

# 2020-21 FAMILY HANDBOOK



Do not be Anxious about anything,  
but in every situation,  
by prayer and petition,  
with thanksgiving,  
present your requests to God.

- Philippians 4:6

## TRINITY LUTHERAN SCHOOL

---

## **MISSION STATEMENT**

**A family of believers created by God the Father, redeemed by Jesus the Christ, equipped by the Holy Spirit to confess, proclaim, and teach the Good News of God's love and grace.**

**Created. Redeemed. Equipped.  
to  
Confess. Proclaim. Teach.**

## **CHRISTIAN VISION & BELIEFS**

**Trinity Lutheran School reflects our Mission through (by):**

- 1. Encouraging students to foster a personal faith relationship with Jesus Christ, through instruction, devotional time, and worship,**
- 2. Applying a confessional understanding of Lutheran beliefs as defined in Scripture and the Lutheran Confessions,**
- 3. Partnering with school families to strive toward the best outcome for each student,**
- 4. Creating a learning atmosphere that promotes academic excellence at all grade levels,**
- 5. Nurturing a spirit of community and support throughout the school (e.g. chapel buddies, family groups, partner classes, etc.)**
- 6. Reaching out with the Gospel by involving pastors in the enrollment process, baptismal outreach, invitations to adult learning, available counseling and care, etc.**
- 7. Providing a safe environment for our students (physically, emotionally, and spiritually), focused on the comprehensive well-being of the child,**
- 8. Fostering a kindergarten through 12th grade vision for Lutheran education in partnership with Racine Lutheran High School,**
- 9. Preparing students for ongoing learning, growth, and service when they leave our care/ministry.**

## **BELIEFS**

Christian faith and practice, as confessed and taught in the Lutheran Church-Missouri Synod, extends 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 celebrate God's grace through faith in Jesus.

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 visible than others. We believe and teach that visible sins should be addressed in a Scriptural manner - lovingly involving repentance, forgiveness, and reconciliation. Left unaddressed, such sin can seriously damage the Christian community.

The Lutheran Church-Missouri Synod is a creed based church body with Biblically defined doctrine that explains the Christian faith. We believe, teach, and confess that the Bible is the inspired, infallible Word of God, acting as the source of authority over our beliefs, morality, lifestyle, and conduct. In light of the intensifying debate in our culture today, we affirm: the sanctity of human life from conception, the permanence of one's gender at birth, the importance of a stable family life, faithfulness in marriage between a man and a woman, and the abstention from sexual relationships outside God's design as expressed in Scripture (which include same-gender and extramarital relations).

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 Trinity communication tools beliefs that are contrary to those of the LC-MS, or otherwise weaken or undermine the culture being developed at the school. We endeavor to act in ways consistent with being brothers and sisters in Christ at all times.

### **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 relationships 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 aim to 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 circumstances of the future.

## ADMISSION POLICY

Applications for admission are 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 Feb-Aug

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 to apply for a tuition voucher through this Department of Public Instruction program. All decisions made in the management of this program follow the requirements set forth by the Wisconsin Department of Public Instruction (DPI).

Trinity's target class size is 24 students with a cap of 26 students. Final determination of the number of students per class is made by the principal with input from the 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. A pastoral introduction meeting with the family.
4. An enrollment application is submitted through TADS along with any applicable down-payment of tuition or RPC required documentation.
5. 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.
6. Past student records from previous school
7. A placement test is conducted to determine reading and math placement for all applicants. If students have current MAP scores, testing may not be required.
8. All new students are enrolled on a probationary period for up to ninety days. A meeting will be held during this period with the teacher, principal, and parents to determine continued enrollment for the student.
9. 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>.

## LEVELED TESTING

Leveled testing is given to all students. 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 for reading and math.

## 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 eighth grade. 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 prior to the start of school each year.

Birth Certificate-New Students  
Health Information  
RPCP (Choice)  
Trinity Enrollment Forms  
EDUCATE- online forms

Immunization Record  
TADS - online forms  
Standing Release & Request  
Physical Form (Middle School every two years)

## 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 dismissed at 12:00 noon for part time K3 & K4 and for the remaining grades at 3:55pm.

Any drop-offs before 8:40am, or pick-ups after 12:05 pm or 4:00 pm 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.

## SCHOOL AND HOME 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 (TLC) bills are transmitted to families via TADS or TADS/Educate sent directly to the email you have provided. This platform also serves as a clearinghouse for news, announcements, policies, and calendar items.

Trinity Lutheran School directs information about upcoming school, PTL, athletics and Trinity Lutheran Church events electronically via your on file email, to each home every Thursday in the “*The Warrior*” newsletter and individual 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.

***EDUCATE is our secure information management system that allows parents to view their family’s information.***

Each child’s grades, report card, classroom & school calendars, bulletin boards, tuition, TLC, and hot lunch balances are all posted here. Parents should update and keep their contact information current.

You can access the system by going to EDUCATE. 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 daily basis.

EDUCATE 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 tool.

***Joining the closed Trinity School Facebook page is also a way to become involved and informed.***

***<https://www.facebook.com/groups/TrinityLutheranChurchandSchoolRacine/>***

## TRINITY CONGREGATION MEMBERS IN GOOD STANDING

Trinity members who enroll 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.

## VISITORS REQUIREMENTS-Limited to essential visitors during COVID-19

All outside doors are locked during the school day. All visitors must come to the Main Entrance at the corner of Goold and Geneva Streets. 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 for proper identification.

When entering the building, all visitors must report to the school office and check in with the school secretary. This includes classroom helpers and lunch helpers and parents dropping off items for their child. Students are forbidden to open doors for anyone. Surveillance cameras are set up around the building for security and protection of our students.

## TUITION

If applicable, an initial non-refundable down-payment of tuition is required in 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. It is required that tuition payment is done through TADS.

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 refunded, 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
- Yearbook
- 8th Grade Camps and Washington DC Trip (see section)

## APPROVED SCHOOL SUPPLIES

A list of supplies needed for the current school year is available online or in appendix.. Items not listed on this list should **not** be brought to school. Nuisance items such as, but not limited to; comic books, electronics, gum, magazines, cards, balls, and toys are prohibited.

When personal possessions are brought to school they tend to get damaged, lost, or stolen, cause hurt 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.

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 services and special music for worship services. A written request not to participate in any school activity must be given by the parent.

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. Most assignments require class/ teacher discussion to be completed correctly.

Students have one day to make up for each day absent.

Examples, if absent on Monday and return on Tuesday to school, homework is due Wednesday morning. If absent Monday and Tuesday and return Wednesday all homework would be due Friday morning.

If an excessive number of school days are missed (@18, which is 10%), retention may be recommended.

## 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 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.

## 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-Covid Adjustment

They are not to leave the school grounds without signing out in the office. A parent or guardian must call the office indicating you are ready for pick-up. An adult will supervise their exit. Please allow time for student(s) to come safely from their classroom.

## SCHOOL CLOSING & LATE STARTS

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

***This area has been amended for COVID precaution.***

**Drop-off and pick-up by parents/guardians is to be done in the parking lot.**

**Drop-off-begins at 8:40am**

To keep traffic flowing smoothly enter the parking lot from the **south**, using the south driveway. Avoid turning off Goold to enter the south, this will create a bottleneck. . When exiting, use the **north** drive to head north, turning left out of the [parking lot. . You will need to circle the block if you need to go south. At the Goold intersection, turn RIGHT, again circling the block if needing to head west. This will allow everyone to move faster.

*Students should wait until an adult has taken their temperature before entering, parents may continue to exit. Your child should be checked for fever prior to leaving home. Morning temperature checks are an added precaution.*

**Pick-up-begins at 3:55pm ends at 4:05**

**There will not be an option to arrive early. Gate will not open until 3:55.**

To keep traffic flowing smoothly enter the parking lot from the **south**, using the south driveway. Avoid turning off Goold to enter the south, this will create a bottleneck. . When exiting, use the **north** drive to head north, turning left out of the [parking lot. . You will need to circle the block if you need to go south. At the Goold intersection, turn RIGHT, again circling the block if needing to head west. This will allow everyone to move faster.

To keep traffic flowing smoothly enter the parking lot from the south, through the south driveway. When exiting, use the north drive to head north, if you need to head south you will have to go around the block. At the Goold intersection, turn RIGHT, again circling the block if needing to head west. This will allow everyone to move faster.

No parking or standing near the playground parking spots. These spaces will be used for class pick-up groups.

For the safety of our students, and supervised, all students will be dismissed with their class to the parking lot, including walkers and bus riders **Please share with anyone who will be picking up your children.**

## 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/ELA, science, mathematics, social studies, art, music, technology, creative writing, Spanish, 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 AND FAITH DEVELOPMENT** instruction guides seventh and eighth grade students through Luther's Small Catechism and the Bible in preparation for the rite of confirmation and further faith development. This instruction is led by both pastors and covers a two 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 for the K3-K4, and a dual approach to teaching the skills of reading and phonics on the child's differentiated level. Kindergarten through 8th grade use the Units of Study curriculum that includes trade books and novels that are specific to each child's reading level. The other components of this area are handwriting, creative writing, spelling, language, and grammar. Appropriate emphasis is placed on this area since it becomes the major tool for a lifetime learner.

**MATHEMATICS** is a foundational 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 the study of natural phenomena. The course of study includes both the inductive and deductive methods of learning. Life and physical sciences are taught from the perspective of Biblical Creation.

**ART** appreciation and literacy is part of the classroom experience in a developmental program.

**SOCIAL STUDIES** begin 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** ( will be modified during COVID) 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 from K3 to 4th gr

Singing receives the major emphasis. Every class will participate in choir and be required to sing in church through the year as part of their participation grade.

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 be given the option to choose between, choir, hand chimes, handbells, Piano, or music appreciation class. Parents will be given a commitment form in the beginning of the year. Performances will be scheduled throughout the year, including during worship services. This will be part of their participation grade.

**BAND** is offered to students in grades 4-8. Private and group lessons are available through our partnership with Racine Lutheran High School. There is a fee associated with the band program that is billed through Racine Lutheran High School.

**PHYSICAL EDUCATION** aims at the development and appreciation of healthy bodies and minds. Physical education classes are conducted for grades K-8.

**CREATIVE WRITING** is taught in grades 1-8. In grades 1-4 creative writing develops ideas into effective expression. We will discuss the importance of thinking before writing, investing in the topic, and wrestling with the words. Students will explore traits of strong writing including Ideas, Organization, Voice, Word Choice, Sentence Fluency, Conventions, and Presentation. In grades 5-8, students will continue to build upon the tools of writing they have learned previously.

In addition, students will expand their writing abilities to include speed writing, short stories, poetry and other forms of written expression.

**SPANISH** is offered in 1-8 grade. Futura's unique teaching philosophy, the Building Block Method of Learning®, uses songs, games, and cultural activities to promote language learning in a dynamic, age-appropriate manner. The primary goal of our classes is to spread enthusiasm for the Spanish language while providing a rich exposure to its many cultures.

**STEM** is currently offered in Middle School. STEM is defined, S- Science :The study of the world around us through observation and experiment (biology, physics, chemistry, geology, astronomy, etc.) T- Technology:Applying knowledge to solve problems or invent something useful

E- Engineering:The use science and math to design and build things that can make life simpler

M- Mathematics:The study of numbers, shapes, and patterns.

In this class, the student will be working individually and in groups to think creatively to help solve real-life problems. You will need to work with others to help solve different problems that are happening throughout the world, in Racine, or maybe even within our own school. There are many opportunities for us to grow in knowledge in this STEM class.

**Middle School Elective Program** the goal of the Middle School Elective Program is to enrich the student's experience here at Trinity. The electives being offered are classes/topics that would normally not be the focus in our typical, yearly curriculum. Each student will have the opportunity to take each elective that is offered for several weeks each year.

Students will receive academic credit for these courses. Their academic credit will be based on class participation, a positive attitude, and a willingness to try new disciplines. Our current list of electives include: Health and Wellness, -Drama/Acting, Art Appreciation Typing/Computer Literacy.

#### Family Groups 5th-8th Grade-Modified during COVID

At Trinity Lutheran School, we have the privilege to mentor students as they learn and grow in Christ. This program involves our MS students (5th-8th grade) and our MS staff. Each MS teacher will lead a "family" of students made up of a compilation of 5th-8th grade students.

The family group curriculum has been developed using models and resources from other middle schools that have implemented and operated successful advisory programs. The family group curriculum is tailored to our school and its ideals.

The Blessings and Benefits of this program:

Sets Trinity Lutheran apart as a leader and innovator in the Racine area and beyond

Ensures that each student is connecting with an adult advocate in the middle school

Creates opportunities for students to get to know one another in a safe and family-like atmosphere.

Promotes healthy relationships throughout our middle school student body.

Curriculum Overview:

-Meet 2 times per week

Bible Study/Discussion Day – A class period devoted to learning to use God's word as a tool in our daily walk and relationship with Christ, each other, and how to apply that in our daily lives. We will also be discussing various topics as a group with the goal to make each student feel connected to a group of MS peers.

Activity/Team Building Day – A class period that is centered on creative, engaging, team-building activities that will reinforce the general sense of community in our family groups and our middle school as a whole.

### CHAPEL SERVICES-Modified during COVID

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 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.

### LIGHT OF CHRIST

This honor is given each quarter to a student in first - eighth grade who has shown Christian kindness, support of all peers and models how our Lord would like us to treat others.

### 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

### CHROMEBOOKS

Trinity uses ChromeBooks to enhance the learning environment and provide a greater opportunity for differentiated instruction. Students receive instruction in how to run the machines and their various online programs. All children in grades K5-8 get time each week on the chromebooks.

Failure to follow the guidelines may result in a loss of privileges and or discipline actions.

1. Use technology in ways consistent with Trinity's school's mission.
2. Prohibited when using technology:
  - a. Sending or posting messages that are harassing or degrading.
  - b. Bearing false witness or spreading rumors.
  - c. Posting anonymous messages.
  - d. Posting personal communications without the author's express consent.
  - f. Stealing anything or violating copyright laws.
  - g. Viewing inappropriate material and images, and seek adult help when inadvertently entering an inappropriate site or page.
  - h. Making password protected files, environments, and/or sites unavailable for teacher or administrative review.
  - i. Using school provided email addresses outside of appropriate classroom use.

## 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 them to school.

**Cell phones and Smart Watches (Apple, Samsung, FitBit, etc) must be kept on silent/off and given to their homeroom teacher before the final bell.** They may not be used without permission from a teacher or the principal on school grounds. 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. A disciplinary action will also be given

## SOCIAL MEDIA POLICY

The use of social media by students and parents of Trinity Lutheran School is understandably wide-spread, ongoing, and largely personal. It can be a valuable tool for collaboration, learning, and communication.

However, when social media is used to cause harm to relationships, reputations, or the school in general, we as a community of believers in Christ must consider the outcome.

Social media conflicts or cyber-bullying that are brought to the attention of the Trinity staff, whether posted on Trinity-managed pages or personal accounts will be reviewed by the principal and pastors, whether the posting occurred during or outside of school hours. Those posts that are deemed to impact education or disrupt the classroom environment, school culture or atmosphere will result in disciplinary action as stated.

Law enforcement may also be contacted, depending on the nature of the post. This applies to Trinity staff, students, parents, or other Trinity stakeholders who violate the social media policy.

Specifically prohibited behaviors include but are not limited to:

1. Comments designed to harass or bully Trinity students, parents, school personnel, or stakeholders; derogatory language that demeans or condemns.
2. Statements or images posted that are threatening, slanderous, or hostile in nature toward an individual(s) or group(s) sponsored or supported by Trinity.
3. Sexually explicit, profane, lewd, indecent or defamatory language or actions; nude, sexually oriented or indecent photos, images or altered pictures.
4. Statements or images that demonstrate poor sportsmanship toward teammates, opponents, coaches or officials.

5. Use of school computers to view social media postings; students accessing social media on their own devices during school hours, in TLC, while on Racine Unified buses, or during school sponsored events.
6. Posting of confidential information: email addresses, phone numbers.
7. The re-posting or re-communication of above violations to other Trinity students or parents.
8. Postings that reflect poorly on the school, the congregation, staff, students or other stakeholders.

*"Each of us should please our neighbors for their good, to build them up." – Romans 15:2*

### 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.

### 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-( 5th-8th)50-60 min

**In addition to assigned homework, students should read, review math facts and practice memory 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. A school take home folder is also provided by the school to encourage organizational skills.

**Late Homework** is lowered one letter grade for each day absent. After five days the grade will be recorded as a zero, not an F. Homework completion is vital to success.

Missing assignments are visible on TADS/Educate.

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

## GRADING SCALE

Grades K3-1st 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 requires additional practice/learning.

K-2nd Grade use a standards based scale: 5, Mastery, 4 Proficient, 3 Progressing, 2 Needs Improvement, 1 Unsatisfactory to determine what students learn each quarter. Reading/Literature in grades 3-8, and Creative Writing in grades 1-4 also utilize standards based grading to invoke a growth mindset (meeting students where they are at and helping them grow).

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

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 1-8 are issued quarterly through EDUCATE. Report Cards for K3-K5 are hard copies with a quarterly return envelope. 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 EDUCATE. 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 EDUCATE grade book system.

1. A student is ineligible for Honor Roll if there is a D, F, or an incomplete on the report card.
2. There are two classifications for this recognition, Honors with an earned within the range of 3.33-3.66 and High Honors with an earned with in the range of 3.67-4.0

## VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian are given to a student that shows consistent exemplary scholastic achievement from grades 5 through 8. These grades are averaged across the four years, and the student with the highest grade average receives the honor of Valedictorian. Salutatorian is given to the student with the second highest grade average.



## NATIONAL JUNIOR HONORS SOCIETY (NJHS)

Belonging to the National Junior Honor Society is a privilege for 8th grade students. The purpose put forth by the organization is to “create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and encourage good citizenship in the students of middle schools,” (NJHS, article 1.2). God has richly blessed all of us, and feeling His love, we desire to share the love of Him who first loved us. In Jesus’ parable of the talents, God condemns the man who buries his talents and lets the talents be wasted. NJHS is an opportunity for each member to serve his peers, school, community, and, most importantly, God. Through this service, each member shares the love of God instead of burying his talents.

In order to earn, maintain, and graduate with membership in NJHS, each member must meet specific requirements. These pillars of NJHS give opportunity for service, scholarship, leadership, citizenships, and character.

- All interested students must complete an application turned in on time. Applications turned in after the deadline will not be considered. A faculty council will meet to evaluate each applicant’s submission and how they meet the pillars and expectations set forth by NJHS and Trinity. Those students who are accepted will be inducted into NJHS at Trinity. Completion of a form does not guarantee acceptance into NJHS.
- Each member is required to attend the lunch meetings. These will be the first Tuesday of every month, unless told otherwise by the faculty leader of NJHS. Excused absences from school will be accepted.
- A minimum of a 3.5 GPA is expected in order to maintain membership. Weekly eligibility checks will insure grades are being maintained. Trinity’s eligibility policy will apply to NJHS. If grades are not maintained, the student will lose their NJHS membership.
- A minimum of 10 volunteer hours is expected. Most hours will be available through Trinity activities. If a student misses opportunities due to absences or lack of participation, volunteer hours must be completed independently and a volunteer write-up must be completed to verify hours.
- Adherence to Trinity’s behavior expectations according to Trinity’s family handbook will be required. Failure to follow these could lead to removal from NJHS.

If all requirements are met, a student will then earn the privilege of graduating with an NJHS recognition at Trinity’s 8th grade graduation.

## PARENT-TEACHER CONFERENCES

Required Parent-Teacher conferences for grades K 3 -8th grade are held in the fall near the end 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 the 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/ASSESSMENT PROGRAMS

Our Christian school recognizes the importance of utilizing all guidance practices that will make the child's progress and education more effective. MAP Assessments and benchmark testing to monitor progress are given three times per year in grades 1-8. K3-K5 use benchmark and PALS assessments.

Forward Exam will be given to all students in 3-8 grades during the state required testing window. Results of this test are provided by the state of WI/DPI the following 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.

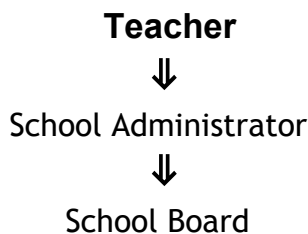
Any feeling of injustice by, or grievance against an individual teacher is to be discussed with that teacher first. Trying to "catch" your child's teacher before school is often difficult, and may extend into class time. It is best to meet privately after school hours. Involvement of the principal may 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. This includes using social media inappropriately to discuss teachers, staff, or a situation within the school. 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.



## 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, and 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 and others in authority 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.
- 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 time or use of the bathroom.
- I will respect my body.
- I will respect my classmates

### 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.

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.
- 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 reputation of the person or the identifiable group by demeaning them through any medium, this includes verbal, written or electronic means of communication.
- 1.26 **Cheating, plagiarism, or copying others 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 or 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 a 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 into, 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 and vaping products:** The use of tobacco is banned. Students may not use or possess cigarettes (including e-cigarettes), cigars, chewing tobacco, or other tobacco products.

**2.12 Selling or transferring tobacco and vaping products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cartridges, 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 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 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 or his property.

**3.8 Committing arson:** Students may not ignite a fire or threaten to start 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**

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. The principal and pastor(s) may recommend expulsion to the school board. 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.

### **DUE PROCESS**

A student who is pending expulsion has the opportunity to appeal his/her disciplinary action. Parents may appear before the Board of Education to discuss the event prior to a final decision being delivered.

## BULLYING and HARASSMENT

It is the policy of Trinity Lutheran School to prohibit any conduct that constitutes physical bullying, cyber 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 and social media. Please report all instances of electronic predatory communication to a pastor or the principal.

In the event of inappropriate cyber 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.

Conflict is normal. Bullying is not a 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.

Normal Conflict	Bullying
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.

Teasing between Friends	Taunting by a Bully
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 teacher, 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-**  
**During COVID bussing may be limited or time changes.**

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 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 the bus stop for an extended period of time.
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 RUSD provided bus company policy that only authorized persons are allowed to board school buses. Any exceptions must be authorized in advance by the RUSD Transportation Specialist.
8. It is the RUSD 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-**All trips are on hold until COVID safe**

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 contracts a company 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. Yearbooks are available for ordering at the beginning of the year. They are pre-order items only.

## HONORS CONVOCATION

The Honors Convocation is held at the end of each school year to celebrate the gifts, hard work and effort put forth by the students of Trinity. Honors included, Honor Roll Award for three or more quarters on honor roll.

Perfect Attendance

Faithful Church

Athletics

Light of Christ

A Trinity Pendant to display awards is given in Kindergarten or first year at Trinity.

## DRESS CODE-Add Masks for COVID

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

***“Whatever you do, do all to the glory of God”. 1 Corinthians 10:31-*** This passage from scripture is our guide for Christian conduct and appearance. Students should be neat, clean and orderly in their appearance.

Clothing and **masks** 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. The dress code is established to teach grooming and hygiene, instill discipline and modesty, prevent disruption, avoid safety hazards and provide a successful learning environment. Appropriate dress and grooming standards promote responsibility and self-esteem, fostering a sense of community for students in their present and future interactions. Printed wording and images on clothing and **masks** may not promote alcohol, drugs, death, the occult, or sorcery (zombies, vampires, witches, warlocks, skulls, etc.), music groups, or sexual promiscuity.

- Clothing should be neat, clean and in good condition.
- Students are responsible for their own clothing. Please label jackets, sweaters, lunch boxes, mittens, scarves, hats, backpacks, etc.
- All shirts MUST have sleeves that extend past the shoulder and onto the arm with no exposure of shoulders. Shirts must fully cover all undergarments. Midriff, back, and cleavage must be covered during the course of school and other school sponsored activities, including; sitting, leaning, reaching, etc.
- 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.
- Tops and bottoms are free of rips or tears.
- Leggings -*not* yoga/athletic pants may be worn if top/tunic covers the entire body, **front and back** at fingertip length.
- Skirts and shorts must reach at least mid-thigh. (Approximately one inch longer than the tips of fingers with arms extended at sides. This includes with or without tights or nylons.) The back side of shorts must be free from wording. Shorts may be worn throughout the school year.
- Shoes must be well secured to the foot for safety. This makes any style of shoe appropriate except beach flip-flops, loose fitting slides and shoes that would prohibit a student from exiting the building safely during an emergency or fall, trip during recess.
- Costumed-styled accessories (e.g. unicorn headbands etc.) are prohibited.
- For PE class -socks and tennis shoes that tie or are well secured in some way: velcro, must be worn.
- 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-Modified during COVID

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 if it's raining, lightning, colder than 10 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! When outside in cold, wet or snowy weather, children should be equipped with boots, and warm clothing, including coats, hats, and mittens.

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, bible class or Sunday School. Fundraising 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. or school tuition. Money not used can be transferred to siblings
7. School dress code and discipline guidelines apply at all fundraising events.

## 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.

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.

## CLASSROOM VOLUNTEERS-We will be limiting volunteers during COVID

Each grade has volunteer parents, grandparents or guardians who are responsible for assisting the teacher in the planning and supervision of special activities throughout the year, helping with lunch duty, copying, project assembly etc. This may include parties and field trips. They can 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 every two years who wish to participate in one or more of our sports programs.



## ILLNESS- Please read, Important COVID guidelines

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. 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.

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 within one hour. You can help us limit the spread of disease by informing the office promptly upon diagnosis of contagious illnesses.

COVID-19 specific guidelines are below.

## ALLERGIES/ASTHMA

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.

Students with Asthma should complete the medication form for their fast acting inhaler. The inhaler will be kept with the teacher.

To avoid confusion due to similarities with COVID -19 symptoms documentation from a child's doctor should be provided.

## 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. 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 will only be allowed for special injuries or a doctor's note. Due to COVID-19, students who are ill should be staying home.*

1. This type of medication shall be supplied by 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. 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, eye droppers, 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. Items left in backpacks/desk can cause harm to others if found and treated like candy. They will be confiscated. Parents will need to make arrangements to have returned.
7. All school administered OTC medications are secured in the office.

## FOOD SERVICES/HOT LUNCH-**During COVID lunch will be delivered to classroom**

All Trinity families are able to complete an application for Free/Reduced Lunch. They are available after July 1 each school year. You will be notified ten days in advance if you qualify for free and reduced lunch by letter. The applications will be sent in our back to school packets or available in the office or a request to have it mailed to your home.

School lunches are served between 11:45-12:30. The full price of a hot lunch is \$2.75. This price includes ½ pint of milk. Milk purchased separately is \$.55. 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 food items 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.**

## USDA Nondiscrimination Statement Update

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: *email:* [program.intake@usda.gov](mailto:program.intake@usda.gov).

*mail:* U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
*fax:* (202) 690-7442; or

**This institution is an equal opportunity provider.**

## LUNCHES FROM HOME

Bag lunches may be brought from **home**. Please strive to provide your child with a nutritious and well-balanced meal. Fast food is not allowed unless arranged through a teacher for special occasions. Individual ½ pints of milk are available for \$.55 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. Class birthday treats will not be allowed at this time due to COVID,

## WATER BOTTLES/Liquids

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 encourage students to bring a water bottle. Water bottles need to be non-glass and taken home daily. Students are allowed only water in the classrooms. Bottles should be clearly labeled. Flavored water or other liquids are not permitted outside of lunch time. Water is available during lunch service.

Red liquids are not allowed due to food allergies and staining of school property.

## TRINITY 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. [Meal Patterns](#)

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. Carbonated and Caffeinated beverages are not allowed at snack, lunch, TLC. Red dyed drinks, Kool-aid, fruit punch, etc are not allowed due to allergies and staining of school property.
7. In an attempt to limit the number of high calorie, low-nutrition foods, parents are encouraged to provide healthy snacks 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.
4. The Wellness Policy is reviewed every three years by the School Board.

#### **Meals over the Summer Months-**

Meals are provided by Racine Unified at select locations every summer. Trinity will provide a link each year as it is released or you may check the RUSD website.

#### **K3-K5 SNACKS and TREATS-During COVID**

Students should pack a daily healthy snack each day. They also should have a water bottle. Outside treats and birthday treats will not be allowed at this time. Teachers may plan special events and activities for birthdays and holiday parties. We still want to be able to celebrate, just safely!

## EIGHTH GRADE RECEPTION -Information for 7th grade parents

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

## EIGHTH GRADE EXPENSES-TO BE Determined based on COVID

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

Confirmation Camp (Walcamp)	\$ 100
Washington, D.C. Trip	\$ 1,000

### *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 as an educational experience and is not intended to serve as a family vacation.
7. A faculty representative will accompany the 8th grade on the DC Trip.
8. Washington D.C. Chaperones- Chaperones for the trip are an integral part of the Washington D.C. trip. A limited number of chaperones will be required each year for the success and for the safety of the students. Those parents who would be willing to chaperone will be asked to submit their names to Mr. Struck via email by a specific date. Those names will then be discussed with the leadership team and the required amount of chaperones will be chosen. Criteria for selection will be based upon areas of need for the health, safety, and educational enrichment of the students. These criteria will include but are not limited to volunteers having careers in education, the medical field, and first responders. In addition, in order to minimize cost for housing for all of the families involved, some consideration may be given to the gender of the chaperones (boys must room with male chaperones and girls with female chaperones).

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.

## STUDENT COUNCIL

### ***Purpose of the Student Council:***

Student Council is an organization conducted by students in grades 5th-8th and supervised by adults. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. They help share students' ideas, interests, and concerns with the school wide community.

### Objectives:

1. To officially represent the student body of Trinity Lutheran School
2. To identify and help solve problems/issues encountered by students in the school.
3. To initiate, implement, and complete projects and activities which will be of help to the school, the students, the faculty, the administration and the community.
4. To promote respect for law and order and general welfare of the school and community.
5. To promote an awareness of human relations, of power structures, and how one effectively operates within them. These objectives are realistically approached through increasing avenues of cooperation among the administration, faculty, and students.
6. To provide a viable means for student expression and an increasing amount of self-direction.
7. To promote and encourage the involvement of students in organizing school activities increase student school pride.

### Student Council members must:

1. Set positive course for others to follow
2. Be in good academic standing in order to remain eligible for their role on Student Council.  
(Insert same guidelines as athletics) Any member not meeting the above criteria will be placed on probation and will have to be in good standing by the next progress report. Failure to do so may result in their dismissal from the Student Council.
3. Attend all activities put on by the Student Council unless otherwise excused by a parent or guardian.

## 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.

## DISASTER DRILLS

Since such tragedies are never predictable we will, at unannounced times, go through drills to ensure the best possible escape from injuries or harm. Drills will include, but not limited to, monthly fire drills, tornado, lockdown, hazard conditions, active shooter, and drills that require students to move to another location. Student safety warrants that we expect them to be silent during these drills. Procedures for classroom evacuation are posted in each classroom. Cesar Chavez Community Center is our designated location in case of emergency relocation.

## ASBESTOS

The Asbestos inspection report is completed yearly. The complete results and report is available in the school office.

## TLC EXTENDED CARE

Trinity Lutheran School provides supervised care for children needing extended care 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. Enrollment Guidelines can be found in Appendix.

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 locked.
2. The normal rate charged for families signed up for the TLC program is \$4.00 per hour per child or \$2.00 per half hour. This service is billed through TADS/Educate. Delinquent payment of \$25 will result in the refusal of further service until the bill is paid in full.
3. Any early drop-offs before 8:40 am, or late pick-ups after 4:00 pm not enrolled in TLC 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.

## APPENDIX

1. [School Supply List](#)
2. COVID-19 Re-opening Plan





# Trinity Lutheran School 2020-2021 School Supply List



## PLEASE NOTE

- Label all supplies (unless specified) with student's name in permanent marker.

### First day of school:

August 19 2020- 8:50am

Contact the office with questions: (262)632-1766

Masks are Required

Personal Hand sanitizers recommended.

### K3 & K4

- ☐ 1 regular backpack, no wheels, min. 16x14
- labeled with student's name**
- ☐ Change of clothes – to be kept at school
- ☐ 1-Washable markers (10 pack classic colors)
- ☐ 1 - Box of 24 count crayons
- ☐ 8- Glue sticks
- ☐ 1-Hard plastic pencil box (8x5x2)
- ☐ 1- Box of Band-Aids
- ☐ 3- Large box of Kleenex
- ☐ 1 - Roll of paper towel
- ☐ 3- large (78ct) containers of Clorox Wipes
- ☐ 3- large boxes of baby wipes
- ☐ 1- Box sandwich-sized Ziploc bags (boys)
- ☐ 1- Box gallon-sized Ziploc bags (girls)
- ☐ 1-Jumbo/XL Ziploc for winter snow clothes
- ☐ 1-Large package of napkins

### K5

- ☐ 1 Regular backpack, no wheels, min. 16x14
- labeled with student's name**
- ☐ Change of clothes – to be kept at school
- ☐ 1 - Pencil box, hard plastic (8x5x2)
- ☐ 1 - Pack of dry erase markers (fine black)
- ☐ 1 - Washable markers (10 pack classic colors)
- ☐ 1- Box of 24 Crayola crayons, regular size

- ☐ 1- Large pink pearl brand erasers
- ☐ 1- Black composition notebook
- ☐ 3- Glue sticks (small)
- 1- 1/2 inch white 3 ring binders with clear front sleeve**
- ☐ 1-Folder (red plastic, 2 pockets with 3 prongs)
- ☐ 1- package of sheet protectors (25)
- ☐ 1- Large package of napkins
- ☐ 3- Large boxes of Kleenex
- ☐ 2- Rolls of paper towel
- ☐ 3- Large (78 ct) containers of Clorox Wipes
- ☐ 1- Large boxes of baby wipes
- ☐ 1- Box sandwich-sized Ziploc bags-(boys)
- ☐ 1- Box gallon-sized Ziploc bags –(girls)
- ☐ 1-Jumbo/XL Ziploc for winter snow clothes
- ☐ Gym shoes to keep at school

### 1<sup>ST</sup> GRADE

- ☐ 1 regular backpack, no wheels, min. 16x14
- labeled with student's name**
- ☐ 12 - Yellow Ticonderoga pencils (#2 plain)- sharpened please!
- ☐ Personal Pencil Sharpener
- ☐ 1-Set headphones for computers
- ☐ 1- Pencil box, hard plastic (8x5x2)
- ☐ 2 - Packs of dry erase markers (fine black)
- ☐ 1 - Box of 10 washable classic colored markers
- ☐ 1 - Box of 24 count Crayola crayons, regular size, primary colors only
- ☐ 3 - Large pink pearl brand erasers
- ☐ 1- Student size scissors (blunt tip)
- ☐ 1 - Watercolor paints-16 colors
- ☐ 2 - Packs post-it notes
- 1 - 1/2 inch white 3 ring binders with clear front sleeve**
- ☐ 4 - Glue sticks (small)

- ☐ 1- Bottle of Elmer's glue (4oz)
- ☐ 4- Folders (plastic, 2 pockets with prongs)
- ☐ 1 Box of Band-Aids
- ☐ 3- Large box of Kleenex
- ☐ 2- Rolls of paper towel
- ☐ 2 - Large (78 ct) containers of Clorox Wipes
- ☐ 1 - Box gallon-sized Ziploc bags
- ☐ 1-Jumbo/XL Ziploc for winter snow clothes
- ☐ Gym shoes to keep at school

### 2<sup>ND</sup> GRADE

- ☐ 1 Regular backpack, no wheels, min. 16x14
- ☐ 1-Set headphones for computers
- ☐ 24 - Yellow Ticonderoga pencils (#2 plain)- sharpened please!
- ☐ Personal Pencil Sharpener
- ☐ 1- Pencil box, hard plastic (8x5x2)
- ☐ 1-3-hole punched pencil pouch
- ☐ 2 - Packs of dry erase markers (fine black)
- ☐ 1 - Box of 10 washable classic colored markers
- ☐ 1 - Box of 24 count Crayola crayons, regular size
- ☐ 3 - Large pink pearl brand erasers
- ☐ 1- Student size scissors
- ☐ 1 - Watercolor paints-16 colors
- ☐ 1 - Spiral notebooks-college rule
- ☐ 2 - Packs post-it notes
- 1- 1 ½ inch White 3 ring binders with clear front sleeve**
- ☐ 4- Folders (plastic, 2 pockets with prongs)
- ☐ 6 - Glue sticks (small)
- ☐ 3- Large box of Kleenex
- ☐ 2 - Large (78 ct) containers of Clorox Wipes
- ☐ 1-Jumbo/XL Ziploc for winter snow clothes
- ☐ Gym shoes to keep at school

**Trinity Lutheran School**  
**2020-2021**  
**School Supply List**

3 <sup>RD</sup> GRADE	4 <sup>TH</sup> GRADE	5 <sup>TH</sup> - 8 <sup>TH</sup> GRADE
<input type="checkbox"/> 1 Regular backpack, no wheels, min. 16x14 <i>labeled with student's name</i> <input type="checkbox"/> 1- <b>ESV Faith Alive Bible-</b> <i>Trinity will provide as a gift. Bible to be kept until 8<sup>th</sup> grade. Book Cover recommended.</i> <b>Replacements available in office \$25)</b> <input type="checkbox"/> 1-Set headphones for computers <input type="checkbox"/> 24- Yellow Ticonderoga pencils (#2 plain)-sharpened please! <input type="checkbox"/> Personal Pencil Sharpener <input type="checkbox"/> 1- Hard plastic pencil case (8x5x2) <input type="checkbox"/> 1- Pack of dry erase markers (fine black) <input type="checkbox"/> 1- Box of 10 washable classic colored markers <input type="checkbox"/> 1-Box of 10 thin washable classic markers <input type="checkbox"/> 1-Box of 12 count colored pencils <input type="checkbox"/> 1- Box of 24 count Crayola crayons, regular size, primary colors only <input type="checkbox"/> 6- Large pink pearl brand erasers <input type="checkbox"/> 1- Student size scissors <input type="checkbox"/> 3- Spiral notebooks-college rule <input type="checkbox"/> 2- 3x5 index card packs <input type="checkbox"/> 2- Packs of post-it notes <input type="checkbox"/> 2- Pens (Red only) <input type="checkbox"/> 2- Packs of 100 loose-leaf college rule paper <input type="checkbox"/> 4- Folders (plastic, 2 pocket with 3 prongs) <input type="checkbox"/> 1- Glue stick (small) <input type="checkbox"/> 3- Large box of Kleenex <input type="checkbox"/> 1- Roll of paper towel <input type="checkbox"/> 1- Large (78 ct) containers of Clorox Wipes -(Girls) <input type="checkbox"/> 1- Box gallon-sized Ziploc bags -(Boys) <input type="checkbox"/> Gym shoes to keep at school  	<input type="checkbox"/> 1 Regular backpack, no wheels, min. 16x14 <i>labeled with student's name</i> <input type="checkbox"/> 1- <b>One ESV Faith Alive Bible-</b> <i>(available in office \$25 if lost or damaged)</i> <input type="checkbox"/> 1-Set headphones for computers <input type="checkbox"/> 24- Yellow Ticonderoga pencils (#2 plain)-sharpened please! <input type="checkbox"/> Personal Pencil Sharpener <input type="checkbox"/> 1- Hard plastic pencil case (8x5x2) <input type="checkbox"/> 1- Pack of dry erase markers (wide black) <input type="checkbox"/> 1- Pack of dry erase markers (fine black) <input type="checkbox"/> 1- Pack of permanent markers (fine black) <input type="checkbox"/> 3- Packs post it notes <input type="checkbox"/> 1- Packs 3x5 index card <input type="checkbox"/> 1- Black composition notebook <input type="checkbox"/> 1- Spiral notebook-college rule <input type="checkbox"/> 1- Pack of 100 loose-leaf college rule paper <input type="checkbox"/> 4-Folders (2 pockets with 3 prongs) <input type="checkbox"/> 1-Box of 10 classic colored markers <input type="checkbox"/> 1-Box of 12 count colored pencils <input type="checkbox"/> 1- Box of 24 count Crayola crayons <input type="checkbox"/> 3- Large pink pearl brand erasers <input type="checkbox"/> 1- Student size scissors <input type="checkbox"/> 3- Glue sticks (small) <input type="checkbox"/> 1- Bottle of Elmer's glue (4oz) <input type="checkbox"/> 1- Box of Band-Aids <input type="checkbox"/> 3- Large box of Kleenex (boys) <input type="checkbox"/> 1- Roll of paper towel <input type="checkbox"/> 2- Large (78 ct) containers of Clorox Wipes (girls) <input type="checkbox"/> Gym shoes to keep at school 	<input type="checkbox"/> 1 Regular backpack, no wheels, min. 16x14 <i>labeled with student's name</i> <input type="checkbox"/> 1- <b>One ESV Faith Alive Bible-</b> <i>(available in office \$25 if lost or damaged)</i> <input type="checkbox"/> 24- <b>Yellow Ticonderoga pencils</b> <b>(#2 plain)-sharpened please!</b> <input type="checkbox"/> Personal Pencil Sharpener <input type="checkbox"/> 6-3-hole punched pencil pouch to be placed in each white binder <input type="checkbox"/> 1- Hard plastic pencil case (8x5x2) <input type="checkbox"/> 1- Box of 24 count Crayola crayons <input type="checkbox"/> 1- Box of 10 washable classic markers <input type="checkbox"/> 1-Box of 10 thin washable classic markers <input type="checkbox"/> 6- 1 ½ inch <b>White 3 ring binders with clear front sleeve</b> <input type="checkbox"/> 4- Spiral notebooks-collage rule <input type="checkbox"/> 1-Set headphones for computers <input type="checkbox"/> 1- Folder ( <b>plastic</b> , 2 pockets with 3 prongs) <input type="checkbox"/> 2- packs post-it notes <input type="checkbox"/> 3- packs of dry erase markers (fine black) <input type="checkbox"/> 6- Large pink pearl brand erasers <input type="checkbox"/> 3- packs of 3x5 index cards <input type="checkbox"/> 3- packs of 100 loose-leaf college rule paper <input type="checkbox"/> 1- Student size scissors <input type="checkbox"/> 1- bottle of Elmer's glue (4oz) <input type="checkbox"/> 3- Large box of Kleenex <input type="checkbox"/> 2- Large (78 ct) containers of Clorox Wipes  <div>             Items below are provided-a replacement cost will be charge if lost.             <ul style="list-style-type: none"> <li>• An ESV Bible-Faith Alive Bible-\$25</li> <li>• Luther's Small Catechism-\$15</li> <li>• Assignment note book-\$5</li> <li>• Take-Home Folder-\$2</li> </ul>  </div>



## RE-OPENING SCHOOLS FALL 2020-2021

- ❖ Trinity Lutheran School has every intent to bring all students back for in-person instruction following the school calendar. Trinity and the American Association of Pediatrics believes students learn best with face-to-face instruction. We are blessed to have small classes and the ability to social distance. Trinity practices stringent cleaning procedures and we are well under capacity.
- ❖ The current guidelines for social distancing are driving the need to limit class sizes. In the event these guidelines are adjusted **WE WILL CHANGE THE PLAN.**
- ❖ The following is Trinity Lutheran School's plan as of August 4, 2020. We will continue to keep you updated as new information becomes available or the plan changes.
- ❖ Thank you for your patience as we continue to work to keep our students and staff safe.



Click link to see full presentation-

[Re-opening Plan Link](#)

## EDUCATION FORWARD: Re-opening Trinity Lutheran School 2020-2021



### RE-OPENING SCHOOLS FALL 2020-2021

- ❖ Trinity Lutheran School has every intent to bring all students back for in-person instruction following the school calendar. Trinity and the American Association of Pediatrics believes students learn best with face-to-face instruction. We are blessed to have small classes and the ability to social distance. Trinity practices stringent cleaning procedures and we are well under capacity.

- ❖ The current guidelines for social distancing are driving the need to limit class sizes. In the event these guidelines are adjusted **WE WILL CHANGE THE PLAN.**
- ❖ The following is Trinity Lutheran School's plan as of August 4, 2020. We will continue to keep you updated as new information becomes available or the plan changes.
- ❖ Thank you for your patience as we continue to work to keep our students and staff safe.

## GOAL OF RETURNING TO SCHOOL

- ❖ **SAFETY:** Student and staff safety is critical. All plans will reflect guidance from the Center for Disease Control (CDC), Racine Health Department, Department of Public Instruction (DPI) and American Academy of Pediatrics (AAP). [Safer Racine](https://www.racinecoronavirus.org)  
<https://www.racinecoronavirus.org>
- ❖ **SPIRITUAL, SOCIAL, AND EMOTIONAL WELL BEING:** Planning and caring for all aspects of student and staff health and wellness.
- ❖ **FLEXIBILITY:** Plans will allow for a fluid response to changing conditions keeping in mind staffs', students', and parents' capacity as well as Trinity Lutheran School's financial resources and available space.
- ❖ **INSTRUCTION:** Plan currently reflects an in-person learning environment for PK3-8th Grade students.
  - A virtual/absence learning model for K3-8th Grade will be available, ***in the event that:***
    - a student or family member tests positive for COVID-19,
    - another physician-documented medical condition exists.
  - A remote learning model for K3-8th Grade will be available, ***in the event that:***
    - schools cannot be open
    - schools are closed for a limited time

This plan is subject to change as guidelines are adjusted.

## Screening for Illness Guidelines

- ❖ **Symptoms (please note, there is not ONE symptom that is uniquely predictive of COVID-19)**

Parents must pre-screen for these symptoms prior to drop off:

Cough, fever/chills, shortness of breath, muscle aches, sore throat, loss of taste or smell, diarrhea, headache, fatigue, nausea, vomiting, Congestion or runny nose.

- ❖ Checklist for parents to use each morning before sending your child to school.

## Daily Home Screening for Students

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

### SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the <a href="#">Community Mitigation Framework</a>
<input type="checkbox"/>	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open



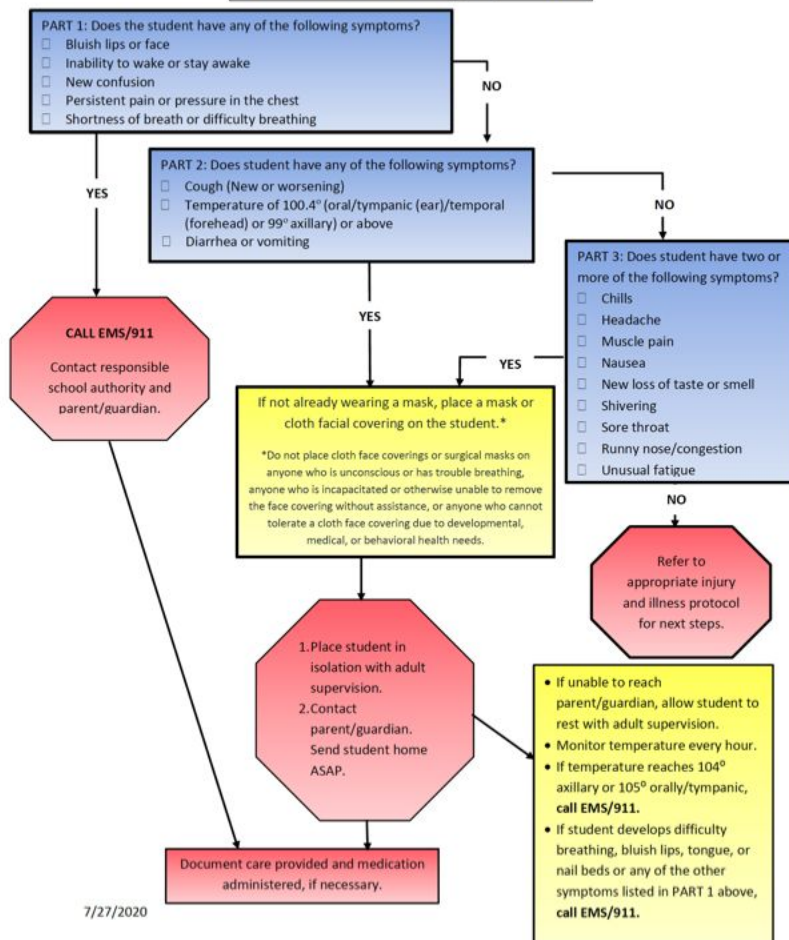
STUDENT - COVID-19

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

We will follow this DPI flow chart to determine when a child will be sent home, if presenting with symptoms while at school.

## COVID-19 like symptoms



Link for larger version:

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Protocol\\_to\\_send\\_home\\_COVID-19\\_like\\_symptoms.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Protocol_to_send_home_COVID-19_like_symptoms.pdf)

### ❖ Temperature checks

- ☐ Staff will be checked when they arrive in the morning.
- ☐ Students will be checked upon arrival
  - we ask parents to remain until they are cleared.
- ☐ Temperatures 100.2 or higher will not be allowed to enter the building.
- ☐ Re-check will be performed before lunch.

*Please check your student before leaving home!*

- Staff will be checked when they arrive in the morning.
- Students will be checked upon arrival
  - we ask parents to remain until they are cleared.
- Temperatures 100.2 or higher will not be allowed to enter the building.
- Re-check will be performed before lunch.

*Please check your student before leaving home!*

## Returning to School after Illness Guidelines

- ❖ A student with symptoms who tested positive or thinks they may have had COVID-19 may return to school:  
**AFTER 48 hours with no fever** without using fever-reducing medications (Tylenol),  
**AND** are at least **10 days** since symptoms **first** appeared,  
**AND** the student's symptoms have improved.
- ❖ Students who are asymptomatic (show no symptoms) and test positive for COVID-19 may return to school once they are 10 days past their positive test date.
- ❖ The Racine Health Dept will be contacted after each reported case.

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-In-Person-Classes.pdf>

## PLAN TO REOPEN SCHOOLS SAFELY

- ❖ **K3 - 8th GRADE:** Students will return to school on August 19, 2020, with safety precautions and social distancing. **Hours:** Monday - Friday 8:50 am - 3:55 pm.
- ❖ **MASKS-**
  - Required in common spaces: hallways, to recess, anytime students are moving in classroom or less than six feet from another person.
  - Where children and staff are unable to social distance.
  - The wearing of masks will be modeled by teachers.
  - All staff will wear masks when moving in the building.
  - If a mask is forgotten, we have cloth masks that will be given to wear, then labeled and kept in a separate bag.
  - They are not required while eating and a mask break will be given during recess. They are also not required during nap time if the children are distanced.
  - Training for safe removal of masks and storage will be given to students on the first day.

*Please practice mask wearing prior to school starting.*

All major health organizations recommend/require people to wear masks:  
Racine County Health Department, AAP, CDC.

## OPERATIONS:PHYSICAL SPACES

- ❖ **School Office** - Conduct office business through email and phone. An appointment may be scheduled if in-person is required or Zoom.
- ❖ **Sanitation Stations** – Placement at every classroom, entrances, halls and common spaces. This will be refilled and maintained by maintenance supervisor.
- ❖ **Drinking Fountains will be closed** –Bottle fillers only. Provide your own water bottle to fill daily. Bottle will be sent home daily for cleaning.
- ❖ **Creating Space for Distancing** – Excess furniture removed, Re-configuring small group work spaces,  
Student desks and teacher spaces are all 3-6 ft apart.
- ❖ **Safety** - Hand Hygiene, Social Distancing, Temperature Check, and Symptom Monitoring.
- ❖ **Tracing of Spread-** Each class will only be allowed to be with each other. We will not combine classes. The same adults will work with the class.
- ❖ **Traffic Control** - Teachers will direct students during any time of movement.
- ❖ **Chapel** – Services will be staggered to allow for distancing once chapel can resume.

- ❖ **Signage**- has been added to floors for distancing, classes are label in cohort groups, handwashing and facemask signs are posted, direction signs are posted for one way areas. Masks required posted on doors.

## OPERATIONS: HEALTHY ENVIRONMENT

### Guidelines based on CDC and Racine Health Department Guidance

- ❖ **Cleaning and Disinfecting** - Increased daily and weekly procedures.
  - Hourly cleaning of restrooms,
  - Ongoing and nightly cleaning of desks, lockers, handles and other surfaces that may be touched.
  - Product sprayed – Buckeye Eco® One-Step Disinfectant/Deodorizer/Cleaner E22.
  - Products will be inventoried and restocked by maintenance supervisor.
- ❖ **Common Spaces** - Increased cleaning protocols, staggered use of gym and other populated areas.
- ❖ **Modified Building Layouts** - Adjusted student passing time in hallways.
- ❖ **Hand Hygiene** – Students will be required to wash hands or use sanitizer when entering a classroom, during lunch, in bathrooms, and after recess, gym or movement in the halls. Frequent and often! Signs posted requiring 20 seconds.
- ❖ **Lunch** - will be in the classrooms. Hot lunch/milks will be served and delivered to the classrooms. Cold lunches should be sent in disposable containers (brown paper bags).
- ❖ **Isolation** - Timely departure from school of students and staff who are displaying symptoms. If a student is not picked up within an hour, we will contact the police non-emergency number.
- ❖ **Isolation Room** – If Trinity feels a student needs to be sent home, the student will be isolated with adult supervision. Staff members will also be isolated if symptoms. The room will be cleaned and left unused for 24hours.

## OPERATIONS: DAY TO DAY

- ❖ **Parents Drop Off and Pick Up – Parking lot drop off / pick up only.**
- ❖ **Entrances and Exits** - Controlled access and directional flow will be followed. Hand sanitization when entering and exiting the building and rooms.
- ❖ **Masks** - will be required when entering and departing the building as well as when in the hallway and when using the restroom, recess, gym or other movements.
- ❖ **Backpacks, phones, non-essentials**- Please limit all items brought to school. Sanitize once home and before returning items to school.
- ❖ **Teachers will be Moving**, not students, to allow child's desk to remain safe.
- ❖ **Shared Objects** – will not be allowed-individual student supplies should be labeled, sanitization requirements will be followed.
- ❖ **Essential Adults** – will be the only adults allowed in the building as needed to cover daily operational needs, prioritizing student learning and safety.
- ❖ **Visitors** - Non-essential visitors will not be permitted.
- ❖ **Parent Teacher Interaction** - please call your child's teacher if you need to discuss anything. If a face-to-face time is needed the teacher will schedule a time with you.
- ❖ **Locker Usage** - Use of lockers will be staggered. Cleaned each evening.
- ❖ **Field Trips & Gatherings** – will not occur at this time.



## INSTRUCTIONAL MODEL: IN-PERSON CLASSROOM LEARNING

- ❖ **Return to the classroom:** Students and staff practice operational safety procedures to reduce the spread of COVID-19.
- ❖ **Schedules:** In-person classes following the school calendar.
- ❖ **Schedule Modifications:** Daily schedule modification (ex. lunch, recess, gym class, computer lab) as necessary with start and end of day times remaining the same. Priority given to core classes.
- ❖ **Devices and Access:** All 1st - 8th Graders are assigned a school device, which will remain at school.
- ❖ **Resources:** Smart-board and Whiteboard
- ❖ **Grading:** Will not change, refer to Student Handbook.
- ❖ **Communication:** Ongoing and systematic communication to quickly identify students struggling to engage and develop a plan with families.

## INSTRUCTIONAL MODEL: IN-PERSON CLASSROOM LEARNING/Specials

- ❖ **Music:** Will be provided in their assigned rooms, with no singing or recorders.
- ❖ **Library:** Students will not have access to library books, until further notice.
- ❖ **Physical Education:** Use of outdoor spaces when possible; following CDC guidelines for safety provided by the teacher.
- ❖ **Recess:** Students with their own classmates, two classes at a time.  
No co-mingling.  
No playground equipment.
- ❖ **Spanish:** Teacher will be moving to each classroom providing safe learning.
- ❖ **Band-** Information will be coming from Racine Lutheran HS directly to parents in 5th-8th grade. Fourth grade will be giving information early September.
- ❖ **Moving Between Learning Models:** Models may need to be adjusted based on positive COVID-19 cases within the community or school, with a preference for in-person classroom learning in a safe and healthy environment, but a possibility to utilize remote learning if needed.

## SPIRITUAL, SOCIAL & EMOTIONAL HEALTH

- ❖ **Restarting:** Focus on social and emotional health during the first week back for students and staff focusing on inclusion and anxiety reduction.
- ❖ **Climate and Culture:** Work to introduce students to new look of school and classrooms while creating welcoming environments for learning.
- ❖ **Communication:** Ongoing and consistent communication to staff and families.
- ❖ **Wellness:** Focus on student and staff wellness activities and use of Conscious Discipline.
- ❖ **Spiritual Care:** Continued emphasis on the care of our Lord to meet our needs, address our anxieties, and guide our interactions with one another.

## TLC Before and After Care

- ❖ Limit of 20 students in TLC care.
- ❖ Must sign up - first-come, first-served.
- ❖ All school guidelines apply.

## ATHLETICS & EXTRA CURRICULAR ACTIVITIES

- ❖ **WIAA Guidance:** Refer to guidance from WIAA and the Racine Health Department to safely hold athletic practices, competitions, and events.
- ❖ **Activities:** To be determined based on safety and social distancing practices.
- ❖ **Cross Country** will be postponed due to lack of available meets.
- ❖ **Volleyball** moved to Spring

## Tips for Preparing Your Children

- ✓ **Remain calm.** Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- ✓ **Reassure Children** that they are safe. Let them know it is okay if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
- ✓ **Make yourself available to listen and to talk.** Let children know they can come to you when they have questions.
- ✓ **Avoid language** that might blame others and lead to stigma.
- ✓ **Pay attention to what children see or hear** on television, radio, or online. Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- ✓ **Provide information that is truthful and appropriate** for the age and developmental level of the child. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information. Children may misinterpret what they hear and can be frightened about something they do not understand.
- ✓ **Teach children everyday actions** to reduce the spread of germs. Remind children to wash their hands frequently and stay away from people who are coughing or sneezing or sick. Also, remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
- ✓ **When school is open,** discuss any new actions that may be taken at school to help protect children and school staff.

CDC Reference TIPS Link-

[https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html)

### Our Pledge to One Another

Faculty & Staff	Parents & Families
❖ To be as vigilant as we can to keep our community safe through good practices and stringent sanitizing	❖ To be especially vigilant in keeping my student(s) home when sick or symptomatic
❖ To strive to keep our instruction at the highest level, even in a strained setting	❖ To be engaged with my student's learning and stay in touch with teachers
❖ To communicate student needs and school changes as quickly as possible	❖ To have a family plan in place to immediately pick up my student when sick or symptomatic
❖ To model the joy we have in Christ and our love for learning in all circumstances	❖ To be flexible and supportive of the efforts of faculty and staff throughout our community

### Full presentation Slideshow-

<https://docs.google.com/presentation/d/e/2PACX-1vRqTNuQokCTC0Uorwz7OSqcBzKwY1GdhagrqVSfbI0Kq1GuathvyPj8Rwl6hVcTyXkNXy298nvoagrr/pub?start=true&loop=false&delayms=5000&slide=id.p1>

## Closing Plan for known Positive Cases of COVID-19 at Trinity Lutheran School

	Threshold	During Investigation	Post Investigation
<b>A</b>	One confirmed student or staff with a positive COVID-19 test	<ul style="list-style-type: none"> <li>•School stays open</li> <li>•Parents notified by 6pm</li> <li>Contact -City of Racine Public Health Department.</li> </ul>	Classroom remains open
<b>B</b>	20% confirmed student cases of positive COVID-19 in the same classroom	<ul style="list-style-type: none"> <li>•Close affected classroom</li> <li>•Parents notified by 6pm</li> <li>Contact -City of Racine Public Health Department.</li> <li>•Class would move to the Student at Home Remote Learning Platform</li> </ul>	Classroom remains closed for 14 days from the last positive test result.
<b>C</b>	Three classroom teachers test positive for COVID-19.	<ul style="list-style-type: none"> <li>•School will close</li> <li>•Parents notified by 6pm</li> <li>Contact -City of Racine Public Health Department.</li> <li>•Trinity would move to the Student at Home Remote Learning Platform</li> </ul>	School remains closed for 14 days from the last positive test result.
<b>D</b>	Approximately 5% of the student population tests positive for COVID-19.	<ul style="list-style-type: none"> <li>•School will close</li> <li>•Parents notified by 6pm</li> <li>Contact -City of Racine Public Health Department.</li> <li>•Trinity would move to the Student at Home Remote Learning Platform</li> </ul>	School remains closed for 14 days from the last positive test result.
<b>E</b>	City of Racine Public Health Department forces a school closure	<ul style="list-style-type: none"> <li>•School will close</li> <li>•Parents notified by 6pm</li> <li>Contact -City of Racine Public Health Department.</li> <li>•Trinity would move to the Student at Home Remote Learning Platform</li> </ul>	School remains closed for the duration of the ordered closure.

- The above matrix serves as a decision guideline. This matrix may be updated at any time based on new evidence, policies, or information related to COVID-19.
- Trinity will be working in close concert with the City of Racine Health Department and will notify local health officials, staff and families immediately of a confirmed case while

maintaining strict confidentiality as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA).

- **All** school staff members are held to strict confidentiality by HIPAA laws (Health Insurance Portability and Accountability Act) and statutes that protect student and staff health information. Student communicable disease related information (i.e. COVID-19) is protected health information and will not be shared with anyone other than the parties involved. Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials should not participate in discussions or acknowledge a positive test if personally identifiable information (name, age, etc) is involved.
  - Once the school is made aware of a positive case, the school board will be notified and a decision will be made if necessary.
  - Whenever a student is quarantining at home, the expectation is that they will continue to engage in learning using the Student at Home Virtual Learning Platform if they are well enough to do so.
  - If the school is closed by the Contact -City of Racine Public Health Department. the principal will communicate by 6pm on the night before about the status of opening the next morning, based on the status of the investigation. We will not reopen a school building without confirmation from public health experts that it is safe. Students will be given remote learning during the investigation period.
  - Per CDC guidelines close contact is defined as:  
A close contact is someone who has been within 6 feet of the positive person while they were infectious for 15 minutes or more, even if one or both people were wearing face coverings. COVID-19 positive persons are considered infectious from 48 hours before their symptoms began (or 48 hours before they were tested for COVID-19 if they never had symptoms). By default, all Trinity students and staff will be considered NOT within close contact of others while following the Trinity Re-Open plan.
-