



Parent/Student Handbook  
School Year 2020-2021

“A Statement of Policies of Trinity Lutheran School, as adopted by the School Board of Trinity Lutheran School.”

Parents and students automatically agree to comply with all conditions set forth in this handbook by virtue of enrollment in Trinity Lutheran School.

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## Preface

This handbook is compiled with the purpose of providing parents and students with a handy source of information on matters pertaining to the overall program of Trinity Lutheran School, Rantoul. It also contains information which we are sure will be appreciated and which will contribute to the smooth functioning of the school. Parents and students are urged to familiarize themselves with the contents of this book and keep it available throughout the school year.

## Mission Statement

Trinity Lutheran Ministries is a caring Christian family bound and striving together to support and serve all generations with Christ's love for eternity.

## Credo

We believe that Jesus commanded education when He said in Matthew 28, "Go and make disciples...teaching them to obey all I have commanded you." One of the best ways to carry out this command is to have a Christian Day School.

- We believe that the Bible is to be used as the source of all truth and as a means of determining God's will for us.
- We believe that all of life's activities are directed by the Word of God. We should share the Word of God with others and that everything in our lives should be "Christ-centered."
- We believe that Christian education is necessary for Christian growth. Jesus Christ and His teachings are the focal point in all subjects and activities.
- We believe that the student is to be given a Christ-centered education; proper training in conduct and attitude, enabling and preparing him/her for both now and eternity.
- We believe that the child's total education includes spiritual, physical, mental, social, emotional, and aesthetic development.
- We believe that through Christian education, we assist the child in developing his God-given potential.
- We believe that Christian education shows the child true knowledge of what faith really means by example.
- We believe that each should be taught how to live with God, with others, and with himself/herself.
- We believe that each child should thank and praise God through prayer.

## Philosophy of Christian Education

The Christian educator views man as God's foremost creation. He views all of God's creation as perfect and good. However, in Genesis 3, we find that man lost the perfect image in which he was created. Through Adam and Eve's sin, all mankind is sinful and is in need of a Savior (Romans 3:23 and Romans 5:12). This Savior is Jesus Christ. Through Him salvation is available to all men. Therefore, the purpose of Christian education is to bring all men to the knowledge of Jesus Christ (1 Timothy 2:4).

"Faith comes by hearing the message, and the message is heard through the word of Christ" (Romans 10:17). All men are on earth to give glory and honor to God. Before man can give this glory and honor to God, he must come to the knowledge of God. Therefore, Christian education is to impart the knowledge of God through His Word. Because "All Scripture is given by the inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness" Holy Scripture must be the center of Christian education (2 Timothy 3:16). All phases of education must be based on God's Word. Everything must be Christ-centered and strive to develop the child to his/her fullest potential in his/her knowledge, skills, and attitudes (Proverbs 22:6).

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The faith and attitude of each individual is outwardly shown through his good works (James 2:18). All are responsible to God for all of their activities. This includes their relation to God, to the church, to the family, to the community, to the government, as well as, to all mankind. Christian education must guide and direct every individual to live his/her total life to the glory of God and thus fulfill the purpose for which they were created.

## Statement of Purpose

God has given every parent a most important responsibility: To train up his or her child in the nurture and admonition of the Lord and help them to grow and remain with Christ (Ephesians 6:4, Proverbs 22:5).

In seeking to fulfill this God-given responsibility, it is entirely appropriate for concerned parents to turn to their church for help as they struggle to bring and keep their child close to Jesus in an increasingly hostile and secular world. The church response must position itself to do everything that it can to equip parents for their important task and assist them in carrying it out.

This equipping and assisting requires that a comprehensive Christian education program be in place for our parents. Some things parents might reasonably expect of their church in this regard could include a Sunday School, Vacation Bible School, confirmation instruction, Bible classes directed toward Christian parenting, and most importantly, a Christian Day School.

It is the responsibility of the Board of Education, the school principal, the pastor, and the faculty who have been called or contracted by our congregation, to provide these necessary support services for our parents.

Training up students in the nurture and admonition of the Lord and helping them to grow and remain with Christ requires that the church and the home work closely with one another. One must support the other and together they must consistently proclaim law and gospel. We recognize that the Holy Spirit creates and preserves faith, but we also know the Spirit always works through people and means. The individual efforts of concerned Christian parents and the collective educational efforts of our church become vitally important in the light of this truth.

The operation of a preschool through eighth grade Christian Day School, along with all of the many other supporting educational programs, is a rewarding and challenging undertaking for Trinity Lutheran Church. In response to God's grace in Jesus Christ, members of this congregation support this ministry with personal contributions of time and abilities, as well as, sacrificial financial gifts.

As our church and our families cooperate to provide the best possible Christian education for our students, we must also be aware of the community around us. Jesus has called us individually and collectively, and has instructed us to go and make disciples. As a united community of believers, we need to strive to share the Gospel and the best of ourselves and our blessings with others. God expects us, as His people, to have a positive, lasting effect on the community where He has placed us. Positive changes in society need to be promoted and developed by God's people in accordance with God's will.

"God would have all men to be saved and come to the knowledge of the truth" (Timothy 3:7). We believe our Christian Day School is a part of God's will and plan for our students, our congregation, and our community at large.

## School Objectives

We recognize that our students have a variety of needs. These needs have spiritual, physical, intellectual, social, emotional, and aesthetic dimensions. In addressing these needs our school has the following objectives:

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## THAT THE CHILD...

- Grows in knowledge and develops the attitudes and behaviors needed to function effectively as God's child (spiritual).
- Understands his or her body and accepts responsibility for its health, safety, and recreation (physical).
- Develops logical, scientific, and creative thinking habits, gains knowledge and communication tools, and acquires significant elements of his or her cultural and national heritage (intellectual).
- Develops social skills needed to live competently, cooperatively, and creatively (social).
- Understands and is in control of his or her emotions, finds security and a true picture of self through firm reliance on God and trust in Christ, and practices Christian love toward all (emotional).
- Appreciates and confidently expresses him/herself in the beauties of nature and various fine arts (aesthetic).

## Home-School Relationship

We enjoy working with parents and students who are willing to walk with us in ONENESS of spirit and purpose. For the good of the child we require that the parents uphold the faculty and the instruction of the school. For the well-being of the child we need to work together for the benefit of the Christian family.

The home is and always will be the chief agency for Christian training. A Christian Day School does not relieve the parent of their obligations. The purpose of the school is to serve as an important aid to the extension of the home in the vital work of Christian training. When the home and school are both Christ-centered, your child is receiving the best education he/she can receive.

A triangle has to be present for the job to be done well. The sides of the triangle are the home, church, and school. If any of the three sides of the triangle is missing, there is no triangle left. All three are vitally important. So, please remember that we are in this together. Let us pray for each other often.

You can help us in this important task in the following ways:

- Enroll your child in a Christian Day School
- Pray often for guidance for yourself and others
- Make family devotions a regular part of your life
- Attend church and Bible class regularly
- Actively and verbally support and strengthen your church and school and its workers
- Show an interest in your child's work and other school activities
- Always set a Christian example
- Talk over school problems with your teacher FIRST in order that any real problems may be solved early. Many times the problems can be solved quickly by talking to the parties involved, and if this does not help, follow it up with a visit to the principal. If the problem still cannot be resolved, the principal will discuss it with the Board of Education
- Emphasize Christ centered conversation, literature, and actions in your home
- Lean heavily on God for help and then use your God-given talents for action

## Enrollment

Enrollment in our school is open to anyone wishing a Christian education regardless of his present church membership. Members of Trinity Lutheran Church will be given priority in enrollment. Non-member families will be charged a higher tuition rate set by the Board of Education. Families may be charged for additional education fees (ie. technology, athletics, art, etc.).

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Trinity Lutheran School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our education policies, admission policies, athletic policies, or other school administered programs.

Students wishing to enter Kindergarten(5K) must have reached the age of five on or before September first to begin school in the fall. Students wishing to enter Preschool must have reached the age of three or four, on or before September first, and be completely potty-trained, to begin school in the fall. All students must present evidence that they have received at least the first dose of each type of vaccine required for their grade level within 30 days after admission to school or have opted out by filling out the waiver on the Student Immunization Record form. The county health nurse can be made available to explain all vaccines required.

Transfer students will be placed into the proper grade level after careful review of previous school transcripts. Non-member students accepted into our school family will serve a nine-week probation period, to determine if they are academically proven for the grade level to which they have applied, and whether their standards of discipline are compatible with those of this school. The Board of Education must approve all transfers.

### **Fees and Registration**

There are other fees that may be charged in addition to tuition. The Board of Education may adjust the amount of these fees as necessary. Registration for students (Preschool - 8) must be submitted by the end of May for the next school year. These comprehensive fees do not pay for Bibles and Catechisms.

### **Tuition/Service Hours**

Tuition is determined by the Board of Education. Tuition can be paid in full prior to the start of the school year or can be paid in 10 equal monthly installments. A \$25 late fee will be added if the monthly, tuition payment is not received by the end of the month.

Trinity Lutheran also offers ways to help reduce your tuition cost. Trinity has a Scrip program where a percentage of Scrip purchased is applied as a credit to your child's tuition. Service hours can also be completed to reduce the cost of the tuition. Tuition options are defined on the registration form and are to be selected when registering your student(s).

In multiple household families, the person signing the registration form is responsible for choosing the service hours option and making sure it is met. If a family chooses different options, there must be multiple registration forms filled out with the different options.

Service hours are to be reported on the Service Hours Form that is provided at the open house each school year. Service hours are defined as:

- A family receives 1 service hour for every hour of service that an adult family member donates to an approved school activity. The approved school activities are listed on the Service Hours Form.
- Participation in a fundraiser is worth 1 service hour
- A donation such as food or raffle items counts as 1 service hour

All 15 service hours must be completed by April 30<sup>th</sup> of each school year. If a family has not completed and turned in the 15-hour total requirement by May 10<sup>th</sup>, the family is required to "buy out" the remainder of their hours at the rate of \$10.00 per incomplete hour. For any family whose service hours (or "buy out") have not been fulfilled by the end of the school year, student report cards will be held until the balance of the money/hours have been met.

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Tuition and service hours are reviewed each year, no later than May, by the Board of Education and will be presented to the Church Council.

## **Policies**

### **Alcohol/Tobacco/Drug/Weapons Policy**

Trinity Lutheran School is a drug free facility. No alcohol, tobacco, or drugs are permitted anywhere on Trinity's school, church, or daycare premises. This includes e-cigarettes. Alcohol, tobacco, and drug use is also prohibited during any school functions, on or off premises. Students are not permitted to have weapons or look alike weapons anywhere on Trinity's school, church, or daycare premises.

### **Arrival Time**

Buses arrive at school between 7:10 a.m. and 7:20 a.m. The students remain outside until 7:20 a.m. when the first bell rings, unless there is inclement weather, or at the faculty's discretion. School officially begins at 7:30 a.m. for 3K-8, so there is no need for parents to bring students before 7:20 a.m. Arrangements may be made with daycare if an earlier arrival time is needed for your family.

### **Bicycles**

Students may ride bicycles to school. The bike should be parked against the west side of the building and left there until school is dismissed. Bicycle riding is not permitted on the playground. Trinity Lutheran School is not responsible for any damage to or loss of a bike parked at the school. Students riding bikes should not arrive before 7:15 a.m. and must leave upon dismissal of school.

### **Bottled Water**

The students of Trinity Lutheran School may bring in a covered container for water for their personal use. The water may not be placed into coolers, shared or used in any other manner, other than for personal consumption. No juices, carbonated or flavored water will be allowed within the classroom. If a person abuses this privilege, they will no longer be allowed to bring a water bottle to school.

### **Chapel Services**

Student worship services are conducted every week. Parents are invited to attend. At each service an offering is taken and various mission projects are supported by these offerings. The Tiger Tales will keep you informed as to the recipients of your offerings. All students are to be reminded that when they attend chapel services they are to act in such a manner as would give glory to God. Students are to enter and leave the church or gym quietly.

### **Class Trips/Field Trips**

Field trips are considered part of the curriculum of the school because they contribute directly to the teaching of the child. Students in all grades will be participating in class trips during the school year. Field trips are planned by the teacher with the approval of the principal. In all cases, students are prepared for field trips in advance and parents are informed. Parents are requested to cooperate by providing necessary materials, donations for the trip, and occasionally transportation. A written explanation of the event will be sent home before the date of the trip.

The return of a signed permission form is required before the child may attend. Students not participating must have a written excuse from parents. They will be required to complete additional studies.

The school relies on parents to furnish transportation for many activities away from the school premises. Parents/guardians/volunteers willing to drive on these occasions must have complete and adequate insurance coverage on their automobiles and have a background check completed. Seat belts must be available for all students. Trinity adheres to the child safety restraint systems, Section

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347.48, Wisconsin Statutes. The information can be found on the following website:  
<http://wisconsin.gov/Pages/safety/education/child-safety/default.aspx>

### **Communicable Disease**

Any child with a fever over 100.4°F must stay home from school until fever free for 24 hours without the help of medication, unless they have a doctor's note explaining that they can return. Therefore, if a child is sent home from school with a fever, they may not return to school the next day without a doctor's note.

To meet state health codes, all communicable diseases must be reported to the Calumet County Health Department (849-1432). A child suspected of having a communicable disease shall be excluded from class by the school. Students receiving a positive strep throat culture must be kept at home until medication has been administered for a 24-hour period. A doctor's excuse is required when a child has been absent for more than three consecutive days.

### **Communication in Resolving a Problem or Conflict**

Step 1 - Meet with the teacher or faculty person who is directly involved with the situation.

Step 2 - Meet with the principal.

Step 3 - Meet with the Board of Education.

### **Parent/Teacher Conferences**

Conferences are held twice a year. The first one is mandatory and is held at the end of the first quarter. The second one is optional and is held midway through the third quarter. As the second conference is optional, it may be requested by either the teacher or parent.

### **Curriculum**

Lutheran Theology is taught in addition to the usual subjects in the elementary school. It is taught as a way of life spreading through the entire curriculum. As the child goes through our school he/she learns more of the chief doctrines of the Bible. In order to help and encourage our children's spiritual growth and life of faith, the child learns from memory the chief doctrines of the Bible, prayers, Bible verses, hymns, and the six chief parts of Luther's Small Catechism.

In some of the secular subjects, workbooks are used along with texts. In addition to religion the subjects are: reading, language arts, social studies, science, health, mathematics, spelling, physical education, art, computer, Spanish, and music.

Computers and other technology resources are available to all grades. An Internet Use Agreement must be signed by the student and parent before permission is granted to use this educational service. All subjects are taught with a Christian approach and given a Christian interpretation.

### **Damages**

The family will be required to reimburse the school for loss or damage to any school materials or property under their care or use. This includes textbooks, Chromebooks, MacBooks, and library books. The average cost to replace a textbook is \$75.00 and a Chromebook is \$350.00.

### **Discipline Policy**

Hebrews 12:11 "For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it."

The students attending our school, like all students, are born saints and sinners. They are saints in that their sins have been forgiven by the blood of Christ; they are sinners in that their old sinful nature still leads them to rebel against God and His Will. No child can, therefore, completely discipline him or herself in every area of life. Direction for the child by others, especially by parents and faculty is vital.

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All relationships with students are to be rooted in the spirit of Christian love and understanding. Individual classroom discipline cases are to be handled by the classroom teacher. The most helpful procedure is for the teacher to make sure that their class understands the classroom and school rules. Outside the classroom, all faculty necessarily assume responsibility for all students. When certain situations arise the principal should be involved.

The following items are excellent aids in promoting Christ-centered discipline which are adhered to by the teacher:

- Make God your partner in situations requiring disciplinary action. Let the students feel that such a partnership exists.
- Gain the confidence of the child. When it becomes necessary to correct the child, help him/her realize it is the behavior you are correcting.
- Preventive discipline is more pleasant and fruitful than corrective discipline.
- Treating pupils with respect will make it easier to command respect when necessary.
- Be firm, consistent, fair and kind from the start.
- Punishment should be intended for the good of the child rather than for the satisfaction of the teacher.

Individual classroom discipline plans will be discussed before each school year. A plan should be made available to parents and students at the Open House.

When behaviors are deemed severe in nature, the principal will follow these procedures:

1. Parent notification, verbal warning and written apology to the faculty, student, or person involved. Classroom policy consequences continue at all levels. <sup>[L]</sup><sub>[SEP]</sub>
2. Parent notification, student is suspended from their classroom for a half day. This is an in-school suspension. If the student is involved in extracurricular sports, one game is taken away. Classroom policy consequences continue at all levels. <sup>[L]</sup><sub>[SEP]</sub>
3. Parent notification, student is suspended from their classroom for a whole day. This is an in-school suspension. If the student is involved in extracurricular sports, one game is taken away. Classroom policy consequences continue at all levels. <sup>[L]</sup><sub>[SEP]</sub>
4. Parent notification and a meeting are to be set with the Board of Education, parents, and teacher(s) involved. The student will be given an out of school suspension not to exceed two days and will lose extra-curricular sports privileges for the remainder of the year. Classroom policy consequences continue at all levels. <sup>[L]</sup><sub>[SEP]</sub>

Continual poor behavior and/or severe infractions may result in expulsion. Examples include, but are not limited to: striking another person, purposeful destruction of property, sexual harassment, carrying weapons, drugs, bullying and threats, etc. These behaviors require immediate attention. A private Board of Education meeting will be held in such cases. The student and parents will meet with the Board of Education at this meeting along with the teacher(s) involved and the principal. Classroom policy consequences continue at all levels.

## **Bullying**

Trinity Lutheran Rantoul believes that all students have a right to a safe and healthy school environment. Jesus Christ himself has said, "Love one another. As I have loved you, so you must love one another" John 13:34. Trinity Lutheran Rantoul School and families have an obligation to promote mutual respect, tolerance, and acceptance.

Trinity Lutheran Rantoul will not tolerate behavior that infringes on the safety of any student. Bullying is any behavior that is repeated and intended to bring harm to another person. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical

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contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Trinity Lutheran Rantoul expects students, faculty, and parents to immediately report incidents of bullying to the principal. Faculty are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This applies to students on school and church grounds, while traveling to and from school or a school-sponsored activity, during lunch time, and during any school-sponsored activity.

To ensure bullying does not occur at our school, faculty at Trinity Lutheran Rantoul will be provided staff development training in bullying prevention.

Faculty will discuss this with their students in age-appropriate ways and will assure students that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

### **Dismissal**

The 3K students will be dismissed at 11:00 a.m., the 4K students at 11:10 a.m., and grades 5K-8 by 3:30 p.m. Students must leave school upon dismissal. Non-bus students must be picked up by 3:45 p.m. All students need to be responsible for knowing their mode of transportation. If your child is taking another means of transportation home, notification must be made to the school office by 3 p.m. Please leave a message if no one is in the office to answer. An exception is made for students who are requested to stay after by a teacher and for students involved in sports.

### **Dress Code**

Our body is a temple of the Holy Spirit. It therefore follows that as we present that body, it ought to be done in a decent and respectable fashion.

The Board of Education and our faculty believe that each student be dressed in a way that will not hinder the education process and will promote a positive image among students. The following dress code will be observed:

- Students will refrain from wearing;
  - Excessively frayed or torn clothing
  - Bare midriff, strapless, thin strap, or see-through shirts
  - Spandex shorts or pants (Leggings may be worn, but top or dress should cover to mid-thigh)
  - Clothing with obscene language, pictures or references
  - Clothing with tobacco and/or alcoholic beverages
  - Hats in the building
  - Clothing or accessories that might be disruptive to the learning process in our school per the discretion of the principal
- Shorts are expected to be modest and fit appropriately
- Closed toe/closed heel shoes are required to be worn for recess
- If any shoes turn into a distraction at any time, the student will be given a warning and the parents will be notified. If they are a distraction a second time the student will not be allowed to wear them and will be referred to the principal for discussion.

In the event a teacher notices a student improperly dressed, it is the responsibility of the teacher to bring this to the attention of the principal. The student will be asked not to wear the offensive item again and will be asked to call home for a change of clothing. It is much better if parents carefully monitor how their students dress for school.

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## **Faculty Devotions**

The faculty at Trinity Lutheran School holds devotions before the start of school or at lunch. Please be respectful of this devotional time.

## **Fair Projects**

Science, Art, and Culture Fair projects need to be new creations. More information will be given by the teacher at the time of this project.

## **Fire and Tornado Drills**

Fire and tornado drills are conducted to instruct students and faculty on proper procedures and safety measures. Fire drills are conducted each month, except during very cold weather, which is under the discretion of the principal. Tornado drills are conducted twice, once during the fall and once during the spring.

It is the responsibility of each teacher to instruct the class during the first week of school regarding the safe manner used to leave the school or to proceed to the designated safe area. A special alarm is used for each drill. When the warning is given, faculty are to direct the students to walk from their classroom in single file to the designated area and remain there until the all clear is given or the principal gives other special instructions.

The alarm indicating the fire drill will be a continuous ring for several minutes. The all clear is a whistle blown by the principal and all classes may then return to their classroom.

The alarm indicating a tornado drill will be a series of intermittent rings of the alarm. Students are to proceed to their designated safe area and wait until the all-clear whistle is blown.

Directions for exiting from the buildings in case of fire or other emergency are posted in every classroom.

Wisconsin Statutes 118.07(2) (a) (b): Once each month without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case of fire except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions.

A fire exit plan is posted in each room in the building. Students and faculty should know where the correct exit is for the location of the building section they are in. Faculty are to direct the students to the front of the Church during the fire drill. All doors and windows should be closed. The teacher will close the classroom door, being the last one out.

Students are to organize themselves in an orderly fashion and remain quiet during the drill so that faculty may take a count, and any directions given can be heard. Disorderly students should be reported to the principal. Each drill is timed to record the speed at which evacuation and safety positions are reached.

Tornado safety areas will be discussed with the students in the spring of the year. Students must remain silent to hear directions.

## **First Aid/Medications**

All accidents, serious or slight, to anyone at any time should be reported to the school office and an Accident Report must be completed.

First aid equipment kits are available in the school office, the exit near the First and Second Grade Classroom, and the kitchen. The equipment is located in labeled containers. When a child is injured the adult in charge should administer the necessary supplies. They must use rubber gloves and the spray for any blood borne pathogens. Cold compresses are located in the kitchen freezer.

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No treatment should go beyond basic first aid and no medication should be administered without parental consent. Parents grant this permission when filling out a medication form. Forms are available in the school office and online. Aspirin and similar drugs are not to be given without parental consent.

Any accident to a student, which requires medical attention, is an emergency. The following procedure should be carried out:

If necessary, move the student to a safe area. If in doubt, DO NOT move the student. [L] [SEP]

1. In the event of a serious injury or in case of doubt, contact the paramedics first.
2. Treat for shock and cover the student. [L] [SEP]
3. Notify the principal immediately. [L] [SEP]
4. Arrange to contact the parents for directions for obtaining medical care. See the School Emergency Card File stored in an index card box in the school office. [L] [SEP]
5. Should the parents or contact person be unavailable, the principal has full jurisdiction over any decisions made for this child. [L] [SEP]
6. Should Step 4 become necessary, efforts to contact the parents will continue throughout the day. The child's physician should be contacted, if needed.
7. Should transportation be necessary, the principal/teacher will accompany the child. [L] [SEP]
8. The child's teacher or person on duty should give a written explanation as to the circumstances of the accident, and the assistance that was administered. An accident form will be sent home and a copy kept on file. [L] [SEP] [L] [SEP]

Any other decisions pertaining to the health and safety of the students are the responsibility of the principal and any other persons so designated.

## Grading Scale

The following system has been devised to evaluate, in the best possible manner, the progress of students.

The following grading scale is used for 3K, 4K, and 5K:

- 1 - Knows material
- 2 - Progressing exceptionally well
- 3 - Progressing well
- 4 - Progressing slowly
- 5 - Material not yet learned/taught

The following academic grading scale is used for 1<sup>st</sup> through 8<sup>th</sup> grade.

A+ 100-99	B+ 92-91	C+ 84-83	D+ 74-73	F 64-0
A 98-95	B 90-87	C 82-77	D 72-67	
A- 94-93	B- 86-85	C- 76-75	D- 66-65	

The following behavior effort grading scale is used for 1<sup>st</sup> through 8<sup>th</sup> grade.

- 1 – Excellent
- 2 – Good
- 3 – Moderate
- 4 – Unacceptable

Parents can check their student's grades (1<sup>st</sup> – 8<sup>th</sup>) online.

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## Graduation

Graduation is usually held on the first Thursday evening worship service of the summer church schedule. A guest speaker may present the message to the graduates and congregation present, relating to the challenges that are ahead of them.

Presentation of the diplomas is done by the Chairman of the Board of Education, with congratulatory handshakes by the chairman of the congregation, the principal, and the pastor. A reception sponsored by the seventh grade parents follows the service.

## Homework

A reasonable amount of homework is expected of all students. A smaller amount of homework may be expected in the lower grades while a proportionately greater amount may be given in the middle and upper grades. While frequent opportunities for completing assignments are available during the school day, some home study may be necessary. In cases where a student seems to bring home a disproportionately large amount of homework, parents should arrange to discuss the matter with the teacher.

It is very important that the students complete their assignments. We appreciate any help you as parents may give, but do not do their homework for them. Parents should be aware of their child's homework and should always help him/her to remember to bring the work back to school the next day.

Students who are absent from school will make up the work on the following time schedule - one school day for each day's excused absence. Example: if a child is sick on Monday and returns on Tuesday, the make-up work will be completed by Wednesday. Parents are discouraged from planning family trips and activities which will cause the students to miss many days of class.

Students found to have committed plagiarism, cheated on tests, quizzes, exams, or homework, will receive automatic failures. All students should be proud of their own work done on any school assignment.

## Immunizations

All students must present evidence that they have received at least the first dose of each type of vaccine required for their grade level within 30 days after admission to school or have opted out by filling out the waiver on the Student Immunization Record form.

The required immunizations can be found detailed on the Wisconsin Department of Health Services website located at: <https://www.dhs.wisconsin.gov/immunization/reqs.htm>

If you opt out of receiving the required immunizations, the WAIVER section of the Student Immunization Record form needs to be filled out with a doctor's signature when required. The Student Immunization Record can be found online at: <https://www.dhs.wisconsin.gov/forms/f0/f04020l.pdf>

## Library

Students will be held responsible for lost and damaged books. Upon loss or damage, the student will be assessed a fee for repurchase and shipping of the book/recording. All library fines must be paid at the end of each quarter to obtain the student's report card. All books must be checked out under teacher supervision.

## Lockdown with Warning or Intruder

A school lock down is initiated when the safety of students and faculty is believed to be at risk. One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, Trinity will take steps to isolate students, faculty, and staff from danger by instituting a school lockdown.

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## Lost and Found

Each year a large collection of lost and found and unclaimed items are gathered. Please label items so that when misplaced they may be returned. Lost items will be placed in the lost and found. Items not claimed will be donated to a non-profit organization periodically.

## Lunch Program

Microwaves are available during the lunch break for all students. When using the microwaves students must provide their own plates. Students are limited to microwaving times of 3 minutes or less and should clean up their spills. Parents should ensure that their student knows how to use a microwave. It would be greatly appreciated if microwave popcorn could be popped at home and sent to school in a zipped plastic bag.

Students will bring in their own lunches. Milk is available for students to purchase. Students may also bring in juice boxes, sports drinks, and water (no soda is permitted). These drinks are permitted at lunch time only. All lunches and drinks will be kept in the locker. The price of milk is announced at the beginning of the school year.

Throughout the year, various special lunch days may be offered at a cost to your child.

## Lunch Recess

Weather permitting, all students will go outside during lunch recess. Students need to bring all necessary items to dress appropriately for the weather, such as boots, mittens, hats, etc. Students who have to stay in for more than three days should have a doctor's note explaining why this is advisable.

## National Lutheran School Accreditation (NLSA)

NLSA is a nationally recognized self-evaluation. The process has been authorized by the Board of Parish Services of the Lutheran Church-Missouri Synod. This process identifies schools which have maintained high academic standards for their schools. Trinity is currently pursuing NLSA Accreditation with plans to complete by spring of 2021.

## Newsletter

The *Tiger Tales* is the school newsletter, which is published weekly. This newsletter contains information about upcoming events, field trips, singing schedules, tuition payments, etc. Please read your *Tiger Tales* to stay informed. *Tiger Tales* will be available by email, on the school website at [www.trinityrantoul.org](http://www.trinityrantoul.org), and, upon request only, in print.

## Non-Discrimination Policy

Trinity Lutheran School does not discriminate based on race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our education policies, admission policies, athletic policies or other school administered programs.

## Parent Teacher Lutheran Schools (PTLS)

The purpose of the PTLS is to support the students/faculty/school. PTLS raises money for new classroom items, athletic expenses, and field trips. All parents of students at Trinity Lutheran School are members and are urged to participate. Meetings and fundraisers are held regularly.

## Playground and Gym Rules

Students need a place to relax, burn up some of the extra energy, and socialize with their classmates and schoolmates. The playground and gym can also be a dangerous place where accidents can happen with careless use. Each member of the faculty must assume his/her share of the responsibility in supervising the playground or gym to keep safety as a number one priority.

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Outside play area is restricted to the playground and blacktop area on the south side of the school building. Students may play on the softball field if the adult in charge gives permission. At this time the entire student body at recess will go to the softball field. Special permission may be given to the upper grade students to use the church parking lot to play.

General rules are:

- Closed-toe/closed-heel shoes are required for safety
- Avoid roughhousing on playground equipment
- Only one person at a time is permitted on a swing.
- The swings are not to be stood on or twisted
- No walking up the slide
- Slide one person at a time
- Students must be seated when sliding
- No pulling clothes, no spitting, no throwing or kicking rocks/snowballs, no tackling, no king-of-the-mountain games, and no piggy-back games
- Faulty equipment should be reported to the principal

In the gym, balls are not to be kicked. Basketball games should be played on only one half of the gym. The balls should be limited to three on each half of the gym. The students should not sit on the heat registers.

As with any outdoor or indoor play, students need to ask permission when leaving the area during recess. The adult in charge should also make consistent corrections in the proper way equipment should be used to keep safety first. Students are not to enter the daycare building or the daycare play area without teacher permission.

### **Promotion/Retention**

Promotion of the student should be based on the child's accomplishments over the entire year. Included in a year's evaluation of the child are the following:

- The Individual Child: Achieving potential, and social and emotional development are the important factors in both promotion and grading. An individual child will be promoted or retained when it is thought to be in the best interest of the child by the principal, teacher, and parents.
- Standardized Test Scores
- Parent/Teacher Conferences

Generally, a child will be a candidate for retention in a grade level if he/she has a failing academic grade in three or more of the major subjects. These would include religion, reading, math, spelling, phonics, language, social studies, and science. Other subjects may be considered as major subjects by the discretion of the principal and Board of Education.

Notification should be made to the principal at the end of the second progress report if retention of a student is indicated by past performance. The principal, with the approval of the Board of Education will then inform the parents of the possible retention unless improvement is made at the end of the third grading period. The possible retention of a student should be discussed with the parents at the parent/teacher conference after the third grading period. The principal should be informed of the meeting time and be requested to attend.

### **Public School Bus Transportation**

Most of our students have the opportunity to be picked up and delivered to school by three school districts: Chilton, Brillion, and Hilbert. Any problems that develop in regard to improper conduct by our students while on the bus will be handled by Trinity's principal. Our students are obligated to follow the

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rules and guidelines established by the public school districts in regard to conduct, safety, and respect toward official representatives of the school district.

Faculty at Trinity Lutheran School are responsible to see that our students load the bus safely each day, and that the bus has come to a complete stop before loading after school hours. Faculty take turns each day of the week supervising the loading of the school buses. Parents and students will be asked to sign their district's bus transportation discipline plan once they have read over all the rules.

### **Report Cards**

Report cards are issued four times a year. At the end of the first quarter, special parent/teacher conferences will be held to discuss the child's work and attitudes and to help where problems are present. A second optional conference will be held at mid-point of the third quarter. This will be a short scheduled conference. Additional conferences may be scheduled as needed.

Trinity Lutheran School publishes an A and B Honor Roll. To obtain the A Honor Roll, you must have all A's with the exception of one B. To obtain the B Honor Roll, you must have all A's or B's with the exception of one C.

If a student receives a behavioral effort grade of a 4 on any part of his/her report card the student is not eligible for either the A or B Honor Roll.

Parents are encouraged to speak with their child's teacher(s) at ANY time if they have concerns.

### **School Attendance**

Regular school attendance is essential for the progress of the child's work. It is also required by the state attendance law. On the day a child is absent from school, the parent must call the school office at 920-853-3134, before 7:30 a.m. to state why the child is absent. The parents should make arrangements to have homework picked up or sent home with another child.

A doctor's excuse may be requested if a child is absent over three days. Chronic absences without acceptable excuses or medical verification will be considered excessive. Every attempt will be made to notify and work with parents to avoid serious attendance problems. If these attempts fail to correct the problem, legal proceedings will be brought against the child under Wis. State Statute 118.15. Any child who is absent for more than 10 days in the school year will be considered for this penalty.

Whenever possible doctor, dentist, and orthodontist appointments should be made after school hours. The teacher should be told in advance when the student has an appointment. Parents who need to pick up their child(ren) during the school day are asked to first sign the sheet at the office and then go to the classroom to meet their child(ren).

An unexcused absence (truancy) is when a student is absent from school or individual classes without the knowledge of his parents, guardians, or school officials. Schoolwork missed must be made up within one day after the absence. Missing work or papers turned in late are scored "0" unless due to excused absences.

Vacation trips while school is in session are discouraged. If a trip must be taken, classroom faculty should be notified in advance. Faculty are not expected, but will attempt to provide assignments in advance. Decisions about this are left to the individual classroom teacher.

### **School Choirs**

Our school choirs sing regularly for church and chapel services. All students are encouraged to participate in the choir. Students who indicate they will NOT be present for a scheduled performance will not be able to participate in dress rehearsals.

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## School Closing

In the event of possible school closing or delays because of inclement weather, radio and TV notification over the following stations WIXX (FM 101.1) and WBAY (Channel 2) will alert parents and students to the situation. If the Hilbert Public School District is cancelled, Trinity Lutheran School will be cancelled.

Delayed openings will result in school beginning at 9:30 a.m. If a morning delay occurs, 3K and 4K will not be held. Buses will run approximately two hours later than normal.

Sometimes weather conditions force early dismissal of students. If weather conditions worsen throughout the day, radio, and TV alert will advise parents at what time school will be dismissed.

If the Hilbert Public School system announces a late start or early dismissal, parents in other districts are responsible for their own child's transportation.

## School Pictures

School pictures are taken early in the fall. Parents are not obligated to purchase pictures.

## School Rules

Specific classroom rules may vary, but in general the school wide rules are as follows:

- Show love and respect towards others
- Walk in the hallway and keep noise to a minimum
- Keep hands, bodies, and objects to yourself
- Balls are not to be dribbled in the hallway
- Chewing gum is not permitted
- Students are to listen, respect, and obey the adult in charge
- Nuisance items are to be left at home and may be confiscated if brought to school
- Coarse, obscene, or disrespectful language is not permitted
- Students should never be ridiculed, excluded, or threatened
- Students are to be at the right place at the right time and with the proper supplies
- Conform to the dress code
- Personal electronic devices may not be used in the building during school hours and must be kept in their locker during school hours
- No alcohol, tobacco, e-cigarettes, or drugs are permitted anywhere on Trinity's school, church, or daycare premises. These items are also prohibited during any school functions, on or off premises. Students are not permitted to have weapons or look alike weapons anywhere on Trinity's school, church, or daycare premises. Students violating this policy shall be subject to disciplinary action, which may include suspension or expulsion.

## School Schedule

7:20 – 7:30	Arrival time, doors are opened
7:30	Classes Begin
11:10 - 11:40	Lunch
11:40 – 12:05	Lunch Recess
3:15 – 3:30	Clean Up and Dismissal

## School Supplies

Each child is required to have the school supplies indicated for his/her grade. This may require a periodic check by parents to be certain their child has all supplies August through May. Frequent replacements may be necessary. A lack of sufficient supplies puts a hardship on your child and his/her fellow students.

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## Telephone

Use of the school telephone by the students is not allowed unless there is teacher consent. A teacher will give permission to a child to call home for reasons such as a forgotten lunch, illness, homework that must be turned in on that day, or other instances in which the teacher deems it absolutely necessary for the child to call home. Parents, please refrain from calling your child unless it is an emergency. In the event the student receives a message he/she will be called out of class only in the case of an emergency. Please note that personal electronic devices may not be used in the building.

## Testing Program

In addition to tests in the classroom on curriculum, students participate in MAP testing three times per year. Scoring of these tests is done by computer and is made available to parents. Test results are added to the student's permanent record.

## Visitors

All visitors are asked to sign in at the office upon entering the building during regular school hours. The doors will be locked during the school day for safety purposes.

For security purposes no students are allowed to open entrance doors, EVEN IF THEY KNOW the individual on the other side. Students should make the faculty aware that someone is at the entrance and must get the faculty's permission to answer the door.

## Athletic Programs

### ***Participation/Eligibility:***

#### **Purpose**

The purpose and mission of Trinity Lutheran School is to teach our students the way in which our Lord Jesus Christ would have us live. The goal then is to strengthen their faith through daily living. This is commanded of us in the Holy Scriptures. The secondary goal then is to teach the students how to be good citizens in our society and how to contribute to their society. This is done through the daily study of the academic subjects. In order to prepare a well-rounded individual, all subject areas need to be taught and studied diligently. It is to these ends that this policy is enforced.

#### **Policy**

Individuals who wish to participate in extracurricular athletic activities must maintain a C- average and/or have no F in any one class during the time of the athletic season and for the grading period that directly precedes the season. This average may be the lowest numerical average possible that established the C- average.

#### **Monitoring**

This policy shall be monitored in the following manner. The student must maintain the C- average described above, and/or have no F in any one of the core curriculum areas. This includes religion (confirmation), memory, math, reading, social studies, science, English and spelling. Faculty must notify the Athletic Director and coach immediately if a student falls below a "C-" average in any class.

#### **Procedure**

When a student is determined to have violated the policy the following steps shall be taken:

1. The student will be placed on probation for one week. This includes loss of any game time or practice time that may fall in this week. During this probation week all schoolwork in the subject
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area(s) in deficiency must be at a C- average level. The student's parents are to be notified of this situation immediately.

2. The student will be granted full privileges at the end of one week if the requirements in #1 have been met.
3. The second time that this situation occurs to the student, in the same subject area or a different one, the probation period shall be two weeks. The student will be required to meet the standards set in #1 above. The student's parents are to be notified of this situation immediately.
4. If the student fails to meet the standards, he/she will be removed for the remainder of the season.
5. The student's parents will also be notified by phone and mail of this situation

### **Special Education Students**

The school administration recognizes that there are some students with a genuine learning difficulty. These students may continually be in violation of this policy because of their difficulties. These situations may be addressed individually by the principal, athletic director, and child's teacher(s) to determine if the student should be allowed an exception to the policy. It will be strictly noted that this situation and a lack of effort on the part of the student are two different problems. It is of the former, which we intend here.

### **Recourse**

The student-athlete and parents may appeal any decision made by first contacting the Athletic Director. If satisfaction is not obtained, the principal is to be contacted. If satisfaction is still not received, the filing party may contact the Board of Education chairman for an appointment to hear the complaint.

### ***Athletic Conduct Code:***

#### **Purpose**

The purpose of this code is to ensure the proper conduct of Trinity Lutheran School athletes, both in and outside of competition. The student-athlete who represents Trinity Lutheran School not only represents the school, but also himself/herself, and his/her Lord. The school, being of parochial nature, teaches proper Christian conduct to all its students. The student-athlete is one who is "in the public eye" more than the regular, non-participating student. Therefore, it is incumbent upon this person to conduct himself/herself in an exemplary manner.

#### **Policy**

The student-athlete shall conduct himself/herself worthy of a Christian. This includes conduct both on the playing field and off. He/she shall not curse, swear, lie, cheat, steal, deceive, both vocally and with physical gestures, or engage in any activity unworthy of the call of a Christian.

After the student has received his/her third check, the teacher will call home to the student's parents for disciplinary action. When this happens, the student will be suspended for one team game. The student should still be present at the event and sitting on the bench, but will not be allowed to participate.

#### **Monitoring**

The student-athlete will be under this scrutiny at school, in route to games, at the contests, and on the return home. The student-athlete will be formally monitored by the coach, athletic director, principal, and faculty of the school. Informally the student-athlete will be monitored by visiting team coaches, visiting school faculty, and visiting fans as well as our own. The athletic director, coach, and principal shall evaluate any claims made by any of these "informal" monitors to judge the merit of any such claim. Then the appropriate action shall be taken.

#### **Procedure**

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The student-athlete found to be in violation of the Athletic Conduct Code shall be dealt with as follows:

1. The student shall be suspended from any team activities for one week, beginning immediately upon determination of violation. The parent(s) and the coach(es) shall be notified by the principal of this action immediately.
2. If the Code is violated again during the same athletic season, besides classroom discipline, the student-athlete shall be suspended from the activity for the remainder of the season. Again, notification will take place by the principal.

**Recourse**

The student-athlete and parents may appeal any decision made by first contacting the Principal. If satisfaction is not received, the filing party may contact the Board of Education chairman for an appointment to hear the complaint.

Please Note: The student remains suspended while the recourse action is being sought.

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