

TRINITY LUTHERAN SCHOOL

# PARENT HANDBOOK

2020 - 2021



*“Every day I will bless you and praise your name forever and ever.”*

**Psalm 145:2**

# Trinity Lutheran School

## 2020 - 2021 Parent Handbook

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## MISSION, VISION AND OBJECTIVES

### ACCREDITATION

Trinity Lutheran School is fully accredited with *exemplary status* by WELSSA (Wisconsin Evangelical Lutheran Synod School Accreditation) and by NCPSA (National Council for Private School Accreditation).

### PHILOSOPHY OF EDUCATION

At Trinity Lutheran School all programs and activities are grounded in the Word of God. Since Christian education is a team responsibility involving parents, teachers, school families, and congregation, we work in *partnership* with one another to prepare God's children for now and eternity by assisting parents in developing the spiritual, academic, physical, and social gifts of their children.

### PHILOSOPHY CONCERNING THE BIBLE

We believe the Bible to be the inspired Word of God — the sole authority on faith and conduct. We further believe that the Bible does not contain any errors or contradictions. It is true in all parts including those that refer to history, geography, education, science, or other secular matters.

### STATEMENT OF BELIEFS

The Bible says, *"For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved"* (Romans 10:10). For this reason, we at Trinity Lutheran Church & School believe:

- the only true God is the triune God, the Father, the Son and the Holy Spirit (Isaiah 44:6). The only true God is one God in three persons (Deuteronomy 6:4, Matthew 3:13-17) Jesus said: *"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit"* (Matthew 28:19).
- that God reveals Himself to people through His Word. Jesus said of the Old Testament, *"These are the Scriptures that testify about me"* (John 5:39).
- that both the Old and New Testament, in their original form, were given by inspiration of God and are therefore without error. God the Holy Spirit moved the authors of the Bible to write His Word. These authors *"spoke from God as they were carried along by the Holy Spirit"* (2 Peter 1:21).
- that God created the world in six 24-hour days: *"For in six days the LORD made the heavens and the earth, the sea, and all that is in them"* (Exodus 20:11).
- that Adam and Eve were created in the holy image of God (Genesis 1:26-27), but lost that righteousness in the Fall - not only for themselves, but for all humanity. St. Paul wrote to the Romans: *"Therefore, just as sin entered the world through one man, and death through sin, and in this way death came to all men, because all sinned"* (Romans 5:12).
- that in order to rescue fallen mankind, God sent His Son, Jesus Christ, into the world, clothed in human flesh, true God and true man in one person (Isaiah 7:14, John 1:14). By the righteousness of Jesus and His suffering and death, the entire world has been redeemed. *"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have*

*eternal life. For God did not send His Son into the world to condemn the world, but to save the world through Him" (John 3:16-17).*

- the entire world was declared to be righteous in Christ when He rose from the dead. It is by faith alone that this righteousness of Christ becomes the personal possession of the sinner (Ephesians 2:8-9). *"For we maintain that a man is justified by faith apart from observing the law" (Romans 3:28).*
- God has established means of grace by which He announces and gives the forgiveness of sins and the sure hope of everlasting life. These means are the Gospel in the Word of God (Romans 10:17), Baptism (1 Peter 3:21) and the Lord's Supper (Matthew 26:26-28).
- that being brought to faith in Christ is solely and alone the work of God and the Holy Spirit. *"No one can say, 'Jesus is Lord,' except by the Holy Spirit" (1 Corinthians 12:3).*
- that good works are necessary fruits of faith in the life of a Christian, but do not earn eternal life for the sinner (Matthew 5:16).
- that there is one, holy, Christian Church on earth which consists of all who believe in Christ as their Savior. The church may be found wherever the Word of God and His Sacraments are being used properly (Matthew 18:20).
- that on the last day, Christ will return to judge all people (Hebrews 9:28, John 5:22). All who have died will be raised (John 5:28-29). Those who believe will be with Him in heaven, while those who rejected Him will be in hell (Matthew 25:46).

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

In order to carry out our mission in an effective and orderly manner, Trinity Lutheran School commits itself to the following vision statements:

**T**rinity Lutheran School will partner with our parents by assisting and encouraging them in their God-given responsibilities to *"train a child in the way he should go"* (Proverbs 22:6).

**R**each out to the community with the Gospel preaching the Good News to all creation (Mark 16:15).

**I**nstill in our students high academic standards by providing a Christian-based curriculum, a professional staff, and a quality learning environment.

**N**urture and instill in our children a love for God and His Word that will cultivate faithful church attendance, a spirit of service, and a motivation to share His Word with others.

**I**ncorporate the truths of God's Word in the everyday lives of our students through faithful daily instruction by our instructors.

**T**rinity Lutheran School will partner with our congregation by leading and equipping our children to grow in their faith as life-long servants and disciples of their Savior.

Yield students who live in our community to go out into the world as salt and light as they live as citizens, serve as leaders, and care for their family and friends (Matthew 5:16).

## **OBJECTIVES**

### *SPIRITUAL*

- To establish a rich spiritual environment within the school.
- To develop each child's time, talent, and treasures.
- To train future leaders of the church.
- To maintain a thorough, conservative-Lutheran (WELS), Bible-based curriculum.

### *ACADEMIC*

- To teach all subjects in the light of God's Word.
- To maintain a Christian-based curriculum that meets or exceeds Core State Standards and that provides a stimulating educational environment where children can use all five senses to expand their thinking skills from a Christian point of view.

### *SOCIAL*

- To provide students with an opportunity to live their faith in daily Christian fellowship and to conduct themselves in a God-pleasing manner.
- To encourage and enable students to be respectful to their peers and those whom God has placed in authority both here at school and in the community.

### *PHYSICAL / CREATIVE*

- To help students discover and develop their physical and creative talents with which God has blessed them.

## **WHAT YOUR FAMILY CAN EXPECT FROM TRINITY**

1. Trinity will strive to serve as a model of Christian love in keeping with its school's vision.
2. Trinity will dedicate itself to pray for the well-being of its students and the Trinity school family at large.
3. Trinity will offer a complete educational program that includes Word of God, reading, language arts, mathematics, science, social studies, music, art, foreign language, and physical education.
4. Trinity will seek to continually improve instruction through ongoing evaluation and development of its curriculum and the continuing education of its teachers.
5. Trinity will commit to maintaining a school environment that is safe, respectful, and fosters learning.
6. Trinity will be dedicated to use professional expertise to develop students that are fully equipped with the knowledge, attitudes, and skills that are necessary for success.
7. Trinity will communicate deliberately and specifically with parents about their child's individual progress.
8. Trinity will be accessible to assist your family in meeting the specific spiritual, emotional, intellectual, and social needs of your child.

9. Trinity will support the policies and procedures developed by the Board of Christian Education as outlined in this handbook.

## WHAT TRINITY CAN EXPECT FROM YOUR FAMILY

1. Parents will strive to serve as a model of Christian love in keeping with our school's vision.
2. Parents will discuss a misunderstanding with the person(s) involved before discussing the matter with anyone else (Matthew 18:15). **Parents will not post a grievance through social media, see page 16.**
3. Parents will dedicate themselves to pray for the well-being of the Trinity school family at large and especially for our teachers and staff of Trinity Lutheran School (James 5:16).
4. Parents will dedicate themselves to developing every God-given gift of their child.
5. Parents will make certain that their child will complete his/her assignments.
6. Parents will make sure that their child will meet attendance requirements.
7. Parents will promote and assist in maintaining a safe and respectful school that fosters learning.
8. Parents will initiate communication with the classroom teacher about a child's progress.
9. Parents will support Trinity Lutheran School through the giving of time, talents, and treasures.
10. Parents will support the policies developed by the Board of Christian Education as outlined in this handbook.

## CURRICULUM and HOMEWORK

### COURSES OF STUDY

**Religion** is the study of the true God as revealed in the Holy Bible. We teach religion because "*God our Savior...wants all men to be saved and to come to a knowledge of the truth*" (1 Timothy 2:3-4).

**Mathematics** is the study of numbers, quantities, shapes, and measurements, and how they relate to each other. This includes the study of arithmetic, geometry, and algebra. We teach mathematics to equip children with the skills to develop a sense of organization, solve problems, and manage God's blessings well.

**Music** is the study of combining tones to create pleasing, expressive, or intelligible sounds. We teach music to equip children with the ability to appreciate music and worship the Lord through compositions, voice, and instruments.

**Art** is the visual and hands-on study of the various works of man, which is developed in the students through drawing, painting, sculpture, and appreciation. We teach art to assist children in their appreciation and expression of the beauty of God's creation.

**Science** is the study of God's creation through observation and experimentation. We teach science to equip children with the knowledge of God's orderly creation, which enables them to discern between theory and truth.



**Social Studies** is the study of human relationships and the way different societies work, including history, government, economics, geography, and citizenship. We teach social studies to help students understand the importance of showing love to their neighbors, understanding other cultures, recognizing the role of governments in God’s plan, understanding their individual role in God’s plan, and identifying the importance of cooperation in society.

**Physical Education** is the training and care of the body through fitness, sports, games, and interscholastic activities. We teach physical education to equip children to be good stewards of their bodies by developing healthy habits, skills, coordination, fitness, endurance, and teamwork for life-long service to the Lord.

**Language Arts** is the study of subjects which aim to develop effective communication skills, including reading, spelling, listening, speaking, and composition. We teach language arts to equip children with the skills necessary to study God’s Word and share the message of salvation, gain knowledge in other areas of learning, and effectively communicate as Christian leaders in society.

**Foreign Language** is the study of another language which enables us to share the love of Jesus with others. We teach Spanish so that our students can carry out this mission both in our own country as well as throughout the world.

### **HOMEWORK GUIDELINES**

Homework plays an important role in the learning process. Its purpose is to enrich, enforce, and extend the concepts that are taught in the classroom. Homework will be assigned to meet the needs appropriate to each grade level, subject area, and ability of each child. Generally, homework expectations are approximately 10 minutes per grade level per day. For example, a typical 3rd grader would receive 30 minutes of homework per day; an 8th grader should expect 80 minutes per day. Don’t hesitate to contact your child’s teacher if you have concerns about the amount of time your child is spending on homework.

### **EXTENDED ACADEMIC SUPPORT**

To provide additional educational assistance beyond the classroom, as determined by the classroom teacher and principal, Trinity Lutheran School provides educational support during the school day for qualified students at no additional charge. This additional help goes beyond what an individual classroom teacher is able to provide. Students may also receive specialized assistance from outside resources, such as Racine Unified.

### **PROMOTION to the NEXT GRADE**

A student will be eligible for promotion if he/she demonstrates satisfactory academic progress and has an acceptable attendance record. If a RPCP, MPCP or WPCP student is absent more than 10% of the time, he/she is in danger of losing an awarded Choice seat.

## **ACHIEVEMENT TESTS**

Trinity Lutheran School administers *MAP* achievement tests for grades K-8. *MAP* test results are available immediately for teachers to use as they plan their lessons. These results are shared with the parents. Trinity also administers the state-mandated test *Forward* for Choice students.

## **MEMORY TREASURES**

Trinity's students will memorize Bible passages, parts of Luther's Small Catechism, and hymns/songs as an important part of the religion curriculum. Parents are encouraged to listen to your child's recitation as part of the evening and/or morning routine.

## **MISSION PROGRAM**

A very basic part of the Christian's life is his/her zeal for people who don't know Jesus as their Savior. Mission projects are developed to acquaint and involve students with various areas of mission work conducted both here in the United States and abroad by the Wisconsin Evangelical Lutheran Synod. Mission fields are selected yearly and receive special emphasis. Each Friday, the children are asked to bring their mission offerings. For a RPCP, MPCP or WPCP student, participating in the mission program is strictly voluntary.

## **CLASS TRIPS and FIELD TRIPS**

During the school year various educational activities are planned to enhance the children's learning experience. An activity of this nature is considered a regular school day therefore attendance is expected. An itinerary of each specific activity is published with pertinent information such as date, location, departure/return times, and transportation. A permission slip requiring a parent/guardian signature will be included and *must be returned* to the classroom teacher *before* the student can join the class in the activity. If not, the student will remain at school under the supervision of another classroom teacher. Field trips are intended only for the classroom teacher, students, and chaperons. Cost of field trips are covered by tuition. All chaperons receive a background check before they are able to go along on the field trip. The school conducts the background checks at no cost to the parents.

## **COMMUNICATIONS**

### **PARENT-TEACHER CONFERENCES**

Parents will be asked to attend a scheduled conference with the classroom teacher(s) for the purpose of personalizing a child's academic progress. This conference is held at the end of the first quarter typically during the first week of November. In addition, parents are urged to discuss the progress of their child in all facets of school life with the classroom teacher at any time.

## REPORT CARDS

Report cards are issued four times each year. Typically, the dates of issuance are within a week after the last day of each quarter. Parents are encouraged to discuss the academic progress with your child, sign the envelope, and send the envelope back to the classroom teacher.

## ASSIGNMENT BOOKS

While the primary purpose of giving each student (grades 2-8) an assignment book is to foster responsibility and organizational skills, the assignment book also provides a valuable tool for parents to keep current on what their child is learning, and it enables a parent to monitor their child's progress. An assignment book is provided at no cost to each student; however, if the assignment book is lost, a new assignment book can be purchased from the school office.

## TRINITY SCHOOL TIMES

In order for families to know the latest information of what is happening at school, a *weekly* newsletter is published. The *Trinity School Times* (TST) is published in electronic form. A hard copy may be sent home with families who don't use email or prefer a paper copy of the TST. The TST is normally published on Thursdays.

## TEACHER AVAILABILITY

Home-school communication concerning each child's school life is vital. Trinity's teachers encourage parents to discuss any and all issues that may arise. A preferred time to sit down and give adequate time to discuss an issue is typically after school or at a time that is mutually agreeable. Since teachers are greeting each student and are doing final preparations for the school day, before-school consultations are not recommended.

## CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

### ACADEMIC and FINE ARTS

Trinity students have many opportunities to learn beyond the normal classroom routine.

Junior Choir	(grades 5 – 8)	Boys' Soccer (in the Fall)	(grades 5 - 8)
Forensics	(grades 5 – 8)	Girls' Volleyball (A & B teams)	(grades 5 - 8)
MLC Meet Math	(grades 5 – 7)	Cross Country (boys & girls)	(grades 3 - 8)
Geography Bee	(grades 4 – 8)	Boys' & Girls' Basketball	
Band Lessons	(grades 4 – 8)	(A, B & C teams)	(grades 3 - 8)
Orchestra Lessons	(grades 4 – 8)	Cheerleading	(grades 4 - 8)
Musical Productions/Plays	(all grades)	Girls' Soccer (in the Spring)	(grades 5 - 8)
Intramurals (boys & girls)	(grades 5 – 8)	Softball (boys & girls)	(grades 5 - 8)
Art Club	(grades 6 – 8)	Track (boys & girls)	(grades 5 - 8)

Participation by grade level may vary depending on the number of students interested in participating.

## **EXTRA-CURRICULAR ELIGIBILITY**

It is a privilege to participate in an extracurricular activity at Trinity Lutheran School. Our students are expected to use their God-given talents to their fullest in extracurricular activities, but their first responsibilities are academics and behavior. Therefore, the following standards have been established in order to participate:

1. The student must have at least a satisfactory grade in conduct.
2. Having 3 'D's or 1 'F' at midterm or quarter grading periods would render a student ineligible.
3. A student declared ineligible may not participate in practices or games for one week. Eligibility will then be reevaluated.
4. In order for the student's eligibility to be reinstated, the student must conform to numbers 1 and 2 above.
5. All grades are used to determine eligibility.
6. Unique circumstances may permit exceptions to these standards.
7. Eligibility for learning-disabled or special-needs students will be determined in consultation with the classroom teacher, athletic directors, Principal, and student's parents on a case-by-case basis.
8. Any student who has been suspended from school for disciplinary or other reasons will not be allowed to participate in sports during that suspension period.

## **ATHLETIC ELIGIBILITY**

The right of participating in athletics is a privilege extended to all students, but continued participation in athletic events requires more than meeting the eligibility requirements. Student athletes must also be in regular attendance at practice and display a Christian attitude through their actions while at practice and games. Failure to follow these guidelines will lead to a student being reprimanded or removed from the team. For a detailed description of the responsibilities of student athletes at Trinity, please see the athletic handbook.

Any decision regarding eligibility may be appealed first to the athletic directors, then the principal, and then the Board of Christian Education.

## **PARENT RESPONSIBILITIES**

### **CHURCH ATTENDANCE**

Trinity Lutheran Church provides weekly worship services on Sunday mornings (8:00 & 10:30 a.m.) and Wednesday evenings (6:30 p.m.) throughout the year in addition to special services during Advent, Lent, and on some holidays. Since God has called us to be His children, spiritual growth both for the parents themselves and their children is vital.

Worship service is an integral part of Christian living; therefore, your child's teacher will show loving concern for your family's regular church attendance by keeping a record of your child's church attendance. 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 reports are shared with

the pastors, who share it with the Board of Elders if deemed appropriate. Church attendance for a RPCP, MPCP or WPCP family is strictly voluntary.

### **SINGING SCHEDULE**

Throughout the year your child's class is scheduled to sing. A schedule is found in the back of this booklet and regular notification will be found in the TST. Please mark these dates on your calendar. If for some reason you know that your child will be absent, a note sent to the classroom teacher in advance is requested. Singing in church for a RPCP, MPCP or WPCP student is strictly voluntary.

### **CRUSADER COMMUNITY IN ACTION (C.I.A.)**

Trinity maintains a parent-teacher association exists for the following purposes:

1. To strengthen the bond of Christian love between parents.
2. To foster a better understanding between parents and teachers.
3. To promote greater cooperation between Trinity Lutheran School and 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 Crusader C.I.A has elected officers, all parents of children in school and adult members of the congregation shall be considered members of the association (Crusader C.I.A. Constitution).

The Crusader C.I.A represents an opportunity for parents, in a united effort, to work for improvements of Trinity Lutheran School. It is also an opportunity to meet other Trinity parents and join them in Christian fellowship. The Crusader C.I.A is often used as a sounding board for new ideas and grass-roots evaluations of existing situations.

### **SCHOOL CLEANING**

In addition to a part-time janitorial service, each school family is placed on a "school cleaning team" to help maintain the cleanliness of Trinity. The C.I.A. sponsors the program with the C.I.A. vice president coordinating and overseeing the program. Each family is scheduled to clean on one of the monthly teams during the school year. For a RPCP, MPCP or WPCP family, it is strictly voluntary. An appointed crew leader will contact the team members to arrange for cleaning times. Cleaning materials are provided, but pails and rags should be brought from home.

In addition to supporting the congregation, this program provides an opportunity:

- For you to get to know other parents,
- To perform a service that demonstrates care and responsibility, and
- To serve the Lord.

## **VOLUNTEER PROGRAM**

There are many areas in which parents/grandparents can enhance the learning environment at Trinity Lutheran school. Help is needed in many areas, such as: serving lunch, transporting students, helping students learn math facts, memory work, or spelling lists, working in the concession stand, running the scoreboard or keeping the scorebook, or correcting assignments. The list of volunteer possibilities is endless. Don't be afraid to ask and always look for volunteer possibilities in the TST.

## **EXTENDED CARE**

The Extended Care Program offers supervised Christian care for children of the families of Trinity Lutheran School and Preschool. We strive to provide a loving environment where children can have a wonderful start to the beginning or ending of their day. Children are offered a variety of activities such as coloring, puzzles, games, reading, or working on crafts. In nice weather, the children are taken outside for playtime on the playground. If children are working on their homework and need help, the director will try and work with them as needed and review assignments as time allows.

The Director of the Extended Care Program will ensure the children are taken over to the school at 8:30 a.m. for those children enrolled in morning care. In the after-school care, the children will be picked up near the office and escorted to the lower level of the 7-Mile building. If the students are not picked up by 3:50 p.m. they will be sent to Extended Care. Students are not allowed to wait with siblings if they are at an after school practice. If weather allows, the children will play on the playground before heading over to the classroom. If your child(ren) are in the before/ after-school program you are encouraged to send along a healthy snack and drink.

The program hours operate on a need-based system so prescheduling of hours is important. Hours are generally from 7:00-8:30 a.m. and 3:50-5:40 p.m. but it depends on the hours scheduled in advance. Longer hours are possible but need to be approved by the director.

## **ENROLLMENT**

Students are accepted regardless of race or national or ethnic origin and are eligible to participate in all school programs and activities on an equal basis. As a parochial non-profit institution, Trinity reserves the right to refuse enrollment or to unenroll students/families whose beliefs and/or morals do not agree with the Biblical principles of the Wisconsin Evangelical Lutheran Synod. (See the *Statement of Beliefs* on pages 3 - 4.)

The principal will first interview new enrollees before gaining formal acceptance by the Board of Christian Education. If possible, a *MAP* test or a variation is given prior to enrollment to determine grade placement or an individual's academic needs.

Children who enroll in kindergarten must have attained the age of five years on or before September 1 of that school year. Children who enroll in the first grade must have attained the age of six years of age on or before September 1 of that same year. A RPCP, MPCP or WPCP student's application will be evaluated on the basis of three necessary requirements — age, residency, and income.

## **TRANSFER OF CREDITS**

Trinity Lutheran School does not use a system of credits. Students will be admitted into their grade level based on the information from two sources: a) The last recorded grade level on his/her previous school's report card, and b) results from internal testing such as a *MAP* test prior to or following student admission. Completion of a grade at another school does not guarantee admission into the next grade level. For a RPCP, MPCP or WPCP student, Trinity will provide a student's records upon request of the student's parents or within five days of receiving a request from another school or district.

### **RACINE PARENTAL CHOICE PROGRAM (RPCP) DENIAL OF ENROLLMENT APPEALS PROCESS**

Under Wisconsin Statute 118.60 (2) (a), a student must reside within the Racine Unified School District and must meet the income requirements. Contact the school office for a current income checklist.

If the application is denied for the *Racine Parental Choice Program*, Wisconsin Statute 118.60 (3) (a) states that a school must "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery. A rejected applicant has five working days from the date of receipt of the rejection notice to provide written evidence to the Board of Christian Education that the application was improperly judged. The evidence must include income and residency documentation. The principal will respond to the appeal within five working days.

### **MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) DENIAL OF ENROLLMENT APPEALS PROCESS**

Under Wisconsin Statute 118.60 (2) (a), a student must reside within the City of Milwaukee School District and must meet the income requirements. Contact the school office for a current income checklist.

If the application is denied for the *Milwaukee Parental Choice Program*, Wisconsin Statute 118.60 (3) (a) states that a school must "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery. A rejected applicant has five working days from the date of receipt of the rejection notice to provide written evidence to the Board of Christian Education that the application was improperly judged. The evidence must include income and residency documentation. The principal will respond to the appeal within five working days.

## 2020 – 2021 TUITION RATES

The actual cost to educate one student at Trinity Lutheran School is \$6,490. Following are the tuition rates for the 2020-2021 school year.

(The **tuition fee** also includes the cost of books, athletics, field trips, computer fund, etc.)

<b>Members</b>		
<b>Child</b>	<b>Tuition Fee</b>	<b>GRAND TOTAL</b>
First	3,150	3,150
Second	2,520	5,670
Third	1,520	7,190
Fourth	1,520	8,710

<b>Sister WELS</b>		
<b>Child</b>	<b>Tuition Fee</b>	<b>GRAND TOTAL</b>
First	5,375	5,375
Second	4,165	9,540
Third	2,960	12,500
Fourth	2,560	15,060

<b>Community</b>		
<b>Child</b>	<b>Tuition Fee</b>	<b>GRAND TOTAL</b>
First	6,490	6,490
Second	6,490	12,980
Third	6,490	19,470
Fourth	6,490	25,960

<b>TUITION PAYMENT OPTIONS:</b>
<ul style="list-style-type: none"> <li>• Member, Sister WELS, and Community are eligible for a \$50 discount if paid in full <b>by August 24, 2020</b></li> <li>• Pay monthly ... (10, 11 or 12 months) <b>(EFT is mandatory for monthly payments)</b></li> <li>• Apply for tuition assistance <b>(NO LATER THAN AUGUST 21, 2020)</b></li> </ul>

***To receive the member rate, a student’s family must be an active member in the school and in the congregation.***

Families are encouraged to use the *Scrip Program* in which 50% of the profits may be applied to tuition. Buying *Scrip* is any easy way to support programs for both church and school.

Financial assistance is available to any Trinity family who may need financial help. The Board of Christian Education feels strongly that *no child* should be withheld from a valuable Christian education because of lack of financial means. Financial Assistance forms may be picked up in the office.

### **CONFLICT RESOLUTION**

It is necessary that a healthy, mutual relationship exist between home and school and that any disagreement should be settled in a God-pleasing way. Should a problem arise, consider these encouragements from God’s Word:

- Ephesians 4:3-4 ... *“Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called.”*
- 1 Peter 3:8 ... *“Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble.”*



In Matthew 18:15, our Savior says, based on Christian love, that parents and teachers speak with each other privately, and not to make their disagreements public. Courtesy and Christian love should dictate how each party will deal with each other. Parents must be very careful not to speak of a disagreement with a teacher in front of their child(ren), or not to post a grievance on a social media site.

God empowers His people to approach each other humbly, peacefully, and harmoniously. The Board of Christian Education has established a series of steps leading towards a God-pleasing conflict resolution.

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 whoever was previously involved in the matter. Again, more than one meeting may be needed. If the disagreement concerns the principal, then 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 necessary.
4. If the issue has not been resolved, the matter is brought before the Board of Christian Education for final resolution. Again, more than one meeting may be needed to draw a conclusion to the matter.
5. The Board of Christian Education is the governing body of the school, and their decision is the final word.

In matters dealing with school policy and/or procedures:

1. Discuss the issue with the principal.
2. If the issue has not been resolved, then bring the issue to the Board of Christian Education for resolution.
3. The Board of Christian Education is the governing body of the school and their decision is the final word.

Therefore, in all matters of conflict between fellow Christians, ultimately we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness of sins.

### **MILK PROGRAM / USDA NON-DISCRIMINATION STATEMENT**

Trinity Lutheran School offers the federal Special Milk Program in grades K-8. The program offered is the "Pricing Plan" (all students are charged for milk). Half pints of 1% white or skim/fat-free 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.

Cost for the entire school year is \$9.00 per child (for one 8 fluid ounce milk carton (half pint) per day). Since this is a government supported program and is intended to improve student nutrition, milk purchases for adults are not available.

Please contact the school office (262-835-4326) if you have any further questions.

## **USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **HOT LUNCH / HOME-SUPPLIED LUNCH**

The Hot Lunch program is coordinated by Hot Lunch Coordinator Michelle Lee, with the help of volunteers. For the last several years, hot lunch has been served on Wednesday and Friday, but more volunteers are necessary for the program to continue as it has in the past. The anticipated cost is \$2.25 per meal. All hot lunch ordering and payments are processed ONLINE through MySchoolAccount.com.

If children bring food from home, parents and their child(ren) are responsible for proper care of that food. The kitchen cannot be used by students unsupervised.

## **SHORELAND LUTHERAN HIGH SCHOOL**

Trinity Lutheran Church and School is a member of the Shoreland Lutheran High School Federation. Twenty-four congregations in Southeastern Wisconsin and Northern Illinois jointly help to fund and operate SLHS in Somers, Wisconsin. Shoreland is a logical extension of Christ-centered education. Bus service from Trinity to Shoreland is available on a daily basis.

## STUDENT

### STUDENT CONDUCT

Trinity encourages and expects the following Christian attitudes of our students in order to maintain a Christ-centered atmosphere in our school:

- Giving their Savior and His Word top priority in their lives.
- Showing honor, love, and respect for parents and Trinity authorities that the Lord has placed over them at home, church, and school, including extracurricular leaders.
- Showing Christian love and consideration for their classmates in school and all humankind outside of school.

A Christian attitude also extends beyond our relationship with God or other people. Situations also require us to apply our Christian faith. Here are a few general reminders:

- Books, classrooms, and school property are to be treated with respect and good stewardship. Good stewardship also applies to the property of fellow students, teachers, and others. Unnecessary damage will require compensation by parents and/or students.
- Running, loud talking, and unruly behavior in halls, classrooms, and restrooms are not permitted.
- Profane, obscene, or vulgar language, along with crude jokes, are not permitted.
- Spitting and gum chewing are not permitted in the school building or on school grounds.
- Public display of romantic affection—including holding hands and hugging—is not permitted.

Other expectations of our Christian young men and women are communicated under various headings throughout this handbook. It is our prayer that through proper direction and guidance from God’s Word and with the help of the Holy Spirit, our Trinity Lutheran School children will *live their faith* and apply the Scriptural principles in their daily lives.

### CLEANLINESS AND DRESS CODE

Clothing reflects who you are. Therefore, each day Trinity’s students should come to school “*dressed for success.*” Clothing also reflects our school’s image to the community at large. In 2 Corinthians 5:16-20, we are reminded by our outward appearance that we are Christ’s ambassadors. We are Christians who live in the world, but are not of the world.

Rather than attempt to list clothing items that are permissible and those that are not, the following general guidelines are presented to help home and school determine what is proper for a student to wear in a Christian school.

***An easy rule of thumb: If it’s questionable, don’t wear it.***

1. **Cleanliness and neatness:** For the health and well-being of all the school children, student dress is to be clean, sanitary, un-torn or properly mended, and generally neat in appearance. Remember — “*dress for success.*”

2. **Safety and practicality:** Children should wear clothing suited to the weather and the activities in which they will be involved.
  - *Students must wear shoes that are not open-backed.*
3. **Decency and Christian humility:** The clothing of a student in a Christian school should reflect the fact that his/her body is the temple of the Holy Spirit. Therefore,
  - Clothing that is too snug is not appropriate.
  - **Grades K - 8:** Tightly fitting pants or leggings must be worn with a shirt, sweatshirt or skirt that reaches the child's fingertips when standing with her arms at her side. Athletic leggings are not permitted.
  - Clothing featuring entertainment celebrities or musical groups is not to be worn.
  - Shirts featuring gross figures or crass / rude / inappropriate / disrespectful remarks, suggestive clothing, or attention-getting apparel, which does not reflect a redeemed child of God, is not to be worn.
  - Clothing which demonstrates inappropriate exposure such as too low hanging pants is not appropriate. Shirts should solidly cover front and back. Only shirts with a collar or shirts with sleeves that cover the collarbone are permissible.
  - Pajama pants may *not* be worn. Pants with holes must be neatly patched.
  - Weather permitting, shorts may be worn during the first and fourth quarters of the school year. *The length of the shorts should reach the child's fingertips when standing with his/her arms at the side.*
4. Boys may not wear earrings during school or at school functions. Any other type of body piercing is not allowed.
5. A separate pair of gym shoes should be purchased that do not leave a black mark.
6. Caps/hats may not be worn inside the school building.
7. Only natural hair colors are allowed, and
  - Hair must be neat, clean and well-groomed
  - No extreme or distracting hair style, including Mohawks
  - Boy's hair must be above the eyebrows, above the middle of the ears, and when the hair is combed straight down in the back, it must be above the top collar of a shirt.

Since the dress code is subjective in nature, the primary judgment of a student's clothing ***must start at home***. While at school, the initial judgment will be determined by the classroom teacher or a committee of teachers. A final word may come from the principal on the matter.

### **Consequences**

If a violation of the dress code has occurred, the following steps will be initiated:

1. A faculty member will speak with the student privately.
2. It will be determined if the student can make a correction of the objectionable clothing article.
3. If a correction of clothing is not possible, parents will be contacted to bring an alternate item of clothing. The student *will not be allowed in the classroom* until a proper item of clothing arrives.

4. If a correction can't be made, the school will try to provide an alternative item of clothing.
5. Absence resulting from improper clothing will result in an unexcused absence.
6. A letter will be sent home stating the violation. Parents are asked to sign the letter and return it to the school office. Repeat violations will result in detentions, suspension, or even expulsion.

## **BUS SERVICE**

Students who live within the Racine Unified School district *and* Trinity's attendance area receive free public transportation to and from school on a daily basis. A "Student Conduct Guide" is provided by First Student Bus Company, the transportation provider for Racine Unified. Unruliness and misbehavior on the bus is not permitted. **Please note:** Teachers are not permitted to write a note for someone to ride a bus that is not normally on that bus route.

## **SCHOOL ATTENDANCE**

School attendance is compulsory in the state of Wisconsin for all ages 6-18 (state statute 118.15). Regular school attendance is essential for acquiring a quality, Christian education. Irregular school attendance may result in retention. A student who misses 17 or more days of school during one school year may be in danger of not being promoted to the next grade. Should a child be absent for a good reason (sickness, dentist/doctor appointments, loss of a loved one), please send a note **prior** to any planned absence, or call the office **before** school begins to state the nature of a child's absence. **The classroom teacher will make every effort to have your child's homework ready for pick up after school.**

Students arriving up to 15 minutes late will be marked tardy. After the 15-minute marker, students will be marked absent in ¼-day increments.

Students will not be marked tardy if the bus is late. In addition, weather conditions will be taken into account when recording tardiness.

If a student attends all day but departs *before* 3:15 p.m., he/she will be marked with a ¼-day absence. Athletes are not marked absent when departing early for an interscholastic event.

When a student returns from an absence, he/she should contact the teacher concerning the nature of the absence.

A child who has been absent for the afternoon classes due to illness or disciplinary action will *not be allowed* to participate in any afternoon or evening extra-curricular activities of that day.

If a student has to leave school early, a parent/guardian *must sign the child out* at the school office. At that time, the school secretary will call the student to the office. The parent/guardian should remain at the office for the child to arrive. If the child returns before the school day is over, the parent/guardian *must sign the child back in*. Early dismissals are exceptions to this policy.

## VISITOR ACCESS TO SCHOOL

Parents are partners in education and are always welcomed at school. For the well-being and safety of our students and the entire school community, guests are to enter by the “Office Entrance” door and expected to sign in at the school office. An unknown guest will be required to wear a visitor badge or a “visitor lanyard” so the teaching staff will know who the guest is. Upon departure, the guest is to sign out. If a guest would like to visit a classroom when it is in session, the principal must grant permission.

## 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.

## HARASSMENT

Any behavior, whether physical, verbal, written, or non-verbal, that hinders the learning/teaching environment or that can be interpreted as threatening to others is not acceptable. Trinity is committed to maintaining a learning environment that is safe where students and staff can work and study productively. Trinity prohibits any form of harassment (bullying) or violence. Examples of prohibited, un-welcomed, or unsolicited behaviors include but are not limited to:

- Physical: intentional, un-welcomed touch against another’s body, assault, or blocking free movement at school.
- Verbal: suggestive or obscene comments, threats, jokes, as well as comments about a student’s body which are negative or embarrassing.
- Written: display or sharing suggestive pictures and/or cartoons, **messages through Social Media such as Facebook or Twitter, text messaging, instant messaging**, cell phone generated messages and images, Internet postings, obscene letters, notes, and more...
- Non-verbal: suggestive or obscene looks, leering, or gestures.

Student(s) engaged in violent behavior may be sent home at the discretion of the principal. The principal or his designee will contact parents of all students involved. All incidents will be documented with a copy placed in the aggressor’s permanent file and a copy given to the aggressor’s parent(s).

We are an advocate for your child(ren). We do not tolerate bullying. All complaints of harassment are dealt with as a serious matter. All complaints of harassment should be brought to the attention of the classroom teacher, principal, pastors, and the Board of Christian Education for resolution.

## ELECTRONIC DEVICES

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

- The electronic device is turned off between the student's arrival at and departure from school.
- The electronic device is kept in the student's book bag in the hallway or turned in to the classroom teacher upon arrival to school.
- The electronic device is not used during school hours or on a field trip except in a case of emergency as determined by the teacher.
- Violations will result in confiscation of the electronic device. Any confiscated items will be returned only to a parent/guardian.

The school is not responsible for lost or damaged electronic devices. After school or outside of school, parents are responsible for the supervision of their child's use of an electronic device.

## **INTERNET USE**

Because of its nature, the Internet presents certain dangers. It provides opportunities for sinful and/or illegal activities (inappropriate language or suggestive imagery). Because of the limited restrictions of what can and cannot be placed on the Internet, quality and validity of the material varies greatly. Our students learn how to distinguish between worthwhile and less worthwhile sites. It is also imperative that our students understand that as they use the Internet, they must “...*take captive every thought to make it obedient to Christ*” (2 Corinthians 10:5b). Students will need to exercise common sense and good Christian judgment.

Students will be required to have a signed permission slip by their parents in order to use the Internet entitled *Acceptable Use Policy*. Upper grade teachers use *Go Guardian*, an online program that monitors student use. The following guidelines define acceptable use of the Internet.

### **Appropriate Use of the Internet:**

- All research should reflect Christian principles and must be in pursuit of educational goals (ex: research for a homework assignment).
- Respect copyright laws.

### **Inappropriate Use of the Internet:**

- Intentionally damaging or destroying data.
- Using any name, username, or password other than your own.
- Accessing inappropriate websites.
- Sending or receiving obscene or sinful material.
- Plagiarism (cheating by copying/pasting or slightly changing other's work and submitting as your own).
- Engaging in illegal or unchristian activities.

### **Consequences for unacceptable use of the Internet:**

- Use of the Internet or school's computers will be suspended or permanently revoked.
- School discipline will be administered as deemed necessary by the principal.
- Criminal acts will be referred to the proper government authority.

## **DISCIPLINE GUIDELINES**

### **ILLEGAL AND PROHIBITED ITEMS**

Any item that becomes a nuisance, or in the opinion of the teacher/principal, is unnecessary or a disruption to the educational process will be confiscated.

Any student found to be in possession of illegal drugs; alcohol, any tobacco product; a gun, ammunition, knife, or any other device that could inflict harm upon another person will be sent home immediately. He/she will remain suspended up to but not exceeding three days. Students in possession of illegal items will be reported to the local law enforcement. The student's enrollment status will be determined by a special Board of Christian Education meeting together with the principal and pastors at their earliest convenience.

### **LATE ASSIGNMENT POLICY**

Assignments are given to evaluate academic progress, develop strong study habits, and foster continued learning in each student. Trinity maintains a policy that each student must complete his/her assignments on time. In grades 1-4, teachers have their own late work policy effective for each classroom. Classroom teachers of grades 5-8 have developed a program to deal with late assignments. Whenever a child has unfinished work or does not have an assignment at school, the child will receive a late slip to be taken home, signed by student and parent, and returned the *next school day* along with the completed assignment. If the late slip is not returned *the following school day*, a detention is assigned. Upon receiving a 4th late slip, a detention is automatically assigned for the *next school day*. Additionally, when the completed assignment is turned in, credit for the assignment will be reduced by 10% of its original value. The entire late slip policy starts over with a new quarter.

### **DETENTIONS**

The teacher or principal for student infractions of school or classroom rules gives behavioral detentions. Detentions are up to 45-minute periods and typically served after the school day from 3:45-4:30 p.m. Parents will be notified of the reason for the detention along with the date and time when the detention will be served.

### **SUSPENSION**

If a child continues to display a behavior that is not acceptable at school, or is involved in a serious infraction, or fails to turn in homework in a timely fashion, he/she may be suspended from school. A meeting with the parents and principal will take place to explain the seriousness of the situation.

### **EXPULSION**

If a child is involved in a very serious infraction or after a series of suspensions, a meeting will take place with his/her parents, principal, and pastor(s) if necessary, to explain why the child is being removed from Trinity Lutheran School.



## **RE-APPLICATION AFTER EXPULSION**

In the unfortunate circumstance in which a child is expelled, a family may reapply for the following school year, but the family must meet with the Board of Education prior to possible acceptance. This policy applies to both Choice and non-Choice families.

## **DUE PROCESS**

If a student is suspended or expelled from Trinity Lutheran School, parents may appeal the disciplinary action by writing a letter to the Chairman of the Board of Christian Education. The letter of appeal must be received within five days of the decision.

## **HEALTH AND SAFETY**

The physical health of students is a concern for every school and family. Therefore, in order to reduce the health risks that spread illness or disease, Trinity Lutheran School reserves the right to send students home.

***When a child has become ill with a fever, the child must be fever free for 24 hours without medication before returning to school.***

A public health nurse from Caledonia serves Trinity. The Immunization Checkpoint Law [Section 140.05 (16)] of Wisconsin states that every student being admitted to a Wisconsin elementary school for the first time must provide evidence of complete immunizations or choose one of three alternatives:

- Personal conviction waiver to exempt a child from immunization
- Medical exemption signed by a physician
- Religious exemption signed by his/her parent(s)

Parents must have their child's immunization records on file at school in order to enroll their children at Trinity.

<b>Communicable Disease Chart</b>		
<b>Disease</b>	<b>Usual time from exposure to first signs</b>	<b>Restrictions and Regulations</b>
Chicken Pox	10-21 days; usually 14-16 days	Sick child should be kept home for 7 days from date of onset until all lesions have become dry and crusted.
Fifth Disease	4-21 days; mild illness and rash	Child should be kept home until fever subsides
German Measles	14-21 days	Sick child should be kept home for 7 days from rash onset.
Impetigo	Variable; usually 4-10 days	Exclude until on antibiotic treatment for 24 hours and lesions no longer “weeping” and forming yellow crust.
Measles (common)	7-21 days; usually 10 days from exposure of fever; avg. 14 days to rash onset	Sick child should be kept home for 5 days after rash appears or longer if fever persists.
Mumps	12-25 days; usually 16-18 days	Sick child should be kept home until swelling has subsided; usually 5 days after swelling onset.

When a student returns from an illness (or injury), it may be necessary that he/she be excused from 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**

Students will be checked for head lice whenever it is deemed necessary.

Any student identified with head lice will 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 will be allowed to return to school the following day as long as he/she has been treated for head lice and no lice or eggs remain alive on his/her body or clothing.

### **STUDENT MEDICATION**

Teachers and staff are required to have training if an inhaled or injected medicine is administered. Basic non-prescription drugs can be provided by Trinity Lutheran School with proper parent authorization. An authorization form is **available from the school office.**

## **TRINITY LUTHERAN SCHOOL WELLNESS POLICY**

### **Student Nutrition and Physical Activity**

The Board of Education recognizes that childhood obesity has reached critical levels in Wisconsin and throughout the country. Overweight children are at a higher risk for developing severe long-term health problems and psychological stress. Trinity supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. This is a coordinated effort of Trinity, which includes parents, students, school administrators, faculty, Board of Christian Education members, and hot lunch volunteers. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The Board of Christian Education supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our school's youth.

Therefore, it is the policy of Trinity Lutheran School's Board of Christian Education to:

1. Provide students access to nutritious food;
2. Provide opportunities for physical activity, developmentally appropriate exercise; and provide a comprehensive learning and overall environment for recognizing that our bodies are temples of the Holy Spirit and practicing life-long wellness behaviors.
3. Provide accurate information related to these topics.

The wellness committee will supervise the comprehensive school wide nutrition program consistent with state and federal requirements for schools sponsoring the reduced milk price support program.

The wellness committee on an annual basis will accomplish implementation and evaluation procedures. Operational responsibility for this plan will be the duty of the principal.

Nutrition, health, and fitness topics should be integrated within the science, physical education, and religion curriculum and coordinated with Trinity's hot lunch operation.

The school shall take a proactive effort to encourage students to make nutritious food choices. The principal or designee shall strongly encourage that:

1. A variety of healthy food choices are available whenever food is sold or served on school property or at school sponsored events;
2. The volunteer hot lunch program will serve nutritious meals.

## **WELLNESS POLICY ... NUTRITION**

### **Nutrition Standards**

If or when Trinity decides to sell food during the school day, the principal or designee shall establish rules for such sale of food to encourage the eating of nutritious breakfasts and lunches.

Snacks and special day treats will be recommended to be nutritious, specifically treats that are low in fat and refined sugar, and high in whole grains, fruits and vegetables.

Non-food celebrations ideas will be distributed to teachers; such as donating a library book, stickers, pencils, items for classrooms, etc.

Nutritious food items will be encouraged to be offered at all sporting / school events when concessions are sold.

Food incentive / rewards will be discouraged.

Free and Reduced-Price Food Services are not offered at Trinity Lutheran School.

Surplus Commodities are not used at Trinity Lutheran School.

## **WELLNESS POLICY ... PHYSICAL EDUCATION**

### **Philosophy**

God has given all people the three-fold gifts of body, mind, and soul. As stewards, all people are to take proper care of these three gifts. As teachers at Trinity, we have been called to train children to their fullest potential in all three of these aspects. Therefore, our curriculum includes physical education in order to train and condition the body. Such conditioning allows the child to function in the physical world to the best of his or her ability. Physical education promotes self-discipline and teamwork as we deal with one another in this world. Thereby, the child will be able to serve God and other human beings.

### **General Objectives**

1. Students will become aware that their body is a precious gift from God to be used wisely.
2. Students will become aware that their physical abilities are gifts of God. Students will recognize, refine, and utilize their God-given physical abilities to the glory of our almighty Creator.
3. Students will demonstrate good sportsmanship (humility, teamwork, determination, encouragement, thoughtfulness, etc.) in all competitive situations. The student will realize that everyone is given different gifts. Not all are capable of the same level of participation.
4. Students will strive to develop endurance, strength, flexibility, coordination, agility, balance, general body mechanics, and other specific skills.
5. Students will develop an individual interest in personal progress and improvement and in physical activity to the extent that they will desire to become participants rather than spectators.
6. Students will develop a knowledge of rules, practice drills, and competitively play a variety of sports and games for a well-rounded athletic education. Following directions is an important aspect of this objective.
7. Students will learn about human physical development, health & physical fitness, posture, and safety through a variety of means.

## **Instructional Materials**

1. Available facilities (classrooms, athletic field, playground) will be used to meet the objectives.
2. The school's athletic department will provide materials and equipment.
3. Printed and/or audio/visual materials will be used as necessary.
4. Financial allotment will be met by a per student amount budgeted from the registration fee.

## **Methodology**

1. Classroom instruction is available in the room assigned for each grade level.
2. At least one thirty-minute physical education period (or its equivalent) is scheduled per class per week.
3. Grades 5 – 8 receive 30 minutes of free play recess each day (15 minutes morning, 15 minutes noon). Grades K – 4 receive an additional 15-minute recess in the afternoon.
4. Resource people for instructional purposes may be used in areas where they possess greater expertise than the faculty.
5. Correlate our Christian philosophy of using our bodies to glorify God into physical education activities.

## **Evaluation**

1. Each child will be measured by their individual progress shown in terms of the objectives of our physical education program.
2. Such measurement will take place by the use of skills tests and written tests.
3. Students will be monitored for the exhibition of Christian sportsmanship.

## **SCHOOL INFORMATION**

### **NON-PROFIT STATUS**

Trinity Lutheran School is a member of the Wisconsin Evangelical Lutheran Synod. As a member of the WELS, Trinity qualifies as a 501(c)(3) tax-exempt organization under the WELS umbrella in Group 1173. Formal verification of Trinity's non-profit status is kept on file in the school office and is available for viewing.

### **SCHOOL AND OFFICE HOURS**

School hours are from 9:00 a.m. - 3:50 p.m. on regularly scheduled school days. Doors open at 8:30 a.m. Students not picked up by 4:00 p.m. will be sent to Extended Care.

Office hours are from 8:00 a.m. - 4:30 p.m., Monday through Friday.

### **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 television (WTMJ 4 and WISN 12). Also check Trinity's website and

look for email notification. Normally, if the Racine Unified School District closes because of inclement weather, we also will close.

## SOLICITATION OF GOODS

Prior approval by the school administration is required for any items to be sold, distributed, promoted, or announced by students or parents. Please refrain from asking teachers to purchase items.

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## STAFF

### Faculty

Mr. Jared Rathje, principal . . . . .	386-270-2900
Mr. Joel Schultz, grade 8 . . . . .	262-515-3910
Mr. Michael Martens, grade 7 . . . . .	507-276-3734
Miss Martha Lau, grade 6 . . . . .	414-807-5923
Mrs. Julie Strassburg, grade 5 . . . . .	480-250-4096
Mrs. Cindy Grow, grade 4 . . . . .	262-903-4391
Miss Kimberly Ehlke, grade 3 . . . . .	414-762-7372
Mrs. Jamie Lindemann, grade 2 . . . . .	262-210-6855
Mrs. Beth Gumm, grade 1, Spanish teacher . . . . .	262-995-5224
Mrs. Karen Dyke, Kindergarten . . . . .	262-835-4344
Mrs. Joanne Beischel, tutor . . . . .	414-764-7584
Mrs. Karna Naker, resource teacher . . . . .	262-835-4254
Mrs. Emily Schmidt, Kindergarten educational assistant . . . . .	262-220-4254
Mrs. Debbie Sonntag, educational assistant & tutor . . . . .	623-363-2736
Mrs. Amy Preston, preschool director . . . . .	414-364-4316
Mrs. Laurie Bunkelman, preschool teacher . . . . .	262-902-1995

### Pastors

Rev. Brian Schmidt, confirmation class . . . . .	262-383-5247
Rev. David Wierschke, confirmation class . . . . .	262-880-6832

### Office Staff

Mrs. Joanne Beischel, church secretary, School Choice Data Manager . . . . .	262-835-1702
Mrs. Sue Proeber, school secretary . . . . .	262-835-4326
Preschool Office (Seven Mile School) . . . . .	262-835-4399

### Before & After School Extended Care

Mrs. Michelle Lee . . . . .	262-745-2938
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### Board of Christian Education

Zak Roozen, co-Chairman. . . . .	914-246-4228
Eric Prochaska, co-Chairman. . . . .	262-321-9448
Frans deBoer . . . . .	262-325-6653
Sam Hunter . . . . .	262-365-9922
Chad Jahns . . . . .	414-899-1036
Jerry Kazmierski. . . . .	414-690-4070

## **Annual Asbestos Notification Letter**

**Date:** August 1, 2020  
**To:** Staff, Students, and Parents  
**Subject:** Annual Letter of Availability of Asbestos Management Plan

Trinity Lutheran Grade School has been inspected for asbestos-containing building materials by a State Certified Asbestos Inspector. A written management plan including the inspection report has been submitted to the State of Wisconsin Division of Health and reviewed for compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective December 1987.

The management plan describing the locations and conditions of known and assumed asbestos containing building materials is available at the school administrative office for anyone to review. Please contact our school office at (262) 835-4326 for assistance. If anyone requests a copy of the report, we will need the request in writing and a fee for the labor and duplication.

No planned response actions have been performed in the past school year.

The EPA required three-year re-inspection and 6 month periodic surveillances (performed May 12, 2020) will be conducted by a State Certified Asbestos Inspector from *AP Environmental, Inc.*

*These activities do not mean that there is an asbestos problem in our schools. Asbestos related activities and public notification of these activities are mandatory as stated by the EPA Federal Register, Vol. 52, N. 210, Sec. 763.93.*

### **ADDENDUM TO THE 2020-2021 TRINITY PARENT HANDBOOK PHASE 1 REOPENING PLAN (OBSERVING MASK MANDATE) TRINITY LUTHERAN SCHOOL (Revised: 8/4/2020)**

#### **Introduction**

As we began exploring what it would be like to reopen Trinity Lutheran School for the 2020-2021 school year, we knew that there would be many possible changes and scenarios that might come into play. We needed to develop a plan that was able to accommodate as many changes as we could predict. This document will serve as a guide for this upcoming school year. The draft of the reopening plan document that you are reading is not a finished product. This plan will be updated whenever new information or best practices become available. As a school, we will work to communicate changes in a timely manner so that your family can be fully informed.

This reopening plan will be an official addendum to the 2020-2021 Trinity Lutheran School's Parent Handbook. While all policies and procedures in the handbook still apply, updates that pertain to the changing operational practices of the school for the upcoming school year will be found in this plan.

## **Rationale**

How were these initial decisions made? That question is likely running through your mind. The bullet list below is an effort to “pull back the curtain” and explain some of the priority factors that were considered in creating this plan.

- While our students get to hear about Jesus every school day regardless of the educational setting, we want to give them every opportunity to see that message in action by being in the company of others who demonstrate the love of their Savior
- The full scope of high-quality education that Trinity has developed can only be completely delivered to students when they are in the school building
- Full social development of children cannot occur in a virtual setting
- The immense emotional stress that our students are facing can be greatly reduced by getting them back in regular in-person contact with other students
- The value that a reliable, daily routine which school provides cannot be overstated
- In our recent family survey, over 85% of our families indicated that they were mostly comfortable, comfortable, or very comfortable returning to school
- Many parents have now returned to work and require supervision of their children each school day; finding, transporting, and/or paying for additional child care places an enormous burden on families
- Child care settings that have been operating during the past months have not seen any significant impact of COVID-19 amongst their student or staff

Trinity is committed to offering the safest environment and best education that we can possibly provide to our students. Unfortunately, reality informs us that there will be risk. Returning students and staff to the school will never be 100% safe regardless of the measures and protocols we put in place. Laid out in this plan is our best effort at this time to minimize the risk and exposure to illness for all students and staff.

Some will not be comfortable with the position that this plan takes. Our hope is that you would carefully read through the entire document, seek clarification for your questions, and prayerfully consider what is in the best interest of your family.

## **Development of the Plan**

As this plan has been developed, many conversations were had and insights sought out. We first and foremost thank you, our families, for your thoughts and insights. In our recent survey, we had an extremely high participation rate! While we are by no means done asking or looking for your feedback, we thank you for your time in filling out the survey and providing your thoughts. We ask for your continued prayers and support as we continue to move forward.

As we have looked to develop our initial reopening plan, our partnerships with other schools, the Racine school district, educational experts, and health officials throughout the state have been invaluable. It is such a blessing to have many people in various settings working together to identify best practices and possible solutions. We will continue to work with these individuals and organizations throughout the upcoming school year to maintain the best possible school operation.

## **Instructional Scenarios**

As the situation in the Racine/Caledonia area is likely to change throughout the school year, we will need to be prepared to shift between educational scenarios. Below is a listing of three educational scenarios. These scenario options are the ones that we may need to shift between as the situation demands. Take time to reflect on these scenarios and how your family would need to react if we switch between different scenarios during the school year.



### 1 - Full In-Person

- 5 full days per week of in-person instruction for all students
- Follow the normal calendar and class schedules
  - Bubble/Cohort Method of Operation (CDC recommended method)
    - Students remain in the classroom throughout the school day
      - Exemptions - Bathroom and recess
    - Students are spaced apart as best as possible within the classroom
    - Students will face the same direction
  - Distance Learning Option
    - Teachers will provide distance learning for families who have a unique need to continue learning outside of the school
    - While this will involve learning resources and educational goals, it will look different than the format that was utilized during the spring of 2019-2020. Meetings will be scheduled for a weekly check-in for students choosing this method
    - Online instruction is not a part of this option
    - If this option is chosen by a family to begin the school year, a meeting with the teacher(s) is required before the beginning of the school year in order to lay out expectations.
    - No extra-curricular opportunity (athletics, etc.) will be allowed if this option is chosen.

### 2 - Full Virtual / Distance

- Virtual / Distance learning following normal calendar
  - The K-8th grades will learn through Google Classroom
    - Option: Scheduled small group learning times with the teacher scheduled throughout the week
  - Teachers record lessons for students to watch each day and/or teachers host classroom meetings for instruction daily on Google Meet
  - Every student in K-8 who needs Chromebook for at home learning will be able to check one out
  - Distance learning packets will be offered weekly (either in the school parking lot or in the gymnasium based on weather). This will also serve as an opportunity to hand in paper work if needed.
  - If Trinity goes to full virtual/distance learning, no extra-curricular activities (athletic practices and/or games, etc.) will be offered during this time period.

### 3 - Hybrid of In-Person and Virtual

- Limited in-person instruction following our normal school calendar and schedules
  - The School is divided into two groups
    - In-person learning: Group 1 - Monday & Wednesday
    - In-person learning: Group 2 - Tuesday & Thursday
    - Friday learning will be virtual for all students. Students will participate in real-time Google Meetings with the teacher and classmates
  - On days when students are not in school for in-person learning, virtual learning will be completed
  - The Bubble/Cohort Method described in scenario #1 will apply to this scenario when students are in the school building
  - Note: Families with multiple students at Trinity will be in the same in-person attendance group

- Distance Learning Option
  - Teachers will lead learning for families who prefer to continue learning outside of the school
  - While this will involve learning resources and educational goals, it will look different from the format utilized during the spring of 2019-2020. Meetings will be scheduled for a weekly check-in for students choosing this method

## **Current Perspectives on Scenarios**

### 1 - Full In-Person

Preferred and default position whenever possible

### 2 - Full Virtual / Distance

Virtual learning for all students will only be used if:

- 1) COVID-19 directly impacts Trinity
- 2) There is not enough staff to deliver in-person learning
- 3) Percentage of students in attendance is determined to be too low
- 4) Trinity is mandated to close in-person learning

### 3 - Hybrid of In-Person and Virtual

Method used if internal situation or external mandate determines that it is best practice at the time. This method has been determined as the least favorable option.

## **Student / Staff Illness**

### Overview

As we go through this school year, please consider the health and safety of students and staff in the school as a top priority. If your child is sick or shows symptoms of COVID-19 keep them home. While attendance and school work completion are important, consideration for the health and possible transmission of illness to others should be considered more important.

Staff will be trained to recognize the known symptoms of COVID-19 to monitor student health throughout the school day. As outlined below, staff and students will be screened each school day. With our school reopening plans, we are trying to limit the number of contacts your student has during the school day. Out of consideration for the other students, families, and staff, we ask that you carefully consider the number of additional contacts your children have outside of the school day.

Trinity defines fevers as 100.4 degrees or above. Numerous sites are currently available throughout the area to get a free COVID-19 test.

### Demonstrating Symptoms of COVID-19

For those students or staff that are demonstrating the known symptoms of COVID-19, every precaution will be taken to isolate the individual and seek to identify if there are other contributing factors that may mirror the symptoms of COVID-19. A temperature will be taken and if they register a fever or if your child is sick or shows symptoms of COVID-19, they will need to be picked up immediately. The student will be allowed to enter the building if they do not have a temperature and have been symptom free for 24 hours without the use of fever-reducing medications.

### Guidelines for Exposure to COVID-19

Any student or staff member that has had close contact with an individual known to have tested positive for COVID-19 will be required to adhere to the guidance of the Central Racine County Health Department.

### Testing Positive for COVID-19

Students or staff members that test positive for COVID-19 are not permitted to enter the school building and will be required by the local health department to isolate at home. Any student or staff member who test positive for COVID-19 will be required to isolate according to the latest guidance from the health department before returning to the school building. (Current guidance: 10 days after symptom onset - or test date if asymptomatic - and 24 hours symptom free without fever-reducing medicine.)

If a positive COVID-19 test should be reported to the school, a contact tracing will be conducted to identify which student and staff members have had direct contact with the individual who tested positive. All those who have had direct contact with that individual may not be allowed in the school building for 14 calendar days following the last exposure. We will seek out the guidance of the health department. If a contact tracing identifies a significant number of students or staff, we may immediately shift to scenario #2 - Full Virtual / Distance Learning for the entire school or for an individual classroom.

### Communicating Sickness

All student and staff COVID-19 test results should be shared with the school office. The school office will work diligently to maintain an individual's right to confidentiality of testing results. The school will communicate confirmed cases of COVID-19 in a confidential manner so that the school community can be aware of the situation.

### Continued Academic Work During Illness

Students and staff members that have been exposed to COVID-19 or test positive but do not show symptoms are encouraged to continue their academic work from home as best as they are able during their time away from school. Those who are dealing with symptoms will be supported as much as possible to complete academic work upon recovery.

## **Health Screening**

### Student Screening

Each in-person school day, it is expected that parents/guardians will monitor and check each student for symptoms of COVID-19 we will provide a screening tool to our parents to complete that daily screening. If a person has experienced any of the symptoms listed, they should not attend school and should contact their health care provider for guidance. Each student will receive a non-contact temperature check at school two times each day. If a student does not pass the screening process, they will be isolated and checked again by school staff with a non-contact hand-held thermometer to determine if they have an elevated temperature. If the temperature reads 100.4 degrees or above, the students will be isolated and supervised until they are picked up to go home.

### Staff Screening

Each school day, all staff members will undergo a temperature check and will be asked to use the screening tool. If a staff member does not pass the screening process, they will be isolated and checked again by school staff with a non-contact hand-held thermometer to determine if they have an elevated temperature. If the temperature reads 100.4 degrees or above, the staff member will be sent home until they are healthy enough to resume their duties or meet the guidelines above for Student / Staff Illness.

## **Mask Usage**

Trinity will comply with the Governor's Mask Mandate. Teachers will look for opportunities at regular intervals to provide mask breaks outside while maintaining proper social distancing.

When the mandate is lifted Trinity will be implementing a “Masks on the Move” system for mask usage during the school day. Students and staff will wear masks while on the bus, moving around in the classroom, when in common areas, or when working in groups.

The school staff will be trained on the proper method of putting on and taking off a mask. This training will be taught and implemented with all students. Masks should cover both the nose and the mouth. Masks can be brought from home. Trinity will also provide each student with five cloth masks.

## **School Arrival and Dismissal**

### School Arrival

Students and staff will wear masks during arrival.

### School Dismissal

Students and staff will wear masks during dismissal.

## **School and Classroom Setup**

### Social Distancing

Regardless of the in-person learning scenario in use, we will work to provide the maximum social distancing whenever possible. In a school setting, six feet of social distancing is not going to always be possible. Our efforts will be focused on minimizing the time that students and staff spend in close proximity and contact with one another. Student seating / desks will be spaced apart within the classroom to maximize social distancing to the best of our ability.

### Student Hand Washing and Sanitizing

As students exit and enter the classroom, they will be required to sanitize their hands. Students will be trained on how to properly wash their hands using soap and water according to health guidelines. The school will provide soap and hand sanitizer to ensure that students are able to sanitize their hands throughout the school day.

### Stairwells

Students and staff going “down” the steps will stay on their right. Students and staff going “up” the steps will stay on their right.

## **School Day Gatherings**

Lunch - All lunches will continue to be eaten in the classroom. Hot lunch may be served if we are able to provide disposable and pre-packaged food service items. We will give more information as it is available.

Chapel – Friday Chapel devotions will be held at ½ capacity to allow for social distancing. ½ of the student body will meet for chapel in the church one week while the other ½ will watch virtually from the classrooms. This will allow students to practice social distancing measures while still meeting together for worship. Masks will be worn during chapel.

Phy Ed - Classes will be limited to one class at a time. Items used by one group of students will be set aside and not used again until they can be properly cleaned.

## **School Cleaning**

Throughout the spring and summer, we have been working with our contracted cleaning service to review our school cleaning practices. We will increase our cleaning practices and procedures. Frequent cleaning of touch point surfaces and doorknobs will also take place.

## **Water Systems**

Drinking fountains will be turned off. Faculty, staff and students are encouraged to bring their own water bottles. Water bottle filler stations will be utilized.

## **School Supplies**

All efforts have been made to eliminate or reduce the need for shared classroom materials and resources. Those materials that will be used between multiple students will be cleaned as best as possible between student uses. Hand sanitizing and hand washing will also be increased when shared classroom resources must be used.

Individual student school supplies will be kept separate.

## **Visitors**

While Trinity loves being a welcoming and open place for parents and other visitors, we need to amend our visitor allowances during this time. In an effort to minimize the number of people in the building and maintain the safety of all students and staff, there will be no visitors, including parents/guardians, allowed in the school building either before, during, or after school.

Those who have business to complete with the school office will only be allowed access to the lobby and will need to exit the lobby immediately after completing their business. Masks will be required as well.

## **Birthday Treats**

Unfortunately, outside treats do pose an elevated level of risk. We will not be having treats shared with classmates this year.

## **Attendance**

While attendance is important, the health of everyone at Trinity is more important. Students that are not feeling well or who are showing signs of illness should be kept home out of an abundance of caution.

In order to comply with educational regulations, attendance will be taken on each day either in-person or virtual / distance learning occurs. In person attendance is calculated by the time the student is in attendance in the building. Virtual / distance attendance is determined by work completion for the assigned tasks of that particular school day.

## **Academic Growth**

At Trinity, one of our priorities is to equip our students to set them up for future success in life. Throughout the upcoming school year, our teachers will be working to help students grow academically regardless of the learning scenario. High standards are expected for all lessons and classwork. Assessment of student learning and grading will be completed as well. We will complete our normal quarterly report cards on student academic progress. Students will be required to complete satisfactory work to be eligible for promotion.

## **Field Trips**

Field trips are an excellent way to provide students with alternative educational experiences that they cannot receive in the school building. Unfortunately, our plan is to cancel all field trips for this upcoming school year. We do not feel that we can adequately keep all students and staff safe throughout all aspects of a field trip at this time. We pray that the situation will improve in the future to allow us to reconsider this decision.

## **Extracurricular Activities**

Our athletic directors have been working to identify ways in which we can offer extracurricular activities this upcoming year. Since extracurricular activities would bring students from various classes together in one space, this presents unique challenges. Our overall goal is to offer as many of our normal extracurricular activities as possible. We are working with other schools and sports leadership groups to identify best practices in minimizing risk for students and coaches. Despite our best efforts, there will still be an increased risk for students if they participate in extracurricular activities.

As a school, we believe that the physical, social, and emotional growth that students gain when participating in extracurricular activities are critical. It will be up to each family to decide if extracurricular activities align with what they would like to do. All extracurricular activity offerings will only be offered if we can find meaningful measures to minimize risk as well as find coaches and leaders willing to serve.

Trinity will work to implement best practices into our sports practices and competitions. Additional information on sport offerings, practice protocols, and competition regulations will be communicated to families as they are developed. Competition with other schools will only be possible if other schools will be offering those sports at their school.

## **Family Support**

These past months have been extremely stressful on all people. This is especially true for our students. The following types of support are recommended should you feel that you or your student could benefit.

### Spiritual

When times are tough, spiritual support and comfort can bring relief to our hearts and peace to our minds. Our pastors are available to offer spiritual support to you or your family. Contact the school office for more information.

### Emotional

Christian Family Solutions offers family and adult services in addition to the services they provide to our students. Should you be in need of emotional support, Christian Family Solutions offers many resources and services which you can access directly on their website at <https://christianfamilysolutions.org/>

## **Closing Thoughts**

We understand that not everyone may be in 100% agreement with this plan. We would most certainly prefer to offer school as it was from August to March of last year. Please trust that the staff and Board of Education has looked into our fall reopening with prayerful consideration of health guidelines and best practices. Your input from the survey that you provided for us weighed heavily on a majority of the decisions made in this plan. We all pray that things may go back to normal as soon as possible. Your child's teacher missed your student last year very much and missed out on many privileged opportunities to share Jesus with your child(ren). We pray that the measures taken during the 2020-21 school year may help keep us all safe.