

TRINITY LUTHERAN SCHOOL

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Handbook 2015-2016



WELCOME

Dear Parent or Guardian,

Thank you for taking the time to read this handbook. If you are considering enrolling your child, we thank you for your interest. If you have already enrolled, we thank you for taking time to familiarize yourself with the school so your student can have the best experience possible.

Trinity Lutheran School is here to serve you. We propose to aid parents in the Christian training of their children. During the time your child is in our care, we will do our very best to see that the authority and responsibility which you have delegated to us is used to the best of our ability. By making God's Word our guide, we – as teachers and parents – can together with our children praise and glorify our God now and in eternity. We have our Lord's promise that he will bless such efforts. To that end help us, dear Lord!

“Where the Holy Scriptures do not dominate I certainly advise no one to send his child. For everything must degenerate that does not continually use the Word of God.” – Martin Luther

The purpose of this handbook is to provide you with information on commonly asked questions concerning Trinity Lutheran School. Please feel free to visit or call if you need answers on anything else.

In Christ,

Mr. Jeffrey Schultz, Principal

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ABOUT TRINITY LUTHERAN SCHOOL

Trinity Lutheran School offers Christian education for children in preschool through eighth grade. Trinity is beginning its 40th year under the hand of our God.

Our Affiliations

Trinity Lutheran School is operated and maintained by Trinity Lutheran Church. Trinity 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 316 WELS schools throughout 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 pre-kindergarten through fourth grade, religion classes focus primarily on Bible history lessons and the applications of these Bible accounts to their lives. Beginning in grade five, 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.

If you are not a member of Trinity and are looking for a church home, we cordially invite you to learn more about our congregation. Our pastor offers three seminars a year called "Finding Faith" introducing parents and other adults to the truths of the Christian faith.

Parents who send their children to Trinity, who are not members of Trinity, are strongly encouraged to take our “Finding Faith” seminar 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, Science, Music, Art, 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 the 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. More information is available in the registration packet. Our preschool teachers are happy to meet with interested parents.

OTHER PROGRAMS, ACTIVITIES AND SERVICES

Sports

Coed volleyball is our fall sport for children, coed basketball is played during the winter, and soccer is offered in the spring (weather permitting) as a one day tournament held in Eagle River. 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 and a soccer camp in the summer. 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 PreK4-8 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 for more information.

Youth Programs

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

Adult Programs

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

Family Programs

Weekend Worship, Summer Campfire Devotions,
Church Dinners, Tree Lighting Ceremony

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 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.

Play Group

Trinity offers a play group for children ages 0-3 and their parents, guardians or care givers. The program is open to the community and runs most Monday mornings of the school year in the PreK3 classroom. There is no charge to attend.

Hot Lunch

We will serve hot lunch on one Wednesday per month using area fast food restaurants. Restaurants include: Hoggie Doggies, Subway, and Domino's Pizza. 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 purchase 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.

Wednesday Chapel

Chapel services are conducted in the church every Wednesday morning at 8:30 A.M. The service lasts about 20 minutes. Parents are always welcome and encouraged to attend. A collection is taken at these services and used to support selected mission projects throughout the Wisconsin Synod.

EVALUATIONS

Testing Program

Students in grades 3-8 participate in the Terra Nova testing program each year. These tests are done in cooperation with the Wisconsin Evangelical Lutheran Synod. They are conducted during the last week of September or during the first week of October. 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 K-8. Parents are encouraged to talk with their child's teacher at any time.

PARENT INVOLVMENT 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, sorting out soup labels, 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 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 Abuse Prevention Policy. The policy requires all volunteers who work with our children to become acquainted with the policy during a scheduled training session, fill out a volunteer application form, agree to a background check and confidentiality agreement and depending on the type of volunteering will need to meet certain membership and safety requirements. 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 and ethnic origin in the administration of its educational policy, admissions policy, athletic and other school administered programs.

Following are the age requirements for enrollment at Trinity Lutheran School:

Those wishing to enroll in our Preschool 3 program need to be age 3 by September 1 and be toilet trained.

Those wishing to be enrolled in our Preschool 4 program need to be age 4 by September 1 and be toilet trained.

Those wishing to enroll in our kindergarten program need to be age 5 by September 1.

Trinity Lutheran School will enroll children in grades K-8 according to the four categories listed below on a priority basis:

1. Children of members of Trinity Lutheran Church
2. Children of members of sister congregations belonging to the Wisconsin Evangelical Lutheran Synod or the Evangelical Lutheran Synod.
3. Children of families with no church home
4. Others

Class size is limited to 12 students in our Preschool 4 program and a maximum of 8 students per session in our Preschool 3 program. Our elementary school will have a cap number of 18 students in each classroom for each teacher due to classroom size.

Please see which category number listed above fits your family. Trinity Lutheran School exists to serve their own children as well as those children of the community with no church home (Categories 1-3). This is not intended to offend members and active participants of other Christian denominations (Category 4). Those families are already under the care of a church home. Since doctrinal differences may arise, the intent is to minimize confusion for the children or undermine the efforts of the home church's clergy. However, category 4 families are always welcome to attend. During the enrollment procedures, the principal and pastor will discuss this topic to assist parents with deciding what is best for their children.

Enrollment Procedures

The following applies to all applicants:

Along with submitting the enrollment application, parents of the students transferring to Trinity Lutheran School from a different school, will provide copies of pertinent records from the child's current school. Examples of these would be recent report cards, standardized test scores and behavior documentation. In some instances, parents may be asked to grant permission to their child's school personnel to speak with a member of Trinity's faculty.

The following steps only apply to those families in (K-8) who are not members of Trinity Lutheran Church:

After receiving the application for enrollment, the principal and pastor will meet with the applicant family to acquaint them with Trinity Lutheran School and answer questions. The meeting is meant to be a helpful and informational service to help the parents determine if Trinity will meet their family's needs.

After this meeting, parents will make their final decision if Trinity Lutheran School will serve their needs. The family will then inform the principal of their decision.

If the parents decide that Trinity Lutheran School best serves their family, the principal will present their application to the school board at their next monthly meeting. The school board will then determine whether to accept or decline the applicant.

The principal will then inform the family of the school board'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 non-member children will be re-enrolled each year if the following stipulations are met:
 - A. The child has regularly attended singing engagements for church services.
 - B. The family remains supportive of Trinity Lutheran School, its teachers and its policies.
 - C. The student has been faithful in school attendance.
 - D. All financial obligations have been met from the previous year.

All members of Trinity Lutheran Church need to meet stipulations a-d. Potential new students who are siblings of Category 4 families **do not** have a guaranteed spot in a classroom, but are subject to the enrollment policy of Trinity Lutheran School.

Costs

The major portion of the cost of upkeep of the school is paid out of the general offerings received each week in church. 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 through the FACTS installment payment program. Parents must pay all fees in full by the start of the school year or enroll in the FACTS program.

Required Registration Forms

Parents must complete all the registration forms, including immunization records, in the registration packet preferably by the end of the orientation night and no later than the first day of school. 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. We need to have up-to-date records on file at school within thirty days of admission.

Orientation Night

Each year Trinity holds an orientation night to introduce parents and students to the new school year. During the evening, parents and students will review school policy, meet the teachers, fill out registration forms and pay fees. Each year we use a portion of the orientation night to provide the required training for Trinity volunteers not yet signed up. (please see page 13). This year's orientation night is scheduled for Wednesday, August 20 beginning at 6:00 pm and ending by 8:00 pm. We hope you can make it to this important meeting.

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 begins at 8:20 am and ends at 3:15 pm. All preschool classes begin at 8:30 am and end at 11:30 am. Preschool 4 meets on Tuesday, Wednesday, Thursday and Friday afternoons with an optional Monday session. One session of Preschool 3 meets on Tuesday and Thursday mornings while the other meets on Wednesday and Friday mornings.

Cold Weather and School Closings

In the event that school should be dismissed early or closed, listen to WMQA FM 95.9 for information. Please also check television channels 7, 9 and 12 for further updates. We will also post a notice on our website, www.trinityminocqua.org. 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 care form. Transportation to the hospital will be provided if necessary.

For Fire and Tornado 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 Abuse Prevention Policy. All parents will receive a copy of the policy and be expected to familiarize themselves with its requirement.

For Drop Off and Pick Up

Prior to the start of school, beginning at 7:50 am, the east entrance exterior doors to the school complex will be unlocked and the interior double doors will be secured to allow a free flow of student traffic (school and preschool) into the school building. These doors will be monitored by a teacher or teacher's aid.

Children should not arrive at school before 7:50 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 8:20 am. Each child should be in his/her classroom by 8:15 am. Any child entering the room after 8:20 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 too. The teacher or the principal will deal with excessive tardiness.

For Prescription Drugs

The only allowable substances on the school premises are those medicines prescribed by a doctor. Parents must notify the school secretary or their teacher that their child will be bringing medicine to school, and fill out a medical authorization consent form. This form can be picked up at the school office. The child must leave the medicine in the church office with the pharmacist's instructions for its administration. The student's teacher or school secretary will then administer the medicine according to the directions during the school day.

For Lockdown

1. Upon signal from the principal, move all children into the nearest classroom.
2. Lock all classroom doors.
3. Cover all windows.
4. The principal shall then verify that all children in attendance that day are accounted for.
5. The students and teachers shall stay in the classroom until an all clear has been given.

For Security at After School Activities/Special Events

If the event location is in church/fellowship hall:

1. The church exterior and middle doors may be unlocked.
2. The school complex will remain secured as during the school day.
3. Those needing access to the school will either have a keypad code or will have to find someone who has one.
4. The person responsible for the event assures that the exterior doors are locked upon completion of event.

If the activity is located in school (e.g. volleyball practice, basketball practice, confirmation class for public school children, etc. (where only church – school staff helpers/students are involved)

1. The middle exterior doors, interior doors by trophy case, and east entrance remain secured as at the end of school hours. Person in charge of activity will be responsible for entrance of people involved with the activity.
2. If parents want to attend/observe practices, they should notify the person in charge of their desire, prior to the start of practice, so that provisions can be made to let them enter the building.

If the event is located in school (e.g., basketball camp, basketball tournament, etc. where public is involved)

1. Unlock the middle doors for free flow of traffic.
2. Leave the double doors next to trophy case open/unsecured.

3. At the discretion of the person responsible for the event, if all people who are scheduled to be at the event are present, the exterior doors or double doors could be relocked/re-secured.
4. The person responsible for the event assures that the middle exterior doors are locked and interior double doors are secured upon completion of event.

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 9:00 am when their child is absent.** The parent's cooperation and interest are 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 attendance and a high level of achievement go hand-in-hand. Therefore, the following attendance policy has been set by the Board of Education:

1. The name of any child that misses between 17 and 24 days of school will be brought to the Board along with a recommendation from the child's teacher for retention or advancement.
2. Except in extreme instances, any student missing more than 25 days of school will be retained in his/her present grade.
3. All appeals must be made in writing to the Board through the principal.

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.

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. Students may be suspended or expelled for inappropriate behaviors that are not in keeping with the philosophy and purpose of our school.

Classroom Behavior

Each teacher will explain his/her rules and expectation of the class. The student is expected to give complete obedience and respect to his/her teacher at all times. 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 preschool 4 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 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 a drug that is not prescribed by a doctor 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.

Inappropriate Language

Inappropriate language includes swearing, vulgar language/slang or any type of language that can be hurtful or harmful.

Insubordination

Insubordination means a blatant refusal to follow the directions of school personnel. Insubordination can be immediately disruptive to the classroom.

Public Display of Affection

Students are not to engage in physical contact meant to display affection towards another person. This includes hand holding, kissing or touching of any kind.

Intimidation

Intimidation is a verbal or other implied threat to physically harm, bully or degrade another person. Intimidation also includes using discriminatory threats targeting a person's race, gender, or disability.

Fighting

Physical altercations endanger the health and safety of other students and school personnel.

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 for Misbehavior

The following list provides examples of offenses and their consequences. This list is not intended to be all inclusive. Therefore, the teachers and principal are not limited in their application because something doesn't appear on this list. Each of the offenses are broken down into four levels with each level showing what the consequence will be.

Level One (Teacher Admonition)

Teasing, Public display of affection, Tardiness, Failure to complete assignments, Improper language, Gum chewing, Dress code violation, Spitting, Biting, Lying

Level Two (Filed written report and parents called)

Repeat occurrence of level one offense, Cheating, Vandalism, Repeated absence or tardiness, Leaving the school grounds without permission, Deliberate disobedience, insubordination or disrespect, Bringing a weapon to school, Harassment, fighting or stealing

Level Three (Filed written report, Meeting with parents, Possible detention or suspension)

Repeated Level Two offenses, Indecent exposure, Making a bomb threat, Purposeful injury of others, Setting off a false fire alarm, Tampering with a fire extinguisher, Setting off firecrackers or other types of explosives, Coming to school under the influence of controlled substances (tobacco, drugs, alcohol) Distribution of drugs to others at school or on the bus, Purposeful destruction of school or called worker's property, Bringing a weapon to school, Harassment, Fighting or stealing (depending on the severity)

Level Four (Filed written report, Meeting with Parents, Expulsion)

Repeated Level Three offenses, Striking a teacher, Conviction of a felony, Bringing a firearm to school, Bringing a weapon to school with the intent to harm someone, Sale or distribution of controlled substances or prescription drugs, Active promotion of false teaching, Refusal to discontinue sinful living

CONTACT INFORMATION

Faculty Phone Numbers

Carol Holtz (Preschool 3&4) 715-362-3895

Sarah Odell (Kindergarten – Grade 2) 715-892-8702

Carol Schultz (Grades 3-4) 715-356-2516

Jeffrey Schultz (Grades 5-8, Principal) 715-358-3782

Pastor James Hoogervorst 715-614-3544

School Information

School Phone: 715-356-2255

School Fax: 715-356-2132

School Web Site: www.trinityminocqua.org

School Theme for 2015-2016

Psalm 105:1 “Give thanks to the Lord, call on his name; make known among the nations what He has done.”

