

# PARENT HANDBOOK



**TRINITY**  
LUTHERAN FREISTADT

Trinity Lutheran School of Freistadt  
Mequon, Wisconsin  
2018-2019

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# Faculty and Staff Directory

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# Parent-Teacher League (PTL) Leadership Board

PTL Volunteer Opportunities  
*See more details in the PTL Handbook*

President – Amanda Kropp

Vice President – JoAnna Alft; Christina Schoessow

Treasurer – Jen Traska

Secretary – Amy Strupp

## **CHURCH MISSION STATEMENT**

Growing in His Word – Serving in His World – Joining in His Mission - Together

*Growing in His Word calls us to continually hear, read and study God's Word because God's Spirit works in us through His Word. Serving in His World reminds us that even Jesus came not to be served but to serve. Like our Savior, we are called to serve our neighbor in His Name. Joining in His mission calls us to make disciples of all nations by pointing all people to the life, death, and resurrection of Jesus for the forgiveness of our sins. The word "Together" reminds us that we are not meant to follow Jesus alone. He has surrounded us with brothers and sisters who help us to grow, serve, and carry out His mission.*

## **TRINITY LUTHERAN SCHOOL MISSION STATEMENT and CREDO**

A Passion for Learning. A Heart for Christ.

We believe that Christian education is commanded by God to equip God's people to serve Him.

We believe that Christ fills every aspect of Christian education and He fills everyone and everything that we do. The love of God is presented daily through His Word. Through the power of the Holy Spirit, as He empowers our teachers and students in their Christ-like example, children are led to share this love with others.

We believe that systematic instruction in God's Word gives the Holy Spirit boundless opportunity to lead the children to faith and to strengthen their love for their Savior.

We believe that the foundation of Christian education exists within the family. The Lutheran school supplements and reinforces the efforts of the parents who raise their children in Christ within the home environment.

We believe that Christian education is an essential aspect of God's mission to make disciples of all nations, commanded by Him to the church through the Great Commission. (Matthew 28:19-20)

## **SCHOOL COVENANT**

The School Covenant was developed in the Fall of 2018 by teachers, parents, and administrators as a promise to hold each other accountable and to encourage one another in growth and excellence. Required as part of enrollment, the Covenant serves as a binding document for both enrollment and employment at Trinity. It reads...

### **As a teacher/staff member/administrator at Trinity I WILL:**

- Strive to exhibit Christ in all I do
- Pray for our students and their families
- Integrate Christ into the culture of my classroom, activities, and programs
- Be faithful in time, attendance, punctuality, and preparation
- Ensure a safe and engaging environment for my students
- Be in regular attendance for worship and Bible study
- Regularly communicate with my peers and parents
- Be accessible 24 hours a day, 7 days a week, 365 days a year
- Commit to collaboration, professional development, and growth
- Believe in the success of every student

### **As a parent/guardian of a Trinity student I WILL:**

- Support the Biblical truths and teachings of Trinity Freistadt
- Be informed of classroom, school, and student activities
- Adhere to the Parent Handbook policies (absences, dress code, etc)
- Provide a quiet place in my home where my child can read, learn, and complete work
- Ensure adequate rest, bedtimes, nutrition, and proper hygiene for my child(ren)
- Ensure that my child(ren) is(are) on time and prepared for school before 7:45am
- Believe in the success of my child(ren)

### **As a student at Trinity I WILL:**

- Strive to exhibit Christ in all I do (treat all with respect)
- Come to school prepared
- Be a problem-solver and solution-seeker; take ownership
- Follow all classroom and school rules
- Believe in the success of all students (myself included)

*With the help of God, I promise to uphold this covenant  
in order to maintain my status at Trinity Freistadt.*

## **POLICIES AND GUIDELINES**

### **ACADEMIC INTEGRITY**

God demands integrity from us. It is a high calling that allows an individual to walk with the Lord. Micah 4:2 says, “Let’s go to the mountain of the Lord, to the house of the God of Jacob. He will teach us his ways so that we may live by them.” Personal integrity helps individuals walk in God’s ways. Nothing can destroy integrity faster than dishonesty. Lying, cheating, and theft may seem appealing at times,

especially if undetected. But all of these behaviors are wrong and, in the long run, cost more than maintaining integrity. In accordance with God's Word, Trinity students accept and understand that we learn and work in a Christian learning community that seeks to glorify God and follow His precepts.

## PLAGIARISM

*Plagiarism* refers to the theft and use of someone else's ideas, words, or other work without clearly acknowledging the creator of the original work. It is a form of intellectual and academic dishonesty that may be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Examples include but are not limited to the following:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit

If discovered in any student's work, intentional plagiarism will result in a grade of "0" for that assignment (no credit given) and possible further disciplinary action.

## ACADEMIC RECOGNITION

Trinity recognizes the achievements of students in grades 5 through 8 who attain a B average or better. Students who maintain satisfactory conduct, have been tardy less than 15 times, and attain a percentage average of 97 to 100 will be named to the High Honor Roll. Students can also be named to the Honor Roll for attaining an average of 94 to 96, or the Merit Roll for an average of 87 to 93.

8<sup>th</sup> Grade Valedictorian & Salutatorian: Determination of class rank will be a cumulative GPA of students overall grading periods from their 7<sup>th</sup> grade year through the first three grading periods of the 8<sup>th</sup> grade year. Conduct must also be acceptable. The student with the highest GPA will be the valedictorian and the student with the second-highest GPA will be the salutatorian. Those students will have parts to read during the graduation service.

## ACADEMIC STANDARDS

At Trinity Lutheran School we measure the student's growth against the standards set by the State of Wisconsin for each particular grade level. If a student is two (2) years or more below grade level in reading, writing or math, promotion to the next grade level will be at the discretion of the principal.

## PROMOTION STANDARDS/DEVELOPMENTAL READINESS

Trinity Lutheran School wants to ensure all students are ready to move to the next grade level. Promotion decisions are based upon several factors, such as report cards, test scores, attendance, recommendations of teachers regarding academic performance and/or developmental readiness, and other measures.

## STANDARDIZED TESTING

In the spring of every school year, the Wisconsin Forward Exam--an online standardized assessment--is administered to grades 3-8. Results of this test are used for guidance of individual children and for general school and class curriculum planning. Test results are shared with parents during the regularly scheduled parent-teacher conferences.

Note: Choice students will also be required to take the state assessments in grades 3-8.

## REPORT CARDS

Parents can track a student's academic progress on a daily basis through Skyward, Trinity's online grade book site. Grading periods are divided into four quarters. Report cards will be issued following each quarter. If you have a question concerning your child's progress at any time, please contact your child's teacher.

## RETENTION

Students at Trinity Lutheran School are expected to earn passing grades in all subjects to be promoted to the next grade level. Students that do not achieve at the expected level may be considered for retention.

Guidelines for retention include but are not limited to:

- Students who earn failing average grades over four consecutive quarters in two or more subject areas may be recommended to the school's administration for possible retention.
- Students who earn failing average grades across the curriculum will be recommended for retention to the school's administration.
- Students who are absent for more than 20 school days may be recommended for retention.
- Developmental readiness

## ACCREDITATION



Trinity Lutheran School is accredited by the National Lutheran Schools Association (NLSA).

## ATHLETICS

Please refer to our Athletic Handbook for a complete explanation of Trinity's athletic policies.

## ATTENDANCE

Regular attendance is important to the educational development of children and is required of all pupils. If a child misses more than twenty (20) days of school or consistently arrives late to school, he or she may be retained in that grade. It is critical that students be in school on time consistently to obtain the skills necessary to move to the next grade level.

Parents MUST call or email the school office BEFORE 7:45 a.m. to report a child's absence.

*Any student arriving after 7:45 a.m. must report to the office and pick up a tardy slip. Teachers will send the student back to the office unless a tardy slip is presented to the teacher upon arrival to class.*

Students will be considered tardy if they are not in their respective classrooms by 7:45 a.m. Should a family be tardy more than 10 times in a grading period, the teacher will contact the family to express concern and find out the reason. If the situation does not improve after this contact, the principal will become involved. Tardiness resulting from any school bus incident or bad weather, as determined by the principal, is not counted against the student's record.

Students who leave school during the day will be dismissed from the school office only. The parent or guardian picking up the student must come into the school building and sign the student out before the child will be dismissed.

There are times it may be impossible to avoid extended absences, such as a family vacation. Parents who plan such trips realize that it is the child's responsibility to make up missed work. Details of how this will occur should be worked out with the child's teacher prior to the trip. Parents should notify the teacher(s) and work out these arrangements.

## **BULLYING/HARASSMENT POLICY**

Trinity Lutheran Church and School is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that promotes equality and is free from discriminatory practices.

We are so committed because God views our bodies, souls, and all that makes us up as sacred to Him. He calls us "temples of the Holy Spirit" and people who belong to God (I Cor. 6:19-20). We have been purchased with the blood of Jesus, and set aside to honor the Lord in word and deed. Most particularly as people who now love the Lord and desire by His Spirit to honor His will, there is not to be even "a hint of sexual immorality or any kind of impurity" among God's people (Eph. 5:3). This is to include "obscenity, foolish talk or coarse joking which are out of place." Furthermore, because we are God's possession and His holy ones (I Peter 2:9-10), we are rather to live as children of the light (Eph. 5:9) who "show the fruit of goodness, righteousness, and truth." Therefore, the Church strongly condemns, opposes, and prohibits bullying/harassment of individuals, whether verbal, physical, mental, or emotional. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Students who believe they are being harassed are encouraged promptly notify their parents and teacher. Parents and teachers will work together to follow Matthew 18:15-20 for all concerned.

The school defines bullying as *a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.*

Types of bullying/harassment include but are not limited to:

- 1) Physical – Harmful actions against a person's body
- 2) Verbal – Speaking to a person or about a person in a way that is unkind and hurtful
- 3) Non-Verbal – Behaviors that upset, exclude or embarrass another person
- 4) Intimidation – Behavior or repeated acts which cause fear or physical or psychological discomfort
- 5) Cyberbullying - Occurs when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using text messaging or the Internet via mobile phone, personal computer, or other type of digital technology; could occur on or off school grounds.

The following steps will be taken as appropriate when dealing with bullying incidents:

- 1) A clear account of the incident will be recorded and given to the teacher and principal.
- 2) The teacher/principal will interview all concerned, as appropriate, and record the incident.
- 3) Parents/guardians will be informed through a phone call and/or letter.
- 4) Punitive measures will be used as appropriate and in consultation with teachers and parents/guardians. These measures include, but not limited to:
  - Official warning
  - Detention out of classroom
  - Exclusion from certain activities, e.g. recess
  - School suspension
  - Expulsion

All adults in the school, including administrators, custodians, teachers, office personnel, aides, and food service staff, need to help in the prevention of bullying.

## CONFIDENTIALITY

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

## GRIEVANCE PROCEDURES

When a parent has a grievance regarding a member of the faculty or staff, he or she should follow the Christian guidelines from Matthew 18 and shall first voice this grievance in person to that specific individual. If, after personal meetings with the teacher, the parent feels that the issue has not been resolved, he or she should discuss the matter with the principal in a private, personal conference. If the matter still has not been resolved after following the above two steps, speak to the pastor. Please refrain from sharing these concerns outside of the immediate household before fulfilling the above steps.

### *Grievance Guidelines for a Student*

- Discuss the problem and concern with your parents at home.
- Talk to your teacher about any school problem before or after school. Your parents may be able to help you in knowing what to say.
- Ask your parents to meet with you and your teacher to talk about the problem or concern.
- Ask the principal to talk with you and your parents. Your teacher can also attend the conference.
- Ask the pastor to provide guidance or advice with your concerns. This may be a private conference or your teacher, principal, and/or parents may attend.

If a problem or concern is still unresolved, ask your parents to follow the guidelines of proper communication with the school.

## CELL PHONES

- Cell phones may not be used during the school day. That includes our before and after care program. **Students may not keep a phone on their person; it must be stowed in a locker or backpack. Trinity is not responsible for the loss or theft of any electronic items.**
- If a teacher or supervising adult sees a student using a cell phone, they will take it and give it to office personnel.

- The teacher will contact the parent/guardian regarding the confiscation and will make a record of the incident.
- The phone will only be returned to a parent or guardian at the end of the day.
- Repeat issues with cell phones will be referred to the principal.

## **CHAPEL**

Chapel services are held weekly on Wednesday mornings, beginning at 8:00 a.m. Out of respect for the house of the Lord and to outwardly demonstrate our honor for Him, students are asked to dress nicely on days of chapel services.

Chapel offerings are directed to missions, charitable institutions and other church-related organizations. Parents and grandparents are invited to attend our weekly chapel service.

## **ASSEMBLIES**

Assemblies are held every Monday morning (appx 8am) and Friday afternoons (appx 2:20). Assemblies are times spent together as a whole school to build each other up, center ourselves around the word of God and our identity, and to connect on school news or announcements.

## **CHURCH AND T3/SUNDAY SCHOOL ATTENDANCE**

The purpose of Trinity Lutheran School and the reason for its existence is to make disciples of Jesus Christ. Disciples of Jesus worship Jesus (Matthew 28:16-20). While worshipping God is an all day, every day activity (Romans 12:1), we are also called to gather together in worship each week. The book of Hebrews says, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--and all the more as you see the Day approaching" (Hebrews 10:25). At Trinity, we keep records of church attendance as one small way to encourage each other to continue to meet together and worship Jesus.

It is expected that children will attend services, at the Christian church of their choice, regularly with their parents. If you and your children do not have a church home, you are invited and encouraged to attend services at Trinity.

### *ATTENDANCE POLICY FOR CHILDREN SINGING AT CHURCH SERVICES*

Trinity Lutheran Church and School has had a long history and tradition of singing praises to the Lord. This is certainly a tradition that will continue. The very reason Trinity sustains and maintains a Christian day school is to support Christian parents in nurturing children in a close and personal relationship with their Lord and Savior, Jesus Christ. An essential component to that relationship is regular and consistent worship. When we worship, we, of course, receive nourishment from God in both Word and Sacrament. But worship is more than just receiving; it is also participating and responding back to God in thanks for what He has done for us.

The congregation of Trinity Lutheran Church covers a significant percentage of the overall cost of educating each student in our school. It is, therefore, appropriate for our students to join with these congregation members who financially support our school with their gifts and offerings, to demonstrate a spirit of appreciation and unity within the family of God. To that end, one of the objectives of Trinity Lutheran School's music curriculum is that students demonstrate this active "responding back to God" through participation when specific grades are scheduled to sing within Trinity Lutheran Church worship

services. The school children will be scheduled to sing in a Trinity worship service 3-4 times per semester. If a student is not able to sing at a service, please contact the teacher beforehand.

Because this is a part of the music curriculum, participation will comprise a portion of the grade in music class. All students in grades K-4 have music graded on the O-S-N grading scale (O=Outstanding, S=Satisfactory, N= Needs Improvement). All students will start the quarter with Satisfactory. The students who attend their scheduled singing in church will be given extra assignment points to bring this grade up to an Outstanding. Students will be allowed one absence per semester and still be able to achieve this grade. All students in grades 5-8 have music graded on the A-F grading scale. All students will start the quarter with a B. The students who attend their scheduled singing in church will be given extra assignment points to bring this grade up to an A. Students will be allowed one absence per semester and still be able to achieve this grade.

## **CURRICULUM**

In keeping with the purpose of Trinity Lutheran School, our curriculum begins with the Word of God. The truths of the Bible are not only taught during religion period, but these truths permeate all teaching in every class. It is our aim to instill into the hearts and minds of the children entrusted to us a Christian philosophy of life--a philosophy that will lead to interpretation and evaluation of every facet of experience from the Christian viewpoint.

In every classroom, worship, prayer, instruction in Lutheran Christian doctrine, and Bible study occur daily. Church history and study of the Christian doctrines are added in the upper grades. Memorization is carried out in all grades. Luther's Small Catechism is studied and memorized at all levels and specific study of the Catechism is taught in the fifth through eighth grades.

God has provided spoken and written language as the means of communication between Himself and man, and between human beings. READING, SPELLING, HANDWRITING, and the study of ENGLISH are part of our language arts program. A phonics-based approach to reading instruction is emphasized.

God has created an orderly, intricate, and very beautiful world for man to live in and to enjoy. MATHEMATICS and SCIENCE/HEALTH are taught to help students better appreciate these wonders of His hands. God created man in a setting in which He interacts with other humans. Man, as a social creature, is studied through a SOCIAL SCIENCE program, which includes studies in all the social science disciplines. God gave man many special talents and abilities. Skill in the use of these talents is developed through a program of PHYSICAL EDUCATION, ART and MUSIC.

## **DISCIPLINE POLICY**

We strive to make Trinity Lutheran School a Christian environment where God works to accomplish His good and gracious will for our students, faculty, and staff. Students, as children of God, are simultaneously sinners and saints. Therefore, Trinity Lutheran School endeavors regularly to lead all students to recognize themselves as sinners in need of forgiveness, and look to Jesus Christ daily as their Lord and Savior. Living in the assurance of God's love, mercy and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them.

When a child conspicuously or consistently violates a rule(s) of Christian conduct, teachers, administration and staff deal with and minister to the student with the goal of leading that child to a recognition of his/her behavior as sin against God, repentance, acceptance of God's forgiving love in

Jesus Christ, and a demonstration of intent to live a Christian life with the help of God. The faculty, staff, and administration of Trinity will work with parents in helping achieve the goal of effectively ministering to the needs of each child. Within the context of ministering to each child's needs, it may be appropriate that a student be deprived of school privileges so that both the child and the entire population of students at Trinity recognize the seriousness of their actions, and value this school as a Christian setting in which God's Holy Spirit is at work.

## NEGATIVE SOCIAL BEHAVIOR

Classroom discipline policies are created and enforced by the teacher. Teachers in all grades have agreed to follow consistent classroom guidelines for discipline. Should a student not conform and submit to these classroom rules and guidelines, parents will be notified and, if necessary, a conference will be set up between parent, child, and teacher. Behavior that may result in immediate disciplinary action includes but is not limited to:

- Refusal to conform with dress code
- Repeated disobedience (defiance)
- Repeated dishonesty
- Cheating on a test or assignment
- Disrespect for authority
- Profane language

Behavior that may result in an immediate suspension or expulsion includes but is not limited to:

- Vandalism
- Smoking or possession of tobacco products
- Possession of a weapon
- Skipping class (truancy)
- Any student who consistently demonstrates disrespect towards teachers, staff, and others in authority
- Bullying of any type, including cyber bullying
- Possession of alcohol or other illegal drugs
- Fighting
- Dangerous behavior to others
- Inappropriate use of the internet
- Sexual misconduct

Expulsion will be the decision of the principal, in consultation with the senior pastor.

## SUSPENSION AND EXPULSION POLICY

### *Suspension*

The principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policies. Suspension length is determined by the principal. These range from one day to one week, depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. The student is prohibited from being on school property until a conference has been held with the parent/guardian. Suspensions are either in-school or out-of-school. Parents/guardians are responsible for tuition during a student suspension, if applicable. Any cost associated with an in-school suspension is paid by the parents/guardian of the student. This may include, but is not limited to, the cost of additional staff to man the in-school suspension.

### *Expulsion*

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law,

that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. Only the principal has the right to expel a student. If applicable, official transcripts will be released only after all outstanding financial obligations (tuition, meal payments, library fines, etc.) have been met and all school property has been returned. Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the principal.

Parents/guardians will be contacted if a child is suspended or expelled.

## DUE PROCESS

Students who are suspended or expelled may appeal their disciplinary action. Appeals should be directed to the principal. They must be in writing and delivered to the school within five (5) days of the decision.

An appeals meeting with the senior pastor and principal will be scheduled within five (5) school days of the receipt of the written request. Parents/guardians and the student will have the opportunity to share their appeal at a closed door meeting with the senior pastor and principal. The decision of the senior pastor and principal will be provided in writing to the parent/guardian within five (5) school days.

## NEGATIVE ACADEMIC BEHAVIOR

We believe and teach that all of our abilities, whether they are physical, academic or artistic, are gifts of a loving Creator God. The way we use these gifts is our way of showing our love and thankfulness to Him for giving them to us.

The faculty of Trinity Lutheran School expects that all of our students show responsibility and accountability with regard to their assigned work. When assigned work is incomplete, or completed in a way that is not consistent with the student's ability, poor academic results immediately follow.

For this reason, if a student habitually does not complete assignments on time and is without a legitimate excuse as determined by the teachers and/or principal, the teacher will contact the parent. Students who do not complete assignments on time or are doing poorly in a subject may lose the privilege of participating in interscholastic sports and other extracurricular activities.

## **UPDATED DRESS CODE FOR GRADE Kindergarten through 8th Grade**

**Philosophy and Rationale:** 1 Corinthians 6:19-20 explains why modesty is an important part of Christian living: "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." We honor God with our bodies (including the clothes we choose) because we do not belong to ourselves. God has purchased us, and not just our souls, but our bodies as well, at a tremendous price: the blood of His own Son. Since we understand that in God's sight we (including our bodies!) have such tremendous value, we choose what we wear primarily to honor God. Fashion and convenience surely matter less than honoring the God who has paid such a price for each one of us. Modesty is one way of treating our body as the temple of God that it is. Additionally, there is empirical research that shows how dress significantly affects the way students work and behave. We want our students to come to school prepared to learn and to be at their best in every way.

The commitment and cooperation from our school parents/guardians is essential for our policy to be successful. The purpose of the dress code is not an attempt to squelch or stifle a child's sense of

self-expression or uniqueness, neither is it necessarily making a “right or wrong” judgment about specific styles or expressions in clothing and appearance. Rather, it is an attempt to give our children the very best environment in which to learn and interact with one another.

Parents/guardians should carefully read through the dress code with their children, and should be vigilant in ensuring the children are following the dress code requirements each morning as they prepare for school. It is parents’/guardians’ responsibility to ensure their children comply with this policy. The school will try to be as discreet as possible when dealing with this issue. Children who are not in dress code are subject to the following discipline policy:

1. First violation - warning and call home from teacher
2. Second violation - loss of recess for the day and written documentation from the teacher
3. Third violation - loss of recess for 1 week, conversation with Principal, written documentation from Principal
4. Fourth and subsequent violation(s) - removal from class for each day in violation (students will be held out of class with an in-school suspension; students will be allowed to work but may not join their classmates for class, recess, or lunch)

*\*This policy will reset at the end of each quarter.*

*Parents/guardians of preschool and ECC children should refer to their specific dress code.*

**Significant Changes:** In general, the dress code at Trinity has remained the same (from the 2017-2018 school year). Changes of significance are the result of researched best practices, consultation with educators and parents, and with the children’s education as our primary driver. Significant changes may be noted in the dress code and include the following:

- Footwear
- Pants/Shorts/
- Discipline policy for violations

#### Footwear

- Shoes must be worn with socks or hosiery at all times (exception: sandals)
- No flip flops or slides
- Heeled shoes must be less than 1” high

#### Shirts/Tops

- Shirts/tops must be neat and clean with no rips, frays, or tears
- Shirts/tops must be modest (no tank tops or shirts revealing any cleavage, bare shoulders or wide open back)
- Shirts/tops may be t-shirts, sweaters, button-downs, blouses, or sweatshirts (no athletic shirts or jerseys)
- Shirts/tops must have appropriate writing, images, or messages.
  - Shirts/tops that are not in dress code include, but are not limited to shirts/tops with:
    - Any band or musical group
    - Any negative or illicit writing/messaging
- Trinity PE clothing is not acceptable outside of PE class

#### Pants/Shorts/Dresses/Bottoms

- Pants/shorts must be neat and clean with no rips, frays, or tears and worn at waist level

- Dresses/skirts must be no higher than 4” above the kneecap
  - Must not be skin tight
- Pants/shorts must be of khaki, cargo, denim, or dress material (no athletic, lounge, or pajama-style material)
  - Shorts must be no higher than 4” above the kneecap and should be no lower than 2” below
  - Leggings and/or jeggings are considered undergarments and may only be worn along with a dress/skirt/short of appropriate length
- Trinity PE clothing is not acceptable outside of PE class

Hair, Makeup, General Hygiene, and Accessories

All

- Students should come clean and fresh, ready for the school day
  - Students with ongoing observable issues with odor, appearance, or other hygienic concerns will not be permitted in class.
- Hair shall be of a natural color only (does not include white or grey)
- No excessive jewelry
- No hats or accessories that cover the entire head, including hoodies (hair bands for girls are acceptable)
- No tattoos or writing on skin

Boys

- Hair shall be neatly kept and above the shoulders (no facial hair)
- No hair designs (buzzed or shaved markings), mohawks, or ponytails
- No earrings or piercings

Girls

- Bangs shall not be below eyebrows
- Light makeup is acceptable for grades 4 and up
- Earrings shall not exceed 1” in length
  - No additional piercings (nose, lips, etc.)

*All items specified and not specified in this dress code are subject to the teacher’s discretion and ultimately the discretion of the school Principal.*

**ENTRANCE REQUIREMENTS**

Entrance requirements are those that are recommended by the Department of Public Instruction of the State of Wisconsin. Trinity Lutheran School complies with IRS Revenue Procedure 75-50. We admit students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, or national and ethnic origin in administration of our educational policies, admissions policies, and athletic and other school-administered programs.

Pre-Kindergarten students must be three years old to enter the 3-Year-Old Pre-Kindergarten class or four years old to enter the 4-Year-Old Pre-Kindergarten class by September 1, of the school year in which the

student intends to enroll. Students who wish to enroll in the three-year old program must have certain hygienic habits firmly under control to enter the program.

Five-Year-Old Kindergarten students must have reached the age of five by September 1 of the school year in which the student intends to enroll. Kindergarten screening may be conducted for students entering the 5-Year Old Kindergarten class.

First Grade students must have reached the age of six by September 1 of the school year in which the student intends to enroll. Screening may be conducted for students entering the 1<sup>st</sup> grade.

Students entering Trinity Lutheran School from grade one to grade eight must have records indicating scholastic achievement at a particular grade level. Placement at Trinity will be based on the records, a placement test taken by the child at the discretion of the administration, and the recommendation of the child's past teachers.

Students who have been educated at home prior to their enrollment at Trinity may be required to complete a placement exam prior to enrollment.

All students must be immunized with the proper immunizations as required by the State of Wisconsin. A physical exam is also required of students entering a school environment for the first time and for students in grades 5 and 7 prior to participating in sports.

In addition to the above requirements all new students and their parents will be asked to meet with the principal prior to enrollment.

All new students to Trinity will be placed on a probation status for two full grading periods. New students who have been suspended at another school will be placed on probation for three full grading periods. New students who have been expelled from another school or from Trinity will be expelled from Trinity the first day they attend classes.

Note: Providing false information or records at admissions may result in expulsion.

## **FEES**

Please contact the office regarding the fee structure.

## **INITIAL PAYMENT**

Upon enrollment, an initial payment must accompany the application. Trinity will follow the state rules on payments when working with Choice families.

## **PAST DUE ACCOUNTS**

Families of the students of Trinity Lutheran School make a financial commitment to the school when they enroll their child. Trinity Lutheran School will make every effort to allow every family who desires a Lutheran Christian education for their children to receive one. Financial aid information is available in the office.

Should fees and tuition not be received in a timely manner, the Executive Director will review the accounts of those families. As determined by the Executive Director and principal, a student may not be

allowed to attend classes until all fees have been paid, or proper and fitting arrangements have been made to collect delinquent fees.

Students who have outstanding balances from the previous school year will not be eligible for enrollment in the following school year, or any subsequent year. Student accounts will have a lien placed upon all records until all balances are paid in full.

Trinity will follow the state rules on this issue when working with Parental Choice students.

## **FINANCIAL AID**

Trinity Lutheran School provides financial aid for members of Trinity who have limited financial resources and desire their children to have a Lutheran Christian education. Families who are not members of Trinity can also be considered for financial assistance but there is no guarantee that they will receive assistance. Financial aid information is available from the school office.

Students who live in the city of Milwaukee and other parts of the state and meet specified financial and residency requirements may also be eligible for tuition assistance through the Parental Choice Program. Contact the Choice Administrator or the school office for more information on this program.

## **FIELD TRIPS**

Special trips may be planned by the teachers and will be announced ahead of the trip date. Pupils are expected to participate in all such activities. Parents will be asked to sign a permission slip. Children without a signed slip will not be allowed to attend.

## **VOLUNTEER DRIVER'S STATEMENT**

If you will be driving other children for any school events, including field trips, please fill out a Volunteer Driver's Statement form and return to the office.

## **FIRE DRILLS**

Fire drills are held on a monthly basis in accordance with state law. Children are instructed on how to safely and calmly exit the building. The Mequon-Thiensville Fire Chief makes annual visits to conduct random fire drills.

## **GRADING SYSTEM**

The following system of evaluating student work is used in grades K-3:

O = Outstanding    S = Satisfactory    N = Needs Improvement

The following percentage and letter grade system is used in grades 4-8:

A = 100 – 94    B = 93 – 84    C = 83 - 73    D = 72 – 66    F = 65 - 0

Other grading methods may be used for conduct, effort, and elective classes. Please refer to the report card for a detailed description of those symbols and their importance.

## **HEALTH AND ILLNESS**

It is required that every student entering school for the first time, or by transfer from another state, must have his/her immunizations brought up to date and an immunization record must be on file before the start of school. Students must be adequately immunized at all times. A vision and or-screening test is also encouraged for each new pupil. The school recommends that children have periodic physical examinations. All students participating in interscholastic sports must have written permission from their parents and a physical examination by a doctor prior to grades 5 and 7 before participating.

The classroom teacher or the school office staff will treat minor injuries and accidents.

Other accidents or injuries that are considered to be of a more serious nature will receive first aid treatment from the school staff. The parent will be notified and if necessary the EMS will be called to assist. Should non-emergency treatment be needed the parents are expected to provide care and transportation for the student. If the parent is not available, the person listed on the emergency card will be contacted.

**GUIDELINES FOR SENDING A SICK CHILD HOME** - If a child develops any of these symptoms listed below while at school, he/she will be sent home.

- a fever of 100 degrees or more
- vomiting
- diarrhea

**GUIDELINES FOR KEEPING A SICK CHILD HOME** - Children with contagious diseases and infections should be kept at home until the doctor releases them to return to school.

- Under no conditions should children with a fever of 100 degrees or above be sent to school. Children should be fever free (without medications--for example, Tylenol or Motrin) for 24 hours before returning to school.
- A child who has vomited within the last 24 hours must stay at home.
- Children with diarrhea should stay at home.
- If a child has been diagnosed with strep throat, he/she must have been treated with antibiotics for 24 hours before returning to school.
- Children with head lice will not be permitted to return to school until all nits are removed.

**DISPENSING OF MEDICATION** - Parents of students with medical conditions that require medication must report these conditions. ALL MEDICATION THAT A CHILD TAKES MUST BE BROUGHT FROM HOME, including all over-the-counter medications. All medication requires a medication authorization and release form. This form, along with the medication and directions for its use, should be given to the school secretary. All medications will be kept in the school office and students will be excused from class to receive them.

**ALLERGIES** - Parents of students who have an allergic medical condition must report this condition to the classroom teacher and the school office.

**FOOD ALLERGIES** - Notify the classroom teacher and school office of any food allergies. This needs to be documented on application paperwork. Written instructions from the child's physician must also be provided to the office.

**ACQUIRED IMMUNE DEFICIENCY SYNDROME** - Trinity Lutheran School allows children who have contracted AIDS, ARC and are HIV positive to attend school in a regular classroom setting. Parents of children who are diagnosed are asked to speak with the senior pastor, the principal, teacher and school

secretary in order that the special needs of the child can be met, and specific policies and procedures regarding the student may be discussed confidentially.

## **HELP FOR STRUGGLING STUDENTS (TUTORING)**

The faculty of Trinity Lutheran School understands that from time to time, our students need extra help in their studies. Whether a student has been out of school with illness, has missed instruction because of a family vacation, or needs one-on-one help in completing a difficult assignment, we want to assure parents that we are here to help.

Teachers identify potential problems when a student performs unsatisfactorily on a series of assignments or when they score poorly on a quiz or test. Poor performance on homework or tests and quizzes has many potential causes, including illness, test-taking anxiety, or not understanding the concepts and objectives of the subject matter. It may also be attributed to various classroom behaviors (e.g., not paying attention or neglecting to take notes).

Students who are struggling with their studies can take advantage of our after-school tutoring program, which is available on Tuesdays and Thursdays from 2:45-3:30 p.m. This program is operated by experienced and qualified volunteers, and is open to any student.

*Note regarding homework completion after absences:* If a student is absent from school, he/she will be given one additional day to complete any missed assignments for every day he/she is absent. (1 day absent = 1 extra day to complete, 2 days absent = 2 extra days to complete, etc.)

## **HOME AND SCHOOL COMMUNICATION**

Working together, both the Christian home and the Christian school can best achieve their goal of guiding the lambs of Jesus. To this end, Trinity affords a number of specific helps:

- Skyward, Trinity's online grading system, is accessible to parents. Parents receive their own username and password so progress can be monitored at any time. After you log into Skyward, look near the bottom of the page for your child's name. There will be a View button under Progress Report and/or Report Card.
- Midterm grade reports will be available for viewing and printing on Skyward. See the school calendar for midterm dates.
- Parent-teacher conferences are held at the end of October and early April. Additional conferences can be scheduled as needed.
- As mentioned earlier, it is the accepted school protocol that parents will first discuss any classroom concerns with the individual classroom teacher before contacting an administrator or discussing it with other parents.
- Family informational sessions may be conducted prior to the start of school.

## **HOURS OF OPERATION**

Office hours during the school year are from 7:00 a.m. to 4:00 p.m. The summer office hours are 9:00 a.m. to 3:00 p.m.

Students can enter the classroom at 7:30 a.m. Students who arrive between 7:15 and 7:30 a.m. will be supervised by a teacher in the library until the 7:30 bell rings.

Bus students are dismissed at 2:40 p.m., with all other students following at 2:45 p.m. Students are expected to leave the school grounds immediately upon dismissal unless other arrangements have been made with the school office or with the child's teacher. Any student remaining on the school grounds after 3:00 p.m. will be taken to the school child care for pick up. Students who are taken to child care will be charged regular child care fees.

### **INCLEMENT WEATHER/SCHOOL CLOSURE**

In the event of inclement weather, Trinity will monitor the status of Milwaukee Public Schools, Germantown, and Mequon-Thiensville school districts towards an independent decision. Apart from weather, decisions regarding closure will be made by Trinity's administrative staff.

### **INTERNET USAGE**

Internet access is available to students and teachers at Trinity Lutheran School. Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet brings nearly limitless educational opportunities, but it also brings potential dangers. Because it is the user who controls the search criteria and the material accessed, students are not allowed to access the Internet without direct teacher supervision.

### **LIBRARY/MEDIA CENTER**

The purpose of the Library/Instructional Media Center is to provide opportunities for children to pursue individual interests and projects, either as a result and extension of classroom activities or on the students' initiative. Trinity's library is staffed with volunteers who will assist the students in selecting and checking out books.

### **LOST AND FOUND**

Lost and found items are kept in the hallway outside the conference room. Students and parents can look for lost items. Accumulated items are put out on tables at the end of the school year. Parents are strongly encouraged to mark all clothing belonging to their students, using either ink or tags. This procedure will hold lost items to a minimum.

### **MEALS**

A grab-and-go breakfast is available for purchase between 7:20 and 7:40.

Hot lunch is available on a daily basis, with the exception of 11:00 a.m. early dismissal days. One milk is served as part of the hot lunch meal. Extra milks are available for purchase. Students may apply for assistance through the federal hot lunch program.

A morning snack break may be offered to the class at the direction of the teacher. The morning snack is intended to be a nutritious supplement to the day. Please make every effort to provide a morning snack that meets these criteria.

Our breakfast and lunch program is a prepaid system. Money for hot lunch and snack milk should be deposited into the child's account prior to the start of school. Money should be added to the lunch account before it reaches a negative balance. Each teacher takes a lunch and snack milk count at the beginning of each school day, and students enter their assigned 4-digit code at a computer in the lunchroom to document their purchase. Parents can look at their child's lunch account balance online through Skyward.

## **PARKING AND PICKUP**

To assure everyone's safety, specific drop-off and pick-up procedures have been implemented. Please see separate flyer for this information.

## **PHYSICAL EDUCATION CLOTHING**

In our physical education program, we require all children in grades 5 through 8 to wear the same style of gym clothing. This includes Trinity black gym shorts and a Trinity gym shirt. Official gym clothing is available through the school and may be purchased in the office.

All students in grades K-8 are required to have gym shoes. These gym shoes should be kept at school. All gym clothing must be marked with the student's name for easy identification. Please use indelible ink or "sew on" tags only.

## **ROOM PARENTS**

Each classroom is assigned room parents. Their duties include but are not limited to helping with school parties, serving refreshments at PTL events, serving at Open House, and assisting teachers with class projects and field trips when requested.

## **SCHOOL BUS TRANSPORTATION**

Trinity students who require busing are required to follow the guideline set forth by the bus companies.

MEQUON: Please contact Riteway Bus Services with any questions.

GERMANTOWN: Please contact Riteway Bus Service with any questions.

Riding the bus is a privilege. Trinity students who are disruptive or cause discipline problems for the bus driver will lose that privilege.

## **SCHOOL NEWS/TRINITY TIMES**

The school newsletter, the *Trinity Times*, will be emailed to parents.

## **SCHOOL SECURITY**

The safety of our students is our primary concern. Cooperation of students and parents is expected in order to maintain a safe environment for our students.

- Parents must leave the school building by 7:45 am unless conducting school business.
- Students or parents must not open an exterior door for anyone unless instructed by school staff to do so.
- ALL PARENTS, GUESTS AND VISITORS MUST SIGN IN AT THE OFFICE AND RECEIVE A VISITOR BADGE. *Notify the office if you see a non-staff member in the building without a VISITOR badge.* Please return the badge to the office upon leaving the building.

- Doors remain locked during school hours.
- Students are not allowed to leave the school with anyone other than who is listed on your contact sheet. In the event the student will be riding home with someone else, please notify the school in writing prior to the event. Children will not be allowed to call and ask permission to leave with someone other than their designated party. Please refrain from calling the school to make after-school arrangements unless it is an emergency. After-school arrangements should be made in advance so that written documentation is available.

## **SPECIAL SERVICES FOR STUDENTS WITH DISABILITIES**

Special services for students with disabilities are not available onsite at Trinity Lutheran School. Students may receive academic or speech evaluations through the local public school district. Psychological/emotional evaluation is initiated by parents through their healthcare provider.

## **SOCIAL MEDIA**

*“Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer.” (Psalm 19:14)*

In this verse from Psalm 19 and in many other places in His Word, God reminds us that everything we say and do should glorify Him--and that includes our social media posts! We are responsible for our words and actions no matter where we are, even if we type those words instead of saying them aloud for people to hear.

The following guidelines apply to our Trinity family and how we will handle situations that are not acceptable in His sight.

- Facebook and other social media sites are not to be accessed by students at any time using computers owned by Trinity.
- Always keep in mind that you are representing yourself, your family, your school, and most importantly your Lord when you post messages and photos online.
- No inappropriate comments should be made about anyone. This includes but is not limited to those serving at Trinity (pastors, teachers, staff, etc.), parents, or other students of Trinity.
- Trinity uses three simple questions to determine if a post is inappropriate: Is it kind? Is it true? Is it necessary? You must be able to answer yes to all three questions for it to be considered appropriate.
- Inappropriate posts referring to those serving at Trinity (pastors, teachers, staff, etc.), parents, or other students of Trinity should be shared with the principal.
- The principal will only address instances where there is documented proof of the post. The principal will not handle situations where there is no evidence of such a post.
- No matter when an inappropriate post is written about someone in our Trinity family, the principal has the right to get involved and give consequences when necessary.

*A note for parents...*

Be nosy! Know what is going on in your child’s life. Students may complain, but they don’t have a right to privacy when it comes to the parent/child relationship. You should know their Facebook password so you can monitor their account. Check their cell phone regularly to see if you approve of their text messages. It is easy to text or post something you would never say to someone face to face. This is a temptation that is extremely difficult to overcome, and it sometimes gets the best of us. But it is our job as

parents to use those incidents as teachable moments to talk about what it means to *live for Christ* and, most importantly, to be *forgiven by Christ*.

### **TORNADO WARNINGS**

In case of a tornado warning during school hours, children will be kept in the building. Practice drills are held during the school year. Designated areas of the church and school are used as shelters.

### **VISITOR POLICY**

Parents/guardians are welcome to visit the school. Parents/guardians may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. The school administration is committed to providing teachers with advance notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents/guardians must also sign in at the front office to receive and wear a visitor pass before proceeding to the class room. Parents/guardians may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process.

Any prospective families and/or their children who desire to visit/observe a classroom during school hours must have prior approval of the principal and make an appointment to do so through the school office.

Alumni may visit during the lunch hour with prior approval of the principal.



## Acknowledgement Form

Dear parent/guardian:

Please review the 2018-2019 Parent Handbook with your child(ren). A parent/guardian must sign and date below. Each student attending Trinity Lutheran School from your family must also sign and date below. Parents/guardians may sign for children who are not yet able to sign their names. **This form must be returned by August 31, 2018.**

I have reviewed and will comply with the policies set forth in the Trinity Lutheran School Parent Handbook.

_____ Parent/guardian signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date

*NOTE: The policies contained in this version can be modified at any time. We will provide notification of changes, if any. All revisions or new versions supercede the previous version.*