

**Parent Student Handbook  
Trinity Lutheran School  
2017-2018**



***Our Mission Statement:***

***Compelled by the love of Jesus Christ, we, as a congregation, proclaim the truth of God's Word to all through worship, education, service, support, and fellowship, so our faith is nurtured and His kingdom may grow.***

***Trinity Lutheran Church and School***

# ***Trinity Lutheran School***

1268 Pleasant Valley Road

West Bend, WI 53095

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Phone: (262) 675-6627

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## **THE BOARD OF EDUCATION**

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## **PURPOSE OF OUR SCHOOL**

We read in Ephesians 6:4, "*Fathers, do not exasperate your children: instead, bring them up in the training and instruction of the Lord.*" To obey this command of God the Christian will want to use the best means of providing for the Christian training of children. Therefore, the members of Trinity Ev. Lutheran Church have established and maintain a Christian Elementary School. This continues to be the best means of instructing children in the way of salvation. The Word of God in our school also brings blessing upon the secular subjects which are taught. Christian teachers use the Word of God to motivate all teaching. The blessing of the Christian Elementary School then is not only to equip the child for enjoyment of the earthly blessings of God, but most of all to prepare the child for the blessing of eternal life with the Savior. To that end, Trinity Ev. Lutheran School subscribes to the following objectives:

To give thorough daily instruction in the Word of God.

To teach all subjects from the Christian point of view.

To train honest and useful Christian citizens.

To provide an environment of caring Christian teachers and classmates that will promote Christian conduct.

To encourage and promote a Bible-centered Christian home life.

To encourage continued Christian growth in our graduates by attendance at a Lutheran High School.

To develop an enthusiastic and dedicated membership in our Lutheran Church.

To encourage students to consider dedicating themselves to the full-time work in God's kingdom as pastors or teachers.

The students of Trinity Ev. Lutheran School are taught by divinely called pastors and teachers who have been trained to provide your children with a well-rounded, Christ centered education from Preschool, age 3, through the eighth grade.

## **ACCELERATION, PROMOTION AND RETENTION OF STUDENTS**

Trinity Evangelical Lutheran School recognizes that acceleration, promotion, and retention can be used as opportunities for the best educational interests of the students. Policies and guidelines to follow have been established which will aid in those decisions. Such decisions will only be made after consultations with parents.

## **ACCEPTABLE USE POLICY**

Each student and his or her parent shall sign an acceptable use policy statement each school year. That policy statement outlines the types of activities the student may or may not be engaged in while making use of the school computers. Consequences for misuse are also contained in the policy document.

## **AFTER SCHOOL CARE**

After school child care is available for a fee. Call the school for a brochure or if you have an interest in using this service.

## **ANSWERING MACHINE**

If possible, please try to call school before the school day begins at 8:00. The school secretary will answer the phone during her hours here. In a real emergency, contact your teacher directly or you may try to contact Pastor at 675-2621 to relay that emergency message.

## **ARRIVAL AND DEPARTURE**

The school day begins promptly at 8:00 A.M. The teachers and pastor meet for devotion and prayer each morning at 7:30 A.M.

7:50 A.M. is about the time the bus usually arrives. After school please make every effort to pick up your children between 3:15 and 3:30 P.M. That is also the time the bus arrives to pick up the children.

## **BAND PROGRAM / PIANO LESSONS**

Band instrument lessons will again be available to pupils in grades five through eight through KML. Information will come home in the "Newsletter" shortly after school begins. Piano lessons are available here at school depending on the number of families interested and available instructors. Lessons are given during a suitable time in the school day.

## **BULLYING**

To maintain a safe environment for all the children at Trinity Lutheran School, bullying behavior of any kind is not permitted. Bullying is the deliberate or intentional harm to another through the use of words or actions. Examples include hitting, shoving, teasing, name calling, social isolation, or manipulation. These may be manifested physically (assault, theft, etc.), verbally (intimidating language, racist remarks, etc.), or indirectly (cyber bullying, social exclusion, etc.) Such actions are prohibited during school hours, during any school activity, or while being transported to or from school. All forms of bullying must be reported to someone in authority so that proper disciplinary actions may be taken. *“As I have loved you, so you must love one another.” John 13:34.*

## **BUS SCHEDULE**

Parents are given information about the bus schedule as it becomes available. We understand that it is difficult to coordinate the timing that your child will be picked up and dropped off for the day.

We work with the bus company to produce a consistent schedule for our parents and students. In the end it is the parent's responsibility to arrange for their child's transportation. Riding on the school bus is a privilege. If concerns are brought to our attention, parents will be contacted. Several negative reports may cause your child to lose their bus riding privilege. Please cooperate with your drivers, principal, and other students in making the bus ride an enjoyable time. Remember, bus drivers talk about the behavior of children. Let their comments about Trinity students continue to be positive.

## **BOX TOPS LABELS PROGRAMS**

Our school participates in the BOX TOPS FOR EDUCATION program, and other cap or label redemption programs. Athletic, reference, reading, and manipulative materials are obtained from these programs yearly. Our thanks to those who contributed labels or proofs of purchase for this program in the past. We plan on continuing these programs for the coming school year. A list of items we are saving will be published in the newsletter and/or on posters which will be displayed in the school hall. We also save tabs from cans for the Ronald McDonalds' Houses.

## **CELL PHONES AND PERSONAL ELECTRONICS**

All personal electronic devices such as but not limited to cell phones, iPods, mp3 players, and personal gaming systems are considered non-essential school items and do not belong at school during the school day or when students are involved in co-curricular activities. Students violating this policy will have their devices confiscated until parent and student meet with the teacher or principal. Repeat offenders will be subject to school suspension. Parents who wish to have their child bring a cell phone or other personal electronic to school as well as the child who will possess the cell phone at school must sign and return a permission form to the Principal prior to bringing the cell phone/personal electronic to school. Students who need to contact their parents may do so using a school telephone. This policy is subject to changes that may be made by the Board of Education.

E-readers may be used in the classroom with the knowledge of the teacher and with the understanding that the E-reader will be used solely for reading appropriate books at appointed times. E-readers are not allowed for game playing, communicating, or browsing the internet, and are subject to the electronic device policy.

## **CHURCH ATTENDANCE**

We encourage parents to set a good example for their children by regular church attendance. Just as the body needs regular portions of nourishing food to function properly, so the soul requires spiritual nourishment found in God's Word for growth and health. Remember, the body will one day die, but the soul lives on through eternity. Church attendance will be taken and reported on the report card, to the parents, pastor, and the Board of Christian Education quarterly.

## **CONFIRMATION INSTRUCTION**

All children enrolled in grades seven and eight receive catechetical instruction from our pastor in preparation for confirmation. This class meets three days each week. Students are expected to purchase the catechism for this course. These may be purchased at the time of registration. Non-members are not required to be confirmed.

## **CURRICULUM**

Trinity Lutheran School offers the traditional elementary school curriculum. The subjects taught include: religion, language arts, (reading, phonics, spelling, grammar, writing, penmanship) mathematics, algebra, science, social studies, geography, history, music, art, and physical education. Computers and iPad technology are used in each classroom. In addition to the school curriculum children have a number of co-curricular activities to be involved in. These include: band, piano, volleyball, soccer, basketball, softball, track, cross country, cheerleading, science and art fairs, math meets, forensics, spelling bees, and musical presentations. Children are encouraged to participate in these activities.

## DISCIPLINE

Since this is a Christian school, the Word of God is our guide in all matters of behavior. Pupils who attend this school are expected to place themselves under God's guidance and rule. Pastor and teachers are to be obeyed and respected, as His representatives, as stated in the Fourth Commandment. This also means that any called worker has the authority to restrain and correct the improper behavior of any school pupil. If a child cannot be controlled by a teacher, the principal or assistant principal will be informed and the parents will be called to come to school to get the child.

It is impossible to spell out all rules and regulations. We expect our students to be respectful and considerate of those in authority, fellow students, and the property of others as well as of their own. Children are responsible for any property they damage.

## DRESS CODE POLICY

Although most matters of appearance are allowed according to Christian freedom, we need to use that freedom wisely so as not to give offense or appear to be "of the world." A Trinity Lutheran School student should wear clothing consistent with Christian values and appropriate for the school activity.

- I Corinthians 10:23-31 – Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others.....So whatever you do, do it all to the glory of God."

Manners of dress and grooming should not be a distraction within the learning environment, these guidelines to appropriate attire are provided:

- All clothing must be clean and free of holes, tears, and fraying.
- No exposure of skin or undergarments between top of pants/skirt/shorts and bottom of shirt while standing or sitting.
- Pants shall remain secured at the waist and the hems should not drag on the floor
- Shorts should be of mid-thigh length.
- No sleeveless shirts, spaghetti straps or shirts exposing bare midriffs are allowed.
- **Girls:** Sleeveless dresses and blouses may be worn with the exception of tank tops. Tank tops may not be worn unless a shirt is worn over or under the top. (A tank top is any shirt that does not cover the neck line to the rounding of the shoulder). All tops should be modest in appearance and meet the minimum neckline requirement of within 2 inches of collar bone height. Tops that fall lower than this should have another shirt meeting the minimum requirement worn underneath it.
- Footwear must be on the feet at all times.
- Students' piercing must be limited to the ear
- The dress code applies during all school-sponsored activities including field trips and worship services unless otherwise communicated.

The following types of clothing are specifically ruled out:

- Garments depicting the following:
  - Tobacco or alcohol advertisements
  - Negative or suggestive pictures, wording or images
- In Grades 5-8:
  - Tight-fitting leggings, spandex, tights, yoga pants, or similar types of clothing cannot be worn without a skirt or dress covering it—at the appropriate dress-code length.
  - Lettering or writing across the backside of pants, shorts, or sweatpants.
- Headgear including caps, sunglasses
- Pajamas, flannel lounge pants, snap pants, and slippers

- Baggy or saggy pants that allow underwear to be exposed

The parents are ultimately responsible for their children’s attire. It is important for parents to be aware of what their children are wearing before they leave for school. Failure to comply with the school dress policy will result in the following action during a school day:

- The teacher will advise the student that he/she is in violation of the dress code. The student will receive a change of clothes provided by the school. The parent will be contacted.
- If dress code violations are persistent detentions may result.

**ELEMENTARY SCHOOL COSTS**

For members of Trinity there is no full tuition charge as such since their support should be reflected in their regular weekly church offerings. However, there is a greater tuition charge for non-members who send their children to Trinity. All parents of both member and non-member students are required to set up a tuition/fee payment procedure in writing before the beginning of each school year or when they enroll their children. If the tuition/fees are to be paid by a congregation in fellowship with the ELS, a payment agreement will be made with the congregation. The member and non-member tuition/fee rates for the coming school year are as follows:

**2017-2018 Trinity Lutheran School Tuition Rate**

<b>Tuition (includes all fees)</b>	<b>Members</b>	<b>Fellowship</b>	<b>Non-Fellowship</b>
Kindergarten (5 days)	\$810.00	\$1,250.00	\$1,690.00
Grades 1-8 1st child	\$1,090.00	\$1,590.00	\$3,090.00
Grades 1-8 2nd child	\$890.00	\$890.00	\$890.00
Grades 1-8 3rd child	\$770.00	\$770.00	\$770.00

**3K and 4K Preschool Rates**

	<b>½ Day</b>	<b>Full Day</b>
2 Days	\$925	\$1175
3 Days	\$1250	\$1450
4 Days	\$1500	\$1800
5 Days	\$1900	\$2200

Not everyone can manage to pay all tuition/fees on Registration Day, which is usually held in early August. Electronic withdrawal payment plans are then made with the Board of Education at the time of registration. Please make checks payable to Trinity Lutheran School.

**EMERGENCY SCHOOL CLOSING**

***Whenever the West Bend School District cancels classes due to weather, we will also close school.*** At that time, the principal will make every effort, on short notice, to contact families about the closure. Such information will be announced on radio stations WBKV (1470-AM) and WBWI (92.5-FM) in West Bend and also on WTMJ-(620-AM), and WISN-(1130-AM) radio in Milwaukee. Announcements will also be aired on television stations TMJ (4), FOX (6), CBS (58) and WISN (12). When a school day is shortened because of weather conditions or some other emergency, pupils will be dismissed only when we are sure that they are able to get into their homes or the house of a neighbor, relative, or friend.

## **ENROLLMENT POLICY**

Trinity Evangelical Lutheran School is maintained by the members of Trinity Evangelical Lutheran Church for the spiritual, mental, and physical training of their children. As a mission outreach, children whose parents are not members of Trinity are welcome to enroll in our school, as space and facilities allow. No child will be denied entrance in our school on the basis of race, nationality, or ethnic background. Information regarding tuition payments for children whose parents are not members of Trinity Lutheran Church is presented later in this booklet.

### **ENROLLMENT AND ENTRANCE REQUIREMENTS**

All parents must desire and be willing to have their children instructed in the truths of the Bible as taught by Trinity Ev. Lutheran Church and the Evangelical Lutheran Synod.

State law requires that children must be five years old before September 1<sup>st</sup> of the year they are to be enrolled in the Kindergarten of our school. It also follows then that children must be six years old before September 1<sup>st</sup> of the year they are to be enrolled in Grade 1 of our school.

As stated in the "Purpose of Our School," it is our desire to provide children with a Christian education. Children whose parents are not members of Trinity, but who sincerely desire a Christian education for their children, are welcome to enroll in our school, as space and facilities allow. Non-member children will be held to all the requirements of member children. The congregation has set several guidelines concerning parents who are not members of our congregation or a congregation with whom we are in fellowship.

During the first year of their child's enrollment in grades K-8, the parents of non-member students must attend an adult information class taught by the pastor. We feel this is very important so that parents will know the Biblical truths which are being taught to their children. If these classes are not completed, their child may not be accepted back into school the following year. We view our school as a mission arm of our church and would hope that non-member families would be led to become members of our church and congregation and join with us in providing a Christian education for their children.

All parents of non-member students are required to meet with the pastor each year before their child is enrolled or re-enrolled. An exception to the above policy may be made in the case of a parent who is a member of another Lutheran congregation of our fellowship (ELS or WELS). This exception may be granted by the Board of Education upon recommendation of the pastor and principal.

### **EXCUSES**

Parents are asked to please notify the school before the school day begins if your child will be absent. Also if your child(ren) must be absent from school, please send his/her teacher a written excuse, email, or phone call. Please include the child's name, day(s) absent to be excused, reason for the absence, and sign it. A child is considered truant if his/her parent or guardian has not notified the principal or the teacher of the legal cause for any absence of his/her child(ren). (State statute 118.16 School Attendance, School Enforcement Section 1b). Any child not in school is considered absent, excused or not.

If you know in advance of a time that your child(ren) will be absent from school, please contact the teacher(s) concerned in advance so that provisions for assignments can be handled before the absence occurs.



**Should your child become sick at school, we will keep him/her as comfortable as possible and supervised in the classroom or entryway until a parent is able to arrive.**

Should your child(ren) contract a communicable disease such as chicken pox, mumps, measles, pink eye, or other such disease, call BOTH the school and Public Health Department at (335-4462) to get information on when the child(ren) may return to class and for trends in disease control and epidemics. The school must report these also to the Health Department as a safeguard and check system.

### **FIELD TRIP POLICY**

Attendance or participation in school class field trips is mandatory unless the parents send a written request to the principal to excuse their child(ren) from such an activity. Students must have a signed blanket permission slip on file to attend. (These are completed at the time of registration.) Parent drivers and chaperones play very important roles during school field trips. We greatly appreciate their gifts of time and help with supervision, in addition to the use of their vehicles. Guidelines for chaperones will be made available to field trip drivers. ***Parents are to remember the rule for student riders: Children must be 8 years old OR must weigh 80 lbs. OR must be 4' 9" to NOT NEED a booster seat.***

### **FIRE DRILLS**

Fire drills are conducted regularly. The drill will be conducted when weather conditions are “nice.” We will safeguard student health when conducting drills. Drills may also be supervised at times by local fire department officials. All people in the building are required to take part in fire drill practice.

### **GRADING SYSTEM**

The following grading system has been adopted by the Board of Education and will be used at Trinity grades 1-8.

A+	100—99%
A	98—96%
A-	95—93%
B+	92—90%
B	89—87%
B-	86—84%
C+	83—81%
C	80—78%
C-	77—75%
D+	74—72%
D	71—69%
D-	68—66%
F	65% or below

The Kindergarten will not be on the percentage system. All grades will be a combination of letter grades and satisfactory or unsatisfactory progress. Students *receiving D's or one F* on a mid-term or quarterly report card will be reviewed; teacher and parent should be in contact. The amount of effort will be considered by the faculty. This will be a prime consideration for eligibility in interscholastic competition and extra-curricular activity.

## GRADUATION / FINAL REPORT CARDS

Graduation for 8<sup>th</sup> graders is scheduled for the 7:00 pm Thursday service on Ascension Day. It has been the responsibility of parents of Trinity's 7<sup>th</sup> graders to arrange and set up a simple reception for the graduates after the service, including cake and refreshments. The reception occurs in the fellowship room.

Final report card packets for all grades are given out after services this same weekend. Those not worshipping at Trinity will be mailed these packets the week after graduation, unless other arrangements have been made.

## GUIDELINES FOR BUILDING USE

All people are to walk quietly through the halls in consideration of the classes. In traffic times, walk to the right side using halls, stairs, and walkways. Use hand rails when walking up or down the stairs. Keep talking to a low volume during the school day.

## GYMNASIUM USE

No food, snacks, or beverages are to be taken into the gym for regular school activities. Appropriate non-marking gym shoes must be worn for physical education, recess, and athletic activities in the gym. ***Having a second pair of tennis shoes at school for gym use only is required.*** The gym can be enjoyed by all if everyone uses it properly. No balls are to be thrown or bounced against any walls, except the masonry wall.

As a matter of information, the Board of Education and Trustees have decided that the gym will be closed for any recreational use on Sunday mornings from 7:30 A.M. till 11:00 A.M.

The Fellowship Hall will normally not be used for recess or physical education activities. The school children's use of this room as now planned will be limited to confirmation class, hot lunch, and school-related programs.

## GYMNASIUM RECESS RULES

These rules are to be observed at any time, but are to be in force especially during a combined recess. Failure to comply with these rules will result in forfeiture of privileges.

- 1- Grade K-4 use south end. Grades 5-8 use north end. Middle 'third' of gym used for playing catch, volleyball practice, etc.
- 2- No kicking of any balls in the gym (except as a PE activity.)
- 3- Maximum of 12 basketballs in the gym at one time.
- 4- NO half-court basketball shots during recess (3-point line area only.)
- 5- NO overhand spikes/serves of volleyballs unless only one group in the gym.
- 6- NO football games allowed during recess, only catch and keep-away.
- 7- NO baseballs and softballs allowed in the gym.
- 8- NO hockey games at recess.
- 9- NO running in the bleachers.

## HOMEWORK

Whatever school work cannot be completed during school hours is to be considered homework. This amount will vary from time to time and with the grade level of the pupils. Generally speaking, as the students advance through the grades, they can expect the amount of homework to increase.

## **HOT LUNCH**

A hot lunch program planned by parents has been served on Wednesdays and Fridays. The food is prepared by volunteers under the auspices of the P.T.L for a nominal fee. You must pay for the whole meal even if the student will only eat portions of it. Menus/ Calendars will be sent home during the year. Volunteers make this a success.

Money for Hot Lunch should be brought to school in special Hot Lunch envelopes and given to the teacher before school. (This is done on a monthly or bi-monthly basis.)

Since our program is prepared by volunteers, we need as many as possible to help out. In the past parents and even grandparents have been welcome volunteers, and will be again this year. Serving helpers need to be at school from about 10:00 a.m. to 1:30 p.m. to help prepare food, serve it, and clean-up. All families are scheduled to provide a dessert several days during the school year. A sign-up sheet will be available on Registration Day.

## **IMMUNIZATIONS**

Parents, please be sure that your child(ren) has/have all their required immunizations. Immunization record cards for first-time pupils will be given out at round-up day or before school begins. We are required to give a report to the State Health Department yearly at the fall quarter regarding our enrolled pupils' immunization status.

## **INCOMPLETE WORK**

Assignments not completed in the time prescribed by the teacher will be incomplete until work is completed. Incomplete work must be done within a two week period or before the quarterly report card.

## **INSURANCE**

No type of accident insurance is available through the school. Parents should be sure their children are covered through their own health insurance policies.

## **INTERSCHOLASTIC COMPETITION**

Our school participates in the Kettle Moraine Lutheran Grade School Athletic League. Sports offered through that league membership are: soccer, cross country, volleyball, basketball, softball, track and field and cheerleading. In addition forensics, spelling, science, math, and art competitions are offered. Student participation and involvement in these activities is encouraged and in some cases will be mandatory. We will need parent volunteers to help with these competitions. Please sign up when schedules become available. There are a number of policies connected with the sports and athletic program. Please read the *Athletic Handbook* for further information. All students participating in athletics must also have concussion forms on file.

## **KETTLE MORAINÉ LUTHERAN HIGH SCHOOL**

We are very fortunate to have Kettle Moraine Lutheran High School in our immediate vicinity. At KML our young people have the opportunity to continue the Christ-centered education we have been privileged to provide for them through our elementary school. Parents and students will be encouraged to consider attending KML for the high school years. A number of our school activities are connected with our sister schools in the KML Conference and already some early high school friendships are made.

*"Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6*

### **MEDICATION**

Teachers by law may not dispense any medications including over-the-counter unless they have written permission from the doctor and parents. Current medication laws are rather restrictive. If a pupil must take medicine prescribed by the family doctor, the parents are to discuss the matter with the principal and teacher of the child.

We have been advised by our local health service to administer first aid only. For the safety and well-being of our pupils, we will call parents if we feel that any child needs prompt medical attention. The emergency call form you fill out at registration time is important and gives consent for the school to seek medical attention for the child when the parents cannot be contacted. If there is any doubt the school will call 911 for help. Parents are responsible for any expenses incurred.

### **MILK PROGRAM**

Two choices of milk are available, either 1% white or skim chocolate. The charge for either is around \$.10 - \$.15 per day or about \$17.00 - \$20.00 for the year. This price excludes half-days of school listed on the school calendar. The price is subject to change after we receive information on the rebate subsidy from the State. Prices are subject to the approval of the Wisconsin Department of Public Instruction, Bureau for Food and Nutrition Services. Milk orders are payable at the time of registration along with the other fees.

### **MISSION PROJECTS**

Mission topics will be chosen by the faculty in their August in-service meetings in consultation with the pastor. Home missions, world missions, educational agencies of the church, and social services to our fellow believers will be considered for selection. Our pupils have historically supported these mission projects well and will again be given an opportunity to do so. We are planning a different project for each of the four quarters. Details will be sent home in the school's newsletter.

### **PARENT TEACHER CONSULTATIONS**

Parent /teacher consultations are scheduled twice each year at the end of the first and third quarters. See the calendar for specific dates.

We respectfully ask that parents not come to school unannounced to consult with a teacher right before school, during recesses, or immediately after school hours. Please call for an appointment so that matters may be given some thought and prayer, and also that sufficient time is set aside to hold a profitable discussion.

## **PHYSICALS**

The school recommends a physical before athletic competition begins.

## **PLAYGROUND SAFETY**

School children are not permitted to play near Pleasant Valley Road or in the cemetery. There is ample room elsewhere on the school grounds and church grounds for recess time activities. Adult or teacher supervisors will monitor all recess periods for safety and liability protection. Students are expected to obey all directions given by their supervisors quickly and respectfully. For playground safety there will be no tackle football, snowball throwing, or rough play allowed.

## **PRESCHOOL**

Tuition cost for the preschool is the same for both members and non-members and is as follows:

- The (3K) morning sessions run from 8:00 – 11:00 A.M.
- 3K students use only ½ day options, their afternoons would be based on Wrap Around Care rates.
- Wrap Around Care Rates would be: \$3.00 an hour.
- The (4K) classes run from 8:00 – 3:15 P.M.
- After School Care is available after 3:15 p.m.

The preschool sessions begin the same week as grades K-8 and right before Memorial Day. School policy is that there will be no refunds if school has to be cancelled for snow days.

## **MUSTANG CREW (formerly PTL)**

### **Athletic Crew**

Lead Person: Brian Brandt – Email: brian.trinityad@gmail.com

### **Fellowship Crew**

Lead Person: Sara Meienrt – Email: cshm99@att.net

### **Fundraiser Crew**

Lead Person: Lisa Kannenberg – Email: lmkann2@yahoo.com

## **QUESTIONS, CONCERNS, AND GRIEVANCES**

Our Trinity Lutheran School staff works hard to create an atmosphere that nurtures love and academic excellence for our students. Our goal is to assist parents in their responsibilities to raise their children in the nurture and admonition of the Lord. This close relationship between home and school can at times cause questions, concerns, criticisms, or disagreements to arise. Situations may present themselves where parents and teachers need to discuss problems in a Christian way. To work towards this goal, the following procedure is to be followed:

**Step 1:** First, review the words of Jesus in Matthew 18. Here the Savior lays out an orderly procedure for us to follow.

**Step 2:** Contact the child's teacher. Early discussion with the teacher usually resolves the problem quickly. This should best be done in a private scheduled meeting outside of school hours. DON'T contact other teachers, parents, friends, school board members or any others first. This easily happens in our cyber world of instant messages and often proves harmful in resolving the situation. It can also lead to

sinful gossip and often misses both sides of the situation.

***“Without wood a fire goes out; without gossip a quarrel dies down.” Proverbs 26:20***

**Step 3:** If Step 2 does not resolve the problem, contact the principal. He will work with the parent, student, and/or teacher to determine the proper course of action.

**Step 4:** If Step 3 does not resolve the problem, parents may contact the pastor. The pastor may be able to add perspective in solving the problem in a God-pleasing manner.

**Step 5:** Should there be further questions regarding the situation, the concern can then be taken to Board of Education in the form of a written grievance. Once again the pastor will be available to spiritually counsel any parent, teacher or board member regarding questions, concerns or criticisms.

In all cases we must be ever aware that God instructs us to, ***“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32.***

### **RELIGIOUS BOOKS REQUIRED**

All religious books for children in grades K-8 are furnished by the school with the exception of a catechism which the students in grades 7-8 must purchase. Also, all students in grades 3-8 must have their own NIV or ESV Bible. The Bibles and catechisms may be purchased through the school bookstore.

### **SCHOOL HOURS - DAILY SCHEDULE**

7:45	Get ready, memory work, etc.
8:00	Devotion and classes begin
10:00 - 10:15	Recess K-4
10:15 - 10:30	Recess 5-8
11:30 - 12:30	Lunch & Recess K-4
12:00 - 12:45	Lunch & Recess 5-8
2:00 - 2:15	Recess K-4
3:00 - 3:15	Wrap-up, clean-up, and class duties
3:15	Dismissal

Classes will be in session during the times not listed above between 8:00 A.M. and 3:15 P.M.

### **SCHOOL NEWSLETTER**

The school puts out “The Mustang Minute” every week, by email and hard copies to those who request them. This is our primary way of communicating with you in a general way. Each week the most up-to-date schedules are printed. Also printed is anything your teachers wish to bring to your attention. Please make every effort to read all parts of it. “The Mustang Minute” is also published weekly on our website – **[www.trinityels.org](http://www.trinityels.org)**.

### **SCHOOL SUPPLIES**

A school supply sheet is available and will be distributed at the close of each school year. It is also printed in the back of this handbook. Students are to keep parents aware of which items they need.

## SCRIP PROGRAM

Our school operates a SCRIP program through the Mustang Crew. Please speak to the Lead Person for the Fellowship Crew or one of the teachers regarding this program.

## SEARCHES

According to the state Supreme Court ruling, student desks, backpacks, lockers may be searched at any time with or without reasonable suspicion as a precaution to insure the safety and security of the students and staff. Lockers are on loan to students for specific school purposes only and students cannot command a reasonable expectation of privacy about the contents of his or her locker.

## SINGING SCHEDULE

As in the past years, our school children will be scheduled to sing for a church service about six times a year plus singing for Christmas, Good Friday, Ascension Day, or other special events. **A schedule will be sent home with the students early in the school year.** The singing groups are the individual classrooms or combinations thereof.

All parents are expected to have their child(ren) participate in church singing when their child's class is scheduled to sing for either the regular worship or the special worship services. For the sake of common courtesy, and since singing for the worship services is an extension of our classroom activities, *parents are asked to send a written excuse beforehand if their child(ren) will not be able to be present.*

## SUSPENSION AND EXPULSION POLICY

There may be times when the "Stop and Think" discipline procedure fails to solve a problem. When this happens or a child blatantly violates the teachings of God's commands in conduct or in refusing to obey the teachers, pastor, school bus driver, etc. special discipline is necessary. Such violations may include repeated classroom disruption, repeated rules violations, refusal to complete school work, repeated use of profanity, harassment, fighting, etc. The pastor, principal, and board chairman have the right to suspend or expel such a child from school. The student will be allowed to return to school only after consultation with the student and the child's parents. The pastor, faculty, and Board of Education are to be informed of the action taken.

First Step: One (1) day suspension from school and all school activities.

Second Step: Two (2) day suspension from school and all school activities. After the second step, a meeting will take place with the Board of Education to set up a scheduled step by step procedure to be followed should the offenses continue.

All schoolwork missed as a result of a suspension must be made up.

Third Step: If a student is not responsive to previous disciplinary action, the pastor or principal may recommend to the Board of Education that expulsion is necessary. A meeting with parents and all parties involved will take place prior to the expulsion to give proper explanation. The expulsion will be for the remainder of the school year. If the parents want the child to return the following year, the Board of Education will review that request.

## **TARDINESS POLICY**

Children coming in late not only disrupt the entire class, but they also miss an important part of the day - the opening devotion!

Tardy students should be excused by the parents. Tardiness does not apply to children who arrive late due to a late bus arrival.

## **TELEPHONE USE**

The school phone number is 262-675-6627. If at all possible, call before 8:00 AM or after 3:00 PM, to discuss problems or concerns with the principal or your child's teacher. You may, however, leave a message for any staff member at any time. Students may use the phone to make necessary calls with the permission of his/her teacher.

## **TORNADOES**

In the event of a tornado or tornado drill, students will be directed to the designated tornado drill areas. The school owns a severe weather warning alarm which will be tuned to the National Weather service channel to warn us of severe weather conditions.

## **TOYS AND NUISANCES**

Students should not bring play guns, knives, or toys to school. Parents are encouraged to determine what their children bring to school. We cannot be held responsible for what might happen to these items. The teacher may confiscate anything that interferes with the school day and will return it to the parents after contacting them.

## **NOTES**