

# TRINITY LUTHERAN SCHOOL

## MENASHA, WISCONSIN



## MAKING DISCIPLES FOR LIFE

“And Jesus came and said to them, “All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” (Matthew 28:18-20 ESV).

**School Handbook**

**2022-2023**

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 15-26 Teacher In-Service
- 16-18 Registration
- 22 Volleyball Practice Starts
- 29 1st Day of School 3rd-8th Grades
- 31 1st Day of School PS3 – 2nd Grades

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 17 Midterms
- 20 [Presidents' Day](#) – No School
- 22 Ash Wednesday

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 No School
- 5 Labor Day – No School
- 6 School Resumes
- 26-30 MAP Test
- 30 Midterms

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 10 Winter Break – No School
- 17 **End of 3rd Quarter** – 42 days
- 24 School Musical
- 26 School Musical
- 27 No School
- 30-31 Parent Teacher Conferences as Requested

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 5 Half Day School – Afternoon Parent Teacher Conferences
- 6-8 No School
- 10 LEA Teachers Conf. Columbus Day
- 17-21 Book Fair
- 21 Grandparents Day Noon Dismissal
- 31 **End of 1st Quarter** – 39days
- 31 Noon Dismissal Reformation Day

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 6 Maundy Thursday – Noon Dismissal
- 7 [Good Friday](#)
- 9 [Easter Sunday](#)
- 10-16 No School- Spring Break
- 17 Classes Resume
- 21 Midterms
- 24-28 MAP Test

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 All Saints Day
- 11 Veterans Day
- 11 Veterans Assembly & Lunch
- 23 Noon Dismissal
- 24-25 No School Thanksgiving

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 7 Mother's Day
- 26 **End of 4th Quarter** – 41 days – Noon Dismissal
- 26 9:00 am – Closing Service Followed by Awards
- 26 Last Day
- 27 Graduation 10:00 am
- 29 [Memorial's Day](#)

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 Midterms
- 14 1st – 4th Grade Christmas Service 10:30 & 6:30pm
- 19 PS3 – K5 Grade Christmas Service 6:00pm
- 21 5th – 8th Grade Christmas Service 10:30 & 6:30pm
- 22 Noon Dismissal/ Caroling
- 23-31 No School Christmas Break

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1-15 Teacher In-Service
- 18 [Father's Day](#)

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-3 No School Christmas Break
- 4 Classes Resume
- 16 M.L. King Day
- 13 End 2nd Quarter – 42 Days
- 26 Health Heart Challenge
- 22-29 National Lutheran Schools Week
- 27 No School - Teacher In-Service

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 4 [Independence Day](#)
- 1,144 Instructional Hours
- 2 Snow Days
- 8:15 am – 3:30 pm School Days / 8:15 – 12:00 pm Half Day

Approved: February 1, 2022

# Trinity Lutheran School Menasha, WI | 2022-2023 CALENDAR

## Table of Contents

<b>Philosophy</b> .....	5
<b>Mission Statement</b> .....	5
<b>Aims</b> .....	5
<b>Relationship of The Church and School</b> .....	5
<b>Accreditation</b> .....	6
<b>Administration</b> .....	6
<b>Faculty</b> .....	6
<b>Non-Discriminatory Policy</b> .....	7
<b>Admission Policies</b> .....	7
<b>Financial Support and Fees</b> .....	7
<b>Penalties</b> .....	8
<b>Tuition Assistance Fund</b> .....	9
<b>Registration</b> .....	9
<b>Refunds</b> .....	9
<b>Scrip Tuition Discount</b> .....	10
<b>Transfer Students</b> .....	10
<b>School Hours</b> .....	11
<b>General Rules and Regulations</b> .....	11
<b>Public Display of Affection</b> .....	12
<b>Attendance and Absence Policy</b> .....	12
<b>Attire</b> .....	13
<b>Non-Uniform Days</b> .....	15
<b>Uniform Non-Compliance</b> .....	15
<b>Curriculum</b> .....	15
<b>Physical Education</b> .....	16
<b>Books and Supplies</b> .....	16
<b>Academic Honor Code</b> .....	16
<b>School Work and Assignments</b> .....	17
<b>Grading Scale</b> .....	18
<b>Report Cards and Conferences</b> .....	18
<b>Student Conduct</b> .....	18
<b>Disciplinary Procedures</b> .....	19
<b>Detentions</b> .....	19
<b>Communication Process for Behavioral Problems</b> .....	20
<b>Health and Medications</b> .....	20
<b>Head Lice</b> .....	21
<b>HIV/AIDS Policy</b> .....	21
<b>Confidential</b> .....	22
<b>Parents and Teachers in Lutheran Schools (PTLS)</b> .....	22
<b>Trinity Volunteer Service</b> .....	22
<b>Worship</b> .....	23
<b>Adult Discipleship Classes</b> .....	23
<b>Testing Program</b> .....	24
<b>Tiger Tracks</b> .....	24
<b>Family Directory</b> .....	24
<b>School Pictures</b> .....	24
<b>Library</b> .....	24

Field Trips .....24

Seventh and Eighth Grade Class Trip ..... 25

Lost and Found..... 25

Lunch Program ..... 25

USDA Nondiscrimination Statement ..... 26

Carbonated Beverages..... 26

Before and After Care..... 26

Birthday Parties ..... 27

School Calendar ..... 27

Telephoning ..... 27

Dismissal Procedures ..... 28

Parking ..... 29

Weather Closing and Delays..... 29

Corporate Programs..... 29

Visitors ..... 29

Choir and Hand Chime Choir ..... 30

Band ..... 28

Lockers..... 28

Athletics ..... 29

Athletic Code ..... 29

Social and Digital Media..... 29

Index..... 31

**School Office – 920-725-1715**

**Church Office – 920-722-2662**

**Contact us at [www.trinitymenasha.com](http://www.trinitymenasha.com)**

## **GENERAL INFORMATION**

### **PHILOSOPHY**

We believe that Trinity Lutheran School exists in obedience with the Great Commission which Christ gave to His church in Matthew 28:18-20: "All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you, and surely, I am with you always, to the very end of the age."

We believe that Jesus Christ is Lord of Trinity Lutheran School, and all our relationships are rooted in the love of Christ.

We believe that we are serving God by assisting parents in the important work of teaching and nurturing children. Ephesians 6:4 reads, "...bring them up in the training and instruction of the Lord."

We believe that the Holy Spirit is with us as we guide our students into a growing relationship with the Lord Jesus Christ.

### **MISSION STATEMENT**

Trinity Lutheran School assists parents, in the education of their children for this life and for eternity, emphasizing academic excellence, personal Christian growth, and service to God and community.

### **AIMS**

- A. To provide thorough instruction in God's Word so that children, by the power of the Holy Spirit, may know, trust, and believe in Jesus Christ as their Savior and strive to conduct themselves in a manner pleasing to Him.
- B. To cooperate with the Christian home and church in educating children to follow Jesus so that, by the power of the Holy Spirit, they may become blessings in their homes, joyful servants in their churches, and worthy citizens of their communities.
- C. To serve as an outreach arm of the church for the families who may not be practicing Christians.
- D. To provide thorough instruction in all the state-required elementary subjects in harmony with God's Word, so that students may acquire the skills and learning tools necessary for success in high school and beyond.
- E. To afford opportunities for Christian fellowship, stewardship, and servanthood as powerful factors in building character and helping children grow into the Holy Christian Church.

### **RELATIONSHIP OF THE CHURCH AND SCHOOL**

Trinity Lutheran Church and School is one ministry. Through its school, Trinity Lutheran Church educates children in the Christian faith and all academic areas. The school is a vital mission to our community as well as to those who belong to our congregation. The church supports the school by its prayers, volunteer efforts, and financial support in the same way we support Sunday school, Youth, and other outreach ministries of Trinity Lutheran Church. School families are encouraged to be supportive by bringing their children to sing at church services and attend other events.

## **ACCREDITATION**

TLS is continually working through the accreditation process with NLSA. NLSA is supervised by a commission composed of representatives from various Districts of The Lutheran Church-Missouri Synod. The process has been authorized and approved by the Board for Parish Services of the Lutheran Church-Missouri Synod. Being an accredited school is a high honor and should be perceived as the highest accreditation a Lutheran school can achieve because it evaluates the true nature and purpose of the school.

Most accrediting programs are secular in nature, sponsored by the state or a regional agency. These agencies and their accreditation standards and processes do not concern themselves with the spiritual dimension of schools. THE MAIN PURPOSE OF LUTHERAN SCHOOLS IS TO PROCLAIM JESUS CHRIST AS SAVIOR. This is done through worship, religion classes, and emphasizing the importance of faith throughout the day in each subject. NLSA helps to evaluate and improve all aspects of the school.

NLSA assures parents, children, community, and operating congregations of the high quality of each school receiving National Lutheran School accreditation.

National accreditation also ties us to our sister Lutheran schools across the United States. There are approximately 2,000 Lutheran elementary schools, of which 450 are accredited.

Also, Trinity Lutheran School (TLS) is a member of Wisconsin Council of Religious and Independent Schools (WCRIS). WCRIS is a non-profit organization founded in 1991 by the Wisconsin Council of Religious and Independent Schools to provide non-public schools with an ongoing school improvement process.

## **ADMINISTRATION**

Trinity Lutheran School (TLS) is owned and operated by Trinity Lutheran Church which is a member of the South Wisconsin District of The Lutheran Church-Missouri Synod. The policies and activities of TLS are controlled and supervised by the Voters Assembly of Trinity Lutheran Church. This body elects a Board of Christian Education (BOCE) that is directly responsible to the Voters Assembly for overseeing the operation of the Christian Day School. This Board meets regularly each month and holds additional meetings as needed. All major changes must be carried out with the approval of the Board of Christian Education and/or the Voters Assembly. The Principal, as administrator of the school, is responsible for carrying out the policies of the BOCE. The Pastor will serve as advisor to the Principal and assists the school staff, as counselors and spiritual guides.

## **FACULTY**

Our faculty is composed of spirit-filled Christians who have been trained in their respective areas of responsibility and are concerned about the total welfare of their students. Our teachers are certified by the State of Wisconsin; and/or are Synodically trained; some of them hold Master's degrees. They are enriched by varied experiences and backgrounds. They are engaged in a program of continuous spiritual and professional growth.

## **NON-DISCRIMINATORY POLICY**

TLS believes that educational opportunities and programs should be open to boys and girls on an equal basis, and that employment opportunities be prescribed by Title IX of the Educational Amendment of 1972. We therefore do not discriminate based on sex in administering our educational policies, program activities, and employment practices.

TLS admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or national or ethnic origin in the administration of its educational policies, admission policies, athletic, and other school administered programs.

## **ADMISSION POLICIES**

Although TLS was primarily established for the children of Trinity Lutheran Church and other Lutheran (LC-MS) congregations, it continues to exist as a mission and service to the community.

- For Pre-School 3 (PS3): A child must be three (3) years of age on or before September 1<sup>st</sup> of the year he/she is enrolled in PS3. Child must be potty trained.
- For 4-year-old Kindergarten (4K): A child must be four (4) years of age on or before September 1<sup>st</sup> of the year he/she is enrolled in 4K. Child must be potty trained.
- For Kindergarten 5 (K5): A child must be five years of age on or before September 1<sup>st</sup> of the year he/she is enrolled in K5.

A birth certificate or Baptismal Certificate must be presented at the time of registration.

All children entering school must present proof of immunization and proof of medical examination. State law requires that all shots must be kept up-to-date.

## **FINANCIAL SUPPORT AND FEES**

The benefits resulting from a Christian education are priceless. The operation of the program is expensive. The combined costs of capital investments, improvements, salaries, utilities, custodial service, equipment, books, and supplies represent large expenses. TLS is maintained and supported by members of Trinity Lutheran Church.

## **MEMBERS, NON-MEMBERS, AND EMPLOYEES OF TRINITY LUTHERAN CHURCH AND SCHOOL MUST PAY TUITION FOR THEIR ENROLLED STUDENT(S).**

Tuition is assessed at “Active Trinity”, “Active Other Lutheran” and “Community” rates. To qualify for member rates, members of Trinity Lutheran Church must meet the definition of “active member” as defined by the Board of Directors:

- ✚ Faithfully attend worship services, in their home church, at least 50% of the time each quarter, including the summer
- ✚ Faithfully partake of Holy Communion
- ✚ Regularly give of tithes and offerings
- ✚ Participate in the Ministry of Trinity Lutheran Church
- ✚ Faithfully study the Word of God
- ✚ Develop an active prayer life

✠ Be in fellowship with others

✠ Be a witness of your faith to others by what you say and do

The Principal, an elder, and the Pastor will contact members of Trinity who do not meet the definition of “active member.” Inactive members will be assessed the “Community” tuition rate. Other families who are determined to be inactive in their worship will also be contacted.

Accepted methods of payment are check, cash or direct deposit.

Tuition payments may be made in any of the following ways:

1) Annually - due Sept. 1 (2% discount)

2) Semi-annually – partial payment is due Sept. 1 and full payment is due January 1

3) Monthly – each payment is due by the 1st of the month, based on a 10 month, September through June, payment schedule.

TLS will also assess a \$35.00 fee for checks (paid directly to TLS for tuition, before and after care, lunch, school fundraisers, etc.) returned for Non-Sufficient Funds.

Before school begins and the child is allowed to attend class, Registration and Activity fees must be paid in full to the school office. All annual, semi-annual, and monthly accounts must be current before a child is allowed to start the new school year.

In the case of financial hardship and request for payment arrangements, the Board of Christian Education requires that the patron make a “good faith effort” toward partial payment of fees. This “good faith effort” should be made on a regular basis, according to the patron's financial situation. Recognizing that special circumstances or hardships may occur, special payment arrangements will be made in writing with the patron and the principal/Board of Christian Education. Failure to make payment arrangements in writing will result in immediate suspension of services to student(s) until the account is brought up to date. The principal, school administrative assistant, Board of Christian Education, and patron shall treat all financial arrangements and requests with the strictest confidentiality. Failure of patron to do so will result in immediate forfeiture of arrangement.

**PENALTIES:** Penalties may be imposed for late payment of fees. The procedure is as follows for PS3 through Grade 8:

**Step 1:** Tuition past due by **30** days – A letter will be sent. Report cards MAY be held if tuition is past due. Families will be receiving a letter to remind them of their responsibility and show balance due.

**Step 2:** Tuition past due by **60** days - Letter is mailed home stating that services may be withheld (report cards, school records, student suspension) if the past amount is not paid in full. Parents are directed to make payment or contact the school immediately. If past amount is not paid in full within 10 days of the date of the letter, the parents must meet with the Principal to make arrangements for payment.

**Step 3:** Tuition past due by **90** days – A certified letter will be sent. Services will be withheld (report cards, school records, possible student suspension) if the past amount is not paid in full.

**Step 4:** Tuition past due by **120** days –Your account will be reported to TRW, a national credit



bureau, as well as to legal counsel. All delinquent accounts will be turned over to a collection agency. Services will be withheld (report cards, school records, student suspension).

Recognizing that special circumstances or hardships may occur, a conference may be scheduled to discuss tuition related issues. The Board of Christian Education will be informed of any special circumstances that require a readjustment of normal payment schedule.

### **TUITION ASSISTANCE FUND**

The Matthew 19:14 Tuition Assistance Fund has as its purpose to carry out the directive of our Lord in Matthew 19:14 which states: "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." As the Christian day school ministry of Trinity Lutheran Church, we take this very seriously. Therefore, it is our desire to offer tuition assistance to those children whose families may have a financial hardship in affording the tuition of our school. Congregational members, school families, and friends of Trinity have set aside funds to help children attend our day school and learn about the wonderful news of Jesus, our Savior. We will work with families in every way possible, so they have the opportunity to be a part of the Trinity Lutheran School family.

### **REGISTRATION**

Each school year, all children entering TLS are assessed a registration fee. A portion of this fee is to be paid before application or re-enrollment will be processed. Until this portion of the registration fee is paid in full, the child's name will not be placed on the class roster. If your tuition account is delinquent, any monies presented for registration fee payment will be applied to tuition account. Registration money will not be accepted as such if tuition account is delinquent.

Discounted registration fees for all families are due March 31. After March 31, the discount no longer applies. Classes are filled on a first come, first serve basis. Space in a class is NOT CONFIRMED for any student until registration fees are PAID IN FULL, with all other fees being current.

The registration fees for the coming school year are set each year by the Board of Christian Education. The amounts will be published in the "Tiger Tracks" and available in the school office as soon as they are set to aid our parents as they plan their budgets.

Scrip credits can only be used for registration and activity fees after tuition has been paid in full.

### **REFUNDS**

The registration fee is non-refundable unless a family moves outside a 10-mile radius from the school prior to the first day of school. Tuition refunds will be made at the discretion of the Principal/Board of Christian Education.

**BEFORE AND AFTER CARE** - The above policies and procedures apply to all Before and after Care Accounts.

**DELINQUENT ACCOUNTS:** Report cards are held in lieu of payment for past due charges (i.e., Before and After Care, lunches, tuition, etc.). Permanent records are not forwarded until all accounts are PAID IN FULL.

**ALL ACCOUNTS MUST BE CURRENT PRIOR TO THE BEGINNING OF ANY NEW SCHOOL YEAR.**

## **SCRIP TUITION DISCOUNT**

Scrip is a program TLS offers to school families, congregational families, and their friends and family members. When people purchase Scrip, they are purchasing negotiable gift certificates or gift cards that are used just like cash. The Scrip is issued by the national and local retailers where many of our organization families already shop. You can use Scrip to purchase everyday expenses like food, clothing, and other essentials. With every purchase, families earn credit for their tuition and for the Church General Fund. Those who do not have children in the day school can designate their profits to a specific school family, the Matthew 19:14 Tuition Assistance Fund, or totally to the Church General Fund. Families will receive a quarterly report (based on the school quarters) as to the amount of their tuition credit. Scrip credits cannot be used to pay off other school account balances.

Scrip certificates and gift cards are available during regular office hours and before and after church services in the Narthex. Orders may also be sent to the office during the week.

## **TRANSFER STUDENTS**

All transferring students are required to present a current report card to the office before admission to a class. Health, academic, achievement and other necessary materials will be requested from the student's previous school.

All transferring students and their parents will meet with the Principal (and/or the appropriate classroom teacher) prior to admission to determine if the following entrance requirements have been met:

- 1) The child was not a discipline problem at any other school.
- 2) The child is capable of functioning in a classroom. This would be determined by past performance, past tests, or an ability test administered by the Early Childhood Director prior to enrollment.
- 3) Exceptions to the above requirements may be made by the Principal and reported to the Board of Christian Education.

All transferring students will be evaluated prior to admission to determine grade placement and whether or not Trinity can meet their academic needs. Students who test 1 year or more below grade level in any area will be evaluated further to determine whether or not placement at Trinity is appropriate. The Principal will schedule a meeting with all the teachers who will have contact with each new student for the purpose of disclosing information transferred to Trinity from the student's previous school.

All new and transfer students will be placed on a six-week probationary period. At the end of the probationary period, the child's status at his/her previous school at the time of transfer, his/her current academic status, academic achievement, and conduct will be reviewed by teachers and Principal to determine the appropriateness of the child's placement in Trinity and in the assigned grade. At the end of the probationary period, one of three things will happen:

- 1) The student is accepted
- 2) The student's probationary period is extended

- 3) The child can no longer be allowed to attend classes at TLS

## **SCHOOL HOURS**

School hours are from 8:15 a.m. to 3:30 p.m. Students admitted into the building before 8:00 a.m. are in Before Care. Upon dismissal at the end of the school day, students who are to attend After Care must go directly from the classroom to After Care and check in. Students are to be out of the building by 3:45 p.m., unless they are involved in an extracurricular supervised activity (See Before and After Care). Exceptions may be granted by contacting the Principal. The school cannot be responsible for accidents or injuries that occur when children are at school during unauthorized times.

Faculty will have devotions at 7:40 – 8:00 a.m. Mondays, Tuesdays, Thursdays, & Fridays.

## **GENERAL RULES AND REGULATIONS**

ALL STUDENTS AND VISITORS IN THE SCHOOL ARE SUBJECT TO ITS RULES AND REGULATIONS; AND ALSO, TO THOSE CREATED BY EACH INDIVIDUAL TEACHER FOR HIS/HER CLASSROOM. THESE RULES APPLY TO BEFORE AND AFTER CARE AND ALL SCHOOL-RELATED EVENTS.

*Our faculty reserves the right to make judgments concerning school rules. Interpretation is left to the discretion of the teachers and/or Principal.*

The following general rules apply to student behavior:

- 1) Students intentionally inhibit the learning environment may be referred to the Principal. After consultation with the teacher, the Principal may suspend the student from regular classroom activities.
- 2) Students are to come to school prepared for the day's work. This includes assignments, books, paper, pencil and pens, and any other supplies required by the teacher.
- 3) Students are to enter the building promptly and head to their destination upon arrival.
- 4) Students are to walk in the hallways and on the sidewalks.
- 5) Students will display orderly conduct at all times-- in the cafeteria, hallways, restrooms, and classrooms.
- 6) All students are expected to go outside, per teacher directions, on days when weather permits. A written note, from the parent, must be presented to the teacher if reasons of health or sickness prevent a child from doing so. All exceptions are left to the discretion of the teacher.
- 7) Electronic devices, cell phones, nuisance items, toys, and other objects that distract from the learning environment are not to be brought to the school and may be confiscated by the teacher or staff.

- 8) Gifts brought to school should be brought for the whole class and should be of equal value to all. Singular gifts should be distributed off school property.
- 9) Anyone, who through negligence, carelessness, or malicious intent, causes damage to property that is not their own, will be responsible for the cost of the repairs or replacement.
- 10) After 3:45 pm children who are on campus, but not under the direct supervision of a parent, guardian, or teacher, will be sent to after care. A fee will be assessed. Children are to be with their parents at all times if they are not in after care.
- 11) Obscene, offensive language, or implied offensive language will NOT be tolerated and may result in a detention.
- 12) Bullying of any kind will not be tolerated by students or parents/guardians and is grounds for immediate suspension and possible expulsion from school. Anyone taking part in such behavior will be immediately referred to the Principal.
- 13) Fighting on school grounds will NOT be tolerated and is grounds for immediate suspension and possible expulsion from school. Anyone taking part in such behavior will be immediately referred to the Principal.
- 14) Guns, knives, and other weapons are NOT allowed on school grounds. Possession of these items will result in confiscation. This will also result in a suspension and/or expulsion. Appropriate legal authorities may be notified.
- 15) Drugs and alcohol are NOT allowed on the school grounds. Possession of either or both of these will result in confiscation. This will also result in a suspension and/or expulsion. Appropriate legal authorities may be notified.

### **PUBLIC DISPLAY OF AFFECTION**

Wholesome and God-pleasing relationships among our students are encouraged. The school and school-sponsored activities are neither the time nor the place for public displays of affection. Students will be counseled if problems arise, and parents will be informed if inappropriate behavior persists.

### **ATTENDANCE AND ABSENCE POLICY**

In accordance with state laws, all students are required to attend classes regularly. Regular attendance is also important if we are to guide a child in his/her optimum level of learning. *Parents are requested not to take their child(ren) out of school for events that could be scheduled for another time.* Any student absent 30 days or more is subject to repeating the grade. Special recognition is given to students who have perfect or commendable attendance at the end of the year.

In the event that a non-emergency absence must occur during the school year, parents are required to inform the Principal in writing at least three school days prior to the absence. All schoolwork missed during an approved absence is due within the number of school days equal to the number of school days absent.

We put a premium on promptness. Tardiness causes disruption and results in loss of time. Students are expected to be in the classroom prior to 8:15 a.m. bell or they will be considered tardy.

The parent must accompany the child to the office to provide an explanation for the tardiness.

Excused tardiness includes circumstances NOT in your control such as abnormal traffic conditions due to an accident or severe weather, power outages, illness, an early doctor's appointment, etc.

Unexcused tardiness are those circumstances WITHIN your control. Forgetting to set the alarm clock, oversleeping, uncooperative children, and normal daily traffic are among the reasons considered unexcused. Repeated unexcused tardiness (*5 per quarter*) will result in a parent/teacher conference to discuss the issue and to draw up an individual behavior contract including consequences for future tardiness.

We require ALL absences (Doctor, Dentist, Therapist, Hospital, Funeral, etc.) be PHONED into the school office by 8:15 am. Following the absence, the student is expected to make up all homework, quizzes, and tests. Assignments and books can be picked up after school, either in the classroom or the school office.

Any student leaving or returning to the school premises during normal school hours must do so via the school office. The parent or designated adult must sign the child in or out of school. Either written or verbal parental consent must be given to the School Administrative Assistant, Classroom Teacher, or Principal if the person is not the parent of the student.

- Appointments do not count against attendance, if there is a note from the doctor
- A student is tardy after the 8:15 bell
- If the parent does not call by 8:15, the absence is unexcused (Emails are not an acceptable means of notification).

## **ATTIRE**

As Christians our role as “ambassadors for Christ” should be to reflect the values and teaching of Christ to the community. Personal appearance is important at school and at school-sponsored activities. Students are expected to dress neatly, modestly, appropriately, and to be clean and well groomed. TLS students take pride in their appearance and present themselves as a God-pleasing witness to others. The following guidelines have been reviewed by the faculty and Board of Christian Education. The BOCE has approved these guidelines for our students in Grades K4 – 8.

We trust that parents share our desire to foster high standards in dress and personal appearance. It is our experience that there is a correlation between student dress, student behavior, and learning. Consequently, our BOCE and our faculty insist that each student be dressed in a way that will not hinder the educational process, that will promote a positive image among our students, and which will provide a positive Christian witness to the community.

Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress for school, based on the following guidelines. If it becomes necessary to do so, we will inform individual students and their parents of “dress corrections” that must be made.

We appreciate your understanding of and cooperation with our school dress policy. We urge parents to help their children adhere to our dress guidelines throughout the year rather than placing their children in the position of having to be confronted by teachers or the Principal with the need to make “dress corrections.”

The following rules are in effect:

1. All clothing should be neat, clean, the appropriate size, not too tight, and worn appropriately and modestly. Pants may not have holes or rips in them.
2. Short sleeved polo shirts, printed with the school logo, must be worn on a regular, daily basis. The shirts must be purchased through the school office.
3. On cooler weather days, students may wear a sweatshirt or long-sleeved polo with the current school logo printed on it (purchased through the school office) OR students may wear a long-sleeved shirt under the polo. This shirt should adhere to the non-uniform policy. Students may wear a navy, black, or white sweater that buttons up the front; without a hood.
4. Students must wear navy blue, black or khaki colored uniform pants. Yoga, leggings, and stretch pants are not considered uniform pants. Girls may wear them under dresses or skirts only.
5. Students will not be allowed to have fake nails until 7th grade. All nails should not extend any longer than 3mm over the fingertip. Only girls will be allowed to wear nail polish.
6. Students may wear shorts or capris (for girls) April 15 – October 15. The Principal may make exceptions on extreme heat days. Shorts must be mid-thigh length or longer and be navy blue, black, or khaki in color. Shorts must be at minimum fingertip in length.
7. Girls may choose to also wear navy blue, black or khaki colored skorts or skirts. They must be at least mid-thigh in length. From Oct. 1-April 30, tights or full-length leggings in black, white, navy, or khaki must be worn. Skirts must be at minimum fingertip in length. Shorts must be worn under skirts.
8. Visible body piercings and visible tattoos are not allowed. Consider placement of temporary tattoos before applying. Earrings should not be long or dangling.
9. Hair must be a natural color and must not be styled in an extreme fashion. It should not be distracting to others. Hair should be kept away from the eyes.
10. Make-up will not be worn by girls younger than seventh grade. For those girls in seventh and eighth grade choosing to wear make-up, it should be light and not distracting.
11. Hats and other head gear should not be worn in the building. Coats, jackets, and gloves should be hung at the student's hook in the hallway.
12. Slippers or wheeled shoes of any kind are NOT allowed. Shoes must be on and fastened at all times (laced and tied; Velcro secured). Students participating in physical education activities must have a separate pair of gym/tennis shoes. Sandals, with a strap across the back, may be worn to school, but enclosed shoes must be worn on the playground. No flip flops are allowed.
13. It is expected students will go outside for recess unless the temperature/wind chill is determined by the Principal to be unsafe. Therefore, heavy coats, hats, and gloves will be needed in cold weather. Likewise, appropriate clothing should be worn in warm weather.
14. When any accumulation of snow is expected, students must wear boots and snow pants. Students without boots and snow pants will be limited to a shoveled area outside. It is especially

important to label snow pants and boots with the child's name or initials since many of these items look alike.

### **Non-Uniform Days:**

Students may not wear clothing that bears the pictures or names of rock music groups, reference drugs (including alcohol or tobacco), or have any pictures or writing that may be construed to be offensive or in any way disruptive to the learning process at our school.

The following items of clothing are inappropriate in the classroom and may not be worn: immodest clothing (such as halter tops, tank tops, visible underwear, flip flops, and bare midriffs), clothing which is too tight on the top or bottom, and frayed or torn clothing. Skirts or dresses must be at least mid-thigh in length. Shirts must have a cap sleeve.

### **Special Non-uniform Days**

On "special" non-uniform days with a specific emphasis, students must either follow that "special" dress code or must wear a school uniform, and that it is not just any "non-uniform" type day. For instance, sports dress day, they need to wear sports clothing/team clothing, not just jeans and any t-shirt. Pajama day isn't jeans, etc.

### **Field Trip & Extracurricular Activity Dress Code**

Students are expected to follow the same dress code as any other school day.

### **UNIFORM NON-COMPLIANCE**

**1<sup>st</sup> Warning** – The parents of the student(s) not abiding by the guidelines of the uniform will receive notification from the school, written or verbal, reminding them that the school's uniform must be adhered to.

**2<sup>nd</sup> Warning** – The student will call their parents requesting that they bring a change of clothing to school immediately. If the parent is not available, appropriate clothing will be provided for the student to wear that day.

If necessary, parents of the student will be asked to appear before the Board of Christian Education to discuss the non-compliance with the established uniform.

### **CURRICULUM**

At Trinity Lutheran School, Christ permeates all subjects and activities. Religion is not limited to one class. Teachers seek opportunities to witness in every class and to relate God's Word to all aspects of life. Through this process, and by the power of the Holy Spirit, students grow in wisdom and faith, and learn to view all of life as a time to worship and glorify God.

In order to maintain state approval, our school must comply with the State of Wisconsin Department of Education curriculum requirements. Therefore, the curriculum and course of studies will be similar to that found in public and private schools with the addition of being Christ-centered in all of its endeavors. The major areas of learning are as follows:

**RELIGION** - Worship, Bible history, Bible study, church history, catechism, memory studies, missions, stewardship, Christian living

**SCIENCE** - Health, sex education, nature, physical-earth-biological sciences, safety, first aid, environment

**LANGUAGE ARTS** - Reading and literature, phonics, English, spelling, handwriting, word study,

writing, listening skills, critical thinking skills

**SOCIAL STUDIES** - Geography, history, current events, government, map study, career, consumer

**MATHEMATICS** - Concepts, computation, application, pre-algebra, algebra geometry, problem solving

**FINE ARTS** - Vocal and instrumental opportunities, classroom music, choir, drawing, arts and crafts, programs by guest artists/musicians

**PHYSICAL EDUCATION** - Exercise, skills, games, recreation, sportsmanship, teamwork

**COMPUTER** – Technology, keyboarding, use of applications and utilities, use of the Internet, integration of computer technology, with other areas of study, as defined in the curriculum of each grade

### **PHYSICAL EDUCATION**

All students in grades K4 - 8 engage in organized physical education (in addition to recess) each week.

If children are to be excused from P.E. on the advice of a physician, parents are to inform the teacher and bring a note signed by the physician. Students who are excused from P.E. will not be allowed to participate in extra-curricular sports activities for the duration of the physician recommendation.

All students are required to wear gym shoes for P.E. The shoes must not leave black marks or streaks on the gym floor. Students in grades 3 – 8 wear shorts and t-shirts for PE. In cooler weather, students may wear sweatpants and sweatshirts. Deodorant is to be kept at the school for use after P.E. class in grades 3 – 8. Grades are affected by being unprepared for class.

### **BOOKS AND SUPPLIES**

Our textbooks and teaching aides are carefully selected to best fit the needs of our school and to help more effectively realize our school's objectives. Children need to purchase or bring their own Bible ESV (Grades 3-8). Each child will be held responsible for proper care of all books.

If books are lost or damaged, the cost of replacement or repair will be the responsibility of the parent and/or child. All textbooks remain the property of the school. Parents are furnished with a list of required supplies for their children prior to the beginning of each school year. Some of these will need to be replaced throughout the year. **ALL HARDCOVER TEXTBOOKS MUST BE COVERED!** Do not use covering such as contact paper, laminating film, or other sticky materials to cover the textbooks. If book socks are used, be sure they are large enough to cover the book without causing damage to the spine or binding.

### **ACADEMIC HONOR CODE**

Violations may include, but are not limited to the following:

1. Cheating on an exam, assignment or assessment. This includes using outside resources not specifically allowed by the teacher, such as cheat sheets, on-line translators, technological devices, etc.



2. Relaying information about a test to students who have not yet taken it or obtaining information about a test prior to taking it. This includes receiving information from students who have already taken the exam or using test copies from previous years.
3. Plagiarizing: Using another's words and/or ideas without giving proper acknowledgement in papers or assignments. Students should strictly adhere to the instructions and citation methods prescribed by their teacher.
4. Submitting, for credit, the same work in more than one course without prior teacher approval.
5. Intentional absence on exam dates and paper deadlines.
6. Knowingly and intentionally assisting others in any arrangement whereby work is performed by someone other than the person getting credit.
7. Falsifying records, laboratory reports, or other data.

### **Consequences**

1. An offense results in a failing grade on the assignment, test, or paper in addition to the following cumulative consequences:

**First Incident:** Failure on the assignment with the opportunity to redo it, at the teacher's discretion

**Second Incident:** Failing grade for the quarter

2. After the second Incident, students will not be able to participate in the current athletic season.

**Third Incident:** Failing grade for the semester and a meeting with the Principal, teacher, and Board of Christian Education

### **SCHOOL WORK AND ASSIGNMENTS**

Students will have homework, increasing as the grade level increases. When a child consistently brings home large amounts of work, parents should arrange to discuss this with the teacher(s). Children are expected to prepare their work neatly and accurately and to submit assignments on time.

Children are expected to complete their work neatly and accurately and to submit assignments on time.

In grades 3-8, homework is given for practicing skills, to strengthen the child's ability to apply knowledge in a variety of formats to demonstrate mastery, to see if a child needs further instruction, and to teach important job skills and life skills like organization, and working within due dates.

When a student has a late assignment, the student will need to finish the assignment by the morning of the next school day and the parent will be notified. If the assignment is not finished by the next school day morning, arrangements will be made with parents to have the student stay after school to get the help needed to finish the assignment successfully. Note that any assignment not finished at the time the assignment is due will be lowered ten percent.

When a student has three late assignments in a quarter, a meeting between the parent and teachers will be made to discuss the issue and have a better understanding of why the homework is not being

completed on time. During this discussion, a timeframe will be determined to have the late work completed and the effect it will have on the student's grade.

*Student planners should be checked and initialed daily.*

### **GRADING SCALE**

A+	98 -100	C+	77 - 79	E - Excellent
A	93 - 97	C	73 – 76	G – Good
A-	90 - 92	C-	70 - 72	S – Satisfactory/Showing Growth
B+	87 - 89	D+	67 – 69	P - Progressing
B	83 - 86	D	63 - 66	N - Needs Improvement/ Needs More Time
B-	80 - 82	D-	60 – 62	

**HONOR ROLL:** Students in grades 5-8 are recognized for earning excellent grades. Those that qualify may be selected for either the High Honor Roll, maintaining a GPA of 3.8 or higher, or Honorable Role, maintaining a 3.5 GPA or higher, in all graded subjects. To be eligible for the High Honor Roll or Honorable Roll an E or S is required in Conduct and in any subject not given a letter grade. Recognition for the qualifying students will take place at the end of each semester.

**EIGHTH GRADE VALEDICTORIAN** - This honor is awarded to the student on honor roll with the highest-grade point average during the 7<sup>th</sup> & 8<sup>th</sup> grade school year.

**EIGHTH GRADE SALUTATORIAN** – This honor is awarded to the student on honor roll with the second highest grade point average during the 8th grade school year.

If no 8<sup>th</sup> grader maintains honor roll for the school year, the award will not be given.

### **REPORT CARDS & CONFERENCES**

Report cards are issued four times a year. Please sign and return your child's report card envelope within a week of receiving it. Parent conferences for PS3 – Grade 8 are scheduled during the first report card to discuss each child's progress. Third quarter conferences are optional for parents; however, if a teacher has a concern a conference will be called. All conferences are held with the homeroom teacher. If a conference is wanted by a teacher, other than the child's homeroom teacher, parents will need to arrange that individually.

Other conferences may be scheduled at the request of either the teacher or the parent. Parents are encouraged to schedule an appointment with their child's teacher to discuss any item that might be pertinent to the child's overall education.

### **STUDENT CONDUCT**

The teachers have developed a plan for dealing with student discipline. Teachers will communicate his/her expectations and a plan for dealing with problems.

A variety of techniques will be utilized to correct undesirable behavior. Where repeated misconduct occurs, parents will be notified. A written record of the situation will be maintained by the teacher. Teachers will refer students not willing to respond or cooperate with teacher directives to the Principal according to their classroom discipline plans.

Behaviors detrimental to the well-being of the class will not be tolerated. Behaviors that are deliberately

disrespectful, disruptive, or destructive will result in age-appropriate consequences.

If this conduct continues, the Principal will notify the Board of Christian Education of the situation. The Principal will meet with the teacher(s), parent(s), and student to discuss further appropriate action. A Board of Christian Education member may be present at this meeting.

## **DISCIPLINARY PROCEDURES**

IF A STUDENT IS REFERRED TO THE PRINCIPAL FOR EXTREME DISCIPLINARY REASONS THE FOLLOWING STEPS MAY OCCUR:

Step 1 – **Principal-Issued Detention**: after school until 4:30.

Parent(s) will be notified that a student will be serving a Principal-Issued Detention. The Principal will schedule the detention. The detention may consist of some type of constructive work. If a child receives four detentions during the school year, it may result in an OSS. REPRESENTATIVES OF THE BOARD OF CHRISTIAN EDUCATION AND PASTOR(S) WILL BE NOTIFIED BEFORE STEP2.

Step 2 – **Out-of-School Suspension ( OSS)** - up to 5 daysA student serving an OSS will be dismissed from school on a specifically scheduled day. Assignments will be given to the student; work is expected to be completed in a satisfactory manner. The student will not be re-admitted until the Principal, teacher, parent(s) and student have met with a representative of the Board of Christian Education to plan for elimination of the condition that brought about the OSS.

Step 3 – **Expulsion** (or longer suspension as deemed by representatives of the Board of Christian Education – dependent upon each individual case).

**NOTE:** The teacher may refer a student to the Principal for counseling. Such referral will not necessarily result in the disciplinary steps listed above. Teachers inform the Principal of the reason for the referral when the student is sent to the office.

**EACH STUDENT’S DISCIPLINARY RECORD WITH THE PRINCIPAL WILL BE GIVEN A CLEAN SLATE AT THE BEGINNING OF SCHOOL EACH YEAR.**

The Board of Christian Education reserves the right to skip steps as they deem necessary.

## **DETENTIONS**

In grades 3-8, detentions will be based on behavioral infractions. When a student has a behavior issue that goes beyond a simple reminder, the student will spend 10 minutes of recess time reflecting on the poor behavior choice and come up with a plan to change and avoid the behavior in the future. After a discussion with the teacher, the student will be able to have the remainder of their recess time. The behavior infraction will be kept track of for 30 days. If a student has three behavior infractions within 30 days, an after-school detention will be issued. Detentions are served until 4:30 p.m.

Immediate detentions (meaning detentions given after only one behavior infraction) can be issued for more serious disrespectful behavior infractions. These behaviors may include, but are not limited to: swearing, acts of violence, or destroying property. These detentions will also be served after school until 4:30 p.m.

## **COMMUNICATION PROCESS FOR BEHAVIORAL PROBLEMS**

Despite all of our expectations, children still misbehave, sometimes deliberately, sometimes unintentionally. When a student continues to misbehave, the teacher contacts the parent(s) so they can cooperate in helping the child understand the problem and implement a plan for modifying the behavior. The teacher may also ask the Principal to assist in implementing a plan for modifying the child's behavior.

When a student or parent has a concern about discipline, he/she should discuss it with the teacher. If the problem is not resolved, the student or parent should present the concern to the Principal who will facilitate a meeting with the teacher involved. You may request a Grievance Form from the teacher or from the office.

When parents observe or hear about incidents at school that concern them, they should immediately contact the teacher who was responsible for supervising the children. Seeking answers and solutions to such concerns will eliminate damaging accusations and hearsay.

As a final step in addressing a problem, the parents should request that the Principal or Board of Christian Education Director place the concern on the Board of Christian Education agenda for their next scheduled meeting.

These steps reflect what the Lord has laid out for us in Matthew 18.

Experience has shown that when parents and teachers work together in obedience to God's Word, misunderstandings and disagreements can be resolved in a spirit of Christian love and forgiveness.

## **HEALTH AND MEDICATIONS**

We want to maintain a healthy environment for our students, faculty, and staff. Therefore, if your child is sick, he/she should stay home. Please notify the school office as soon as possible if your child has or is exposed to a contagious condition so that we may notify other parents in a timely fashion. Symptoms including a severe cough, skin eruptions, sore throat, fever of over 100 degrees, vomiting, diarrhea, or head lice will necessitate the school sending your child home. A sick child who is sent home may not return to school until he/she is free from all symptoms.

### **YOUR CHILD MUST BE FEVER, VOMITING, OR DIARRHEA FREE FOR 24 HOURS BEFORE HE/SHE MAY RETURN TO SCHOOL.**

*A doctor's note should be presented to the school office if the child has been absent more than three days due to illness.*

Parents are responsible for providing the school with the name and number of the child's doctor and at least one emergency telephone number that can be used to locate a reliable friend or relative in the event that parents cannot be contacted. You will be contacted if your child exhibits any of the symptoms listed above and asked to pick up your child as soon as possible.

ALL MEDICATIONS, PRESCRIPTIONS AND OVER-THE-COUNTER, ARE DISPENSED ONLY THROUGH THE SCHOOL OFFICE WITH APPROPRIATE DOCUMENTATION AND PERMISSION. All medications must be in the ORIGINAL pharmacy container with the child's name on it. Medications are kept in a locked box in the Parish Nurse's office and dispensed as directed by the School Administrative Assistant. Prescription medication may only be given if a child has a written consent form which includes the medication's name, dosage amount, instructions, and where applicable, the

doctor's name. This will ensure your child receives his/her medication in the proper dosage and at the proper time. **PRESCRIPTION MEDICATIONS WILL BE DISPENSED ONLY AS DIRECTED BY THE PHYSICIAN.**

Routine screening checks of student's vision and hearing are done at TLS each year. Scoliosis screening is offered for sixth grade girls and seventh grade boys. You will be notified when these screenings are scheduled. These are free of charge.

## **HEAD LICE**

When Trinity Lutheran School receives notification of confirmed or suspected cases of head lice, the following procedures are put into practice. If lice are found over the weekend, checking will be left to the school's discrepancy.

Follow up by staff includes:

1. Checking the **suspect cases and contacts\*** of confirmed cases.
2. Notifying parents of newly found cases and discussing treatment procedures.

Staff will recheck all **confirmed** cases of head lice three – four weeks after initial treatment.

If re-infestation is found, staff works with parents to alleviate the problem.

\*Contacts: Those children/adults who have close physical contact with a confirmed case of head lice. Close physical contact means sleepovers, sharing combs, brushes, scarves etc., household members or best friends who share in all activities together.

All head lice and nits (eggs) must be removed from the head before the student is allowed to return to school. Students must have a written release from the Menasha Health Department before returning to school.

General Information on head lice and Lice Treatment Checklists are available in the school office.

## **HIV/AIDS POLICY (Students)**

It is the policy of Trinity Lutheran School to permit HIV-infected students to enroll and participate fully in all aspects of the education program as long as they are medically able to do so. Mandatory screening for HIV infection shall not be a condition for school entry or attendance.

If a student's parents/guardians choose to disclose the child's health status, all matters pertaining to that student will be under the direct supervision of the Principal.

The Principal shall convene an evaluation team composed of the student's parents/guardians, the student's physician if s/he elects to attend, a physician or nurse from the Winnebago County Health Department as designated by the regional health office, the Principal, at least two Board of Education members, and whenever possible the student. The evaluation team shall evaluate the student's health status relative to attending school.

The Principal shall be responsible for requesting that the parents/guardians have released to the Winnebago County Health Department medical records and a statement from the student's physician

regarding the health status of the student reported to have HIV/AIDS. In addition, the Principal will gather information regarding the student's cumulative school record. The evaluation team will review these records.

The evaluation team shall assume responsibility for determining when a student's medical condition warrants the student's removal from the classroom. For any child determined as warranting removal from the classroom due to medical reasons, the school shall be responsible for determining the appropriate educational program for the child in the least restrictive environment, which is medically, legally, and educationally sound; this may include referral to the local public-school system for services that cannot be provided at Trinity. The parent/guardian shall be included as part of the decision-making process.

Because AIDS/HIV infection is a progressive disease, semi-annual medical and educational monitoring will be conducted by the evaluation team.

### **CONFIDENTIALITY**

No information concerning an HIV-infected student shall be divulged, directly or indirectly, to any other individual or group without written consent of the parents/guardians. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the Principal in a locked file. If the HIV-infected student is under the age of eighteen, access to this file will be granted only to those persons who have the written consent of the infected student's parents/guardians. Individuals will be informed of a student's HIV infection on a "Need to Know" basis, as decided by the evaluation team, with the written consent of the parent/guardian.

### **PARENTS AND TEACHERS IN LUTHERAN SCHOOLS (PTLS)**

The Parents and Teachers in Lutheran Schools (PTLS) organization is a service organization made up of parents, guardians, and teachers of Trinity. Please contact the school office, if you are interested in participating. Parent informational update meetings will be held at least 4 times per year in conjunction with PTLS.

### **TRINITY VOLUNTEER SERVICE**

As an independent Lutheran School, TLS needs the active participation of parents, families, and friends to share in our responsibility of providing the highest quality of Christian and academic education to our students. Parent involvement is an integral part of the functioning of TLS. Without it, the school would lose its sense of community and tuition would increase drastically. To be the best TLS can be, WE NEED YOU! Families receiving financial assistance for tuition must complete 20 hours of service per semester in some area of Trinity Lutheran Church or School Ministry to keep their financial assistance for the school year for their child(ren). A minimum of 40 hours must be completed by the family during the school year.

Volunteering is an excellent way to get to know the school, other parents, and your child's teacher. Opportunities for volunteering are numerous and varied. Among the ways you can help are participating in regularly scheduled schoolwork days, helping teachers in the classrooms, clerical help, concession stand worker, scoreboard worker, and any of the other tasks mentioned in the Tiger Tracks, or communicated through phone calls from room parents. This is a partial list of volunteer positions: PTLS officer, room parent, Church Nursery, Sunday School teacher, library worker, worker for major fundraising activity, book fair worker, SCRIP sales, coach, and field trip drivers.

For the safety of our students, all those who volunteer to work with a child will be subject to a criminal background check. A form allowing such a background check will be distributed to parents as needed.

All parents wishing to drive for field trips will be asked to submit a copy of their driver's license and proof of insurance before they will be able to drive students. Please make sure the background check form is filled out at Registration.

## **WORSHIP**

In addition to the Christian training the children receive both at home and in school, we consider it necessary for the children to attend Sunday school and worship services together with their parents. Psalm 122:1 "I was glad when they said unto me; let us go into the house of the Lord." John 8:47 "He who is of God, hears God's Word." Parents are urged to set a good example for their children in these matters. Church attendance is recorded weekly in the classroom.

At the end of the year, an award is presented to each student who has had either Perfect Church Attendance or Faithful Church Attendance. Those who receive the Faithful Church Attendance Award are those who have missed attendance at a worship service no more than two times during the school year.

Each school day begins with a brief devotional period. On Wednesday mornings, at 8:45, a special chapel service is held to draw the students and faculty closer to their Lord and Savior. Parents and visitors are welcome to attend any of these services.

Christian stewardship is an important part of Christian living and children should be trained in this at an early age. Children are given an opportunity to worship through their offerings and support mission and charity endeavors.

Trinity Lutheran Church has one Saturday evening service at 5:00 p.m. and one Sunday morning service at 9:00 a.m. Christian Education Hour (Sunday school and Adult Bible Classes) meet at 10:30 a.m. on Sunday. All school families are welcome to attend our worship services and Sunday school classes. If you have no home church and desire to become a member of Trinity Lutheran Church, contact the Pastor(s) or your child's teacher.

## **ADULT DISCIPLESHIP CLASSES**

These classes, conducted by our Pastor, are made available to all parents. The sessions cover the basic teachings of the Lutheran Church. It is felt in all fairness to your child and to you, that you should know what kind of religious training your child is receiving. There is no obligation to join the Lutheran Church upon completion of these sessions, although anyone wishing to do so would be eligible.

## **TESTING PROGRAM**

In addition to regular subject matter testing, standardized tests are given to the children in our school each fall and spring. Students in grades K5 – 8 are given the (NWEA MAP) Measures of Academic Progress Test. Standardized test results are shared with parents at the fall parent / teachers conference. The results of these tests are recorded in the child's master record and are kept confidential.

## **TIGER TRACKS**

TLS publishes a bi-weekly newsletter entitled Tiger Tracks to inform parents of the volunteer opportunities, calendar of events, and various announcements regarding our school and community. This is the **main** form of communication between school and home regarding daily life at TLS. It is extremely important that this be read at home. Anyone wishing to submit an article or prayer request for possible publication needs to submit it to the office by 9:00 am Tuesday morning. The bi-weekly newsletter can be found on the School website. If you wish to pick up a hard copy, please stop in the school office. Tiger Tracks can be found on the school website [www.trinitymenasha.com](http://www.trinitymenasha.com) and on Fast Direct [www.fastdir.com/tlsm](http://www.fastdir.com/tlsm).

## **FAMILY DIRECTORY**

On Fast Direct you may find the names, e-mail addresses, home addresses, and telephone numbers of our school families. Permission from each family will be obtained prior to publishing this information. The information is to be used as a means to facilitate communication between our families and under no circumstances will be distributed for marketing purposes. A hard copy will be made available upon request.

## **SCHOOL PICTURES**

School pictures will be taken early September and are made available to families to purchase if they choose. A yearbook will also be available in the Spring. Parents may order and pay for the yearbook during registration.

## **LIBRARY**

TLS operates a library for the benefit of the children. It is made available to the children at scheduled library periods during the week. We encourage students to make use of the library and to handle books with care. The student must pay for books that are damaged or lost. The fee for damaged or lost books is \$5 for paperback and \$10 for hardcover books. Reference books may not be taken home. Each individual classroom has its own smaller library. Parents, grandparents, and others are strongly encouraged to volunteer in the library so that it may be used to its fullest potential. Gift donations of new or gently used books are always appreciated.

## **FIELD TRIPS**

Each class participates in field trips throughout the year. The cost of a student attending a field trip is covered in part through the activity fee. Parents who wish to join the field trip may be required to pay for their expenses. Cell phones or electronic devices are not allowed on field trips unless the teacher or Principal permits it.

For all field trips the following is observed:

1. A signed and completed permission slip must be returned by each student before the trip (along with any necessary money).
2. The teacher and at least one other adult per 10 students accompany each group.
3. If transportation is needed, cars and vans are acceptable, provided those transporting students are following Wisconsin state regulations regarding seat belts, car seats, airbags, and the like.



4. All drivers must have a current driver's license, a proof of current car insurance, in their possession, and a copy in the office. All drivers must submit to a background check, Board of Christian Education approval is needed for over-night OR out-of-state school-sponsored trips.

### **SEVENTH AND EIGHTH GRADE CLASS TRIP**

Each year, 7th and 8th grade students, their parents, and teacher will consider an extended field trip which students, teachers, and/ or parent chaperones attend in April or May. This trip is a wonderful culmination of the students' elementary school experience at Trinity. To participate in the 7th and 8th grade class trip, students must meet the following requirements:

- ✦ Behavior throughout the school year will be taken into consideration before a child is able to participate. A parent meeting will be set.
- ✦ Maintain a passing average in each subject. (A student who has an "F" average at the end of the first semester must demonstrate improvement by the end of the third quarter to participate in the class trip.)

### **LOST AND FOUND**

A lost and found box is located each year in a designated area. Parents are encouraged to check the contents of the box occasionally. Labeling all your child's belongings serves as a preventative measure. Losses should be reported to the teacher. Each grading period the lost and found box will be emptied. Labeled clothing will be returned to its owner, and unlabeled clothing will be given to a charity organization.

PLEASE PRINT YOUR CHILD'S NAME ON ALL COATS, JACKETS, AND P.E. CLOTHES!

### **LUNCH PROGRAMS**

TLS offers a hot lunch program. Menus will be published in Fast Direct. Notifications are sent through Fast Direct with Hot Lunch balances. The hot lunch price list is published and distributed at registration.

Children who bring cold lunch are expected to eat what is packed for them. Keep in mind that students do **not** have access to a refrigerator or microwave. Students who purchase a hot lunch are encouraged to eat a small amount of each food item that is served.

Families who qualify may request and submit an application for free or reduced lunch per USDA School Lunch guidelines. Applications are available in the school office.

Parents are welcome to join their children for lunch. Please notify the office – preferably a day in advance – so the kitchen staff can plan and prepare adequate amounts of food. Adult school lunches are \$4.65 each, increases are subject to DPI rates.

### **USDA Nondiscrimination Statement**

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

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

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

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

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

## **CARBONATED BEVERAGES**

Students may not have carbonated beverages on the school grounds between 7 a.m. and 5:30 p.m.

## **(BEFORE AND AFTER CARE)**

Before and After Care is offered as a service to the working parents of children(PS3 – 8) attending our Day School. Before and After Care hours are from 7:00 a.m. - 8:00 a.m. and 3:30 pm – 5:30 pm

Before and After Care rates will be published in the school office. Billing is done on a weekly basis, with payment in full expected upon receipt of the bill. *Services may be suspended if account is delinquent.* More information will be handed out at Registration.

When children arrive for Before Care in the morning, they must check in with a Before Care worker. They are required to stay in Before Care until they are dismissed by the Before Care worker to their classes at 8:15 am.

After their dismissal at the end of the school day, all students who know they will attend After Care, must go directly to After Care and check in with an After Care worker. All children who have not been picked up by 3:45 pm must sign in for After Care.

The behavior rules and regulations for Grades PS3 – 8 apply to Before and After Care as well. We expect the same Christian conduct. The behavior policy is the same as the school behavior policy. If the behavior problem persists, Before and After Care services may be withdrawn until a conference is held with the Principal and the Before and After Care Director.

Students picked up from Before and After Care must be signed out by noting the time of departure

on the appropriate form. If no departure time is listed, a student will be charged as if he/she were present until 5:30 pm.

## **BIRTHDAY PARTIES**

Parents are invited to send a snack to celebrate their child's birthday. When doing so, please contact the teacher to schedule a day and discuss the type of snack to be distributed because some students may have special dietary restrictions. The snack will then be distributed at the teacher's discretion.

Students may distribute birthday party invitations to their classmates in school with the teacher's permission and only if **all** classmates or all classmates of the same gender are invited. Otherwise, invitations should be mailed or distributed outside of school grounds.

## **SCHOOL CALENDAR**

A school calendar is presented annually in the spring by the Principal to the Trinity Board of Christian Education for approval. Copies are available to the parents before school dismisses for the summer. This calendar shows all holidays from school, vacation recesses, and parent/teachers' conferences, as well as report card days.

Please take the calendar and mark the dates on your home calendar to help lessen conflicts.

## **TELEPHONING**

Teachers and students will not be called to the telephone during school hours unless there is an emergency. You may leave a message with the school administrative assistant who will promptly relay it to the proper person.

Students may use the office telephone only in the case of an emergency and with the written permission of his/her teacher.

Students may not use cell phones on school property.

## **DISMISSAL PROCEDURES**

In order to provide for the health and safety of our students, Trinity will use the following dismissal procedures:

1. Bus Students will report to the bench by Door 2 after school and be supervised by the Staff. If the bus student does not ride the bus, a note or phone call from home to the teacher or office will be necessary.
2. Before and After Care students will report to the assigned room and be checked in by the supervisors. Again, if there is a change, please send a note, email, or call the school.
3. Students waiting to be picked up must stay inside the building, on the bench at doors #3 or #5, until dismissed. The student should then inform the teacher on duty that s/he is leaving.

4. The Principal and teachers will supervise all hallways and exits.

## **PARKING**

When dropping off or picking up students use door 2, 3 or 5. Door 2 is for students of K5, 1 and 2 and bus students. Door 3 is for PS3, and K4. Door 5 is for 3, 4, 5, 6, 7, and 8. Due to city ordinance we ask that you not park in front of Door 2 after 8:00 am and before 3:45pm.

If a parent should need to bring a child to school after 8:15 am or pick him/her up before 3:30 pm, please park in the lot off Tayco Street and enter through Door 7. All other doors will be locked.

## **WEATHER CLOSINGS AND DELAYS**

All TLS closings or delays due to weather conditions will be announced on TV Channel 2, 5, 11, and 26. In addition, the school website, fastdirect and radio announcements will be made. While Trinity follows the weather closing and delay announcements associated with Menasha Joint Public School system in most cases, please watch Fast Direct and the school website for updates. Please DO NOT call the teachers or Principal at their homes.

If school is delayed for the start of the day, there will be NO Before Care. Students should arrive at school between 10:00 and 10:15 am if there is a 2-hour delay.

## **CORPORATE PROGRAMS**

Trinity Lutheran School is involved in a number of programs whereby we can, with your help, receive free materials for the school. Some of these programs are:

- † Box Tops For Education
- † SCRIP
- † Corporate Matching Funds
- † Additional ones to be announced

Many other companies, such as Thrivent, Kimberly-Clark, Theda Care, Miller Electric, Bemis, Menasha Corp., and Banta will also match monetary gifts individuals give to schools. Please check with your company regarding this policy. Checks must be made payable to Trinity Lutheran School in order to receive matching funds.

## **VISITORS**

Should you wish to spend time in the classroom, please make arrangements with the school Principal and your child's teacher prior to your visit. Parents are welcome to join their children for lunch. Please notify the office – preferably a day in advance – so the kitchen staff can plan and prepare adequate amounts of food.

All visitors must come to the School Office, through Door 7, and sign in on the school visitor log. Visitors should wear a guest's badge while on campus.

### **CHOIR AND HAND CHIME CHOIR**

All students in PS3-8<sup>th</sup> grade make up the Day School Choir. There is one weekly music session for each grade level with a portion of the time spent in rehearsal. The grades are then combined in one mass rehearsal before the performance date.

Grades 5-8<sup>th</sup> are also part of the hand-chime choir, which also meets during their music class. This group will also perform at church and may occasionally perform at other area events.

The children sing monthly at either Saturday evening or Sunday morning services. A schedule is handed out at the beginning of the year with these dates included. It is an honor to have this responsibility to serve our Lord and His church in this manner. Please refer the music schedule, for when your child sings. Each student will sing several times throughout the school year. **We strongly encourage you to make every effort to attend and participate on those specific dates.**

### **BAND AND PIANO**

Trinity students in 4<sup>th</sup> – 8<sup>th</sup> grade have the opportunity to participate in an instrumental program. Lessons are given at school during the school day. Band lessons are billed through the school office.

### **LOCKERS**

Students in grades 3 – 8 are totally and personally responsible for the lockers they are assigned. They are to keep them neat and clean at all times. No personal decorations of any kind are permitted on the outside of the locker door. No stickers may be placed either inside or outside of the locker. The school reserves the right to inspect all lockers at any time. Students may use a padlock to lock their lockers as long as the teacher is given the code or a duplicate key.

In the event the lock fails, or a key is left at home, the school reserves the right to cut off the lock, at the parents' expense, in order for the child to gain access.

### **ATHLETICS**

Being part of a team means a commitment to attend all practices and games. Our teams are to exemplify Christian sportsmanship toward their opponents as well one another.

We offer a variety of sports opportunities for our students. The sports offered are: volleyball, basketball, and track. We will combine with various schools if we are unable to field a full team.

Students who are excused from P.E. will not be allowed to participate in extra-curricular sports activities for the duration of the physician recommendation.

### **SIBLINGS WHO ARE NOT TEAM MEMBERS, BUT REMAIN AT SCHOOL, MUST GO TO AFTER CARE.**

Because of their responsibilities to teach skills and conduct practice, coaches cannot be expected to provide appropriate supervision for children who are not team members.

## **ATHLETIC CODE**

1. The emphasis in all sports shall be on participation of all athletes. A “no cut” rule will be followed by all coaches in every sport.
2. Students must maintain a C average (in every subject) and have no missing assignments prior to participation. This will be checked weekly (on Monday). Any ineligible students will have a note sent home Monday evening notifying parents.
3. A concussion form must be signed for each sport before a child can practice with the team.
4. Students involved in any sport are required to have a current Sports Physical form on file in the school office.
5. Students who are excused from P.E. will not be allowed to participate in extra-curricular sports activities for the duration of the physician recommendation.

## **SOCIAL AND DIGITAL MEDIA CODE OF CONDUCT**

Social Media is electronic communications and online activities, such as text messages, email, wikis, and social networking like Facebook, Twitter, and blog comments.

1. Remember all Internet postings are permanent –able to be duplicated and may go viral.
2. For your protection and the protection of **Trinity Lutheran**, you are prohibited from using internal or external social media channels to discuss confidential items, legal matters, litigation, or the organization’s financial performance.
3. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our community, faith, or other persons.
4. Before posting photographs of any person, obtain his/her permission. You will be asked to remove it if permission is not obtained.
5. If you see a violation of this Code of Conduct, report it to the Pastor/Principal/Board of Directors at Trinity Lutheran. If you have questions about the Code of Conduct, please contact the Pastor/Principal.

Any violations of Trinity Lutheran’s Code of Conduct will result in discipline and/or termination of volunteer opportunities.

Updated August 23, 2022

**Index**

Accreditation .....	6
Academic Honor Code .....	16
Administration.....	6
Admission Policies .....	7
Adult Discipleship Classes .....	23
Aims .....	5
Athletic Code.....	29
Athletics.....	29
Attendance and Absence Policy.....	12
Attire .....	13
Band.....	28
Before and After Care.....	26
Birthday Parties.....	26
Books and Supplies.....	16
Carbonated Beverages.....	26
Choir .....	28
Confidential .....	21
Communication Process for Behavioral Problems.....	19
Corporate Programs .....	28
Curriculum.....	15
Disciplinary Procedures .....	18
Dismissal Procedures.....	27
Faculty .....	6
Family Directory .....	23
Field Trips.....	24
Financial Support and Fees .....	7
General Rules and Regulations .....	11
Grading Scale.....	17
Head Lice.....	20
Health and Medications .....	20
HIV/AIDS Policy .....	21
Library.....	23
Lockers .....	29
Lost and Found .....	24
Lunch Program .....	25
Mission Statement .....	5
Non-Discriminatory Policy .....	7
Non-Uniform Days .....	15
Parents and Teachers in Lutheran Schools (PTLS).....	22
Parking.....	27
Penalties .....	8
Philosophy.....	5
Physical Education .....	16
Public Display of Affection.....	12
Refunds.....	9
Registration .....	9
Relationship of The Church and School.....	5
Report Cards .....	18
School Calendar.....	26

School Hours..... 11  
School Pictures ..... 23  
School Work and Assignments ..... 17  
Scrip Tuition Discount ..... 10  
Seventh and Eighth Grade Class Trip ..... 24  
Social and Digital Media ..... 29  
Student Conduct ..... 18  
Telephoning..... 27  
Testing Program ..... 23  
Tiger Tracks..... 23  
Transfer Students ..... 10  
Trinity Volunteer Service ..... 22  
Tuition Assistance Fund ..... 9  
Uniform Non-Compliance ..... 15  
USDA Nondiscrimination Statement ..... 25  
Visitors..... 28  
Weather Closing and Delays ..... 27  
Worship..... 22

**TO GOD BE THE GLORY**



I have read the 2022-2023 TLS Family Handbook and I am willing to comply with the rules and policies of the school.

I understand and support the purpose of Trinity Lutheran School as stated in its Mission Statement:

**TRINITY LUTHERAN SCHOOL ASSISTS PARENTS IN THE EDUCATION OF THEIR CHILDREN FOR THIS LIFE AND FOR ETERNITY EMPHASIZING ACADEMIC EXCELLENCE, PERSONAL CHRISTIAN GROWTH, AND SERVICE TO GOD AND COMMUNITY.**

As a parent, I will do my part to promote the mission of the school:

- ✚ I will be a Christian role model for my child.
- ✚ I will choose my words and actions carefully and appropriately.
- ✚ I will encourage and support my child in his/her education and participation in school activities.
- ✚ I will expect and help my child to abide by school and classroom rules.
- ✚ I will do my part to maintain open communication with my child's teacher so that we may work together for the benefit of the students.
- ✚ I recognize the importance of parental involvement in school activities, and I will volunteer my time and talents to accomplish both classroom and school wide projects.
- ✚ I will pray for the school (teachers and staff) and for the children and families served by Trinity Lutheran School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL OFFICE TO INDICATE YOU HAVE READ THE HANDBOOK AND WILL ABIDE BY THE SCHOOL'S REQUIREMENTS.**