

# TRINITY LUTHERAN SCHOOL

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**Parent/Student Handbook**

**2019-2020**



# WELCOME!

Some of my favorite memories from childhood are memories of fishing. I grew up on a river. Looking back, I spent a lot of time on that river. In spring, it was fishing for trout using the deadly spinner. During the dog-days of summer, the bass and, yes, the sucker and carp would cause the night crawler to give its life in pursuit of a fish. Fall would bring the salmon run where spawn sacs would be the bait of choice. I also grew up close to Lake Michigan. On weekends, my parents' next-door neighbor would take my dad and I to fish for trout and salmon using down-riggers and dipsy-divers. Smelting on the local streams using a seine net and sucker fishing from bridges using a net suspended from the bridge in the springtime reminds me of late nights and good meals resulted from a good catch from the night before.

Fishing played a major role in the ministry of Jesus and His disciples. As a matter of fact, some of Jesus' own disciples were fishermen. But as Jesus approached these men, He called them to something far greater than a great catch of fish on the Sea of Galilee. He called these first disciples to be "fishers of men" (Mark 1:17). He wanted these disciples of old to go forth into all the world and bring to the world the saving message of God's grace and mercy shown through the great sacrifice that He Himself would make.

He wants the disciples of today to do the same thing, including our youth.

Using the Word of God, all members have the wonderful opportunity to be fishers of men. We can go forth into the community, the county, the state, the country, the world, to bring that same gospel message to a people that desperately need to hear it. And we have the confidence that God's Word "will not return to [Him] empty, but will accomplish what He desire[s] and achieve the purpose for which [He] sent it" (Isaiah 55:11).

How do we prepare for such an awesome responsibility?

We listen. We study. We learn. Just as the early disciples listened and learned from the greatest teacher the world has ever known, so we have the same opportunity. Trinity Lutheran Church offers many avenues for continued study of God's Word. Whether it is our weekly worship, Bible classes, Sunday School, Catechism instruction, Summer Vacation Bible School, STEM Camp, Christmas for Kids, Easter for Kids, and a Lutheran Elementary School, young

and old alike can be equipped with the tools necessary to bring that saving Word to the people around us.

It is my prayer that all of us make the most of the opportunities laid out before us by our Lord and Savior, both for learning more about His Word and “casting the net” of that Word into the world.

In Christ,



Mr. Michael Wieting, Principal

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**School Theme for 2019-2020**

**GOD SAID IT...I BELIEVE IT!**

**"Every word of God is flawless;  
he is a shield to those who take refuge in him."**

**Proverbs 30:5**

## **ABOUT TRINITY LUTHERAN SCHOOL**

Trinity Lutheran School offers Christian education for children in preschool through eighth grade. Trinity is beginning its 43rd year under the hand of our God.

### **Our Affiliations**

Trinity Lutheran School is operated and maintained by Trinity Lutheran Church. Trinity Lutheran Church and School are members of the Wisconsin Evangelical Lutheran Synod (WELS). WELS congregations have operated elementary schools for over 150 years. Today over 24,000 children receive a Christ-centered education in 298 WELS schools thorough the United States and two foreign countries, making WELS schools the third largest parochial school system in the United States of America. Members of WELS congregations enjoy a unified confession of faith and a priceless network of resources and support for Christian ministry and education.

### **Mission Statement**

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these" (Mark 10:13) and, "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." (Matthew 28:19-20)

Therefore, being directed by God's Word, the purpose of Trinity Lutheran School is twofold:

1. To assist the parents of our congregation with the Christian education of their children.
2. To reach out to our community with the gospel by making our school available to families outside of our congregation.

### **Goals**

We work to have a school where the light of God's Word is allowed to shine on all we do. Strong grounding in the Word coupled by high academic standards makes Trinity a great place for your children.

Our goal is to provide students with a solid foundation for life in this changing world and for life in the unchanging joy of heaven. We hope each child develops a love for learning and an inquisitive awareness of the world and events surrounding them. Most of all, we pray they grow in the knowledge of God's love for them in Jesus.

## **CURRICULUM**

### **Religion Classes, Memory Work and Church Attendance**

An integral part of our curriculum is daily instruction in the Word of God. As a theologically conservative church we believe God's Word is without error and it is spiritually dangerous to ignore or refuse to believe a teaching God has communicated to us in his Word. We believe his Word is his direct and blessed testimony to us regarding the way to heaven—a way that God's Word says is by grace alone through faith in his Son, Jesus Christ. We believe God's Word sets out plainly for us how we are to live our lives in thanksgiving to him for his free and full salvation. As a church that believes what God has to say about the power and necessity of Baptism, his Word and Holy Communion we will be teaching your children to remember their Baptisms with joy, to be eager hearers of God's Word in school, in church and at home, and to look forward to the day when they will get to partake of Christ's body and blood in the Lord's Supper.

In preschool through fifth grade, religion classes focus primarily on Bible history lessons and the applications of these Bible accounts to their lives. Beginning in grade six, students will study Luther's Small Catechism as a formal introduction to the teachings of the Wisconsin Evangelical Lutheran Synod and to discover that all of our teachings are in fact the teachings of the Bible. Eighth grade students who have completed the requirements of their Catechism instruction will be invited to make public profession of their faith through the rite of confirmation and join Trinity as communicant members of the congregation.

Memorization of Bible passages, the chief parts of the catechism and hymns are an important part of the religion curriculum. For the most part, the younger children work on their memorizing in school and then may need a little more time at home to complete the assignments. The older children are expected to do this work on their own as homework. Please understand that memory work is required of both member and non-member students.

As stated in our mission statement, it is our goal to teach your children everything God has communicated in his Word, but we will not be successful in this endeavor without your cooperation. As our mission statement also says it is our goal to assist you as parents with your children's Christian upbringing. As a parent, you have the primary role in making sure your child is brought up in the proper training and instruction of the Lord.

Our efforts in bringing the Word to your children will be greatly inhibited if the lessons learned at school are not modeled and supported at home, if church attendance is inconsistent or nonexistent, if there is no discussion at home about the religion lessons learned at school, or if the religious portion of your child's education at Trinity is dismissed as unimportant. We will have failed your children if Trinity is used only for its academic training.

It is imperative that parent and teacher be on the same page if we are to provide unconfused instruction in God's Word. This is one of the reasons Trinity Lutheran Church offers various adult Bible classes. We encourage all of our parents to be active and regular participants in Bible study at home and at Trinity so you are in agreement with the faculty concerning your child's religious instruction and properly equipped to work with them in training your child in God's Word.

Parents who send their children to Trinity, who are not members of Trinity, are required to take a Bible Information Class (BIC) entitled "Lutheranism 101" once within the first year of their child's enrollment so they know the faith their children will be taught everyday at Trinity, and so that they can join the faculty in being properly-prepared partners in their children's religious instruction.

If you or your children are not members of Trinity and are attending another church, we still welcome you to enroll, but please remember our mission statement and God's command. It is our goal to teach your children all of God's Word. This also means it is our goal to point out where your child's beliefs may be lacking or in error, just as we would if your child's knowledge of math or history was lacking or inaccurate. We do this because we have concern for you and your children and do not want you to be harmed by false teaching. Trinity Lutheran Church and School is not in complete agreement with any other church in our area. That means we believe the other area churches have departed in some of their beliefs from the truths of God's Word. It is a reasonable assumption that parents and children who

belong to these churches agree and hold to the teachings of their church. Based on this assumption we will clearly point out areas of disagreement between the parent and child's church and our own with the goal of correcting the error. God's Word would encourage a parent and/or child who comes to the proper understanding of Scripture to break ties with the church holding to the false belief. This also means we will not allow children or parents to promote the activities or teachings of a church that is not in agreement with Trinity. If we detect a child or parent is doing so among the other parents and children of our school, it could disqualify the child from attending Trinity.

We provide this information so we are honest about our goals for your child's religious instruction and so that parents can make well informed decisions about sending their children to Trinity. We also hope this shows you our seriousness about God's Word and how strongly we desire your children to love and know its life saving truths.

### **Academic Curriculum**

Along with the study of God's Word, we offer a well-rounded curriculum in Math, Science, Social Studies, Physical Education, Reading and Language Arts. We hold our children and our faculty to the highest standards. We will vigorously encourage your students to use their abilities to their fullest. If you desire to know the class objectives for any subject area, please feel free to request a meeting with your child's teacher to go over this information.

### **Preschool Curriculum**

Preschool is offered at Trinity to three and four year old children. Students learn basic letters, shapes, colors, and various other skills as they advance throughout the school year. They have Bible stories, gym time, art, outdoor play time and learn social skills during free play. The children also have the opportunity to go on field trips and hear visitors speak on topics like fire safety, nature and healthy living. Our preschool teacher is happy to meet with interested parents.

## **OTHER PROGRAMS, ACTIVITIES AND SERVICES**

### **Sports**

Coed volleyball is our fall sport for children and coed basketball is played during the winter. Practices are held after school. The schedule of games is printed in the school newsletter. The grade levels eligible to participate usually involves grades 3-8. Parents are always needed to help with coaching, officiating and driving. Trinity also offers a basketball camp in the fall. Trinity cooperates with the community in promoting the other sporting activities and programs our students can be involved in within our area (i.e. swimming lessons, baseball, soccer, gymnastics, drama club etc.) Watch for registration materials for our own and community programs that the teachers will send home with your children.

### **School Choir**

Students will generally sing one Sunday a month during the school year. Sometimes this will include all students in PK3-8 or it will just include selected grades. Attendance at worship is always encouraged and it is expected when the school children are scheduled to sing. A singing schedule for the school year will be provided when school starts so parents can clear their schedules for singing dates. If it is impossible for your child to make a scheduled singing engagement, parents are expected to excuse their child with a written note to the student's teacher as soon as possible.

### **Field Trips**

Each class will take a minimum of one field trip each school year. Depending on the nature of the trip a fee may be charged to cover the cost of the trip. These trips will be both educational and entertaining. Permission slips will be sent home whenever there is a field trip, sporting event or any activity that involves leaving the school.

### **Other Extra Curricular Activities**

Several special events are planned during the year that will provide parents, students and teachers opportunities to get together and foster a home-church-school bond and allow students to participate in other extracurricular activities. Some of

these activities include art, science, or social studies fairs, as well as school plays/musicals, forensics and a geography bee. Watch for the dates and times of these activities in the Tiger Tracks and church bulletin.

## **Special Church Activities**

Several times during the year Trinity Lutheran Church offers activities and programs for different age groups. We encourage parents and their children to be as active in Trinity Lutheran Church as they are in the school. Below is a list of some the activities offered at Trinity Lutheran Church. Call the church office or visit [www.trinityminocqua.org](http://www.trinityminocqua.org) for more information.

### **Youth Programs**

Sunday School, Christmas and Easter for Kids,  
Summer Vacation Bible School, Summer STEM Camp,  
Teen Youth Group

### **Adult Programs**

Sunday Morning Bible Class, Women's Bible Class,  
Wednesday Lunch Break Bible Class, Fall Retreat,  
Summer Bible Blitz, Young Adults Group,  
Advent by Candlelight

### **Family Programs**

Weekend Worship, Church Dinners

## **Communications**

Trinity's faculty desires to communicate clearly with our parents. We try our hardest to keep you informed with the latest information. Please ask your children every day if there was anything sent home with them from school that you need to see. In general, you should expect to see a weekly newsletter called the Tiger Tracks, emailed to you each Monday during the school year. Prior to the start of school, you will receive a school calendar, a list of supplies you need to buy for your students and any registration forms you need to fill out. All of these items will be posted on our website [www.trinityminocqua.org](http://www.trinityminocqua.org) under the school tab.

## **Library**

Trinity hosts a large library that is open to our students. Students will have scheduled opportunities during the week to use the library.

## **Hot Lunch**

We will serve hot lunch one day per month. Fast food days would include places such as Hoggie Doggies, Subway, and Domino's Pizza. Other hot lunch opportunities, such as the Thanksgiving Meal, will be prepared by families of the school. A menu reminder will be in the Tiger Tracks. Payment for the fast food days will be due the Monday before the meal. Students are not required to participate in these meals.

## **Bus Service**

Busing is available for Trinity students through Lakeland Area Bus Service (715-356-5984). Check with the bus company directly with questions regarding routes, pick-up times, etc. You will need to fill out forms if you are a new student or if you are changing your pick-up or drop-off location from the previous year. These forms can be picked up at school or found online on our website at [www.trinityminocqua.org](http://www.trinityminocqua.org).

## **Wednesday Chapel**

Chapel services are conducted in the church every Wednesday morning at 8:15 am. The service lasts about 15 minutes. Parents are always welcome and encouraged to attend. An offering is taken at these services and is used to support mission projects throughout the Wisconsin Synod.

# **EVALUATIONS**

## **Testing Program**

Students in grades 3-8 participate in an annual testing program. These tests are done in cooperation with the Wisconsin Evangelical Lutheran Synod. They are an excellent way for parents to track the academic progress of their children, and they help the teachers evaluate the effectiveness of their teaching.

## **Report Cards and Parent-Teacher Conferences**

In addition to standardized tests, report cards are issued quarterly. Progress reports and other updates may also be sent home as needed. Each teacher grades according to Trinity's scale. This will be communicated to the students and parents. Scheduled parent-teacher conferences are held after the first and third quarters for students in grades PK3-8. Parents are encouraged to talk with their child's teacher at any time.

# **PARENT INVOLVEMENT AND VOLUNTEERING**

## **An Encouragement**

As has been stated already, Trinity's faculty members are partners with parents in the training of your children. Your involvement in their education is vital to its success. We encourage parents to get involved with their child's education by active involvement and interest at home and volunteer opportunities at the school.

## **Volunteer Opportunities**

Parent help is needed on an ongoing basis in the library, with the lunch program, driving for field trips, coaching, school clean up days, other maintenance and painting projects, classroom assistance, and other requests that will come from members of the faculty. Please watch for ways you can help.

## **Child and Youth Abuse Prevention Policy**

Due diligence and higher liability standards are requiring organizations to take extra measures to protect their children. Trinity has enacted a Child and Youth Abuse Prevention Policy. The policy requires all volunteers who work with our children to become acquainted with the policy and agree to a background check. Parents who do not meet the requirements of the policy will not be permitted to volunteer.

We understand this kind of policy poses some inconveniences to both our staff and our gracious volunteers. We hope these will not deter parents from volunteering and will be seen as proactive steps to ensuring the safety of our children.

## **ENROLLMENT**

Trinity Lutheran School admits students of any race, color, national or ethnic origin to all its rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policy, admissions policy, athletic and other school administered programs.

The following are the age requirements for enrollment at Trinity Lutheran School:

- Those wishing to enroll in our PK3 program need to be age 3 by September 1.
- Those wishing to enroll in our PK4 program need to be age 4 by September 1.
- Those wishing to enroll in our Kindergarten program need to be age 5 by September 1.

Trinity Lutheran School will enroll students in grades PK3-8 according to the following priority basis:

1. Members of Trinity Lutheran Church (Minocqua, WI)
2. Members of Sister Congregations (WELS or ELS)
3. Mission Prospects  
(These are families who have no church home.)
4. Non-Members  
(These are families who are members of other faiths/  
denominations.)

In order to continue with reasonable class sizes and to provide the most attention to each individual student, Trinity Lutheran School has decided the following for the 2019/2020 school year:

- PK3 will maintain a 10 student to 1 teacher ratio per session.
- PK4 will maintain a 12 student to 1 teacher ratio.
- K-8 will maintain an 18 student to 1 teacher ratio.

Pre-enrollment for families already attending Trinity Lutheran School begins at the end of the 2<sup>nd</sup> Quarter. Open-enrollment for all families is ongoing throughout the year until the student to teacher ratio is met for any of the above grade levels. If any grade level is filled, potential students can be placed on a waiting list. If there would be an opening, potential students would be admitted according to the priority basis listed above.

### **Enrollment Procedures for Mission Prospects and Non-Members**

After receiving an inquiry or application for enrollment, the principal and classroom teacher will meet with the family to acquaint them with Trinity Lutheran School. The meeting is meant to be a service to the family to help determine if Trinity will meet their needs.

If the family decides that Trinity Lutheran School best serves them, the principal will present their application to the School Board or School Board Chairman. It will then be determined whether to accept or deny the application.

The principal will then inform the family of the School Board or School Board Chairman's decision.

### **Conditions of Continued Enrollment**

1. All students must display appropriate academic effort and overall conduct as a prerequisite for continued enrollment at Trinity Lutheran School.
2. All students have been faithful in regular school attendance.
3. Families remain supportive of Trinity Lutheran School, its teachers and its policies.
4. Families have met all financial obligations from the previous school year.

## **Costs**

The major portion of the cost of upkeep of the school is paid out of the general offerings received each week in church. Information on enrollment and other fees are provided in the registration packet. To help parents with multiple children, Trinity offers discounts for members and non-members. There may be additional fees for hymnals, memory books, catechisms, milk, hot lunch, etc. Parents are responsible for buying the items on their child's school supply list. Tuition and fees can be paid in installments according to a form located in the school office.

## **Required Registration Forms**

Parents must complete all the registration forms, including immunization records, in the registration packet by Registration Night. Registration packets are available in the school office or on our website, [www.trinityminocqua.org](http://www.trinityminocqua.org).

## **Immunization Requirements**

Students must meet minimum immunization requirements according to state law. Up-to-date records need to be on file at school within thirty days of admission.

## **Registration Night**

Each year Trinity holds a Registration Night to introduce parents and students to the new school year. During the evening, parents and students will submit all registration materials, meet the teachers and Board of Education members, drop-off school supplies, and pay fees.

# **SCHEDULE**

## **Yearly Calendar**

Our yearly calendar basically mirrors the Lakeland Union High School calendar with a few changes. Observing the high school schedule helps us coordinate our bussing with the public school system. If we are in session on a day when the public schools aren't offering bussing, we will notify parents ahead of time so they can arrange for other transportation. A yearly calendar will be published and made available before the start of each school year.

## **Daily Schedule**

The school day for grades K-8 begins at 8:15 am and ends at 3:15 pm. PK4 meets on Monday through Friday mornings from 8:15-11:30 am. PK3 meets on Tuesday and Thursday afternoons from 12:45-3:00 pm.

## **Cold Weather and School Closings**

In the event that school should be dismissed early or closed, check television channels 7, 9 and 12 for updates. We will also post a notice on our website, [www.trinityminocqua.org](http://www.trinityminocqua.org) and on our Facebook page. If the temperature is below zero or the wind chill becomes excessive, children will not go out for recess.

# **POLICIES AND PROCEDURES**

## **For Questions and Complaints**

Questions and complaints from parents will be dealt with only outside of the regular school day. Any complaint must first be addressed to the teacher involved. In case a settlement is not brought about, then the matter is to be taken up with the principal. A final step would be taking the concern to the Board of Education. All are urged to remember the obligation laid on them by God in the Eighth Commandment and Jesus' words in Matthew 18 making it an offense to bring a charge against any other person without talking to that person first.

## **For Injuries**

When a student is injured, we will provide whatever immediate first aid help we are able to do. Every effort will be made to contact the parents and/or other contacts listed on the Emergency Contact/Consent form. Transportation to the hospital will be provided if necessary.

## **For Fire, Tornado and Lockdown Drills**

Drills are held throughout the school year to acquaint students with the procedures to be used in the event of an emergency. When such a drill is conducted, all staff and visitors are asked to participate.

## **For Prevention of Child Abuse**

Wisconsin state statutes require any member of the staff having reasonable cause to suspect that a student has been physically abused, sexually abused or neglected to report such concerns to the Oneida County/Vilas County Department of Social Services, and/or the police department. The principal will also be informed. Trinity has enacted a Child and Youth Abuse Prevention Policy. All parents will receive a copy of the policy and be expected to familiarize themselves with its requirements.

## **For Drop Off and Pick Up**

The east entrance exterior doors to the school complex will be unlocked at 7:40 am and the interior security doors will be opened at 7:50 am. During those ten minutes, children will be able to sit in the hallway outside of the school office to be out of the weather and in a safe location.

Children should not arrive at school before 7:40 am unless prior arrangements have been made with your child's teacher. Once inside, students should go directly to their classrooms. All students should be picked up no later than 3:30 pm. Children will not be allowed to play on the school grounds or use the gym after school unless they are involved in an organized school sport or activity. Students that are still here after 3:30 pm will be taken to their teacher's classroom and the parents will be notified.

## **For Tardiness**

School begins at 8:15 am. Each child should be in his/her classroom by 8:10 am. Any child entering the room after 8:15 am will be marked tardy. Tardiness is reported with attendance on the report cards and permanent records. Tardiness disrupts the mood of the class and often interrupts the devotions that take place first thing in the morning. Employers expect their workers to be on time, so likewise the school expects its pupils to be on time. The teacher or the principal will deal with excessive tardiness.

## **For Prescription /As Needed Drugs**

Parents must notify the principal or his representative that their child will be bringing medicine to school and fill out a Medication Consent form. This form can be picked up at the school office. The child must leave the medicine in the principal's office with the pharmacist's or parental instructions for its administration. The principal or his representative will then administer the medicine according to the directions during the school day.

## **For Excused and Unexcused Absences**

Regular daily attendance in school is directly related to your child's progress and our ability as a school to help him/her learn as much as possible. Making up work after an absence never is the same as if the child had heard the material explained in person from the teacher the first time around. Therefore, frequent absences are a serious impediment to learning and often lead to low academic achievements.

If a student is absent from school, upon returning to school a dated note or e-mail is required from the parents to the classroom teacher specifying the reason for the absence. Parents must call the school office before 8:15 am when their child is absent. The parent's cooperation is requested and appreciated. Illness, a death in the family, or other important circumstances is considered excused. Unexcused absences would include staying home to help with various chores, babysitting, shopping or oversleeping.

Excused absences mean that class work assignments missed are to be made up by the student. A student will have the same number of days that were missed to turn in the work. Work turned in after this time may not be given full credit. Please note

that unexcused absences mean that the class work cannot be made up for credit and any assignment due will be given a failing grade.

### **For Attendance**

Regular school attendance is necessary to achieve academic success. Parents/guardians are authorized to excuse their child from school for any reason up to a maximum of ten (10) days in a school year provided they notify the school prior to the absence. Failure to notify the school of student absences will result in the student being marked unexcused. Please be aware that a student will be referred as a habitual truant if absent unexcused for part or all of ten (10) or more days in a school year. Repeated absences without proper cause may result in a referral to the Oneida County Social Services or in a citation issued for the Oneida County Truancy Court (Wisc. State Statutes 118.15, 118.16).

### **For Family Vacations**

Vacations during the school year are discouraged. Parents who are planning vacations during the school year are requested to notify the teacher well before the date of the trip. The teacher will make every effort to prepare the assignments that the child will miss. **All make-up work is due the day the child returns to school.** Some activities may have to be made up at a later time depending on their nature and the teacher's schedule.

### **For Leaving School Grounds**

Students will not be allowed to leave school grounds during the school day without a written note from the parents as well as permission from their teacher. Whenever such permission has been granted, full responsibility for the student then rests with the parents after the child leaves our property.

### **For Phone Use**

Students will **not** be allowed to use the school phone unless there is an emergency or sickness. Calls to set up after school activities with a friend or rides home will not be allowed. Please arrange these situations with your child before they come to school in the morning.

## **For Physical Education Classes**

All students are required to participate in regular physical education classes. Parents or their physician must provide a note or call if students are to be excused from gym class. Students should wear only gym shoes for inside activities.

## **For Food and Drink in School**

Food, candy or specialty drinks will not be permitted in the school building except during the lunch time in the cafeteria or during a snack break set by the classroom teacher. Gum will not be permitted at anytime. Having water bottles will be allowed at the teacher's discretion.

## **For Bicycles, Snowmobiles, Scooters, Etc.**

Students riding bicycles to school should lock them in the bike rack upon arriving. Bikes will remain locked in the rack and cannot be used before or during the school day. Upon dismissal, bike riders are expected to leave the school grounds. No snowmobiles or any other off-road vehicles are to be brought to school. Exceptions to the above policy may arise from time to time in special circumstances, which will be approved ahead of time by the principal.

## **For Personal Electronic Equipment**

No electronic equipment such as CD players, iPods, tablets, cell phones, electronic games or MP3 players are allowed except under certain occasions when the teacher may request or allow them as a reward or privilege. The staff will confiscate devices if used during class time or any other time that is deemed inappropriate. If a child needs to use a cell phone for a specific need, please inform the teacher. The cell phone needs to be turned off and kept in the child's backpack or given to the child's teacher before school begins.

## **For Visitors**

For safety and security reasons, all visitor to Trinity Lutheran School must check-in at the school office. Visitors will sign-in their time, purpose for visiting, and receive a visitor pass. Passes should be worn and visible. Visitors leaving for the day

are to sign-out in the school office, logging their departure time and return their pass.

## **Bullying Policy**

**Definition:** Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

**Prohibition:** Bullying behavior is prohibited at Trinity Lutheran School, its property and educational environments. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

**Procedure for Investigating Reports of Bullying:** The principal of Trinity Lutheran School will conduct an investigation of the bullying report. Within one school day, the principal will interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation.

**Sanctions and Supports:** If it is determined that students participated in bullying behavior, Trinity Lutheran School and the School Board of Trinity Lutheran School may take disciplinary action including a parent/teacher conference, detention, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. The faculty of Trinity Lutheran School will provide support for the identified victim(s).

### **Head Lice Policy**

- A. Trinity Lutheran School may periodically perform a head lice check on any student as necessary during the school year.
- B. Trinity Lutheran School may periodically screen all students as necessary during the school year.
- C. Any student who is suspected of having head lice will be removed from the classroom as unobtrusively as possible to be screened. Students with head lice or untreated nits will not attend school.
- D. If live lice or untreated nits are apparent:
  - 1. The parent/guardian will be contacted by phone.
  - 2. The student will be isolated and sent home with his/her belongings.
  - 3. The parent/guardian must remove all nits and casings after treatment with a lice shampoo before re-admittance to school.
- E. In order for a student to be re-admitted to school:
  - 1. The student will be checked by a Trinity Lutheran School designee upon the student's return to school to be assured of treatment.
  - 2. Presence of live lice will constitute exclusion and treatment will be repeated.
  - 3. If nits and casings are present, the parent/guardian is to be notified that they must be removed by the fifth school day after first identified. If nits and casings are still present, the student will be excluded from attendance at school until the nits and casings are removed.

4. A Trinity Lutheran School designee will check the student's head for lice, nits, and casings daily for two weeks after re-admittance to school or until assured that the head is clear of lice, nits, and casings.

F. Letters for parent(s)/guardian(s) of all students in the classroom that had an identified case of lice will be sent explaining that lice have been discovered in their student's classroom and instructions on how to check their own student for head lice.

G. A Trinity Lutheran School designee will check the heads of all students in those classrooms of diagnosed cases of head lice within one day of discovery of a case of head lice in that classroom.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the

record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information. Trinity Lutheran School designates the following items as "directory" information: student name, parents' names, addresses, telephone number(s), date and place of birth, date and place of baptism, participation in extra-curricular activities, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, and photographs. Trinity Lutheran School may disclose any of these items without prior written consent, unless notified **in writing** to the contrary by the first day of school **each** school year.

# **RULES AND DISCIPLINE**

## **God's Word as our Guide for Discipline**

The Word of God is to be our guide as we develop rules for our children. Pupils are expected to place themselves first and foremost under God's Word, as are the teachers. Teachers are to be obeyed and respected as representatives of God as outlined in the Fourth Commandment. *Honor your father and mother, that it may go well with you and that you may enjoy long life on the earth.* Upon enrolling in our school, a parent submits his authority to the teacher in matters of corrective discipline while the child is at school. We ask that parents support the teachers as they carry out their task of guiding and correcting students in light of God's Word.

## **Classroom Behavior**

Each teacher will explain his/her rules and expectations of the class through a Classroom Management Plan. Maintaining a good learning atmosphere is the desire of each teacher and the aim of all classroom rules and procedures. Students need to respect the needs of others in their room and do their part to help maintain the kind of atmosphere which is conducive to learning.

## **Bus Behavior**

Buses are provided as a service to our students in PK4 through grade 8. Our first concern is for the safety of all students on the bus. The bus driver is the adult in charge whenever the child is on the bus. The following behaviors are expected of all students:

1. Follow directions the first time they are given.
2. Remain properly seated.
3. Speak softly and use courteous language.
4. Respect other people's property.
5. Keep hands, feet and other objects to yourself.
6. Good behavior on the bus reflects your love for your Savior.

## **Playground Behavior**

The playground exists for student enjoyment. However, for the safety and consideration of everyone, certain rules must be observed.

1. Students must use the playground equipment in the manner it was built.
2. No standing on or twisting of the swings.
3. Rubber balls, footballs and softballs are the only things to be thrown on the playground. League balls, golf balls and other hard balls are not permitted.
4. No pinecones, rocks, ice or snowballs will be thrown.
5. Students are not to play in or near the mud or water puddles anywhere on the playground.
6. Fighting, wrestling or “play fighting” on school property will not be tolerated.
7. Students are not to play on the grass adjacent to the school or church buildings.
8. Students are to line up immediately when the whistle sounds at the end of recess.
9. Students are never to leave the playground or school grounds or go into the woods around school without permission from their teacher.

## **Lunchroom Behavior**

In order for the lunchroom to run efficiently and to maintain a pleasant atmosphere, students are asked to use the good manners they have been taught to use at home and in a restaurant.

1. Students will be orderly while in the lunch room.
2. To avoid confusion, students may be assigned tables.
3. No food will ever be thrown in the lunchroom.
4. Students are expected to leave their area in a clean condition.
5. All trash must be thrown in the proper waste container.
6. Students will wait for their teacher to dismiss them before leaving.

## Hallway Behavior

When the students pass through the halls, they should respect other classes in session and other people in the halls. The teachers will accompany their classes. All students are to walk quietly and orderly through the halls. **DO NOT RUN**. Students should remain on the right side when walking through the halls.

## Proper Attire for School

1. **Shorts of appropriate length** may be worn during the months of September and May.
2. Cotton leggings that are worn with a dress or shorts **are** appropriate.

## Examples of wearing apparel not allowed:

1. Hats, caps, gloves, coats, jackets or winter boots should not be worn in the classroom.
2. Halter tops, tank tops, or Spandex clothing
3. Clothes that do not cover the midriff or expose the underwear
4. Clothes with offensive or suggestive language or pictures or rock music t-shirts, etc.
5. Skirts that by their length are deemed inappropriate for school dress
6. Shoes must be worn at all times. Students are reminded to wear a special pair of gym shoes for physical education/recess in the gym: **NO FLIP FLOPS!**
7. Any other item not specifically mentioned above, but which could be disruptive and spiritually counter-productive.
8. Facial make-up will not be allowed.

Parents need to exercise sound judgment in what they allow their children to wear when they come to school. Children are expected to be neat and clean in their appearance. Extremes in wearing apparel or physical adornment will not be permitted.

## **Drugs, Prescription Drugs and Illegal Substances**

Any use or possession of tobacco, alcohol or drugs that do not have the appropriate accompanying paperwork and brought onto the school premises will be considered an illegal substance. The substance will be taken from the child and the parents will be notified immediately. Depending on the circumstance, the police may also be notified. Unknown substances will be referred to the Minocqua Police Department in accordance with the law.

## **Weapons/Look Alike Weapons**

No person shall possess, use, or store a weapon on school property, on school buses, or at any school-related event. Any object that appears similar to a weapon and is intended to threaten others will be treated as a weapon. A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, knives, razors, karate sticks, nun chucks, metal knuckles, chains, and similar items. Possession or use of explosives including smoke bombs, firecrackers, and dangerous weapons is prohibited in school, on school grounds, or at school functions. Verbal or written threats that are intended to cause harm to others, such as bomb threats, will be prosecuted to the fullest extent of the law. Students responsible for threats may be recommended for expulsion. Any student violating this policy shall be subject to penalties outlined in state law and suspended or expelled from school. Parent/guardians and law enforcement officials will be notified in all cases. Weapons shall be confiscated. Any other person violating this policy shall be referred to law enforcement officials for prosecution. Law enforcement officers will be summoned to the school in a situation involving a weapon that presents an immediate threat to safety. If the situation does not allow the opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation until law enforcement officials can be summoned. The principal may allow weapons in the building for the purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

## **Consequences**

Depending on the circumstances behind an infraction of a school rule, the teachers and principal are not limited in their application of a consequence which may include one or more of the following:

1. Teacher Admonition
2. Filed Written Report and Parents Contacted
3. Filed Written Report and Parent Meeting
4. Detention
5. Suspension
6. Expulsion

## **FACULTY AND SCHOOL INFORMATION**

### **Faculty**

MeLissa Wieting (Preschool)

Phone: 608-617-7040

Email: melissawieting@hotmail.com

Carol Holtz (Kindergarten – Grade 2)

Phone: 715-362-3895

Email: carol.holtz@charter.net

Lori Wetterau (Grades 3-5)

Phone: 713-419-8127

Email: uralts@hotmail.com

Michael Wieting (Grades 6-8, Principal)

Phone: 715-439-9193

Email: wieting1@hotmail.com

Pastor Stephen Luchterhand (Confirmation Instruction)

Phone: 602-377-0940

Email: stephenluchterhand@gmail.com

### **School Information**

Phone: 715-356-2255

Fax: 715-356-2132

Web Site: [www.trinityminocqua.org](http://www.trinityminocqua.org)

*FERPA Policy was approved 8/21/18*

*Head Lice Policy was approved 10/30/18*

*Bullying Policy was approved 5/14/19*

*This handbook was last updated June 2019.*

# Parent/Student Handbook Agreements for Parent(s) / Guardian(s)

***Parents: Please read the following statements carefully and sign below to indicate your agreement.***

- I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student(s).
- I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.
- I agree that, as a parent/guardian, I will not knowingly and/or actively endorse, promote, advocate, or support practices or activities that are not consistent with the doctrine and teaching of the Wisconsin Evangelical Lutheran Synod.
- I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to God and his Word, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
- I understand that the services of the school are engaged by mutual consent, and the either the school or I reserve the right to terminate any or all services at any time.
- I understand that this Handbook does not contractually bind Trinity Lutheran School and is subject to change without notice by decision of Trinity Lutheran's School Board.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

***Please sign and return the lower portion only.***

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- CUT AT DASHED LINE AND RETURN TO TRINITY -

\_\_\_\_\_  
**Signature of Mother (Or Legal Guardian)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Father (Or Legal Guardian)**

\_\_\_\_\_  
**Date**