TRINITY LUTHERAN SCHOOL

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Parent/Student Handbook

2026-2027

"Called by Name"

"Do not be afraid, because I have redeemed you. I have called you by name. You are mine." — Isaiah 43:1b

Dear Students, Families, Staff, and Friends,

As we begin a new school year, we are excited to embrace our school theme above, based on Isaiah 43:1b.

These words were first spoken by God to His people during a time of uncertainty and fear. They are also a beautiful reminder for us today. In a world that often measures people by achievements, popularity, or appearance, God speaks a different message. He knows each of us. He calls us by name. Through Jesus' life, death, and resurrection, He has redeemed us and claimed us as His own beloved children.

What a comforting truth for every student walking into a new classroom, every family facing new challenges, and every teacher preparing to guide young hearts and minds. We do not have to be afraid because our identity is not found in our successes or failures. Our identity is found in Christ.

Throughout this school year, we will explore what it means to live confidently as God's redeemed people. Because we belong to Him:

- We can face challenges with courage.
- We can treat others with kindness and compassion, recognizing that God knows and loves them, too.
- We can use our God-given gifts to serve others.
- We can find peace in knowing that we are never alone.

Being "called by name" reminds us that every person in our school is valued. Each student has unique talents to develop, each family has an important place in our community, and each staff member has been entrusted with the privilege of nurturing children academically, emotionally, and spiritually. Together, we strive to create a Christ-centered environment where every individual is known, welcomed, encouraged, and loved.

As we journey through this year, there will be moments of celebration and moments of challenge. Through them all, God's promise remains unchanged. He continues to say to each one of us: "Do not be afraid... I have called you by name. You are mine."

May this promise shape our conversations, guide our decisions, strengthen our relationships, and inspire our learning every day.

Thank you for partnering with us in this ministry of Christian education. May God richly bless our students, families, faculty, staff, and congregation as we grow together in faith, wisdom, and love.

In Christ's service, Principal Paul Mildebrandt

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School Information

Phone: 715-356-2255
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Web Site: www.trinityminocqua.org

School Theme 2026–2027

"Called by Name"

"Do not be afraid, because I have redeemed you. I have called you by name. You are mine." — Isaiah 43:1b

ABOUT TRINITY LUTHERAN SCHOOL

Trinity Lutheran School offers Christian education for children in preschool through eighth grade. Trinity is beginning its 49th 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 160 years. Today over 47,000 children receive a Christ-centered education in 417 WELS Early Childhood Ministries and Lutheran Elementary 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.

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.

Trinity Lutheran School Believes and Teaches...

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith. Therefore, we want to hear, learn, and believe its message. (2 Peter 1:21; I Corinthians 2:13; 2 Timothy 3:16; John 10:35; Luke 11:28; John 5:39; Romans 10:17)

There is only one true God. In the Bible, God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. (Deuteronomy 6:4; Matthew 28:19; John 5:23; Genesis 1:1; I John 2:2; Romans 15:13)

At the beginning of time, God, using his almighty word, created out of nothing heaven and earth and all creatures. He did this in six regular days. Man and woman are God's special creation. (Genesis 1:1; Genesis 1:31; Exodus 20:11; Psalm 33:6 & 9; Psalm 124:8; Mark 10:6; Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time, all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. , we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17; Psalm 51:5; Ephesians 2:1; John 3:6; Psalm 5:4; Romans 5:12; I John 3:4; Romans 8:7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. (John 1:17; Romans 1:16; John 3:16; Colossians 2:13; Luke 2:10 & 11; Ezekiel 33:11)

Jesus Christ is the Savior of all people. is the eternal Son of God. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day, he will judge all people who are still living and those whom he will raise from the dead. (I John 5:20; Matthew 1:23; Ephesians 1:7; Galatians 3:13; Hebrews 4:15; Romans 1:4; Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. (Ephesians 2:8 & 9; 2 Corinthians 5:19; Romans 3:22-24; Romans 3:28; Romans 4:5; Mark 16:16)

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and need the spiritual rebirth brought through baptism. (Matthew 28:19; John 3:5 & 6; Titus 3:5; Mark 10:14; Acts 22:16; Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal, Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26:26-28; I Corinthians 10:16; I Corinthians 11:27 & 28; I Corinthians 10:17)

Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body in death. (Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13-16; Jeremiah 1:5)

Marriage as established by God is the union of one man and one woman. It is a partnership in which the man is the loving head. A married person sins if he or she divorces without a biblical reason (fornication or desertion). (Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10)

God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5). We believe that any form of sexual activity outside of God's prescribed marriage bond is sinful and offensive to God (I Corinthians 6:9-10; Hebrews 13:4).

God created human sexuality and gender at creation when he tells us that "male and female he created them" (Genesis 1:27). These two distinct, complementary genders are God's design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Genesis 1:26-27). Rejection of one's biological sex is a rejection of God's creative action and design for the individual (Psalm 139:13-14; Jeremiah 1:5).

God clearly teaches us to have compassion, love, kindness, respect, and dignity with others (Colossians 3:12-14). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

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 every day 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 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 (3rd-8th grade) and coed cross country (K-8th grade) are our fall sports for children and coed basketball (3rd-8th grade) is played during the winter. Practices are held after school. The schedule of games is printed in the school newsletter. 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

Opportunities may arise for classrooms to take a field trip during the 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.

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 for more information.

Youth Programs

Sunday School, Christmas and Easter for Kids,
Camp Compassion, Teen Youth Group

Adult Programs

Sunday Morning Bible Class, Women's Bible Class,
Wednesday Lunch Break Bible Class, Book Club,
Fellowship Friends, Summer Bible Blitz,
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 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 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. A reminder will be in the Tiger Tracks. Payment envelopes for hot lunch will be sent home and due back to school prior to the meal. Students are not required to participate in these meals.

Bus Service

Busing is available for Trinity students (PK4—8th grade) 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.

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. 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 school year:

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

Pre-enrollment for families already attending Trinity Lutheran School begins at the end of the 2nd 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. There may be additional fees for hymnals, memory books, catechisms, 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 in the registration packet by Registration Night. Registration packets are available in the school office or on our website, 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. Immunization Waiver Forms are available upon request.

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 School Board members, drop-off school supplies, and pay tuition and 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 or the same as K-8, if the all-day option is chosen. PK3 meets on Tuesday, Wednesday, and Thursday mornings from 8:15-11:30 am.

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 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 School Board. 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 Attendance

Regular school attendance and prompt arrival to school is necessary to achieve academic success. Making up work due to an absence is never the same as if the student heard the material explained in person from the teacher. It also puts undo pressure on the student to not only to complete the work that was missed, but also to complete the work that is assigned when they get back. However, there may be times when a student might be absent (illness, appointments, funerals, vacations).

For Tardiness

School begins at 8:15 am. Each student should be in his/her room prior to 8:15 am. Any student entering the room after 8:15 am will be marked tardy (excused or unexcused).

For Absence

The state of Wisconsin does not dictate how many days a student may be excused from school due to illness. If your student will be absent due to illness, please call or email the school office. You can also call, text, or email your student's teacher before 8:15 am. Another option would be to fill out a Notice of Absence form (found in the school office) when the student returns to school.

However, the state of Wisconsin is very clear when it comes to excusing a student from school due to preplanned absences due to appointments, funerals, and vacations. According to Wis. Stat. sec. 118.15(3)(c), "Parents may excuse their child's absence in writing before the absence. A child may not be excused for more than 10 days in a school year under this provision." We require a Notice of Absence form (found in the school office) for any absence that is considered preplanned. It is our strong encouragement to schedule as many appointments and vacations during the scheduled breaks throughout the school year.

Failure to notify the school of a student absence may result in the student being marked unexcused. A student would then be considered truant if he/she is absent without an acceptable excuse for all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a)(c). If a student misses part or all of five or more days without an acceptable excuse in a school semester, the student

is “habitually truant” and a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5).

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 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 any time. 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 brings a cell phone to school, the cell phone needs to be turned off and given to their teacher for the day. Cell phones will be returned to the student at time of dismissal.

For Visitors

For safety and security reasons, all visitors 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. These are, but not limited to:

1. Students must use the playground equipment in the manner it was intended.
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.

Lunchtime Behavior

In order for the lunchtime 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 during lunch.
2. No food will ever be thrown during lunch.
3. Students are expected to leave their area in a clean condition.
4. All trash must be thrown in the proper waste container.
5. 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, or skin tight 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 and shorts 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. Expressive and excessive 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.

Locker/Coat Rack Area Searches

The School Board of Trinity Lutheran School retains ownership and possessory control of all student locker and coat rack areas. The School Board of Trinity Lutheran School also governs the conduct by students while at school that endangers the property, health, or safety of others while on school property.

Therefore, the principal of Trinity Lutheran School or his representative may search a student's locker or coat rack area (jacket, backpack, lunchbox, etc.) as determined necessary or appropriate without the consent of the students, without notifying the student, and without obtaining a search warrant.
(Wis. Stat. sec. 118.325)

Drugs, Prescription Drugs and Illegal Substances

Any use or possession of vaping devices, 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

Kristen Smith (3K)
Phone: 715-904-1087
Email: prek3@trinityminocqua.org

Kathleen Mildebrandt (4K & Kindergarten)
Phone: 715-499-0399
Email: kathleenmildebrandt@yahoo.com

Lynn Schmidt (Grades 1-2)
Phone: 715-432-4476
Email: lynn.schmidt@trinityminocqua.org

Lori Wetterau (Grades 3-5)
Phone: 713-419-8127
Email: uralts@hotmail.com

Paul Mildebrandt (Principal, Grades 6-8)
Phone: 715-499-0398
Email: principal@trinityminocqua.org

Pastor Stephen Luchterhand (Confirmation)
Phone: 602-377-0940
Email: stephenluchterhand@gmail.com

Locker/Coat Rack Area Searches... updated on 5/16/2023.

This handbook was last updated in July 2026.

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.

- CUT AT DASHED LINE AND RETURN TO TRINITY-

Signature of Mother (Or Legal Guardian) **Date**

Signature of Father (Or Legal Guardian) **Date**

2026-2027