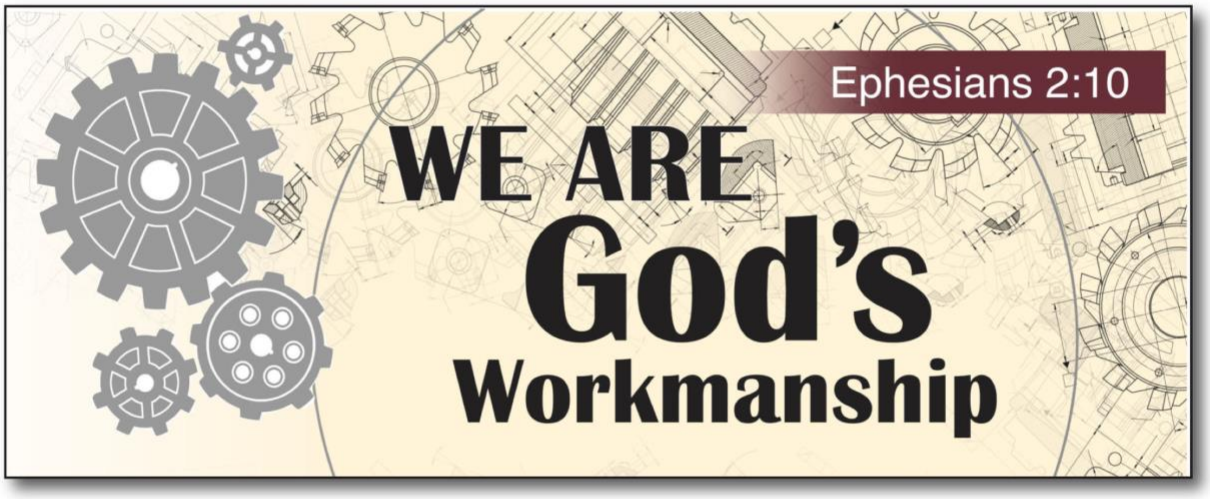
TRINITY LUTHERAN SCHOOL

2026-2027

FAMILY HANDBOOK



"FOR WE ARE HIS WORKMANSHIP, CREATED IN CHRIST JESUS FOR GOOD WORKS, WHICH GOD PREPARED BEFOREHAND, THAT WE SHOULD WALK IN THEM."

- EPHESIANS 2:10

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

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.
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to
Confess. Proclaim. Teach.

CHRISTIAN VISION & BELIEFS

Trinity Lutheran School reflects our Mission through (by):

Encouraging students to foster a personal faith relationship with Jesus Christ, through instruction, devotional time, and worship,

1. **Applying a confessional understanding of Lutheran beliefs as defined in Scripture and the Lutheran Confessions,**

2. **Partnering with school families to strive toward the best outcome for each student,**

3. **Creating a learning atmosphere that promotes academic excellence at all grade levels,**

4. **Nurturing a spirit of community and support throughout the school (e.g. student buddies, family groups, partner classes, etc.)**

5. **Reaching out with the Gospel by involving pastors in the enrollment process, baptismal outreach, invitations to adult learning, available counseling and care, etc.**

6. **Providing a safe environment for our students (physically, emotionally, and spiritually), focused on the comprehensive well-being of the child,**

7. **Fostering a kindergarten through 12th-grade vision for Lutheran education in partnership with Racine Lutheran High School,**

8. **Preparing students for ongoing learning, growth, and service when they leave our care/ministry.**

"Train up a child in the way that he should go; when he is old, he will not depart from it." **-**
Proverbs 22:6

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.

For by grace, you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast. - Ephesians 2:8-9

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 that some sins 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.

Now you are the body of Christ and individually members of it. - 1 Corinthians 12:27

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 prohibits premarital, same-gender, and extramarital relations).

Your body is a temple of the Holy Spirit within you, whom you have from God. You are not your own, for you were bought with a price. So glorify God in your body. - 1 Corinthians 6:19-20

At Trinity Lutheran School we expect that the families of our students will not act in a way that is contrary or distrustful to 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 negatively affects the school, promotes beliefs that are contrary to those of LC-MS on Trinity communication tools, or weakens and undermines the Christ-centered culture being developed at the school. We endeavor to act in ways consistent with being brothers and sisters in Christ at all times.

Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put-on love, which binds everything together in perfect harmony. - Colossians 3:12-14

The uniqueness of Lutheran Schools lies in our:

1. Time dedicated to Christian instruction in keeping with Scripture and the Lutheran Confessions.

2. Professional Christian teachers who are free to share their faith in Jesus Christ.

3. Prominence of Christian values, motives, and convictions throughout the school day.

4. Educating the whole student to grow academically, emotionally, and spiritually as a child of God.

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 fostering a deeper faith relationship with Jesus.

4. Christian schools set the standard for the highest-quality education possible because any subject, whether 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, and physical needs.

7. The influence, example, and encouragement of professional Christian educators encourage the development of 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 God’s help, to face any future circumstances.

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/WISCONSIN PARENTAL CHOICE PROGRAMS (RPCP)(WPCP)

Trinity Lutheran School participates in the State of Wisconsin RPCP/WPCP School Choice Programs. 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 9 students in K3, 18 students in K4, 24 students in K5-4th grade, and 25 students in 5th-8th grade. The principal, with input from the school board, makes the final determination of the number of students per class.

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. It does not discriminate based on race, color, gender, or national or ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. Inquiries regarding Trinity's nondiscrimination policies may be brought to the principal.

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., the forgiveness of sins, eternal life, and salvation. We are sinners and need to receive these gifts often.

Families who attend other LCMS churches must have a membership verification form signed by their pastor before receiving any tuition reduction. (Form available from the principal).

ADMISSION PROCEDURES AND REQUIREMENTS FOR NEW STUDENTS

1. A Racine/Wisconsin Private School Choice Program (RPCP/WPCP) 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 and school tour is held with the principal.
3. A pastoral introduction meeting is held with the family.
4. An enrollment application is submitted through TADS along with any applicable down payment of tuition or RPCP/WPCP required documentation.
5. A copy of the child's birth certificate (K4 & K5), immunization records, 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 be optional.
8. All new students are on probation 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 31st.
10. Students entering Trinity must be fully potty-trained. They must be in underwear and able to clean themselves without adult assistance.

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 levels and assist teachers with a baseline of abilities and skill sets for reading and math.

FORMS TO BE COMPLETED

All forms, along with the birth certificate, should be turned into the office before the start of school each year.

- Birth Certificate-New Students (K4 & K5)
- Immunization Record
- Health Information TADS - online forms
- RPCP/WPCP (Choice) Standing Release & Request
- Trinity Enrollment Forms Physical Form (Middle School every two years)
- EDUCATE- online forms
- Acknowledgment Form
- Free/Reduced Lunch Form

SCHOOL HOURS

Plan to drop your child off when the school doors open at 8:40. Children not participating in TLC extended care should wait calmly outdoors with parents until classroom supervision begins at 8:40 am.

Upon arrival, students are expected to begin quietly preparing for learning in their room. They are to be seated and ready to start BEFORE the tardy bell rings at 8:50.

School is dismissed at noon for part-time K3 & K4 and for the remaining grades at 3:55. Any late pick-ups after 12:05 or 4:05 will result in a fee of $5.00 per family for every 15 minutes or portion thereof if not enrolled in TLC.

This is equal to $20.00 per hour. The late fee will appear in the TLC portion of our EDUCATE billing.

SCHOOL AND HOME COMMUNICATION SYSTEM-EDUCATE

The cornerstone of successful education is the cooperation of home and school. The key to such cooperation is successful communication. ***EDUCATE is our secure information management system that allows parents to view their family's information.*** **This platform also serves as a clearinghouse for news, announcements, policies, and calendar items.**

Each child's grades, report card, school calendars, 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 assigned during enrollment, which allows them access to their confidential information. **You are encouraged to check your account daily.**

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. Please abide by the intended use to avoid the loss of this communication tool.

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, usually go home with the youngest child in each family. Tuesday noon is the deadline for the inclusion of announcements in the newsletter.

Joining the closed Trinity School Facebook group is also a way to become involved and informed. https://www.facebook.com/groups/TrinityLutheranChurchandSchoolRacine/

CONTACT YOUR CHILD'S TEACHER

Teachers are unavailable throughout the day due to direct instruction. If a parent has an immediate concern, we ask that parents call the school for a message to be left for the teacher or email the teacher for a response. Teachers will get back to you within one school day.

VISITORS/VOLUNTEER REQUIREMENTS

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, check-in, and receive a visitor badge. This includes classroom and lunch volunteers and parents dropping off items for their children. Students are forbidden to open doors to anyone. Surveillance cameras are set up around the building for the security and protection of our students. Volunteers that are working in the lunchroom or classroom should be prepared to assist as directed by the classroom teacher to support all students in the classroom. Younger siblings should not be part of the visit.

Volunteers are expected to support **all** students' learning. A volunteer should not be on their phone while supporting the teacher or event. A volunteer is not allowed to work with children without a teacher present. All classroom volunteers and lunch helpers must be coordinated in advance with the teacher. Volunteers must be willing to submit to a background check.

TUITION

An initial non-refundable down payment of $50 per student is required, which is applied to each family's tuition bill. No down payment is needed for RPCP/WPCP (Choice) students. Tuition payment is required to be made through TADS.

Trinity Lutheran School is a non-profit ministry, not a business. Financial support comes from Trinity Lutheran Church, our partnership with the State of Wisconsin in the Parental Choice Program, and 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 the work of Christian education through their prayers and their first-fruit offerings to the Lord.

Parents or guardians are expected to fulfill their agreement to pay tuition. The following procedures are utilized to provide an evangelical approach to the business aspects of operating a Christian 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. If the Board becomes involved, the family is asked to meet with them confidentially to discuss the situation.

FEES

Fees are charged for all students who participate in:

- Hot lunch may apply for free or reduced at the time of enrollment
- Milk
- Before/after care (TLC) program
- Athletics
- School pictures
- Yearbook
- 8th grade Walcamp and Washington D.C. trip
- Damaged school property, including Chromebooks
- Late/lost library books or textbooks

ATTENDANCE

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, vacations, and other similar activities outside of school hours. If parents wish to have their child dismissed for a special event, they should email their teacher or contact the office in advance of the planned absence.

Long weekends and breaks are intentionally scheduled throughout the year. Please use the school calendar to plan vacations.

Children are expected to take part in all school activities, including, but not limited to field trips, school musicals, Christmas services, and special music for worship services. The parent must give a written request not to participate in any school activity.

The teacher will **not** provide 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. See Homework Policy

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

For example, homework is due Wednesday morning if absent on Monday and returning on Tuesday to school.

If absent Monday and Tuesday and returned Wednesday, all homework would be due Friday morning.

Retention will be recommended if 13 or more days are missed of school including tardies.

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 8:30 and leave a specific message regarding your child's absence. *To protect your child, we will call you if no notice is received.*

The school recognizes that there are legitimate reasons for being absent from school, i.e., illness, unavoidable medical or dental appointments, funerals, etc. Bring in a doctor's note for an absence.

TARDINESS

Plan ahead to drop your child off at 8:40. Students are to be in their seats and ready for class ***BEFORE*** the tardy bell rings at 8:50. 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. The teacher should be notified beforehand if a child must be late because of an appointment. 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 usually is outside of the student's control. 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 an improvement plan 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.
3. 1 tardy equals a ½ day of absence when calculating attendance.

Tardiness that is deemed to be excessive by the Administration is subject to disciplinary action which may result in revoked privileges for the student, before-school detentions, in-school suspensions or retention.

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. Retention will be recommended if 13 or more days are missed of school including tardies.

LEAVING CAMPUS EARLY

If your child will be leaving early for an appointment, notification to the teacher or office should be given before the start of the day. Teachers do not check their emails often throughout the day, to allow for direct teaching. Students are to sign out in the office before leaving the school grounds.

A parent or guardian must call the office, once they have arrived, indicating you are at Trinity, ready to pick-up your child.

Students are not dismissed from their classrooms until parent/guardian is at Trinity. Please allow time for student(s) to come safely from their classroom. An adult will supervise their exit.

SCHOOL CLOSING & LATE STARTS

If closing occurs, television stations TMJ4, WITI-FOX**6** and WISN-**12** are used to broadcast the status. The principal will also email a message. Our main concern 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 EDUCATE. Please check those sources BEFORE calling the school.

STUDENT PICK-UP & DROP OFF

Dropoff and pickup by parents/guardians are only in the parking lot and not on Geneva Ave.
Drop-off begins at 8:40. Pickup begins at 3:50 and ends at 4:05.

Families wishing to walk up at dismissal must arrive prior to carpool. The pedestrian gate will close before 3:50pm. This allows for a safe parking lot.

- Enter the parking lot on Marquette St. from **Yout St.** using the **south** parking lot entrance.
- No turning into the parking lot from Goold St.
- For grades K3-3, use the left lane.
- For grades 4-8, use the right lane.
- If you have younger and older kids, **only use the left lane.**
- Exit using the **north** parking lot entrance.

For the safety of our students and supervisors, 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 regularly studies the curriculum and strives to secure and employ the most effective methods and media for instruction possible. The curriculum is reviewed on a five-year cycle. Consistent with the Trinity Lutheran School mission, every attempt is made to integrate the Christian faith into the curriculum.

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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 its doctrinal applications based on Bible stories. Intermediate grades use a course of study that unifies the teachings of the Bible based on the Bible selections and interpreted in the light of Holy Scripture. Upper-grade students use a course of study emphasizing basic scriptural principles applied in practical, real-life situations. Social Emotional Learning (SEL) is incorporated within religion courses.

CONFIRMATION AND FAITH DEVELOPMENT instruction guide seventh and eighth-grade students through Luther's Small Catechism and the Bible in preparation for the rite of confirmation and further faith development. Both pastors lead this instruction and cover 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 and 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 reading and phonics skills on the child's differentiated level. Kindergarten through 8th grade use a 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, concepts, 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 is taught to K3-8th-grade students. K5-8th grade will explore the elements and principles of art using various mediums and techniques. Expectations for each artwork will be given to the class before starting a project. Proper use of supplies, following project directions, adhering to the classroom rules, and cleaning up will contribute to the overall grade.

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 8th grade. Map skills are taught in each grade.

PHYSICAL EDUCATION aims at the development and appreciation of healthy bodies and minds.

Physical education classes are taught for grades K3-8th grade.

MUSIC is taught to all students in 3K-8th Grade. The music class offers students opportunities to create, perform, and respond to music, while exploring the relationships between music and our daily lives. In addition to their general music class, all students in Grades 1-6 participate in choir. Singing songs of the faith gives students a unique opportunity to memorize the truths of God's Word, witness the faith to others, and praise God in song. Each school choir will sing during chapel and worship services at Trinity throughout the year. Middle school students have the opportunity to participate in hand chimes, handbells or dulcimers. Other choir opportunities are also available..

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

SPANISH is taught in grades K5-8. 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 rich exposure to its many cultures.

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 of our typical yearly curriculum. Each student will have the opportunity to take each elective 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 list of electives includes Health and Wellness, Drama/Acting, Community Service & Stem.

STEM is defined as:

- Science: The study of the world around us through observation and experiment (biology, physics, chemistry, geology, astronomy, etc.)
- Technology: The application of knowledge to solve problems or invent something useful
- Engineering: The use of science and math to design and build things that can make life simpler
- Mathematics: The study of numbers, shapes, and patterns

In this class, the student will work 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 within our own school. There are many opportunities for us to grow in knowledge in this STEM class.

FAMILY GROUPS 5TH-8TH GRADE

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 comprising 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 two 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 and each other and how to apply that in our daily lives. We will also discuss various topics as a group to connect each student to a group of MS peers.
- Activity/Team Building Day – A class period 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.

VIRTUAL LEARNING

On a virtual learning day, the parent must check in with the teacher or Google Classroom to complete the attendance requirement for the day and view additional requirements. Each teacher will send out an email with specific instructions. If you have any questions, please don't hesitate to email your child's teacher.
This is NOT a Zoom Day

CHAPEL SERVICES

Chapel services are held every Wednesday at 9:20 (grades K3-3) and 10:00 (grades 4-8). Our pastors, guest presenters, classes, or teachers conduct them. All parents and congregation members are welcome to join us in worship, by simply signing in at the office prior to the start of chapel. An exceptional opening service is held on the first day of school, and a closing service is held on the last day of school.

Exemplary Character Award: Honoring the "Fruits of the Spirit"

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things, there is no law. Galatians 5:22-23 ESV

This honor is given to a student in grades K3-8th who represents the monthly emphasized character trait identified by the biblical fruits of the Spirit.

SCHOOL SUPPLIES

A list of supplies needed for the current school year is available online or in the appendix. Items not listed on this list should **not** be brought to school. Prohibited items include (but are not limited to) comic books, gum, magazines, cards, balls, and umbrellas.

When personal possessions are brought to school, they tend to get damaged, lost, or stolen and can distract from learning.

Children may only bring special items to school with prior permission from their teacher. Those items must be used for learning, labeled, and kept in the teacher-approved location.

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, lunch etc. Students may also be requested to turn out pockets or remove items of outwear (coats, sweatshirts, hats, etc.)

WATER BOTTLES/LIQUIDS $2

As part of our wellness goals, students should have access to water as much as possible. Trinity has several bottle fillers in the building. Each student must bring a water bottle. Water bottles need to be non-glass, spill proof, and taken home daily. Students who fail to bring a water bottle will be charged $2 for a bottle billed to their Educate account.

Students are allowed only water in the classrooms. Bottles should be clearly labeled. Flavored water or other liquids are not permitted outside of lunchtime. Water is available during lunch service. **Red liquids (i.e., Gatorade) are not allowed due to staining of school property.**

HEADPHONES

Each student must bring headphones. Students who fail to bring headphones will be charged $5 for a pair billed to their Educate account. If the student returns the headphones to the office, the next day, in the state they were received, Educate will be refunded.

CHROMEBOOKS

Trinity uses Chromebooks to enhance the learning environment and provide a greater opportunity for differentiated instruction. Students receive instruction on running 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 disciplinary actions.

Property Condition Report and Parent Responsibility
Parents/guardians must review, sign, and return the Property Condition Report at back-to-school night. By signing, they acknowledge the documented condition of the assigned school property and accept responsibility for any damage, loss, or excessive wear beyond normal use. Any repair, replacement, cleaning, or restoration costs resulting from student use will be billed to the parent/guardian via educate. Failure to return the signed report does not waive financial responsibility.

1. **Use technology in ways consistent with Trinity's school's mission.**
2. **Prohibited when using technology:**

2.1. Sending or posting messages that are harassing or degrading.
2.2. Bearing false witness or spreading rumors.
2.3. Posting anonymous messages.
2.4. Posting personal communications without the author's express consent.
2.5. Stealing anything or violating copyright laws.
2.6. Viewing inappropriate material and images and not seeking adult help when inadvertently entering an inappropriate site or page.
2.7. Making password-protected files and/or sites unavailable for teacher review.
2.8. Using school-provided email addresses outside of appropriate classroom use.

3. **Safe Care and Responsible Use of Chromebooks:**
   3.1. Students are expected to treat Chromebooks with care and respect at all times, including during transport, classroom use, and storage.
   3.2. Chromebooks should always be carried with two hands.
   3.3. Food and drinks must be kept away from the devices to prevent damage.
   3.4. Students may not write on any part of the Chromebook.
   3.5. If a Chromebook is damaged due to misuse, a repair or replacement fee will be charged to the family's EDUCATE account.
   3.6. Repeated negligence or intentional damage may result in a loss of Chromebook privileges.

All devices are subject to monitoring by school staff and must be made available upon request for inspection or review.

PHONE CALLS/CELL PHONES

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 must be kept on silent/off and given to their homeroom teacher upon entering the building.** They may not be used without permission from a teacher or the principal on school grounds. Students who fail to turn in their phones before the bell will have the phone stored in the office until a parent can retrieve the phone. Disciplinary action will also be given.

SOCIAL MEDIA POLICY

***"Each of us should please our neighbors for their good, to build them up."* – Romans 15:2** The use of social media by students and parents of Trinity Lutheran School is understandably widespread, 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. The principal and pastors will review social media conflicts or cyberbullying that are brought to the attention of the Trinity staff, whether posted on Trinity-managed pages or personal accounts, and 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 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 demonstrating 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 such as email addresses or phone numbers.
7. The re-posting or re-communication of the above violations to other Trinity students or parents.
8. Postings that reflect poorly on the school, the congregation, staff, students or other stakeholders.
9. Parents or students may not create social media pages, groups, or profiles that could be interpreted as representing the school or church without authorization from the principal.
10. Parents, students, and staff are encouraged to use internal and face-to-face communication when they have complaints or concerns. Face-to-face communication is generally more effective than communicating via social media, which is liable to misunderstanding or misinterpretation.
11. Information posted should be honest and accurate and not contain rumors or gossip about another student, family, or staff member.

"A dishonest person stirs up conflict, and gossip separates close friends." - Proverbs 16:28

LIBRARY

We have a school library that all students are allowed to use. Each classroom has a weekly library period for students to check out books.

Lost books: $10 for paperback and $20 for hardcover books.

HOMEWORK

The challenging academic program at Trinity Lutheran School requires additional study at home. Homework teaches good study habits, reinforces skills taught in the classroom, teaches responsibility, and prepares students for upcoming lessons. Homework is assigned daily.

In addition to assigned homework, students should read, review math facts, and practice memory daily. Parents/guardians are key to doing homework a positive experience. We encourage parents/guardians to provide a place to do homework where support is provided, designated homework time, and necessary supplies so students learn good study habits and complete their homework with limited interruptions. Beginning in 3rd grade, an assignment notebook keeps track of required homework, helps with organization, and provides parent communication. Assignment notebooks should be signed each night. The school also provides a school take-home folder to encourage organizational skills.

Late Homework- Homework is an essential component of student achievement and reinforces classroom instruction. Students are expected to submit all assignments by the established due date. Late assignments will be reduced by one letter grade for each school day they are late. Assignments not submitted within five school days of the due date will receive a grade of **0 (zero)**.

HOMEWORK-Middle School

Middle School - Our purpose in middle school is to focus on student responsibility rather than parent responsibility.

1. To accomplish this students will follow these steps;
    a. Student assignment notebooks should be completed daily to help track assignments, plan work, and increase student's individual responsibility; assignment notebooks may be checked by the teacher without notice.
    b. Students will have access to Educate to monitor their own grades and missing work. c. Students will be required to check Educate once a week in the homeroom under teacher supervision.
2. ***If a student is absent***, the following steps need to be followed;
    i. Ask a trusted classmate to see their assignment notebook and copy down any missing assignments the day of return, ideally upon arrival.
    ii. Talk to a classmate about notes, concepts, and activities that were missed in class.

    THEN….

    iii. Bring your assignment notebook to each subject teacher at one of the four times listed below; the student will share the information that was shared with them by their peers;
        1. Before school;
        2. Prior to instruction;
        3. After instruction;
        4. Study hall;
    iv. Each subject teacher will support the student in creating a plan to complete work and review missing assignments that are visible on Educate.

    Parents/guardians are always encouraged to contact the teacher with questions or concerns about an assignment.

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 two times per year in grades 1-8. K3-K5 uses benchmark and state 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.

GRADING SCALE

K3-2nd Grade uses a standards-based scale:

5- Mastery (100%), **4-Proficient** (84%), **3-Progressing** (75%),
2- Needs Improvement (65%),**1- Unsatisfactory** (0%)

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-	64-0	F

Self-discipline/Study Habits for grades K 3-8th are evaluated on a plus, check/slash, minus system. A plus represents above average. A check/slash is satisfactory. A minus indicates the skill needs improvement. An X indicates that skill was not assessed.

REPORT CARDS

Report cards indicating student progress for children in grades K 3-8 are issued quarterly through EDUCATE. Report cards 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 their child's grades and missing assignments regularly.

ACADEMIC PROBATION/Grade Level Placement

All students must meet or exceed minimum academic standards to be invited back for the next school year. Students with 2 or more Fs in the core competency classes – Math, ELA, Science, Social Studies – or a GPA below 64% will be put on academic probation. Academic performance will be reviewed quarterly. Two consecutive quarters on academic probation in one school year may result in the student being retained and not promoted or not being invited back for the next school year. If the student shows no academic progress, a case will be brought to the BoE for further evaluation and enrollment/promotion. Students on Academic Probation will be ineligible for Trinity extra-curricular activities, which may include but are not limited to: ● Field trips

- Middle school dances
- PTL events
- After-school sports: See the Athletic Handbook for sport-related academic policies.

ACT 20- Third Grade Promotion

Section 1: Promotion Policy

For any Trinity student who scores below grade level on the 3rd grade reading portion of the Wisconsin Forward Exam, the school will engage in a thoughtful and comprehensive process to determine whether to promote that student to the 4th grade. This process will reflect the mission of Trinity Lutheran School to nurture the whole child—spiritually, academically, and emotionally—while also upholding the standards set by the Wisconsin Department of Public Instruction.

This policy ensures that promotion determinations are not based solely on one assessment but are made in partnership with families and school staff, considering all aspects of a child's development and learning progress.

Details of the promotion determination process are described in Section 2. Post-promotion mandates and good cause exceptions are outlined in Section 3.

Section 2: Process for Making Promotion Determinations

When a student does not meet grade-level expectations on the 3rd grade reading portion of the Wisconsin Forward Exam, Trinity Lutheran School will engage a team to evaluate whether promotion or retention is most appropriate. This process includes:

- **Team Collaboration:** A team of individuals will meet to review the student's case. This team includes, but is not limited to:
    - The student's parent or guardian
    - The classroom teacher
    - The reading Title Teacher
- **Holistic Data Review:** The team will review all relevant data, including:
    - Forward Exam results
    - Reading readiness and diagnostic assessments
    - Classroom performance and progress monitoring
    - Observational and behavioral data
- **Promotion Considerations:**
    - The team will determine whether the student qualifies for any **good cause exceptions** (see Section 3).
    - The team will share the **long-term academic and emotional risks of retention** with the family, including social stigma, emotional stress, and research showing limited academic benefit.
    - The team will discuss **alternatives to retention** available within the school to support student growth.
    - The decision will not be based solely on the state assessment result, nor will it be based solely on language proficiency for English learners.
- **Decision Outcomes:** After this comprehensive review, the team will make one of the following determinations:
    - The student is promoted with targeted support.
    - The student's score reflects challenges not primarily related to reading proficiency, and promotion is granted.
    - The team recommends retention, and the parent/guardian provides written consent.

- **Communication with Families:** If retention is recommended, the school will:
    - Provide a detailed plan for academic and emotional support
    - Share how Trinity will address the risks associated with retention

Students who enroll in 3rd grade after the Forward Exam will not be subject to this policy. Similarly, 4th-grade transfer students will receive tailored support as needed.

Section 3: Post-Promotion Mandates and Exceptions

For any student promoted to 4th grade despite a below-grade-level reading score on the 3rd grade Forward Exam, Trinity will provide:

- **Targeted Intervention:** Intensive instructional services and supports to remediate reading deficiencies.
- **Progress Monitoring:** Regular tracking of the student's reading growth.
- **Family Communication:** Written notification to parents outlining support services and goals through the Title 1 teacher.
- **Summer Programming:** Participation in intensive summer reading programs until grade-level proficiency is achieved.

Good Cause Exceptions for exemption from the promotion policy and services include:

- The student is identified as Limited-English proficient.
- The student has a disability and does not take the Forward Exam due to assessment inappropriateness. ● Students achieve a proficient reading score on an approved alternative assessment.
- The student has a documented history of intensive reading interventions for 2+ years and previous retention in early elementary grades.
- The student has already been retained twice between K–3rd grades and continues to struggle with reading.

Even when exempted, these students will continue to receive the necessary support and services as determined by the school in partnership with families.

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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. The EDUCATE grade book system calculates GPA. A student is ineligible for Honor Roll if there is a D, F, or an incomplete on the report card. There are two classifications for this recognition: Honors with an earned GPA within the range of 3.33-3.66 and High Honors with an earned GPA within the range of 3.67-4.0.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian are given to students with 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.

LUTHERAN JUNIOR HONORS ASSOCIATION (LJHA)

Belonging to the Lutheran Junior Honor Association is a privilege for 7th and 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 at middle schools” (LJHA, 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. LJHA allows each member to serve his peers, school, community, and, most importantly, God. To earn, maintain, and graduate with membership in LJHA, each member must meet specific requirements. These pillars of LJHA give opportunities for service, scholarship, leadership, citizenship, and character.

- All invited students must complete an application turned **in on time and typed.** Applications turned in after the deadline will not be considered. The Middle School staff, a Pastor and a Principal will meet to evaluate each applicant’s submission and how they meet the pillars and expectations set forth by LJHA and Trinity. Those students who are accepted will be inducted into LJHA at Trinity. Completion of a form does not guarantee acceptance into LJHA.
- Each member is required to attend the lunch meetings. This will be the first Tuesday of every month, unless told otherwise by the faculty leader of LJHA. 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 ensure grades are being maintained. Trinity’s eligibility policy will apply to LJHA. If grades are not maintained, the student will lose their LJHA 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 LJHA.

If all requirements are met, a student will then earn the privilege of graduating with an LJHA 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 Signup Genius 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. A conference may be requested any time the need arises. Please feel free to contact your child's teacher.

STUDENT-TEACHER-PARENT RELATIONSHIPS

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. Like you, we are vitally interested in your child's temporal and eternal welfare. Our honest cooperation at all times is assured. 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. The 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 them to the church."

We conduct our business at Trinity in the same way. 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.

We conduct our speech at Trinity in the same way. 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.

Teacher

⇓

School Administrator

⇓

School Board

PROHIBITED STUDENT AND FAMILY CONDUCT

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 every child has the right to an excellent Christian learning environment. We also believe that each student is responsible for 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, 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 cooperate fully in carrying out these expectations. Trinity is committed to providing a safe and orderly environment where 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.

While we try hard to work with the students positively, 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. **Trinity School administrators have final discretion on classroom and school management consequences.**

Students/Parents may be subject to disciplinary action, including suspension and /or expulsion from school for any of the following.
Student/Parent 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 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) and 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 wa**y.**

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. Therefore, 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**: Teaching and learning are made more difficult if students do not feel physically and emotionally safe in school. 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: iPads; AirPods; cell phones; smart watches; 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 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 the 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 carefully. 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 the 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 Jargon 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 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 harm another person physically; assault does not require physical contact. Battery is any unlawful touching of another person. Students cannot engage in conduct that has the potential to result 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**: Students 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

"Show proper respect to everyone!" I Peter 2:17

This verse captures our beliefs as we work to glorify God by letting His Holy Spirit fill our lives with love and respect.

Respect for God, self, other people, and property is the principle to be followed by the students at Trinity Lutheran School.

Teachers will model and build respect in their classrooms with their individual system of discipline. Behavior reports and detentions will be used when it is necessary to remind students that their behavior does not follow our expectations. These next steps will follow, allowing for a reset each quarter. Students or families who are found to have violated the school's prohibited conduct, listed on pages 21-24, may be subject to the following penalties, either alone or in combination, as decided by the teacher and/ or administrator:

The goal of disciplinary procedures is to help children have the courage to accept responsibility, to accept forgiveness and to restore damaged relationships.

1. Written Warning/Behavior Form added to the student's file in Educate and the parents are emailed.
2. Recess Exclusion and/or removal from a particular class or event. Behavior Form is added to students file in Educate and parents are emailed.
3. In School Detention and Conference with parents/guardians. Behavior Form is added to students file in Educate and parents are emailed.
4. Depending on the severity of violation/action one of these consequences will be issued.
   - 4.1. In-school suspension
   - 4.2. A short-term suspension (five days or less)
   - 4.3. Long-term suspension (more than five days)
5. Behavior Form added to student's file in Educate, and parents emailed and called. 6. Expulsion from school may occur if violation or action is severe or above steps have been completed with no change in behavior.

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record. At any time, the administration reserves the right to escalate disciplinary steps based on the severity of the violation or action.

Parent support is extremely important in reinforcing respectful behavior.

"Now we ask you to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other. And we urge you to warn those who are idle, encourage the timid, help the weak, be patient with everyone. Make sure that nobody pays back wrong for wrong but always try to be kind to each other and to everyone else. Be joyful always, pray continually, give thanks in all circumstances, for this is God's will for you in Christ Jesus." 1 Thessalonians 5:12-18

SUSPENSION AND EXPULSION POLICY

SUSPENSION

The principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policies. This also includes the behavior of parents and family members. The principal also reserves the right to suspend a student in the event his/her parents/guardians 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 parents/guardians. In the event of a student suspension that results from parents/guardians demonstrating consistent or serious disregard of school policies, the parents/guardians 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. Parents/guardians 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 responsibility to monitor their own and their children'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 create 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 a teacher, principal, pastor, or 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 will present the findings and recommendations to the School Board. Action could include the termination of employment or enrollment.

DRESS CODE

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 items that distract 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.

General

- 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.
- Extremes in hair, piercings, clothing and make up may be disallowed by the Principal or Dean if deemed distracting or disruptive for a Christian classroom environment.
- Printed wording and images on clothing items may not promote alcohol, drugs, death, the occult, or sorcery (zombies, vampires, witches, warlocks, skulls, etc.), music groups, sexual identity, or promiscuity.

Shirts/Tops

- All shirts MUST have straps or sleeves measuring at least two (2) inches wide.
- 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.
- Must be free of rips or tears.

Pants/Shorts/Skirts/Dresses

- Pants must be worn at the waist and completely cover undergarments. The backside of pants must be free from wording.
- Pajama pants are not appropriate for school.
- Must be free of rips or tears.
- Skirts and shorts must reach at least below mid-thigh. Approximately longer than the tips of fingers with arms extended at sides. (This includes with or without tights or nylons.)
- The front and back side of bottoms must be free from wording.
- Shorts may be worn throughout the school year.

Note for Middle School grades 5-8:

- **Leggings, spandex, yoga pants, or any tight-fitting type pants are not allowed.**

Footwear

- 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 cause a student to fall and trip during recess.
- **For PE class: socks and tennis shoes that tie (or are well secured in some way, such as Velcro) must be worn.**

Headwear

- Costumed-styled accessories (e.g. unicorn headbands, etc.) are prohibited.
- Hats are not to be worn indoors.

Other

- Outdoor clothing (including boots, hats, hoods, gloves and jackets) is to be worn outside only.
- Sunglasses/big chains/or any other items that cause distraction in class will not be permitted.

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 or choose to borrow school clothing. A note will be sent home to parents that must be signed as part of this warning.

Repeat offenses will be dealt with under the discipline procedures described in Discipline Penalties..
The staff reserves the right to monitor changing styles of appearance and adapt the guidelines as necessary to ensure a productive Christ-centered learning environment.

OUTDOOR RECESS

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

The only times we won't go outside is if it's raining, lightning, colder than 10 degrees, or 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. When temperatures are below 32degrees all students must have a coat.

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 and snow pants in order to play on the snow piles.
2. Children are not permitted to open the gate and go into the street. If a ball does go 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.

FIELD TRIPS

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

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

SCHOOL BUS TRANSPORTATION

All children who live two miles or more from school and who live within Trinity's legal attendance area will receive bus transportation on Racine Unified School buses. Racine Unified determines all routes and stops. Please call the RUSD transportation office at 262-631-7138 or email transportation.department@rusd.org with questions or assistance regarding 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 to benefit students who ride school buses daily.

1. 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.
2. 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.
3. 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:
    - 3.1. It must be an emergency.
    - 3.2. 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.
    - 3.3. The request is subject to the approval of the RUSD Transportation Office.

It is important to remember that the parent is responsible for their child's safety 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.

SCHOOL PICTURES & YEARBOOK

Trinity contracts a company to take 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, available online or via check to the school.**

CLASSROOM VOLUNTEERS

Teachers may request volunteer parents, grandparents, or guardians to assist the teacher in the planning and supervision of special activities throughout the year, such as helping with lunch duty, special events, project assembly, etc. This may include parties and field trips. They can also help other volunteers with refreshments and decorations for PTL events. Classroom volunteers must follow the Visitor/Volunteer policy listed on page 7 of this handbook. Class volunteers are designed to assist the needs of the whole class, working under the specific direction of the teacher. All volunteers are expected to coordinate with the teacher in advance. See Visitor policy.

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 every two years for all students in 5th-8th grade who wish to participate in our sports programs.

ILLNESS

No family wants their child to come down with an illness caught by a classmate 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 may not be sent to school if they are vomiting or have had diarrhea within the past 24 hours.
- A child must be fever-free for 24 hours without the use of medication.
  - Children with communicable diseases must be kept at home in accordance with the WI Communicable Disease Chart. Examples include chickenpox, hand-foot-mouth, and strep.
  - Students testing positive for COVID must stay out of school for five days from symptom onset (or test date if symptom free). Masks may be worn if desired. No other students or close contacts need to stay home or quarantine unless symptomatic.
  - 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**. The 24 hours will begin from the time the student leaves the building. A form will be given with the time/date your child will be allowed to return. The teachers will also be notified to clean and disinfect and be aware of the circumstances and time frames.

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

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 advanced practice provider 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 medication form is to be completed at least annually.
5. Currently only persons designated by the principal will be permitted to administer medication. Inhalers used as needed 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. As noted earlier, rescue
8. inhalers and EpiPens are kept in the classrooms.

***Non-prescription Medication including* acetaminophen or ibuprofen will only be allowed for special injuries or a doctor's note.**

1. The parent or guardian shall supply this type of medication.
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/desks 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.

ALLERGIES/ASTHMA

If your child has allergies, please be sure that you:

- Record it in your family's TADS profile
- Inform the office personnel
- Inform your child's teacher(s)
- Inform the kitchen staff, as appropriate

The family must make EPI Pens available and 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.

FOOD SERVICES/HOT LUNCH

All Trinity families need to complete an application for Free/Reduced Lunch. Applications will be sent in our back-to-school packets. Additional copies are available in the office.

School lunches are served between 11:15-12:30. The full price of a hot lunch is $2.75 and 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.

Milk taken separately is billed weekly on TADS and is due when posted. Prompt payment of lunch bills is appreciated.

Students with a balance over $25.00 will not be able to purchase lunch or milk.

LUNCHES FROM HOME/Cold Lunch

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. Milk is offered to students with a cold lunch. 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 cannot purchase milk.**

Students may not bring **gum or soda** to lunch or TLC.

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.htm 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.

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

This institution is an equal opportunity provider.

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 who begin each day as healthy individuals can learn more and best utilize their God-given talents and abilities.

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, eating, and cleanup.
8. Water fillers 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 as a snack, lunch, or during 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 birthdays and emergencies. Fast food meals must be eaten in the principal's office.
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 school staff will implement the wellness policy at Trinity Lutheran School. 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 teacher observation and reports, the principal will report any difficulties with implementing 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.

Toilet Training Policy

Children enrolled in school must be toilet trained, wearing underwear, and not having daily accidents before attending Trinity. Please note that wearing pull ups is NOT considered toilet trained.

We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3-year-olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.
Students enrolled with a medical disability may have an altered policy as prescribed by their doctor and reviewed by the administrator.

SNACKS for K3-K5

- K3-K5 students should pack a healthy snack and water bottle each day.

Birthday TREATS and Party INVITES

- Outside treats and birthday treats must be **individually packaged** and brought to school for individual distribution including all necessary serving items and napkins/plates..
- **Teachers must be notified at least one day in advance.**
- Students wishing to share a birthday party invitation may be distributed in school if;
  - Inviting the whole class, or
  - Inviting all the boys, or
  - Inviting all the girls.

Teachers will only distribute physical invitations meeting one of these options. Please do not request the teachers to share invites or email party invitations.

- If you plan to invite only certain students, invitations must be done outside of school.

DISASTER DRILLS

We will, at unannounced times, go through disaster drills. Drills will include but are not limited to:

- Monthly fire drills
- Tornado
- Lockdown
- Hazardous 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.

- Rally Zone is located at Schmidt House and several other locations.
- Cesar Chavez Community Center is our designated location in case of emergency relocation.

EIGHTH GRADE RECEPTION -Information for 7th-grade parents

The 7th-grade parents host a reception for the 8th-grade after the graduation service. All 7th-grade parents are expected to participate in this activity, including set-up decorating and clean-up.

EIGHTH GRADE EXPENSES

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

- Outdoor Ed/Faith Camp (Walcamp) $ 150
- Washington, D.C. Trip TBD Minimum $1,200
- Graduation Robe $ 25

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 pre-approved fundraising events.
2. Only current Trinity students in the 8th grade may go on the Washington, D.C. trip.
3. School dress codes and discipline guidelines apply.
4. All students and chaperones must use the same mode of transportation throughout the trip. The Board of Education may grant a waiver under extenuating circumstances, but it 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 safety of the students.

Parents 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 number of chaperones will be chosen. Criteria for selection will be based on areas of need for the student's health, safety, and educational enrichment. These criteria will include but are not limited to volunteers having careers in education, the medical field, and first responders. In addition, to minimize the cost of 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).

The following guidelines are also incorporated into them: Trinity Student Guidelines, Tour Company Guidelines, Trinity Chaperone Guidelines, Tour Company Chaperone Guidelines, Medical Release Form Permission Slips, and Agreement Slips.

Disciplinary Structure for Washington DC

While it is our hope that the experience of visiting Washington D.C. is positive, we understand that it is possible that not every student may make all the best choices. Most issues will be handled like they are in school with chaperones handling the situation 'in house' and everyone moving forward. It is important to consistently remember that the safety and well-being of all those on the trip is our main concern. If an issue arises that interferes with that goal, the following Discipline Structure will be utilized.

Level 1: Parent Notification.
In the event that there are persistent negative behavior choices or a single event that cannot be handled 'in house', a parent will be contacted by a Trinity faculty member.

Level 2: One-on-One with Chaperone
In the unfortunate event that a student does not respond to a Parent Notification or a choice is considered grievous enough, a student will spend the rest of the supervised sections of the trip with a chaperone in a one-on-one situation. An example of a Level 2 event might be but is not excluded to use of tobacco, alcohol, or other substances or a malicious act towards another classmate.

Level 3: The Principal Option
In the unfortunate event that a behavior is considered so egregious that it cannot be handled by the chaperones on the trip, the principal will be contacted and will decide what the punishment will be. Because of the seriousness, a Level 3 event will have consequences that range from the student being flown home at the expense of the parents to possible graduation restrictions. An example of a Level 3 event might be but is not excluded to purposefully leaving the group while on Tour or leaving the hotel unsupervised.

Note: All parents will be required to sign an agreement to these guidelines before their child is allowed to leave on the Washington D.C. trip.

TRINITY ATHLETIC PARTICIPATION YEARLY FEE

We want ALL our Middle Students to participate in our athletic program, but we also realize that it takes a great deal of support to run our athletic program successfully.

To be able to provide all the offerings of our athletic program while keeping us on the cutting edge of new uniforms, equipment/facility upgrades, and getting the volunteer support that we need, there will be a yearly athletic fee.

Families must pay a one-time fee for each student participating in our Trinity volleyball, Trinity Cross Country, Trinity Basketball, Trinity Cheer, or Trinity Track and Field seasons.

The Student-Athlete will not be able to practice or play until the fee is paid in full.

- $50 one-time, yearly fee for ALL of our Trinity Athletes
  - -Multi-sport athletes will only have to pay the fee once per year
  - -Multi-sibling families will pay no more than $100 per year
- Fee must be paid before the first game, or your child(ren) will be benched

All athletic fee money will go directly back into our athletic program. All athletic fee money left over at the end of each season will keep our program moving forward with newer uniforms, newer equipment, and small upgrades to our gymnasium.

Ways to Pay Your Athletic Fee

1. Through your Educate Account (same as lunch bill, etc.…)
2. Send in a check or cash to the Trinity Athletic Department

Volunteer Requirements:

- Each family that has a student involved in volleyball, basketball and/or cheerleading is required to serve 2 one-hour shifts for regular season home games.
- Each family that has a student involved in basketball and/or cheerleading is required to serve 2 one-hour shifts for Warrior Weekend Tournament.
- You will be given a two-week window to sign up for your shifts. After which shifts will be assigned to you.
- If you do not fulfill your shifts your child(ren) will be placed on the bench, until requirement is met.

STUDENT EVENT SUPERVISION POLICY

For all school-sponsored events outside regular school hours, whether on or off school premises, students must be accompanied and supervised by a parent/guardian or a responsible adult designated by the parent/guardian.

Designated adults must be at least 18 years old and assume responsibility for the student's supervision and care throughout the event. If an injury or medical concern occurs, the designated adult is responsible for contacting the parent/guardian as soon as possible and involving them in decisions regarding the student's care. In an emergency, the designated adult is responsible for obtaining appropriate medical assistance, with support from the school.

Students must remain in designated event areas and under the supervision of their parent/guardian or designated adult at all times.

Parents/guardians are responsible for arranging transportation to and from all athletic and school-sponsored events. Trinity staff may not provide transportation.

Coaches and school personnel are not responsible for supervising or waiting with students after an event has ended. The parent/designated adult remains responsible for the student until the student leaves the event.

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 that enable every child of elementary and junior high school age to receive a Christian education.

The Board comprises the pastors, principal, and six elected representatives from the congregation. The board meets monthly. 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)

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

According to our Constitution, Parents of Trinity Lutheran *"are automatically members of the Parent-Teacher League...of Trinity Lutheran Church."* For complete details of this organization please see the PTL Constitution and bylaws published separately.

FUNDRAISING

1. All fundraising must be pre-approved by the principal or school board.
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. School dress code and discipline guidelines apply at all fundraising events.

TLC EXTENDED CARE

Trinity Lutheran School provides supervised care for children needing extended care before and after school. 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 dropoffs before 8:40 or late pickups after 4:00 who are 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. 4. All school policies are enforced during TLC.

LOST & FOUND

A "Lost and Found" is kept at school for all unclaimed items. If your child loses an item, please have him/her check the bin immediately. Items 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.

PETS

Due to allergies and exposure to liability from animal bites, animals/pets may only be brought to school if previous arrangements have been made with the teacher.

ASBESTOS

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

APPENDIX