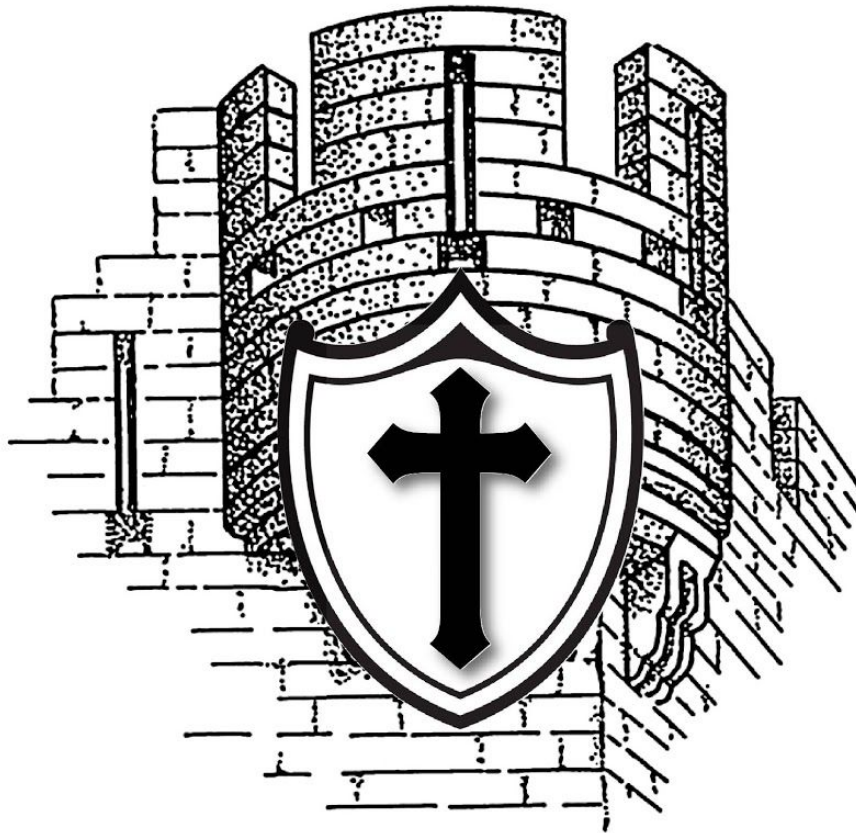


# MIGHTY FORTRESS



## FAMILY HANDBOOK

Trinity Lutheran School

1 CORINTHIANS 15:57

## MISSION STATEMENT

**The mission of Trinity Lutheran School is to partner with parents to guide and educate children and families to know that they are redeemed children of God. As such, through education, they will identify, develop, and utilize their God-given talents, thereby preparing them to spread the good news of Jesus Christ to all nations.**

## CHRISTIAN VISION & BELIEFS

### VISION

The mission of Trinity Lutheran Church & School is accomplished in part by faithfully providing a quality education centered in Jesus Christ.

Upon graduating from Trinity Lutheran School, your children will possess two clearly identifiable traits. First, they will truly understand what it is to have a personal relationship with Jesus Christ as the Lord and Savior of all creation. This is a firm foundation that can guide them throughout this life and set them on the path to eternal life. Second, they will possess a wide range of academic understanding, skills and knowledge. This trait will serve as a solid base on which to build lifelong learning. These traits will enable them to be leading members of society, to be involved members of their congregations, and to be witnesses for Jesus Christ wherever they are called to serve.

### BELIEFS

Christian beliefs, as understood and taught in the Lutheran Church-Missouri Synod, extend to everything that is done at Trinity. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and the distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins, and that we need to be reconciled with God and with one another. We know that Jesus Christ died and rose again to forgive all sins. Not one of us is better than another. This said, we recognize there are sins that are more obvious than others. We believe and teach that when obvious sins are not dealt with in a Scriptural manner (repentance, forgiveness, and reconciliation) they can seriously damage the Christian community.

The LC-MS is a creed based church body with definite beliefs on many points of Christian faith. For instance, we affirm: the sanctity of human life from conception, the importance of a stable family life, faithfulness in marriage, and abstention from those things which would harm our physical bodies. God's Word shows us that cohabitation, homosexual relations, and sexual relations outside the marital relationship are opposed to the plan that He established at creation. While we will not shy away from any of these teachings, we also will not deny admission as a result of these sins. This is a place where all sinners can find relief.

At Trinity Lutheran School we expect that the families of our students will not act in a way that is contrary to, or disrupts the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings and beliefs of the LC-MS. However, family members may not act in a way that may negatively affect the school, promote beliefs that are contrary to those of the LC-MS, or otherwise weaken or undermine the culture being developed at the school.

## **The uniqueness of Lutheran Schools lies in our...**

1. Time dedicated for Christian instruction.
2. Professional teachers who are free to share their faith in Jesus Christ.
3. Influence of Christian values, motives, and convictions throughout the school day.
4. Approach of educating the whole child by including the spiritual dimension.

## **We believe that...**

1. all people need to learn their proper Biblical relationship with God and with each other.
2. the home must remain the focal point of each child's spiritual growth, centering on worship, Bible study, and personal devotions.
3. we are a valuable aid to the home in building a richer spiritual life.
4. Christian schools set the standard for the highest quality education possible because any subject, either religious or secular, is best taught from a Biblical perspective.
5. the schools of the Lutheran Church-Missouri Synod are founded on the absolute truths revealed in God's Holy Word and explained by the Lutheran Confessions.
6. Lutheran schools provide a Christ-centered atmosphere where Christian educators are committed to providing a complete education that meets each child's spiritual, intellectual, emotional, physical, and aesthetic needs.
7. the influence of professional Christian educators encourages the development of a learning, living faith.
8. we can encourage children to become workers in God's kingdom and equip them to serve God and others throughout this life. A child who is equipped in this way is more able, with the help of God, to face any circumstance of the future.

## ADMISSION POLICY

Applications for admission is accepted in the following order:

1. Children of families who are currently enrolled in Trinity Lutheran School.
2. Member children of the congregation
3. Member children of other LC-MS congregations
4. Families of the Racine community.
5. Choice families during open enrollment

Trinity Lutheran Church operates this elementary school, not for profit, but to provide instruction to all children in accordance with the beliefs of the Christian faith, in the interests of good citizenship, and for individual growth.

## RACINE PARENTAL CHOICE PROGRAM (RPCP)

Trinity Lutheran School participates in the State of Wisconsin, RPCP School Choice Program. Our participation welcomes all students entering grades K4, K5, and 1 to apply for a tuition voucher through this Department of Public Instruction program. We typically do not open new Choice seats in grades 2-8. All decisions made in the management of this program follow the requirements set forth by the Wisconsin DPI.

Trinity's target class size is 24 students with a hard cap of 26 students. Final determination of the number of students per class is made by the principal with input from school board.

## NON-DISCRIMINATION POLICY

Trinity Lutheran School admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, gender, or national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.

Inquiries regarding the nondiscrimination policies of Trinity may be brought to the principal.

## ADMISSION PROCEDURES AND REQUIREMENTS FOR NEW STUDENTS

1. A Racine Private School Choice Program application may be submitted according to the statutes established by the State of Wisconsin and the regulations of the Department of Public Instruction.
2. A family interview is held with the principal.
3. An enrollment application is submitted through TADS along with any applicable down-payment of tuition or RPC required documentation.
4. A copy of the child's birth certificate or passport, immunization records, physical form(middle school) and release form must be on file with the school prior to his or her first day of attendance. This applies to enrollments at all grade levels.
5. Past student records from previous school
6. A placement test is conducted to determine final grade placement for all applicants regardless of anticipated grade.
7. All new students are enrolled on a probationary period for up to ninety school days. A meeting will be held during this period with the teacher, principal, and parents to determine continued enrollment for the student.
8. To be enrolled in K3, K4, or K5, a child must have reached three, four, or five years of age respectively, by August 31<sup>st</sup>.

## PLACEMENT TESTING

Placement testing is required for all students entering grades K5 through eight. Testing is also required for all students returning to Trinity after any break in continuous enrollment exceeding 40 school days. Testing is used to determine appropriate grade level and assist with teachers with a baseline of abilities and skill sets.

## CLASS SIZE

In order to promote the positive development of each child's God given talents, Trinity has established a target of 18 students in K3 and K4, and 24 students in grades K5 through Eight. Normally, this number will only be exceeded if new members of Trinity Lutheran Church move into our community.

## FORMS TO BE COMPLETED

All forms, along with the birth certificate should be turned in to the office by August 18<sup>th</sup>.

Birth Certificate

Free or Reduced Hot Lunch

RPCP (Choice)

TADS Enrollment Forms

Immunization Record

Health Information

Standing Release & Request

Physical form for 5th grade

## TRINITY CONGREGATION MEMBERS IN GOOD STANDING

In response to the boundless grace which God showers upon us, we are all motivated to worship, partake of communion, and study God's Holy Word on a regular basis.

Trinity members who enrol their students in Trinity Lutheran School are agreeing to be regular in worship. Our Lord offers us His great gifts in the worship setting, i.e. forgiveness of sins, eternal life and salvation. We are sinners and need to receive these gifts often.

Families who attend other LCMS churches will need to have a membership verification form signed by their pastor before receiving any tuition reduction.

## HOME-SCHOOL COMMUNICATION

The cornerstone of successful education is the cooperation of home and school. The key to such cooperation is successful communication. All lunch, tuition, and extended care bills are transmitted to families via TADS or TADS. This platform also serves as a clearinghouse for news, announcements, policies, and calendar items.

Trinity Lutheran School directs information about upcoming school, PTL, and church events electronically to each home every Thursday via "*The Warrior*" newsletter and via classroom notes. Please check your child's backpack at least every Thursday. Many items, including permission slips, normally go home with the youngest child in each family. Tuesday noon is the deadline for the inclusion of announcements in the newsletter.

## TUITION

If applicable, an initial non-refundable down-payment of tuition is required the amount is \$50 per student. This is applied to the Tuition Bill of each family. There is no down-payment required for RPCP (Choice) students. Payment is done through TADS or School Office

Trinity Lutheran School is a non-profit ministry not a business. Financial support comes from Trinity Lutheran Church, from our partnership with the State of Wisconsin in the Racine Parental Choice Program, and from individual donors like you. Therefore the tuition charged is much less than the actual cost per pupil. Tuition rates are reviewed annually by the Board of Education. Members of the congregation support this work of Christian education through their prayers and through their first-fruit offerings to the Lord in each Sunday's offering plate. We ask that all Trinity congregation members support the total ministry program of their church and school.

Parents or guardians are expected to fulfill their agreement to pay tuition. To that end, the following procedures are utilized to provide an evangelical approach to the business aspects of operating a Christian Day School.

1. As applicable, the non-refundable down-payment is due March 1st
2. Special arrangements for short-term tuition problems on the part of families are processed by the principal and reported to the Board of Education. The board becomes involved only if the special arrangements are not being met.
3. If the Board becomes involved, the family is asked to meet with them confidentially to discuss the situation.
4. Families leaving the school for any reason, at any point during the school year will have their tuition refund, or bill, prorated to the month of their departure. There is a \$150.00 per family processing fee.

## FEES

Fees are charged for all students who participate in:

- Hot Lunch/Milk-may apply for free or reduced at time of enrollment
- Before/After Care(TLC) program
- School pictures and yearbook
- An athletic fee for those participating in middle school sports
- 8th Grade events (see section)

## APPROVED SCHOOL SUPPLIES

A list of supplies needed for the current school year is available online and in the office. Items not listed on this list should not be brought to school. Nuisance items such as, comic books, electronics, magazines, cards, gum, balls, and toys are prohibited. When personal possessions are brought to school they tend to get damaged, lost, or stolen, cause hard feelings or distract from learning. Children may only bring special items to school if they have prior permission from their teacher. Those items must be used for learning, labeled and kept in the teacher approved location.

## ATTENDANCE

In order for children to grow and advance to the best of their God-given ability, it is important that they have good school attendance.

To avoid absences please schedule medical or dental appointments, music lessons, vacations, and the like, outside of school hours. In cases where parents wish to have their child dismissed for a special event, they should contact their teacher in advance of the planned absence.

The teacher will not assign homework/makeup work ahead of time. It is the responsibility of the student, not the teacher to follow-up on obtaining work after an absence. If an excessive number of school days are missed (@18, which is 10%), retention may be recommended.

Long weekends and breaks are intentionally scheduled throughout the year. Please use the school calendar to schedule vacations that don't use up school days.

Children are expected to take part in all school activities including but not limited to, field trips, the school musical, Christmas service and special music for worship services. A written request not to participate in any school activity must be given by the parent.

## SCHOOL HOURS

Plan to drop your child off when the school doors open at 8:40 am. Children who are not participating in TLC extended care should wait calmly outdoors until classroom supervision begins at 8:40am. Upon arrival, students are expected to begin preparing for learning quietly in their room. Students are to be in their seats and ready to begin ***BEFORE*** the tardy bell rings at 8:50am.

School is normally dismissed at 12:00 noon for K3 & K4 and for the remaining grades at 3:55pm. Children are to be picked up before 12:10pm or before 4:05pm unless they are involved in extended care or a scheduled activity.

Dropping-off early or picking-up late is tied to our TLC Extended Care program. Any drop-offs before 8:40am, or pick-ups after 12:10 pm or 4:05pm will result in a fee of **\$5.00 per family** for every 15 minutes or portion thereof. This is equal to \$20.00 per hour. The late fee will appear in the TLC portion of our TADS billing.

## ABSENCE

For your child's safety, notification must be given to the school for any absence. We request that you call the office at 262.632.1766, or TADS a message before 8:30am. If we don't answer the phone, please just leave a message. A note sent with a sibling is also acceptable. *To protect your child we will call you if no notice is received.*

## TARDINESS

Plan ahead to drop your child off at 8:40am. Students are to be in their seats and ready for class **BEFORE** the tardy bell rings at 8:50am. Students need to be in class on time because the opening devotion is an important beginning to each day, late arrivals are disruptive, and repeating morning business takes time away from the rest of the class. If it is necessary for a child to be late because of an appointment, the teacher should be notified beforehand. Upon arriving at school the student should report directly to the office. A tardy will be recorded regardless of what may have caused it.

At Trinity when tardiness does occur it is normally outside of the control of the student. With this in mind, the following steps will be taken when chronic tardiness occurs...

1. Each quarter, when a pattern of tardiness is observed, the parents will be notified and a plan for improvement will be discussed.
2. If the pattern of tardiness does not improve, a conference will be set up with the parents and principal to confirm or modify the plan to help the parents end the tardiness.

## ABSENCE

For your child's safety, notification must be given to the school for any absence. We request that you call the office at 262.632.1766, or TADS a message before 8:30am. If we don't answer the phone, please just leave a message. A note sent with a sibling is also acceptable. *To protect your child we will call you if no notice is received.*

## HABITUAL TRUANCY

Wisconsin Law defines a habitual truant as a student who is truant for part or all of five or more days each semester during which school is normally held. These students may be referred for legal action according to State law. (Wisconsin Statutes 118.51 (1)(a) and 947.16) As required by law, the school will contact the proper authorities when necessary.

## LEAVING CAMPUS

For your students' safety we want to know where they are at all times during the school day. They are not to leave the school grounds without signing out in the office. A parent or guardian must stop in the office to sign your child out of the building during school hours.



## SCHOOL CLOSING & LATE STARTS

On days of bad weather, there are two choices for school status as determined by the principal: School is in session. School is closed.

If a closing occurs, radio station WRJN 1400 AM, and television stations TMJ4, WITI-FOX6, WISN-12, & WDJT-CBS 58 are used to broadcast the status. The principal will also place messages on TADS and send an FM broadcast.

Our main concern on these days is family safety. If we are open, and you believe that it is in the best safety interest of your family to remain at home, please do so.

If we ever dismiss early in the day, an update will be posted on the media sources above, and TADS. Please check those sources BEFORE calling the school.

## STUDENT PICK-UP & DROP OFF

**Drop-off and pick-up by parents is to be done in the parking lot.  
The front, main entrance of the building is for buses only.**

### **Drop-off**

To keep traffic flowing smoothly enter the parking lot from the north, through the north driveway. When exiting, use the center drive to head north or the south drive to head south. When only transporting a child to attend school, enter the north drive and pull past the TLC entrance, stay to the right side and allow your child to exit the vehicle when safely stopped. Please have your child exit from the passenger side. Wait for all other students who are crossing before moving forward.

If you park to bring your child into the building, escort them. Parking spaces are limited to the south side of the building.

### **Pick-up**

To keep traffic flowing smoothly enter the parking lot from the north, through the north driveway. When exiting, use the center drive to head north or the south drive to head south. Parents wishing to park, must obtain their students and escort them safely to their car. Parking spaces are limited to the south side of the parking lot

## VISITORS

All outside doors are locked during the school day. A surveillance camera is set up at the main entrance and the school secretary will confirm and then buzz in visitors. Please look up at the camera.

When entering the building, visitors need to report to the school office and check in with the school secretary. Students are forbidden to open doors for anyone. TLC workers are involved supervising the children in their care and should not leave to open the TLC door for anyone. If you don't have a key card, please come to the main entrance. Surveillance cameras are set up around the building for security.

## PHONE CALLS/CELL PHONES

Teachers and staff are busy with the children throughout the day so we ask that parents call the school for emergencies only. If possible, please leave a message with the secretary or on the answering machine.

Children wishing to use the phone at any time must first have a teacher's written permission. Students are not allowed to use cell phones and are strongly discouraged from bringing to school.

Cell phones must be kept on silent and given to their homeroom teacher before the final bell. They may not be used without permission from a teacher or the principal until after school is dismissed. They are to remain off and out of sight. Students who fail to turn in their phone prior to the bell, will have the phone stored in the office until a parent is able to retrieve the phone.

## CURRICULUM

The curriculum of Trinity Lutheran School is based on the Bible, the Concordia Curriculum Guide, and the curriculum adopted by the State of Wisconsin. The subjects included are: religion, language arts, science, mathematics, social studies, art, music, computer science, health, and physical education.

The faculty is regularly engaged in studying the curriculum and strives to secure and employ the most effective methods and media for instruction as possible. The curriculum is reviewed on a five-year cycle.

Consistent with the Trinity Lutheran School philosophy, every attempt is made to integrate the Christian faith into the entire curriculum.

**RELIGION** includes worship, bible study, memory work, the catechism, and hymns. Opportunities for worship are provided through daily devotions and weekly chapel services. Primary grades learn the Bible and the doctrinal applications found in it on the basis of Bible stories. Intermediate grades use a course of study that unifies the teachings of the Bible on the basis of the Bible selections and interpreted in the light of Holy Scripture. Upper grade students use a course of study that emphasizes basic scriptural principles applied in practical real-life situations.

**CONFIRMATION** instruction guides Eighth Grade students through Luther's Small Catechism in preparation for the rite of confirmation. This instruction is led by both pastors and covers a one year period. The purpose is to prepare children for communicant membership. In addition to studying the assignments, the practice of Christian faith is stressed. To this end, we expect regular attendance at worship services, as well as private devotional activity on the part of each catechumen. We also encourage participation in Sunday School and youth group activities. Wholehearted cooperation and example setting by the parents is essential for these young believers to gain greater Christian maturity.

**LANGUAGE ARTS** includes a reading readiness program and a dual approach to teaching the skills of reading, (phonics and whole language) on a multi-level basis. Handwriting (manuscript and cursive), creative writing, spelling, language, and grammar (English) are the other components of this area. Appropriate emphasis is placed on this area since it becomes the major tool of all learning.

**MATHEMATICS** is a basic communication skill that is taught at every grade level. Topics include practical math, number readiness, number concepts, the basic processes, problem-solving, and theoretical math.

**SCIENCE** is included in every grade and emphasizes observation, appreciation, and study of natural phenomena. The course of study includes both the inductive and deductive methods of learning. Life and physical sciences from the perspective of six day Biblical Creation.

**ART** includes a study of line, shape, form, space, color, and texture. It also includes the principles underlying the artistic, practical, and creative use of these elements. A wide range of media are used. Art appreciation and literacy is part of the classroom experience in a developmental program.

**SOCIAL STUDIES** begins with the home and community. Intermediate grades use the unified approach to geography and the history of the United States, Wisconsin, our American neighbors, and the other continents. A current events program is developed in each grade. World history is taught in the sixth grade. World geography and U.S. history are taught in 8<sup>th</sup> grade. Map skills are taught in each grade.

**MUSIC** aims at literacy, appreciation, as well as the ability to participate in the various forms of musical expression. A formal music class is conducted for students beginning in K5. Singing receives the major emphasis. Every class will participate in choir and be required to sing in church through the year. A recorder program is taught in 3<sup>rd</sup> & 4th grade to reinforce literacy skills and to prepare students for playing other instruments. Middle school students will also be offered, choir, handchimes and handbells.

**BAND** is offered to students in grades 4-8. Private and group lessons are available through our partnership with Racine Lutheran High School.

**COMPUTERS** provides opportunities for students to learn basic computer literacy and program operations. Drill & practice programs allow for remediation in all curricular areas. Chrome books are used to assist in integrating technology throughout the curriculum.

**PHYSICAL EDUCATION** aims at the development and appreciation of healthy bodies and minds. Physical education periods are conducted for grades K-8. Health and physical education classes are taught in a departmental setting in grades 5-8.

## CHAPEL SERVICES

Chapel services are held every Wednesday at 9:10am. They are conducted by our pastors, guest presenters, classes, or the teachers. All parents and members of the congregation are welcome to join us in worship. The children are given offering envelopes to be used for mission projects throughout the year. The children are taught Christian stewardship through their weekly giving. A special opening service is held on the first day of school and a closing service is held on the last day of school.

## LIBRARY

We have a school library that all students are allowed to use. Each classroom has a library period each week during which students may check out books.

Sometimes students return their books after the due date. Fees for overdue books are as follows:

|              |                           |
|--------------|---------------------------|
| \$0.10 a day | Most books                |
| Lost books   | \$10.00 - Paperback books |
|              | \$20.00 - Hardcover books |

## COMPUTERS/ChromeBooks

Trinity uses ChromeBook carts. Students receive instruction in how to run the machines and their various software programs. All children in grades K5-8 get time each week on the computers. Students and parents must sign a technology release prior to using the Chromebooks. Failure to follow the guidelines may result in a loss of privileges.

## TADS-Parent/Student Information System

***TADS is our secure information management system that allows parents to view their family's data via the internet.***

Each child's grades, report card, classroom & school calendars, bulletin boards, tuition, TLC, and hot lunch balances are all posted here. Parents can even update and keep their contact information current. There is also a protected messaging system to increase communication between school, teachers, and the home.

You can access the system by going to TADS. Trinity parents each have a username and password which allows them access to their confidential information. You are encouraged to check your account on a weekly basis. This system is intended for communication between families and staff only. Student or parent information is not intended for personal use, including but not limited to solicitation, harassment, or other unauthorized use. Failure to abide by the intended use may result in loss of this communication too.

## HOMEWORK

The challenging academic program at Trinity Lutheran School requires that some study be done at home. Homework serves to teach good study habits, reinforce skills taught in the classroom, teaches responsibility and prepares students for upcoming lessons.

Homework is assigned on a daily basis as follows:

K4- 15-20 min

K5-1st- 15-30 min

2nd-4th- 30-40 min

Middle School-50-60 min

In addition to assigned homework, students should read and review math facts every day.

Parents/guardians are key to making homework a positive experience. We encourage parents/guardians to provide a quiet place for study, designated homework time and necessary supplies, so students learn good study habits and complete their homework with limited interruptions.

An assignment notebook is used to keep track of required homework, help with organization and provide parent communication. Assignment notebooks should be signed each night.

Parent/guardians are always encouraged to contact the teacher if there are questions or concerns about an assignment.

## GRADING SCALE

Grades K3-2nd are graded on a plus, check, minus system. A plus represents mastery of skill, a check covers a wide spectrum of academic performance and effort. A minus indicates the skill needs to be additional practice/learning required.

Trinity will use a percentile grading system for students in 3rd grade through 8th

|        |    |       |    |          |    |
|--------|----|-------|----|----------|----|
| 100-95 | A  | 85-84 | B- | 74-73    | D+ |
| 94-93  | A- | 83-82 | C+ | 72-68    | D  |
| 92-91  | B+ | 81-77 | C  | 67-65    | D- |
| 90-86  | B  | 76-75 | C- | below 64 | F  |

## REPORT CARDS

Report cards indicating student progress for children in grades K-8 are issued quarterly through TADS. Reports should be examined by the parents and discussed with the child. Promotion is dependent upon satisfactory completion of the course of study for the particular grade level and is based upon class work, effort, testing, and attendance. Students are not automatically promoted. Student grades are also available for parent inspection via TADS. Parents are encouraged to monitor grades and missing assignments on a regular basis.

## HONOR ROLL

This recognition is given at the end of each quarter for students in Grades 5-8. Determination is based on the grading scale shown above and is calculated by the TADS grade book program.

1. A student is ineligible for Honor Roll if there is a D, an F, or an incomplete on the report card.
2. There are two classifications for this recognition, Honors with an earned percentage range of 91% to 94% and High Honors with an earned percentage range of 95% to 100%

## PARENT-TEACHER CONFERENCES

Required Parent-Teacher conferences for grades K3-8 are held in September near the middle of the first quarter. As conference time approaches a note regarding how to schedule your time online using our SignUpGenius account will be sent to you. It is important, whenever possible, for both parents to attend these student progress meetings.

An optional parent-teacher conference is offered in February near the middle of third quarter. Once again these are scheduled online. A conference may be requested any time the need arises. Please feel free to contact your child's teacher.

## TESTING PROGRAM

Our Christian school recognizes the importance of utilizing all guidance practices that will make the child's progress and education more effective so, in addition to regular subject testing, the DPI required test is administered to the children in grades 3-8. Assessments and benchmark testing to monitor progress are given three times per year.

All test scores are entered on the child's permanent school record. These records are kept confidential and are used only in a professional way. Access to their child's record is given to parents upon written request.

## STUDENT-TEACHER-PARENT RELATIONSHIPS

In order to achieve closer cooperation between parents and teachers, for the benefit of the child, parents are urged to counsel with the teacher on any questions concerning their child. Just like you, we are vitally interested in your child's temporal and eternal welfare. Our honest cooperation at all times is assured. We welcome parents to visit the classrooms at any time. Please arrange your visit ahead of time. Please plan to leave younger children with someone else when you visit.

Any feeling of injustice by, or grievance against an individual teacher is to be discussed with that teacher first. Trying to "catch" your child's teacher before school is often difficult, and may extend into class time. It is best to meet privately after school hours. Involvement of the principal may follow if desired by either party. The goal in any disagreement is for us to glorify God by being reconciled to one another.

### **Matthew 18: 15-17a**

"If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church."

In the same way, we conduct our business here. If you have an issue with someone, go and talk to them first, whether it is another parent, a teacher, or the principal. If you don't come to an agreement, then appropriately involve someone else to help gently restore the relationship.

In the same way, we conduct our speech here. If you have an issue with someone or something, guard your speech so that you don't cause harm, or begin a chain of gossip. Parents and teachers have an opportunity to model and reinforce the spirit of this commandment by speaking respectfully of one another in the presence of family, children, and friends, and by putting the best construction on every situation.

**Teacher**



School Administrator



School Board

## PROHIBITED BEHAVIOR

We make a determined effort to maintain Christian discipline at all times. Our aim is to operate within the proper use of Law and Gospel according to Scripture. Trinity runs on the belief that we are all sinners, we are all redeemed children of God, we all have forgiveness in Jesus Christ, and we now live in a community of saints.

We believe that every child has the right to an excellent Christian learning environment. We also believe that each student shares in the responsibility of maintaining order in the school. It is our job to help them grow into responsible adults. Children must understand that under the Fourth Commandment they owe obedience to their parents and teachers as a God-given command.

The following set of expectations has been designed to maintain order and consistency in the treatment of students. All parents are expected to give their full cooperation in carrying out these expectations.

Trinity is committed to providing a safe and orderly environment in which students can improve their academic achievement. Students, parents and family members whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. We cannot overemphasize the importance of providing a strong discipline policy that every student and family knows and understands. Students and families have the right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis for the Student Code of Conduct.

While we try hard to work with the students in a positive manner, it is important to be clear on behaviors that are simply not allowed at Trinity. Please go through this list with your child and discuss it with them. Please understand that the school reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable law and regulations.

Trinity School administrators have final discretion on classroom and school management consequences.

### **Student Code Of Conduct**

#### **Halls**

- I will remain silent or whisper voice.
- I will walk and not run.
- I will enter each room silently.
- I will keep our halls clean.

#### **Recess**

- I will use the equipment in the correct way.
- I will be considerate of others and their safety.
- I will play in designated areas only.
- I will keep all areas free of litter.



### Classrooms

- I will be respectful and cooperative with my teachers and classmates.
- I will not visit or interrupt during class time.
- I will respect all school property.
- I understand that each class may have additional rules and that I will follow them.

### Lunchroom

- I will remain silent during quiet time
- I will not throw food or trash.
- I will remain seated until dismissed.
- I will clean up my area when finished eating.

### Academic Behavior

- I will finish all of my homework neatly and on time.
- I will return signed tests, assignments, and progress reports according to the teacher's directions.
- I will only have necessary materials at school, and only have out necessary materials for class.
- I will not bring electronic devices to school.
- I will follow the school cell phone procedure.

### General Behavior

- I will be respectful in church, during assemblies and all school functions.
- I will not take things that do not belong to me.
- I will follow the directions of those in authority.
- I will not abuse the privileges of the bathroom.
- I will respect my body.

### Attendance

- I will come to school every day on time.
- If I have to be absent or tardy, I will ensure my parents call the office by 8:30 a.m.
- I understand that excessive absences will result in further consequences as outlined in the attendance policy.

Our teachers use a large array of strategies to promote positive behavior and to correct problem behavior. Our faculty uses positive reinforcement whenever possible. The faculty also does their best to "catch students doing the right thing." We recognize and celebrate student successes at every opportunity.

We also use consequences and a problem-solving approach to fix behavior problems. Students may lose privileges (social time, trips, etc.) when they violate the rules.

## SEARCH OF STUDENT BELONGINGS

Trinity Lutheran School must maintain a safe and orderly environment for all of our students, families and staff. In order to do so the school reserves the right to search any and all persons or belongings on school property for illicit material. Such searches can be either random or with reasonable suspicion and include student backpacks, desks, lockers, person, lunch etc.

## PROHIBITED STUDENT AND FAMILY CONDUCT

Students may be subject to disciplinary action, up to and including suspension and /or expulsion from school for any of the following. Students may also be subject to said disciplinary action if parents and/or other family members engage in any of the following:

### **Engaging in Insubordinate and/or Disorderly Conduct including, but are not limited to:**

- 1.1 **Violating the Dress Code:** Parents/guardians may be required to pick up children who are not properly dressed for school, bring the missing dress code items to the school, or have the student wear an item supplied by the office.
- 1.2 **Arriving to class unprepared:** When class begins, students must be prepared and have all necessary materials (books, paper, pencil, binder, notebook, etc.)
- 1.3 **Failing to complete homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
- 1.4 **Arriving late to school or class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school or class. Students will be marked as partial attendance.
- 1.5 **Cutting school, class, detention, other disciplinary consequences, mandatory student assistance programs, or mandatory school events:** Students are required to attend all academic and enrichment classes, detentions, other disciplinary consequences that have been established, mandatory student assistance programs and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building without permission.
- 1.6 **Misbehaving on school-provided transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including school buses or on field trips. Students are subject to temporary or permanent denial of school-provided transportation (in which case parents/guardians are responsible for travel to or from school where applicable, and on field trips) in addition to other consequences. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the driver's instructions.
- 1.7 **Misbehaving inside or outside of class:** Misbehavior inside or outside of class (at school and/or on school grounds; participating in school-sponsored activities, walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation) is not permitted. Students may not engage in any willful acts that disrupt the normal operation of the school community.

- 1.8 **Disrupting class and preventing teaching:** The school can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not interfere with or disrupt class or the educational process in any way.
- 1.9 **Being disrespectful toward a staff member or his/her designee:** The school cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the school.
- 1.10 **Lying to a staff member or his/her designee:** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
- 1.11 **Failing to comply with the lawful directions of a staff member or his/her designee(s):** Failing to comply with the lawful directives of teachers, school administrators, other school employees, or their designee(s) is unacceptable.
- 1.12 **Being disrespectful toward a student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.
- 1.13 **Abusive or profane language or treatment:** Students may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial or sexist).
- 1.14 **Selling, using, or possessing obscene material:** Students may not sell, use, or possess obscene materials of a sexual nature or that may be interpreted as obscene or sexual.
- 1.15 **Failing to submit a required signature:** Students are required to secure the signature of a parent/guardian on various assignments, tests or school forms when requested.
- 1.16 **Forgery:** Students may not forge a signature.
- 1.17 **Running in the hallways:** Running in the school's hallways is dangerous.
- 1.18 **Making unreasonable noise:** Students are not permitted to make unreasonable noise at school.
- 1.19 **Gum, food and beverages:** Students may not chew gum at school. Students may not eat or drink at unauthorized times or places at school.
- 1.20 **Selling or soliciting:** Students are not to sell or solicit anything other than approved school fundraisers.
- 1.21 **Blocking access to any part of the school building:** Students are not allowed to block access to any room or part of the school building. Students are not permitted to obstruct vehicular or pedestrian traffic.
- 1.22 **Creating a hazardous or offensive condition:** Students may not create a hazardous or offensive condition.
- 1.23 **Trespassing:** Students may not trespass onto school or other connected property.
- 1.24 **Possession of inappropriate property:** Students may not possess electronic devices without permission, including but not limited to: CD players, iPods, iPads, MP3 players, cell-phones, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. Such items will be confiscated and may be picked up at the school office by a parent or guardian of the person who had possession of the item. Cell phones must be kept in the school's designated place.

1.25 **Defamation:** Students may not defame others by making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputations of the person or the identifiable group by demeaning them through any medium.

1.26 **Cheating, plagiarism, or copying other's work or allowing others to copy work:** Cheating or copying the work of others or allowing other students to copy work is unacceptable.

1.27 **Altering records:** Students may not alter school or school-related records.

1.28 **Gambling:** Gambling or betting is not permitted.

1.29 **Failing to comply with school imposed consequences:** Students must comply with school imposed consequences, including but not limited to detention, other disciplinary consequences, and mandatory student assistance programs, suspension from school and/or temporary or permanent denial of school-provided transportation or school activities.

### **Engaging in Conduct that Endangers the Safety, Morals, Health or Welfare of Self or Others including, but are not limited to:**

2.1 **Theft, loss, or destruction of personal or school property:** Students may not steal, lose, vandalize, or damage the property of the school, other students, school personnel, or any other person lawfully on school property or attending a school function. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/ or the school for lost, damaged, or stolen property.

2.2 **Mistreatment of inappropriate use of technology or school property:** Students must treat computers, printers and other technology with care. The school does not tolerate attempts to access the school's files or other inappropriate uses of technology or the internet. Students do not have the right to use school computers to access chat rooms, social media websites, email (except for access to Google Apps for Education) or to access websites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students are prohibited from using school telephones without expressed permission of a staff member. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of the school staff. Students may not mistreat other school property.

2.3 **Violating the civil rights of others:** Students may not violate the civil rights of others.

2.4 **Harassment and/or discrimination:** Harassment or intimidation of, or discrimination toward, any members of the school community on the basis of race, color, creed, national origin, age, religion, gender, disability or any other grounds is not permitted. Students may not commit harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.

2.5 **Sexual harassment:** Students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community.

- 2.6 **Engaging in sexual activity or inappropriate touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.
- 2.7 **Indecent exposure:** Students may not expose the private parts of his or her body in a lewd or indecent manner.
- 2.8 **Hazing:** Students may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiating, affiliating with, or maintaining membership in any school sponsored activity, organization, club or team.
- 2.9 **Using or possessing drugs or alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substances commonly referred to as “designer drugs”, or other intoxicants of any kind. Prescribed and over-the-counter drugs must be delivered to the office by a parent/guardian in the original bottle labeled with the student’s name. Clear directions of when it should be given on a signed and dated document must be on file in the office. Students may not be in possession of prescribed or over-the-counter drugs.
- 2.10 **Selling or transferring drugs or alcohol:** Students may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance.
- 2.11 **Using or possessing tobacco products:** The use of tobacco is banned. Students may not use or possess cigarettes, cigars, chewing tobacco, or other tobacco products.
- 2.12 **Selling or transferring tobacco products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cigars, chewing tobacco, or other tobacco products.
- 2.13 **Inappropriately using, sharing or distributing prescription and over-the-counter drugs:** Students may not inappropriately use, share or distribute prescription or over-the-counter drugs.

**Engaging in Violent, Disruptive and/or Threatening Conduct including, but are not limited to:**

- 3.1 **Committing a physical or emotional act of violence on self or others:** Students may not commit assault, including sexual assault, or assault and battery on other students, school personnel or their designee(s), or any other person on school property. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. Students cannot engage in conduct that has the potential of resulting in violence on school property. Students may be disciplined for actions that threaten harm to themselves or others.
- 3.2 **Causing bodily harm:** Students may not cause physical injury to other students, school personnel or their designee(s), or any other person on school property.
- 3.3 **Fighting or unwanted physical contact:** The school’s students may not fight with other students, from the school or any other school. Harassing, pushing, touching or any form of unwanted physical contact is not tolerated.
- 3.4 **Play fighting, threatening, bullying and/or intimidating:** Play fighting and/or the use of threats or intimidation threatens the safety of the community. Students may not play fight and/or threaten, bully or intimidate others.
- 3.5 **Possessing, displaying, using or threatening to use a firearm:** Student may not possess, display, use or threaten to use a firearm.
- 3.6 **Possessing, displaying, using or threatening to use a mock firearm:** Students may not possess, display, use or threaten to use a mock firearm.

**3.7 Possessing, displaying, using or threatening to use a weapon or dangerous object:** Students are not allowed to bring a weapon of any sort to school, display, use or threaten to use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property.

**3.8 Committing arson:** Students may not ignite a fire.

**3.9 Setting off a false alarm or making a threat:** Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause or make a destructive threat. Parents/guardians will be responsible for any fees, charges, or damages incurred should a student choose to set off a false alarm, call 911 unnecessarily, discharge a fire extinguisher, or cause damage through any such actions.

## DISCIPLINE PENALTIES

Students or families who are found to have violated the school's prohibited conduct may be subject to the following penalties, either alone or in combination with one another, as decided by the teacher and/ or administrator:

Oral warning

Written warning

Behavior form

Written notification to parent/guardian

Conference with parent(s)/guardian(s)

Confiscation

Detention

Exclusion and/or removal from a particular class or event

Suspension from cafeteria, library, social, athletic, after-school events, extracurricular activities, field trips, or other activities or privileges

Suspension from transportation

In-school suspension

Short term suspension (five days or less) from school  
Long-term suspension (more than five days) from school  
Expulsion from school

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record.

## SUSPENSION AND EXPULSION POLICY

### **SUSPENSION**

The principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policies. This also includes the behavior of parents and family members. The principal also reserves the right to suspend a student in the event his/her parent(s)/guardian(s) demonstrate a consistent or serious disregard of school policies. The suspension will last until a parental conference can be arranged. Suspension lengths are determined by the principal. These range from one day to one week — depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. The student is prohibited from being on school property until a conference has been held with the parent(s)/guardian(s). In the event of a student suspension that results from parent(s)/guardian(s) demonstrating consistent or serious disregard of school policies, the parent(s)/guardian(s) may also be prohibited from being on school property during the suspension. Suspensions are either in-school or out-of-school depending on the offense. Parent(s)/guardian(s) of tuition students are responsible for tuition during a student suspension.

### **EXPULSION**

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. Only the principal in conjunction with the school board has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations (tuition, meal payments, library fines, etc.) have been met by the tuition student's parents/guardians and all school property has been returned. Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the principal. At the discretion of the school administration, a student may be expelled on any day.

### **DUE PROCESS**

Students who are suspended or expelled may appeal their disciplinary action. Suspension appeals should be directed to the principal or board of education president. They must be in writing and delivered to the school within five (5) days of the decision. Expulsion appeals should be directed to the president of the board of education. They must be in writing and delivered to the school within five (5) days of the decision.

## BULLYING and HARASSMENT

*“Bullying is the conscious, willful and deliberately hostile activity intended to harm someone else for pleasure.”*

*“A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students or adults.”*

*“If your child’s feelings have been hurt, this does not necessarily mean that they have been bullied”*

It is the policy of Trinity Lutheran School to prohibit any conduct that constitutes bullying or sexual harassment of any kind and, as appropriate, to contact the authorities in any situation involving this conduct.

Bullying or sexual harassment in any form toward any student by another student, employee, non-employee, volunteer, or parent will not be tolerated. Students who believe they have been, or are being bullied or sexually harassed will inform the person that the behavior must stop immediately, and that it will be reported.

Parents have the right and the responsibility to monitor their own, as well as all of their child’s electronic communication. Please report all instances of electronic predatory communication to a pastor or the principal.

In the event of inappropriate electronic communication, school authorities will strive to provide the family of the cyberbully with a downloaded copy of the harmful online material and advise them of their potential personal liability if they are unwilling or unable to end the harmful activities.

Bullying and sexual harassment have the effect of creating an intimidating, hostile, or offensive environment regardless of the offender’s expressed intent.

### **Sexual harassment may include but is not limited to...**

1. verbal conduct such as derogatory comments, sexual advances, sexual jokes, slurs, etc.
2. visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
3. physical conduct such as leering, blocking normal movement, touching an individual’s body or clothing in a sexual way, assault, etc.
4. threats or demands to submit to sexual activity
5. retaliation for the reporting of harassment or participation in an investigation.
6. any other conduct considered sexually objectionable by the principal.

### **Bullying may include but is not limited to...**

1. slyly kicking, hitting, pinching, punching, tripping, etc.
2. verbal threats.
3. teasing with intent or calling names.
4. specific exclusion of another or spreading rumors about them,
5. **using e-mail, social networking sites, game sites, telephone, or text messages in or out of school that create a sense of power over another student.**



Conflict is normal. Bullying is not normal conflict. Use the chart below to see the difference between conflict and bullying. When someone makes a conscious choice to hurt, humiliate, harass, make fun of, degrade, or put down another human being the individual being targeted becomes a victim.

| <b>Normal Conflict</b>      | <b>Bullying</b>                            |
|-----------------------------|--|
| Equal power between friends | Display of power, not in friendship        |
| Occasional                  | Frequent                                   |
| Accidental                  | Purposeful                                 |
| Demonstrates concern        | Demonstrates pleasure                      |
| Takes responsibility        | Blames others                              |
| Tries to solve the problem  | No effort to resolve issue                 |
| Occurs anywhere             | Occurs where bully is not seen by teachers |

Use the chart below to tell the difference between teasing as compared to taunting by a bully.

| <b>Teasing between Friends</b>                | <b>Taunting by a Bully</b>                                       |
|---|--|
| Swaps roles with ease                         | Based on an imbalance of power                                   |
| Not intended to hurt                          | Intended to harm   |
| Maintains dignity                             | Meant to humiliate or demean                                     |
| Pokes fun in lighthearted clever ways         | Comments or acts are bigoted                                     |
| Innocent in motive                            | Sinister in motive   |
| Only part of the friendship interaction       | Continuous action toward the target                              |
| Discontinued when person teased becomes upset | Continues or increases when target becomes distressed or objects |

Students who believe they have seen or experienced any form of harassment or bullying shall report, in confidence, the conduct to the principal, a pastor, or a trusted adult. Any staff member who observes harassment or bullying shall stop it and report it to the principal. The principal will investigate the incident, and may present the findings and recommendations to the School Board. Action could include the termination of employment or enrollment.

## SCHOOL BUS TRANSPORTATION

All children who live two miles or more from school and who live within Trinity's legal attendance area will receive bus transportation on Racine Unified School buses. All routes and stops are determined by the Racine Unified. Please call the RUSD office (262-631-7138) if you have any questions in regard to busing.

### **Getting Ready for the School Bus**

The following suggestions are offered by school bus drivers based upon their observations of students. They are offered for the benefit of the students who ride school buses daily.

1. Have your child go to the bathroom before leaving the house. Some bus routes are 45 minutes long and when the bus arrives at school your child may not be able to go into the building immediately.
2. Dress your child for the weather, you may need to wait at stop.
3. Especially for young students early in the year, have student's identification safety pinned inside shirt, dress, blouse or sweater. Do not pin or show the child's name on the outside.
4. Allow ample time to arrive at the bus stop.
5. If your child suffers from motion sickness either tell the driver about it, or send a note along to the driver. A front seat usually is better for these children. Please alert the driver, the bus company or the transportation department if your child is prone to seizures or suffers from allergies, diabetes, etc.
6. Please do not send large packages, bags, etc. along with your child on the bus.
7. It is Durham Bus Company policy that only authorized persons are allowed to board school buses. Authorized persons are exclusive to School Services & Leasing, Inc. officials and their employees and Racine Unified School District officials and their employees. Any exceptions must be authorized in advance by the RUSD Transportation Specialist.
8. It is Durham Bus Company policy that once a child has boarded a school bus for either delivery to or from school, the child may not be released to anyone or at any place other than his or her assigned stop. If a child has boarded the school bus, and any parent or adult wishes to have the child get off the bus at an unauthorized stop, a school official must co-sign a letter written by the parent giving such permission.
9. Parents wishing their child to ride the bus home with another student may do so under the following provisions set down by the RUSD Transportation Office: 1) It must be an emergency. 2) The request must come from the principal to the Transportation Office. This means the request must be brought to the principal's attention no later than the morning of the request. 3) The request is subject to the approval of RUSD Transportation Office.

It is important to remember that the parent is responsible for the safety of their child until he or she boards the bus in the morning and after he or she gets off in the afternoon.

### **SCHOOL BUS RULES**

1. Bus drivers must be obeyed promptly; they are in full charge of buses and students.
2. Sit down and face forward.
3. No eating on the bus.
4. Children must keep their hands and heads inside the bus at all times.
5. There must not be any moving around or changing of seats in the bus.
6. There must be a safe noise level on the bus. No loud talking or shouting is allowed.
7. Throwing articles of any kind in a bus is dangerous, and is not tolerated.
8. Any damage to a bus should be reported to the driver at once.
9. Any child vandalizing a bus will be required to pay for the damage.
10. Children must help to keep the bus clean, sanitary, and orderly.

### **FIELD TRIPS**

It is customary for each class to take field trips throughout the year. Information describing a trip will be sent home with each child on Thursdays along with a permission slip which is to be returned to school by the day indicated. Should you have any questions regarding class trips, you are encouraged to contact your child's teacher. Field trips are considered educational experiences taken with the purpose of learning specific things. We ask each family to help cover all or part of the expense that most trips incur.

If the trip is beyond walking distance, your child may be transported by a school bus. These activities are part of the school's program and therefore the enrolled child is required to participate, except in extremely unusual cases where special exceptions may be made. When a child is enrolled in our school, it is with a definite understanding that the child will, without reservation, participate in all scheduled activities.

### **SCHOOL PICTURES & YEARBOOK**

Our school has contracted to take color pictures of our students each fall. Information regarding these pictures comes to the parents prior to Picture Day. Group pictures are taken at a later date.

Each year our school publishes a School Yearbook including pictures of all students and special events. The cost of the yearbook is covered by the family.

## DRESS CODE

Appropriate dress at Trinity Lutheran School is a component of our mission to develop Christian character among our students.

“Set an example for the believers in speech, in life, in love, in faith, and in purity.”

1 Timothy 4:12b.

Clothing that distracts students from learning compromises our mission. In an effort to focus our eyes, our minds, and our hearts on higher things, students must dress appropriately for school. Printed wording and images on clothing may not promote alcohol, drugs, death, the occult, or sorcery (zombies, vampires, witches, warlocks, skulls, etc.), music groups, or sexual promiscuity.

1. Clothing should be neat, in good condition, without holes or tears, and should be clean.
2. Students are responsible for their own clothing. Please label all tote bags, jackets, lunch boxes, mittens, scarves, hats, backpacks, etc.
3. All shirts **MUST** have sleeves that extend past the shoulder and onto the arm. Shirts must fully cover all undergarments. Midriff, back, and cleavage must be covered during the course of school activities, including; sitting, leaning, reaching, etc.
4. Pants must be worn at the waist and completely cover undergarments. The backside of pants must be free from wording. Lounge pants, yoga pants, or pajamas are not appropriate for school.
5. Leggings-*not* yoga/athletic pants, may be worn if top/tunic covers the entire body, **front and back** at finger-tip length.
6. Skirts and shorts must reach at least mid-thigh. (Approximately one inch longer than the tips of fingers with arms extended at sides.) The back side of shorts must be free from wording. Shorts may be worn throughout the school year.
7. Shoes must have and be well secured to the foot. This makes any style of shoe appropriate except Crocs, flip-flops, or clogs. For student health & safety, socks and tennis shoes that tie or are well secured in some way must be worn during P.E. classes.
8. When outside in cold, wet or snowy weather, children should be equipped with boots, and warm clothing, including coats, hats, and mittens.
9. Outdoor clothing (including boots, hats, hoods, and jackets) is to be worn outside only.

Students who do not abide by the above guidelines the first time will be instructed to wait in the office until suitable clothing is delivered from home. Repeat offenses will be dealt with under the discipline procedures described above.

The faculty reserves the right to monitor changing styles of appearance and adapt the guidelines as necessary to ensure a productive learning environment.

## OUTDOOR RECESS

Recess is an important part of the overall school environment. Fresh air and being outdoors is good for children. Therefore, we will do all that we can to have your child spend at least some time each day outside.

The only times we won't go outside are if it's raining, lightning, colder than 20 degrees above zero Fahrenheit, or if the wind-chill is below zero.

Expect that students will go outdoors for recess and will need to be dressed and prepared to play outside! Coats, hats, and mittens or gloves, are in order. Children wishing to play in the snow need boots. If they wish to roll around in the snow they need snow pants.

### RULES:

1. When the parking lot has been plowed children must wear winter footwear in order to play on the snow piles.
2. Children are not permitted to dart out into the street. If a ball does roll into the street, ask a teacher and wait for permission to get it.
3. Children may not run or play near or between parked cars.

## PETS

Due to allergies and exposure to liability from animal bites, dogs, cats, hamsters, mice, opossums, frogs, snakes, rabbits, fish, etc. may not be brought to school (dead or alive) unless previous arrangements have been made with the teacher.

## FUNDRAISING

1. All fundraising must be pre-approved by the principal.
2. Fundraising projects are not to interfere with regular church and school funding activities.
3. Raffles are gambling. There is to be absolutely no selling of raffle tickets on Church property. If raffle tickets are sold elsewhere, Trinity Lutheran Church & School may not be named in any way.
4. Sunday fund raising activities may not be scheduled before noon. This means that fundraising activities shall be planned so that preparation and implementation do not keep students or parents away from worship or Bible class & Sunday School. Fund raising may take place on campus between services.
5. Financial reports shall be submitted to the principal on a regular basis.
6. Fundraising using the Scrip Program may begin in K5. Funds raised through the Scrip Program will be put into an account to be used for the 8th grade Washington D. C. Trip. Money not used can be transferred to sibling.
7. School dress code and discipline guidelines apply at all fundraising events.

## SCRIP

All Trinity families & friends may purchase scrip. In this program you purchase gift cards from an amazing array of vendors including local grocery stores. 100% of each card can be used for purchases. If you buy a \$50.00 card you will have \$50.00 to spend. The vendors provide a percentage back to the school ranging from 1% to 5% or more!

A family may open a scrip account to hold funds that will be used for the D.C. trip. Many families have paid for the entire trip using this method. For more information please contact the office.

## SCHOOL BOARD

The purpose of the Trinity Lutheran Board of Education is to promote spiritual, intellectual, social, emotional and physical growth by...

1. developing and outlining school policies which are implemented by the principal.
2. supporting the principal in the execution of school policy.
3. working toward policies which enable every child of elementary and junior high school age to receive a Christian education.

The Board consists of the pastors, the principal, and six elected representatives from the congregation. The board meets monthly. Meeting reminders are placed on our website, in *The Warrior*, and the church bulletin. The board meetings are closed. Any visitors wishing to have an item for board consideration, must contact the board chairman or principal by the Thursday before a meeting.

## PARENT-TEACHER LEAGUE(PTL)

To educate a child properly involves teamwork between the parent, the child, and the teacher. In order to give us the opportunity to work together as a team, we support a Parent-Teacher League which meets regularly. Faithful attendance at these meetings will help you understand your school, your teacher, and your child better.

***Joining the closed PTL facebook is also a way to become involved and informed.*** According to our Constitution "...any parents, whose children attend Trinity Lutheran School, are automatically members of the Parent-Teacher League...of Trinity Lutheran Church." For complete details of this organization please see the PTL Constitution and By-Laws published separately.

## ROOM PARENTS

Each grade has volunteer room parents who are responsible for assisting the teacher in the planning and supervision of special activities throughout the year. This may include parties and field trips. Room parents will also help other volunteers with refreshments and decorations for PTL events.

## IMMUNIZATION/PHYSICALS

By state law, documentation of current immunizations is required for all students before they can be allowed into the classroom. Trinity strongly recommends annual physical and dental examinations for all children. A physical is required for all students in 5th-8th grade who will be playing on a sports team or cheerleading.

## ILLNESS

No family wants their child to come down with an illness caught from a classmate who was sent to school when the parents knew their child was still ill. Please refrain from medicating your child and sending them to school. Once the medication wears off and they feel ill again, they will be sent home.

Likewise, if your child is not particularly chipper on a given morning, please don't tell them to call you if they feel ill. They will undoubtedly feel ill. It would be better to inform your child's teacher without your child knowing about it.

Children with contagious diseases should be kept at home until a doctor releases them to return to school. Under no circumstances should children be sent to school if they are vomiting or have diarrhea. Do not send a child to school until they have been fever free for 24 hours without the use of medication.

If your child develops a fever or presents other symptoms of illness at school, you will be contacted to make arrangements to have them taken home. You can help us limit the spread of disease by informing the office promptly upon diagnosis of contagious illnesses.

## ALLERGIES

If your child has allergies, please be sure that this is recorded in your family's TADS profile, that the office personnel know, your child's teacher(s) know, and as appropriate, that the kitchen staff knows. EPI Pens need to be made available by the family and are managed under the *Prescription Medication* protocol detailed below. Trinity is a peanut aware school

## ADMINISTERING MEDICATIONS TO STUDENTS

### *Prescription Medication*

1. Parents are requested, whenever possible, to schedule medication to be given at home. Only those medications specifically prescribed for during school hours will be administered at school.
2. The physician or pharmacist shall communicate to the school the name of the medication, time of dosage, means of administration, reason for medication, possible adverse effects, and any applicable emergency instructions. The first dose of any medication should never be administered just before school or at school.
3. Medications shall be brought to school in an original pharmacy container and shall contain only the dose(s) to be given while at school. Pharmacies will often provide duplicate containers for this purpose.
4. A signed form shall be completed by the parent requesting that school staff administer the medication. Forms are available online and in the school office. For long term medications this form shall be updated annually or whenever the medical protocol changes.
5. Eventually we hope to have a school nurse to monitor the administration of all prescription medications. Currently only person(s) designated by the principal will be permitted to administer medication. Inhalers used PRN are exempt, but should be used under adult supervision.
6. A log will be kept of all long term prescription medication administered at school.
7. All prescription medications are secured in the office.

### *Non-prescription Medication including acetaminophen or tylenol.*

1. This type of medication shall be supplied by only the parent or guardian.
2. A signed form shall be completed by the parent requesting that school staff administer the medication. Forms are available online and in the school office. For long term medications this form shall be updated annually or whenever the medical protocol changes.
3. If appropriate, a physician should provide a signed statement documenting the need for the medication. This shall include the name of the medication, time of dosage, means of administration, reason for medication, possible adverse effects, and any applicable emergency instructions.
4. Medication shall be in the **original** container with the entire label intact.
5. Parents shall supply any utensils needed such as spoons, eyedroppers, etc.
6. Students are NOT allowed to self-administer any type of active ingredient medication or palliative product (cough drops) while at school or while involved in school related functions. A note must be given to teacher /office with instruction for dosage and time. Items left in backpacks/desk can cause harm to others if found and treated like candy.
7. All school administered OTC medications secured in the office.



## FOOD SERVICES

School lunches are served between 11:45-12:30. The full price of a hot lunch is \$2.55. This price includes ½ pint of milk. We encourage children to eat all the hot lunch they receive unless there are documented health concerns. Please complete a “Special Meals Form” available from the office indicating the special diet needs that your child may have.

Standards for a government required Type A lunch are met by our lunchroom personnel. Children must take three of the five items offered, and one of those items must be a fruit or vegetable. We strongly encourage children to take a “courtesy bite” of all foods on their tray.

Hot lunches are billed weekly on TADS and are due when posted. Prompt payment of lunch bills is appreciated.

**Students with lunch balances over \$25 will need to bring lunch from home until balance is paid.**

*If you think your family may qualify for free or reduced hot lunches please apply for this benefit. It helps us maintain our lunch program and also has a positive influence on the level of funding for other programs throughout Racine County.*

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## LUNCHES FROM HOME

Lunches may be brought from home. Please strive to provide your child with a nutritious and well-balanced meal. Individual ½ pints of milk are available for \$.30 each. Milks are billed weekly on TADS and are due when posted. Prompt payment of milk bills are appreciated. Students with a milk balance over \$5.00 will not be able to purchase milk.

Students may not bring gum, or soda for lunch or snack during school hours or TLC. If you choose to bring in a birthday treat, our Wellness Policy requests that you try to bring in healthy foods that limit sugar.

## WATER BOTTLES

As part of our wellness goals, students should have access to water as much as possible. Trinity has several bottle fillers in the building. We encouraged student to bring a water bottle. Students are allowed only water in the classrooms. Bottles should be clearly labeled.

We encourage students to bring only nutritional food to school if they wish to have a break-time snack. Students are allowed only water or non-carbonated drinks during the day.

## WELLNESS

Trinity Lutheran School believes that by the grace of God, we serve our Lord in promoting spiritual, emotional, academic, social and physical growth. Children and youth who begin each day as healthy individuals can learn more and best utilize their God-given talents and abilities. To that end, this policy encourages the wellness of all students and staff at Trinity Lutheran School.

### **Goals for Wellness, Nutrition Education, Physical Activity and School-Based Activities**

1. Students are constantly reminded that they are special creations of a great and loving God. He cares for them, as do the teachers and staff. This provides a strong base for the emotional and spiritual wellness of students.
2. Students in all grades are educated in good nutrition practices as part of each classroom's science and health curriculum.
3. The message of making healthy choices is consistent throughout the school, classrooms, lunchroom and other areas where the message can be presented.
4. Students are given opportunities for physical activity during the school day through physical education classes and recess periods. Efforts are made to have all children play outside at least once a day.
5. The school encourages parents and guardians to support their child's participation in physical activities.
6. The school maintains the lunch area to ensure that it is clean, safe, and provides an enjoyable meal environment.
7. The school administrator arranges a lunch schedule that provides adequate time for serving meals, for students to eat, and for cleanup following the meal.
8. Drinking fountains are available in the school building and students are encouraged to drink water throughout the day.

### **NUTRITION GUIDELINES - For All Foods Available on School Campus**

1. All school meals served by Trinity meet the guidelines of the Child Nutrition Act and the Wisconsin Eat Smart Nutrition Guidelines.
2. A system is in place so that students entitled to free or reduced lunches are served and treated the same as all lunch program users.
3. Food service personnel take all required classes on the subjects of nutrition, health, and safety.
4. The school kitchen is inspected by a public health inspector according to City of Racine guidelines.
5. Appropriate measures are taken to protect students with food allergies.
6. Students are not allowed access to vending machines. In addition, carbonated beverages are not allowed at snack or lunchtime. Caffeinated items should be minimized.
7. In an attempt to limit the number of high calorie, low-nutrition foods, parents are encouraged to provide healthy snack and sack lunch choices. Outside fast food should be limited for emergencies.
8. In order to develop a healthy taste for a variety of foods, all students are strongly encouraged to take a small courtesy bite of all foods served on their tray during lunch.

## IMPLEMENTATION of Wellness Policy

1. The wellness policy will be implemented at Trinity Lutheran School by the school staff. Teachers are responsible for operating the policy and reporting any problems to the principal.
2. The principal is responsible for overseeing the implementation of the wellness policy.
3. Through observation and reports from teachers, the principal will report any difficulties with the implementation of the wellness policy to the Board of Education.

### EIGHTH GRADE RECEPTION

The **7th grade parents** host a reception for the eighth grade after the graduation service. All seventh grade parents are expected to participate in this activity, including donation of food, beverage, time and minimum of \$20.00.

### EIGHTH GRADE EXPENSES

The 8th grade class enjoys several events that involve extra expenses. Approximate costs are as follows:

|   |            |
|---|------------|
| Confirmation Camp (Walcamp)                       | \$ 100.00  |
| Washington, D.C. Trip                             | \$1,100.00 |
| Confirmation & Graduation<br>(Cap, gown, flowers) | \$ 50.00   |

#### *WASHINGTON, D.C., TRIP for 8th grade*

1. Every year our 8th grade class takes an educational trip to Washington, D.C. Families can secure travel funds through the use of scrip or other pre-approved fundraising events.
2. Only current Trinity students in the 8th grade may go on the Washington, D.C. trip
3. School dress code and discipline guidelines apply.
4. All students and chaperones must travel using the same mode of transportation throughout the trip. A waiver may be granted under extenuating circumstances by the Board of Education but must be applied for at least four months before the trip.
5. Chaperones and students must follow all guidelines established by the tour company and the Board of Education.
6. This trip is designed for the students and is not intended to serve as a family vacation.
7. There must be one chaperone for every three students in the hotel rooms.
8. A faculty representative will accompany the 8th grade on the DC Trip.

Also incorporated into the Guidelines are: Trinity Student Guidelines/Tour Company Guidelines/Trinity Chaperone Guidelines/Tour Company Chaperone Guidelines/Medical Release Form Permission Slips/Agreement Slips.

## LOST & FOUND

A "Lost and Found" is kept at school for all unclaimed items belonging to the children. If your child loses an item, please have him/her check the bin immediately. Items that are not claimed at the end of the school year will be taken to the Lutheran High Thrift Shop. Articles such as boots, gym shoes, jackets, etc. should be marked with your child's name.

## FIRE, TORNADO, & OTHER DISASTER DRILLS

Since such tragedies are never predictable we will, at unannounced times, go through drills to ensure the best possible escape from injuries. Student safety warrants that we expect them to be silent during these drills. Procedures for classroom evacuation are posted in each classroom.

## TLC EXTENDED CARE

Trinity Lutheran School provides supervised care for the children of working families before and after school. In order to protect students from the potential hazards of unsupervised play on school or church grounds, any child arriving early or remaining late after school must participate in this program.

1. Families must bring their children into the building and sign them in. They must also come into the building to pick them up and sign them out. The TLC door is normally locked. No one will come to the door to let you in.
2. A key card is required for families using this program. These are available through the office. A \$20.00 per card deposit is required for activation. If you forget or misplace your key, please come around the building to the main door to gain entry.
3. The normal rate charged for families signed up for the TLC program is \$3.00 per hour per child. This service is billed through TADS. Delinquent payment will result in the refusal of further service.
4. Any last minute use of TLC, or "day of" requests for service will result in a fee of **\$5.00 per family** for every 15 minutes or portion thereof. This is equal to \$20.00 per hour. The "day of" use fee will appear in the TLC portion of our TADS billing.
5. Any early drop-offs before 8:40 am, or late pick-ups after 12:15pm, 1:15pm or 4:00pm will also result in a fee of **\$5.00 per family** for every 15 minutes or portion thereof as determined by the atomic clock in the hallway. This is equal to \$20.00 per hour. The late fee will appear in the TLC portion of our TADS billing.











