and the scholastic and educational standard of our school."
5. "To create a greater interest in Christian education."

Although the PTA has its elected officers, it remains unorganized insofar as "all parents of children in school and adult members of the congregation shall be considered members of the association" (PTA Constitution). All

parents of children enrolled in the Day School are therefore urged to attend faithfully the regularly scheduled meetings during the school year and to lend their help to various PTA projects.

Our PTA represents an opportunity for parents, in a united effort, to work for improvement and upgrading of our school. This is done through enlightening topics presented at each meeting and through various projects planned and carried out by the group. It is also an opportunity for you to meet other Christian parents and join with them in wholesome fellowship. PTA is often used as a sounding board for new ideas and grass-roots evaluations of existing situations. It's also a chance for you to get together with the teachers in a way that can only benefit your children. PTA will be what you make it.

PTA programs and projects are funded by a small portion of the materials fee paid at registration and by programs such as the Pick 'n' Save "We Care" program. By signing up for the "We Care" program, you can designate Trinity Lutheran School as the recipient of 1% of your grocery total.

### **Extra-Curricular Activities**

Where facilities and opportunity (often made possible by parental help) permit, activities are planned involving children in other areas that aid their Christian maturation and growth outside of the normal curriculum. Examples are: athletic programs, choirs, academic fairs, clean up days, forensics (public speaking), etc. People who have an interest in or who are gifted in any of these areas can do much to bring good extra-curricular programs into our school.

All extra-curricular activities must fit into and help to fulfill the philosophy and purpose of our Christian Day School. Those who work to develop and promote these programs must keep that philosophy and purpose in mind and periodically evaluate those programs in the light of our philosophy and purpose.

Approval to participate in extracurricular activities, including athletics, junior choir, spelling bee, forensics, etc., is not automatically to be expected. Teachers have the right to forbid participation in any of the above activities for any student who is not consistently using the talents that God has given to him/her. Parents will be actively consulted in this matter to avoid surprises.

### **Singing in Church**

All school children are required to sing occasionally with their class for church services. Parents are notified of these occasions through their children. (A singing schedule subject to some change is included at the end of this handbook.) We ask for parental cooperation in getting children to these services at the appointed times. It is unfair both to teachers and classmates when, after much diligent work and practice, others fail to be present at the service in which they were scheduled to sing. If conditions prevail which prevent your child from participating in a service, you are required to send a note to school the next school day to excuse your child.

### **Telephone Use**

The pupils are required to pay 10¢ in advance for the use of the school phones, except in the case of an emergency.

Please, help keep student phone use to a minimum by being sure they have everything when they leave in the morning. Students should not have to phone home more than once a week.

Part of the success in teaching is retaining the pupils' attention and line of thought. Calling during school teaching time obviously disrupts this process and wastes precious time. Parents are urged, therefore, to phone school before 8:45 a.m. and after 4:00 p.m. when they wish to speak with the principal or their child's teacher.

## **Busing**

Pupils who live within the school route will receive busing from the public school district in which they live. The various bus companies serving these areas have drawn up rules, designed for the safety of the children. Parents should read through these rules with their children and should insist that their children obey them as redeemed children of God.

Persistent unruliness and disobedience when riding the bus will be dealt with by the administration. (cf. "Discipline", page 3)

Teachers will not write notes for students to ride a bus other than their regular bus. Exceptions will be made if a parent calls with a special request because of exceptional circumstances.

Any requests for changes in an existing busing route must be brought to the principal in writing. Such requests will then go to the Board of Education for further action.

If you feel you need to contact one of the busing companies because of a question you may have, the following telephone numbers may be of assistance:

Durham School Services (Racine Unified): 262-635-5623 or 262-886-1312  
Riteway (Oak Creek): 414-571-9001

## **Health Services**

A public health nurse from Caledonia serves Trinity. The Immunization Checkpoint Law (Section 140.05 (16)), Wisconsin State requires that every student being admitted to a Wisconsin elementary school for the first time provide evidence of complete immunization as required by the law or choose one of the other three alternatives: A) parental permission to be immunized; B) medical exemption signed by a physician; C) religious exemption signed by the parent. Every first time elementary student must have an accurate up-to-date immunization record on file at the school. Parents must have this immunization record on file at school in order to enroll their children at Trinity. Sight and hearing tests are also given periodically.

### **Communicable Disease Chart**

<u>Disease</u>	<u>Usual time from exposure to first signs</u>	<u>Restrictions and Regulations</u>
Chicken pox	14-21 days	Sick child should be kept home for 7 days from date of onset.
German Measles	10-21 days; usually 18 days	Sick child should be kept home for 3 days from onset.
Impetigo	Within 5 days, often 2 days	Exclude child from school until crust disappears.
Measles (common)	10-21 days	Sick child should be kept home for 7 days after onset, or longer if fever persists.
Mumps	16-26 days; usually 18	Sick child should be kept home for at least one week, or until swelling subsides.

When a student returns from an illness (or injury), it may necessary that he/she be excused from a physical education class or from going outside for recess. If this is the case, teachers will not excuse the student without a

phone call or note from the parent. Students will not be given permission to call home in order to be excused from physical education or recess.

### **Head Lice Policy**

1. Any student found to have head lice or even one nit (louse egg) shall be required to leave school as soon as is reasonable that day. A parent or another responsible adult must pick up the student. The student with a verified case of head lice or nit(s) may not ride the bus; return to school, or participate in any extracurricular activities for one week (seven calendar days.) If any lice or nit(s) are found during the initial seven-day waiting period, the case is treated as if it were a new case, and the student will be required to be out of school for an additional seven days.
2. To return to school, Trinity Lutheran School must have a note from a physician or other appropriate health care official attesting that the student is free from both lice and nits. The parent shall notify the school at least 24 hours in advance that he/she will be returning. The student shall be brought to school by a parent or another responsible adult. At that time school personnel will check the student. Bus riding privileges, school attendance, and participation in extracurricular activities shall be renewed only upon satisfaction that the student is both louse and nit free.
3. Trinity Lutheran School reserves the right to make continued head inspections for a period of up to three weeks even if a physician or health care official has given a “clean bill of health.”
4. Time at school is limited; therefore, parents must be primarily responsible to remove nits from children’s hair. It is strongly suggested and highly recommended that unaffected siblings of a student with lice or nit(s) be kept home a minimum of one day to provide time to clean and launder personal belongings.
5. All students shall be checked for head lice semi-annually during the first week of school and during the week they return from Christmas vacation.
6. Trinity Lutheran School will require all students to place book bags, coats, etc., into plastic bags for the duration of a head lice outbreak to lessen the chances of passing on head lice.
7. The overriding concern of Trinity Lutheran School shall be preventing the passing of lice on to non-infected students. The principal may close school for a time as necessary.

### **Cold Weather**

When the wind chill reading falls to the right of the bold line, students will use the gymnasium at recess. (Please see wind chill chart on page 21 of this handbook.)

### **School Library**

Each classroom teacher maintains a classroom library for the students of his or her classroom. Book usage rules are set by each classroom teacher; however, lost or damaged books must be replaced either with the same item or one of similar value, content, and grade level. Inter-classroom book loans may be arranged by permission of each classroom teacher.

### **School Pictures**

A photographer takes school pictures early in the school year. Your comments on prices, service, quality, and picture packages are appreciated. These comments are our guideline when a new contract must be signed.

## **Milk Program**

Half pints of 1% white or chocolate milk are available for lunch. Parents who wish to make use of this service are asked to pay the milk fee for the entire year at the time of registration. Since we are on the government's milk program, this milk cannot be made available for adult consumption without special arrangements with the principal.

## **School Insurance**

Since there has been no call for dental or accident insurance in recent years, it is not normally made available for your children. However, if you wish to carry such insurance, please inquire at the school office.

The school carries insurance under the church's multi-peril policy. Workers, both paid and volunteer, have liability coverage when involved in church/school related activities on and off the premises. This includes a non-owned automobile coverage that provides liability coverage for parents who provide transportation for school functions. (Although we have such coverage, it is still school policy to use buses for transportation of larger groups or for traveling longer distances. This is to provide a greater margin of safety.) Parents who drive for school activities are urged to also carry adequate liability coverage of their own.

## **School Cleaning Program**

In addition to part-time janitorial service, school cleaning teams made up of all able-bodied parents are organized to help maintain the school buildings. Such a supplementary program promises a better-kept school without the added expense of paid help.

The PTA sponsors the program and the PTA vice president oversees and coordinates it. Each family receives a copy of the cleaning schedule at the beginning of the school year. Each family is scheduled to clean on one of the monthly teams during that year. The appointed crew on each team contact team members about one week in advance to make sure they are planning on cleaning. Cleaning should be done on Friday evening or Saturday morning. Families who make plans that would interfere with cleaning are expected to immediately find another family who will trade weekends with them. A couple from each family is expected to be present for cleaning except in cases of single parents. Older children who are capable workers can also be brought to help out. Cleaning materials are provided at school, but cleaning pails and rags should be brought from home. Parents failing to clean at their scheduled week will be assessed a \$100.00 fee, which will be reflected on the next month's tuition statement. (Please see page 3 regarding unpaid fees policy.)

It is vital that you communicate with your crew chief. Be sure you know what is expected of you, how to do it, and what to use. Be sure your crew chief knows just when you are working (It's more fun to work together.) Check-off lists are provided for you to check off your tasks as they are completed so that your crew chief knows what is done and what isn't.

In addition to saving the congregation money this program provides an opportunity:

- for you to get to know other parents better.
- to perform a service which demonstrates caring and responsibility.
- to serve our Lord.

## **Lost and Found**

During the course of the year, students leave behind many items. These "lost and found" items are kept in both schools in conspicuous locations. By the end of the school year, many items remain unclaimed. If your child is missing an item, please check our lost and found promptly. It is even a wise idea to check the lost and found periodically when you happen to be in the school. Items unclaimed at school year's end will be donated to charity.

## School Hours

Trinity Lutheran School begins the school day at 8:50 a.m. Students will not be admitted to school before 8:30 a.m. unless their bus arrives before 8:30 a.m. The school day ends at 3:30 p.m., but some buses may not leave until approximately 3:45 p.m.

## Wind Chill Index

(Source: The National Weather Service)

Wind speed (mph)	Temperature (°F)																	
	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
<b>5</b>	36	31	25	19	13	7	1	-5	-11	<b>-16</b>	-22	-28	-34	-40	-46	-52	-57	-63
<b>10</b>	34	27	21	15	9	3	-4	-10	<b>-16</b>	-22	-28	-35	-41	-47	-53	-59	-66	-72
<b>15</b>	32	25	19	13	6	0	-7	<b>-13</b>	<b>-19</b>	-26	-32	-39	-45	-51	-58	-64	-71	-77
<b>20</b>	30	24	17	11	4	-2	-9	<b>-15</b>	<b>-22</b>	-29	-35	-42	-48	-55	-61	-68	-74	-81
<b>25</b>	29	23	16	9	3	-4	-11	<b>-17</b>	<b>-24</b>	-31	-37	-44	-51	-58	-64	-71	-78	-84
<b>30</b>	28	22	15	8	1	-5	<b>-12</b>	<b>-19</b>	<b>-26</b>	-33	-39	-46	-53	-60	-67	-73	-80	-87
<b>35</b>	28	21	14	7	0	-7	<b>-14</b>	<b>-21</b>	<b>-27</b>	-34	-41	-48	-55	-62	-69	-76	-82	-89
<b>40</b>	27	20	13	6	-1	-8	<b>-15</b>	<b>-22</b>	<b>-29</b>	-36	-43	-50	-57	-64	-71	-78	-84	-91
<b>45</b>	26	19	12	5	-2	-9	<b>-16</b>	<b>-23</b>	<b>-30</b>	-37	-44	-51	-58	-65	-72	-79	-86	-93
<b>50</b>	26	19	12	4	-3	-10	<b>-17</b>	<b>-24</b>	<b>-31</b>	-38	-45	-52	-60	-67	-74	-81	-88	-95
<b>55</b>	25	18	11	4	-3	<b>-11</b>	<b>-18</b>	<b>-25</b>	<b>-32</b>	-39	-46	-54	-61	-68	-75	-82	-89	-97
<b>60</b>	25	17	10	3	-4	<b>-11</b>	<b>-19</b>	<b>-26</b>	<b>-33</b>	-40	-48	-55	-62	-69	-76	-84	-91	-98

Frostbite Times: **Bold = 30 minutes** *Italic = 10 Minutes* **Bold italic = 5 minutes**

Students will not go outside for recess if the wind chill lies to the right or below the bold lines.

## Staff

### Faculty

Mr. Michael Hertig, grade 8 . . . . .	414-571-9750
Mr. David Habeck, principal, grades 6 & 7. . . . .	253-312-8786
Miss Martha Lau, grade 5 . . . . .	414-807-5923
Mr. Joel Schultz, grade 4. . . . .	262-515-3910
Miss Kimberly Ehlke, grades 2 & 3 . . . . .	414-762-7372
Miss Gena Uhlenbrauck, grades 1 & 2 . . . . .	262-994-2320
Mrs. Karen Dyke, kindergarten. . . . .	262-835-4344
Mrs. Rachel Burgess, pre-school. . . . .	414-421-3605
Rev. David Wierschke, confirmation class . . . . .	262-835-2706
Rev. Emile Burgess, confirmation class . . . . .	414-421-3605

### Board of Education

Jamie Schneider, chairman . . . . .	262-681-4846
Paul Heldman. . . . .	262-995-3515
Dan Large. . . . .	414-764-6485
John Peterson. . . . .	262-681-4877
Eddie Roddy. . . . .	614-559-3958
Bill Tucknott, secretary . . . . .	414-331-7845