Trinity Lutheran School
Parent Handbook
2026-27

***updated summer 2026**



Colossians 2:6-7

"Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving."

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Faculty and Staff Directory

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Introduction

Trinity Lutheran School exists to assist families in the development of the whole child through the power of the gospel. We are academically strong. We have high standards for student behavior. We talk about the teachings of Jesus from the Bible throughout all we do. Trinity Lutheran School graduates excel in high school sports, academics, and the arts. Our alumni are all over the world, successful in many different careers and making a difference as parents, spouses, citizens, employers, employees and as disciples. We celebrate what God has done through this school for the past 100+ years and is doing today in the life of your child.

This **PARENT HANDBOOK** has been prepared for you to become familiar with the procedures and policies of our school. We trust that you will keep this booklet handy and refer to it during the school year. Our partnership in providing an outstanding educational experience for all of our students can only grow stronger with close communication between the school and the home.

This is a very special time in your child's life. We invite you to partner with us in meeting needs and developing disciples! The possibilities for becoming involved are numerous. Being involved with activities, volunteering in the classroom, serving on a committee, cheering on our sports teams...these are only a few of the opportunities to watch for.

We appreciate your involvement and support of Trinity Lutheran School. God bless your year, your family, and please contact me at any time if I can help you in any way.

In Christ,
Andrew Hulke

Our Church and School Mission

It is the mission of Trinity Lutheran Church and School to Teach the Faith-Love the Lost-Connect all with Christ.

Our Purpose

Trinity Lutheran School exists to:

- Provide opportunities for the child of God to learn to know his Creator, Redeemer, and Sanctifier. (Ephesians 4:3-6)
- Provide an environment of Christian living to assist the child in his own life. (Proverbs 22:6)
- Provide a means of assisting parents in rearing their child "in the nurture and admonition of the Lord." (Ephesians 6:4)
- Provide an opportunity for the child of God to identify himself as a member of Christ's Body. (I Corinthians 12:14)
- Provide an opportunity for the student to grow in self-acceptance and self-understanding. (I Peter 2:9, 10)
- Serve as a model of education, grounded in Christ, to the congregation, neighborhood and community. (Matthew 25:34-40)
- Serve as a mission agency of the congregation, especially to the unchurched of the neighborhood and community. (Matthew 28:19, 20)
- Educate the whole student: spiritually, physically, mentally, socially, and emotionally. (Colossians 2:9, 10)
- Instill in the students a happy, sincere feeling of thankfulness for all that God has done for them. (Ephesians 5:20)

Our Values

- We believe that the purpose of Christian education is to teach the Christian faith through instruction in God's Word and through learning to live the Christian life.

- We believe that a Christian education program flows from truths derived from God's Word. This set of ideals also determines the exact objectives of each area of study and each lesson taught.

- We believe that the family is the primary influence on a child's total education and that the church and school will assist and encourage parents in a PARTNERSHIP role in Christian education.

- We believe that Christian education views the pupil as a redeemed child of God, for whom Jesus Christ has shed His holy precious blood. (Luke 1:68)

- We believe that Christian education derives its influence from the Holy Spirit who gives power and ability to both the teacher and learner. (Acts 1:8)

- We believe that Christian education prepares the child for what they will do here on earth by providing basic knowledge and skills so that they will be productive members of society and model standards of good citizenship.

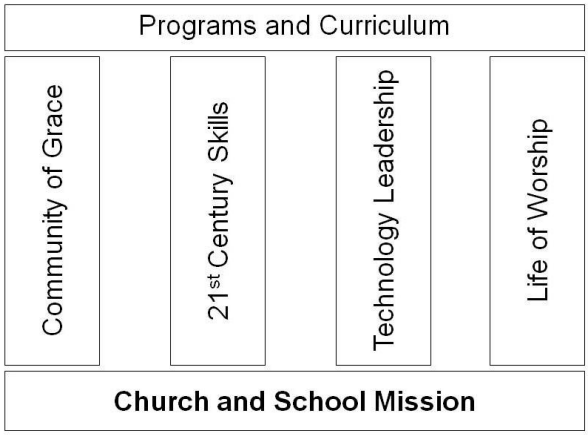
- We believe that Christian education provides the child with a foundation for a fruitful earthly life and helps the child envision the blessings of eternal life.

- We believe that Christian education prepares the child for a dedicated life of service to the Lord through active membership in the local church.

- We believe that Christian education is a full-time experience and permeates every aspect of life at Trinity Lutheran School.

Our Focus

Our school programs and curriculum are supported by the 4 pillars of our vision, built upon the foundation of our mission.



Trinity Lutheran School reserves the right to change policy and procedures throughout the school year. Changes will be communicated through the Homebound.

School Board

School Board is the governing body voted by the congregation to ensure the school meets the outcomes of its ministry. Their role is primarily policy making, the principal is responsible for day to day operations. The principal is required to represent the celebrations and concerns of school stakeholders to the school board. The school board meets bi-monthly unless additional meetings are needed. Anyone is welcome to attend unless a closed session is called to protect confidentiality. Agenda items to bring before the board must be directed first through the principal, and then 24 hours in advance of the scheduled school board meeting.

Academics

Curriculum

The curriculum at Trinity Lutheran School is created with state and national standards in mind.
The important distinction is that God and His Word are integrated throughout the learning process. Students can grow and develop academically, physically, socially, emotionally and spiritually in this Christ-centered atmosphere. Specific information about the curriculum is available upon request. Program goals are listed on the school website.
The subject areas of learning include:

Bible Study	Language Arts	Science	Reading
Mathematics	Art	Physical Education	Music
Social Studies	Computer Education	Friendzy	

Curriculum Review Process

Trinity believes that regular review and analysis of curriculum is vital to the academic success of our students. Our approach to curriculum is more than simply re-ordering textbooks year after year; rather, we take an intentional approach to review data, identify successes and weak points, and examine best practices on the way to equipping our staff and students with the best possible content.

Academic Integrity Policy

Students will be responsible for doing their own work- they may not represent another's work as their own. It is not permissible to copy another student's answers, provide another student with answers, plagiarize research information, submit AI generated work as their own, omit giving credit where credit is due, or represent others' work as their own. Students will not cheat on classroom assignment (tests, quizzes, or assignments).

Plagiarism

Plagiarism refers to the theft and use of someone else's ideas, words, or other work without clearly acknowledging the creator of the original work. It is a form of intellectual and academic dishonesty that may be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices.

Examples include but are not limited to the following:

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

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

Students need to apply (Philippians 4:8) to their school work. "Whatever is true, whatever is noble, whatever is pure, whatever is lovely, whatever is admirable - If anything is excellent or praiseworthy - think about such things." It is important that you discuss the conduct guidelines and the importance of responsible behavior with your child. Signed agreement must be returned before use is allowed.

Grading

Trinity Lutheran Grading Scale

A+	99-100	A	94-98	A- 90-93
B+	87-89	B	83-86	B- 80-82
C+	77-79	C	73-76	C- 70-72
D+	67-69	D	63-66	D- 60-62
F	0-59			

Homework

The challenging program at Trinity Lutheran School may require that some study be done outside of school. At Trinity, we believe that homework is an important part of the learning process. It includes any assignment or project used to reinforce classroom learning and may especially include work that has not been completed during the school day. The amount of homework depends on the grade level and the study habits of the child. A good rule of thumb is 10 minutes times the grade that your child is in school (ex. 1st grade = 10 minutes, 3rd grade = 30 minutes, etc.) Parents can help by providing encouragement, a set time, and a quiet place for study. Parental help may especially be needed for memory work, spelling, and reviewing for tests. Late Assignments will be communicated with the home, with appropriate consequences applied. Ongoing late work will require more intervention at home and school.

Promotion

Trinity has high academic standards for success. We want to ensure all students are prepared. Promotion decisions are based on student's readiness as noted on report cards, test scores, attendance and developmental readiness. Promotion to the next grade will be at the decision of the principal.

Retention

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

Guidelines for retention include but are not limited to:

- Students who earn failing average grades over four consecutive quarters in two or more subject areas;
- Students who earn failing average grades across the curriculum;

- Students who are absent for more than 16 school days;
- Developmental readiness

Class Size

In order that a quality Christian education may be provided at Trinity Lutheran School, the following are guidelines regarding class size. Any exception shall be dealt with individually and at the sole discretion of the principal.
Recommended class size:

- 4K 20 students
- 5K – Grade 2 22 students
- Grades 3-4 23 students
- Grades 4–8 26 students

When the above class limits are met, a waiting list may be created. The following alternatives may be discussed and implemented as decided by the principal:

1. Engage a teacher aide for all or part of the day.
2. Engage a part-time teacher to assist the regular teacher.
3. Blended classes.

Progress Reports

Formal written reports are issued at the end of each quarter. These reports reflect the student's academic achievement, effort, and behavior. The purpose of the written evaluation is to inform the parents of progress, provide a record of pupil growth, and assist the student and parents in identifying the student's strengths and weakness.
Formal Parent/Teacher conference is scheduled in November with an optional one in February. Parents are encouraged to contact teachers whenever the need arises. Parents are encouraged to check Infinite Campus and Google classroom regularly to view updated grades.

Student Records

Information gathered about students is kept in strict confidence. Individual student files are meant to be an aid to the school, and are considered an important indication of a child's progress and developmental needs. Records of individual students are sent to the next school when a student moves or graduates from Trinity. Formal, individual student records may be viewed by parents. The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Trinity receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Specials Learning Needs

Trinity Lutheran School works hard to meet the needs of individual learners. First, classroom instruction uses best practice skills to organize and manage the learning environment. Second, teachers are quick to communicate with the home when academics or behavior needs are demonstrated. Third, Trinity initiates a student assistance team of Trinity staff to document and collaborate on best interventions available: teachers expresses concerns to the principal and begin documenting behaviors, parents attend a meeting to discuss concerns, then a plan of action is put into play and reviewed. Finally, Trinity utilizes the WSD special education referral process to initiate access to WSD professional staff. WSD does special education testing for underachieving students. This does not typically include ADHD or behavior referrals. ADHD or significant behavior intervention should be directed by the parent to the family physician.

Accelerated Learning Policy for Mathematics

1. Mission Statement

The mission of this program is to meet the needs of the accelerated learner through advanced placement in our curriculum.

2. Belief Statement

Our mission is based on the following beliefs:

- Accelerated learners crave an educational environment that will provide the greatest possible development of their abilities.
- Accelerated learners require an atmosphere which fosters higher-level thinking and self-development processes, cultivating a complete, productive individual.
- Accelerated learners will benefit from a program/environment designed to help meet educational needs.

3. Student Selection

The minimum requirements for selection of Accelerated Learning Program (ALP) students will be compiled from information gathered from the following:

- MAPS or a similar assessment as designated by the Trinity staff
- Post-test assessment given from the current grade the student is in
- Teacher evaluation
- Transfer students from within a comparable program – documentation will be required
- Students who meet the minimum program requirements but are unable to be accepted due to classroom size constraints will be placed on a waiting list.

4. Continuance of students In The Accelerated Learning Program and Re-evaluation Policy

Although the Trinity faculty attempts to screen candidates carefully, it sometimes becomes necessary to re-evaluate a student's placement in the program. At times it is in the best interest of the student to return to his/her grade level class.

A. A student's placement in the Accelerated Learning Program may be re-evaluated for any of the following reasons:
   1. Non-compliance with established policies of the Trinity Lutheran School Accelerated Learning Program:
      - Habitual disorderly conduct that affects overall achievement of the student.
      - Consistent absence or tardiness. Standard: No more than 10 per year
      - Continued lack of self-motivation and independent work habits
   2. Consistent unsatisfactory academic rating. Standard: Satisfactory or higher academic achievement (minimum of 80%)/completed homework assignments
   3. Consistent non-compliance with the provisions of the mutual agreement form which was signed as part of the application process by parents and students

B. Process for Re-evaluation of accelerated learning students:
   Parents of a student with any of the described problems will be contacted by the teacher and/or principal.

C. Process for Appeal of Re-evaluation Procedures:
   Parents may request an appeal hearing by contacting the principal within five school days of notification of the dismissal. In the event of an appeal, the student may remain in the Accelerated Learning Program pending the resolution of the appeal. The appeals committee, as appointed by the School Board, will hear presentations by the Trinity staff and parents/guardians. The appeals committee will make the final decision.

5. Accelerated Learning Class Size

Accelerated Learning class sizes will reflect the Trinity's teacher-to-student ratios.

3rd to 4th Grade Promotion Policy
Trinity Lutheran School adopts this 3rd to 4th grade promotion policy as of July 1, 2025 to take effect September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on the standardized test may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the standardized test, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:
• Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;
• Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;
• A summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.
According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:
• Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)
• Is a pupil who has a individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
• Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI. (According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).
• Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.
• Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

Standardized testing
Trinity Lutheran School uses the MAPS, a nationally standardized test, for the opportunity to evaluate how our students achieve compared to other students. Trinity scores exceptionally well each year due to our quality teaching staff and high academic standards. Tests are taken by all students in grades 5K-8 three times a year. These scores are only one measure of a child's ability or achievement; we do not overemphasize or teach to the test. Trinity takes its role of meeting needs and developing disciples very seriously. We are proud of the work of our teachers and students and pray each child will continue to develop the gifts God has given them.

Accreditation
Trinity Lutheran School is fully accredited by the National Lutheran Schools Association (NLSA). *Most recent accreditation, 2024.*

Parents Teacher Conferences

Parent Teacher conferences are held in early November and optional in February. Parents are encouraged to communicate with any teachers as often as needed, as the year progresses.

Athletics

Trinity Lutheran School enjoys a successful athletic program. Please see the Athletic Handbook for the specifics of our program.

Houses of Operations, Attendance, Tardiness

Hours of Operation

As a campus, Trinity operates a childcare, school, and church. Hours of operation differ for each; it is important that parents and families understand when various functions open, what is available, and what is their responsibility.

School Day Operations

- The school day begins at 7:45am Monday through Friday
    - The earliest a student can be dropped off is 7:30am. Doors to the school will be closed until 7:30am.
    - Parents who wish to drop off their child before 7:30am must utilize a paid option through extended child care (earliest drop-off is 6:30am).
    - Once students have reached school grounds, they may not leave until school is dismissed.
    - All students must be dropped off and picked up in the courtyard parking lot for safety reasons.
- The school day ends at 2:45pm, and 4K (7:45-10:30am).
    - Students must be off the grounds by 3:00 p.m. unless asked to remain by a teacher or supervised by an authorized person.
    - **Those students not picked up by 3:00 p.m. will be sent to ECC and assessed per minute at $5.41 per hour.**

Bicycles

- Bicycles ridden to school are to be parked in the designated area by the gym. For the safety of all, bikes are not to be ridden on the school grounds from 7:30 A.M. to 3:00 P.M. Once the child reaches the school grounds, he/she should walk it to the bike rack and walk it off the school grounds again at the end of the day. Students who disregard bicycle safety will be reminded once of their responsibility, have their parents called on the second reminder and/or asked to leave their bicycles home for a period of time. Students are encouraged to lock their bikes as the school is not responsible for this property.

General Attendance Guidelines

Regular attendance is important to the educational development of children and is compulsory within the state of Wisconsin. The guidelines provided are referenced from the Department of Public Instruction and various state statutes.

Trinity's staff love the children of our school and work for the success of each child. This success is foremost predicated upon physical presence in class and requires continuity of instruction and classroom participation. Trinity families model this success by partnering with the faculty and staff in their adherence to attendance guidelines. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose. A child in attendance means that he or she is present and in the classroom, ready to learn, before the 7:45am bell sounds.

General Information and Communication

1. Students must be in attendance for at least half of the school day to be considered present and be considered eligible for all after-school and extracurricular activities.
    a. Students who leave school at any time due to illness are not eligible to participate in after-school activities.
2. Parents must call (715-848-0166) or email the school office (info@trinitynet.org) before 7:45am to report a child's absence.
    a. Parents must state the reason for the absence; at a minimum whether or not it is a 1) physical or mental health condition, appointment, or illness (child or family member), or a 2) personal/parental excuse. *Please call the office for additional clarification if needed.*

Excused Absences

An excused absence is defined as any child excused in writing or by phone by his or her parent or guardian before the absence. Excused absences are at the discretion of the child's family (vacation, personal day, etc.) and Trinity does not require a reason in writing, only notice that the family is excusing the child. Families should plan carefully as they consider time off and vacations. **This does not count as an 'absence due to illness.'**

1. A child may not be excused for more than ten (10) days in a school year (this includes early pick-up, *see below and see 118.15(3)(c)*).

*family vacations~ Must be prearranged through the classroom teacher and school office.

- If a parent requests that the student be absent from school for an activity which is important to the family, it is the parent/student's responsibility to overcome the loss of learning and not expect the school to alter its program for such an absence.
- **Assignments will NOT be prepared in advance. Missing homework needs to be completed within one week upon return, unless prior arrangements have been made with the teacher.**

Unexcused Absences & Truancy

Unexcused absences are serious. A partnership between Trinity and families includes strong communication as to the well-being and whereabouts of children. As such, it is critical that families always communicate with Trinity in the event of an absence.

A student is considered unexcused (or, truant) if he/she is absent without a written/verbal communication by a parent or guardian, for all or part of one or more days during which school is held. For "Unexcused Absences," 'part of a day' at Trinity is defined as any student missing at least 30 minutes or more of one school day.

1. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five (5) or more days in a school semester, *(this is the state's definition, not Trinity's; see Wis. Stat. sec. 118.16(1)(a) and (c)*).
2. If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student is "habitually truant" and may be subject to a truancy referral (*see Wis. Stat. sec. 118.16(5)*).
    a. When a student initially becomes a habitual truant, Trinity will notify the parent or guardian by mail and simultaneously by electronic communication. Once deemed a habitual truant, the principal may refer the student to the school resource officer and/or other authorities as necessary.

Absences Due to Illness

While there is no limit to the number of days a student may be excused due to an illness, Trinity seeks to establish healthy communication with families in the event a chronic or repeating illness is impacting a child's ability to be present at school and/or learn. Students who are ill twenty (20) days or more may require a modified learning plan to be discussed between parents and Trinity. Trinity reserves the right to request a physician's note in the event of recurring absences due to illness.

Chronic Absenteeism*

Chronic absenteeism is defined by Wisconsin as students missing 16% of total instructional days or more. For Trinity, this means students missing twenty-eight (28) days of school (for any reason) are considered chronically absent.
**Note: This is for students' permanent records.*

Online Learning Attendance:

In the event of online learning, check-in with a teacher and daily completion of assignments will be required for attendance. Missing that check-in and/or not completing work for the day will result in a child being marked absent.

Late Arrival and Early Pick Up

Trinity teachers use every minute of every day for instruction and the development of our students; regularly arriving late or leaving school early means your child misses out. Additionally, instruction is thoughtfully scaffolded, meaning repeat absences can cause gaps in learning. Late arrival and/or repeat early dismissal is also disruptive for classroom teachers and leaders, as well as for our office staff, whose number one priority is the safe release of responsibility from our school back to families.

1. Late Arrival to School and Tardiness
    a. Any student in grades 4K through 8 arriving after 7:45 a.m. must check in at the office desk to pick up a tardy slip.
        i. Teachers will not permit a student into class without a tardy slip, this is their pass to class.
    b. Any students who are not in class, ready to learn by the 7:45am bell will be marked tardy. Students shall not exceed fifteen (15) tardies to school per school year. Parents will be notified (electronically) of a child's tenth (10th) tardy to school. Students who exceed fifteen (15) tardies to school in a school year are eligible for enrollment review. *Note: Students who are late due to bus/public transportation, or weather issues will not be considered tardy.*
2. Early Dismissal
    a) 'Early Dismissal' is defined as any student being picked up for a non-medical or school-related instance before 2:45pm.
    b) Trinity requires that the school be notified in advance of such absences by written or personal request of the student's parent or guardian, which shall state the reason for the early dismissal.

        i. Parents must sign students out in the main office, at which time the student will be called from class. Upon return parents must come into the school office to sign their child in. Please let the office know about appointments well in advance so it is less disruptive to teacher and the classroom
        ii. Students who are picked up early in excess of ten (10) times in a school year for non-medical-related reasons will be considered chronically absent (see 'Excused Absences' for limitations and definition).
        iii. Families who exceed this threshold for "medical-related" reasons will be required to meet with the school administration and be asked to develop a personalized learning plan - in conjunction with the child's medical provider - to ensure learning amidst the chronic illness.

Description	Threshold(s)	Potential Action
Unexcused Absence	3 days	Warning Letter
	5 days	Enrollment Review and possible referral
Excused Absences	7 days	Warning and Attendance Contract
	10 days	Enrollment Review
Illness or Sickness	< 20 days	N/A
	> 20 days	School / Family Meeting (Learning Plan)

Tardy to School	10 days	Warning, Family Meeting, and Attendance Contract
	15 days	Enrollment Review

School Worship Attendance Policy

Policy:

Families with children who attend Trinity Lutheran School and who are active members of Trinity Lutheran Church shall attend a minimum of **20 worship services** at Trinity Lutheran Church annually in order to be eligible for reduced (active member) tuition. This is a commitment and partnership between active member families and the congregation members who understand that education is a vital part of our mission. For this purpose, "Family" is defined as at least one parent/legal guardian and one enrolled child. "Trinity" is defined as Trinity Lutheran Church in Wausau, WI.

Procedure:

At the start of the school year, parents will sign a Covenant in which they commit, as an active member of Trinity, to attend weekly worship services at Trinity. The Covenant will also ask them to become involved with fellow Christians in a regular study of the word of God and to joyfully support the ministries of Trinity with their time, talents and treasure.

While weekly worship attendance at Trinity is the standard, the minimum worship attendance for active Trinity members to be eligible for the active member tuition rate is 20 times annually. The Senior Pastor, the School Administrator, and the School Board Chair *together* shall have the authority to modify this requirement at their discretion in order to accommodate extenuating circumstances.

The following enforcement procedure shall be in effect:

1. Active Trinity member parents shall sign the Covenant prior to the start of the school year.
2. Worship attendance shall be recorded by Trinity Lutheran Church based on the names entered into the **Friendship Book** found in the Upper Sanctuary & SLC.
3. At the end of the first semester, active Trinity member families who have not attended at least 10 worship services at Trinity Lutheran Church since August 1st will receive a letter from the school board chair detailing their attendance, the new non-member rate for the 2nd semester and a copy of the Covenant they signed.
4. At the completion of the school year, if attendance is below the annualized rate of 20, active Trinity member parents will receive a letter of notification that they will be charged Non-member tuition for the following year. The letter invites them to meet with the Senior Pastor and a School Board representative to discuss the issues.

Together as active Members, we partner with the congregation to impact the lives of the children under our care.

Student Music Performances and Singing for Worship

One of the objectives of Trinity's music curriculum is for students to demonstrate an active "responding back to God" through participation in worship. All PreK - 5th grade students will be scheduled to sing in a Trinity worship service once per semester in addition to a Christmas worship service and family fine arts night. 5th - 8th grade students who sign up for handbells, band, praise band, and choir are required to participate in scheduled worship services, including a Christmas program. In addition to worship services, there will be other performance opportunities (i.e. family fine arts night). Missing these worship services and performances may adversely affect a student's grade.

If unavoidable circumstances (illness, family emergency) prohibit a student from participating in a worship service or a musical event, parents should notify the child's music teacher with a note or phone call prior to the scheduled date. If a child must miss a singing date due to illness, a written excuse must be provided following the absence.

Parents and children are to consider these worship services and music performances an extension of their music instruction and a privilege. The music performance schedule for the school year will be posted prior to the beginning of the school year so that parents can plan their calendars and church service attendance accordingly.

Communication

Trinity expects teachers and parents to go to each other when a problem arises (Matthew 18) and while it is still small. Open and honest communication that happens early allows the people who can make a difference to be involved in finding a solution. A parent who has a concern should:

1. Make an appointment to meet with the teacher involved. Please remember that teachers have responsibilities before school in the morning. The teachers' school days are devoted to the children; mornings should not be disrupted. Please contact them to meet at a mutually agreeable time.
2. If no resolution occurs, please inform the teacher of your intention to meet with the principal. Then make an appointment and meet with the principal regarding your concerns.
3. If no resolution occurs, it will be necessary to have a meeting with the teacher, principal, and parent together. The principal can help arrange this appointment.
4. If still no resolution has been achieved, you may put your concern into writing and explain what further resolution you feel is necessary. Give that letter to the School Board Chairperson.
5. If the School Board Chair believes that there are extenuating circumstances, your concern will be placed on the agenda of the next Board meeting. You will be notified when it will be taken under advisement. Normally, the School Board will not address matters of parental concerns, keeping it the principal's responsibility to address and resolve such concerns.

*The Trinity faculty realizes that conflict is a part of any meaningful relationship. Every conflict has the forgiveness of Christ and restored relationships as its final goal.

Chapel

Grades 4K-8 join together to worship the Lord each Wednesday during their 10:00 a.m. chapel service. Baptism celebrations, chapel families, and student-led services combine to make worship special and meaningful for all. Parents are welcome. Chapel offerings are collected weekly. The offerings are given to different designated projects and/or ministries. More details about each of the projects will be published in the Homebound.

Conduct

We strive to make Trinity Lutheran School a Christian environment where God works to accomplish His good and gracious will for our students, faculty, and staff. Students, as children of God, are simultaneously sinners and saints. Therefore, Trinity seeks to lead all students to recognize themselves as sinners in need of forgiveness, and look to Jesus Christ daily as their Lord and Savior. Living in the assurance of God's love, mercy, and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them. In all conduct situations, teachers, administration and staff work to come alongside the student with the goal of leading that child to 1) a recognition of his/her behavior; and 2) acceptance of God's forgiving love in Jesus Christ.

Cell Phones & Smart Devices

- Families should plan accordingly for before and after-school plans (pick-up, athletics practices, etc.). Changes made to family plans should be made via the school office, not the child - this ensures effective communication between teachers, administrators, office personnel, and students. Families should not expect to communicate during the day with their child via personal cell phones.
- Cell phones may not be used during the school day, this includes recess, after-school, and our before/after care programs. **Students may not keep a phone on their person; it must be stowed in a backpack (turned off). Trinity is not responsible for the loss or theft of any electronic items.**
    - Students must use the office phone to place the call.
    - Students involved in after-school activities (clubs, sports, etc.) may use their phone with permission from their coach/supervisor for transportation-related concerns.
- Cell phones and other recording devices are NOT to be taken into or used in the bathrooms or locker room areas. Cell phones and/or recording devices may not be used to take pictures or video without prior teacher's approval. Trinity students and staff have an expectation of privacy that pictures or videos will not be taken.
- If a teacher or any supervising adult sees a student with a cell phone, they will take it and give it to office personnel.
- The office will contact the parent/guardian regarding the confiscation and will make a record of the incident.

- The phone will only be returned to a parent or guardian.
- Repeat issues with cell phones will be referred to the principal and may result in a demerit.
- Electronic devices used to monitor student medical conditions are acceptable.

Social Media

"Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer." (Psalm 19:14) The psalmist reminds us that everything we say and do should glorify Him, and that includes our social media posts. We (parents, students, and staff) are responsible for our words and actions no matter where we are, even if we type those words instead of saying them aloud for people to hear. A few points of emphasis:

- Students are strongly discouraged from maintaining personal social media accounts. Emerging research now suggests that the use of social media among teens and adolescents may *cause* depression, anxiety, and other conditions. For more on this topic, parents are encouraged to read *The Anxious Generation* by Jonathan Haidt (2024).
- Parents and students should strive to exhibit Christ-like behavior in what they consume and produce.
    - Anyone with concerns or grievances involving anyone in the Trinity community should follow the aforementioned communication procedures and refrain from such discussion in any public manner.
- **Trinity staff are NOT permitted to 'friend,' 'follow,' maintain a connected account with any current Trinity students, or utilize any social media platform for personal messaging.**
    - **Trinity staff are required to report any non-official communication from students.**
- Staff are not permitted to post photos of students or student-produced work from Trinity sponsored events on their personal social media pages. It should be recognized that some of our teachers are parents and may post at times on their personal social media of events at Trinity with their children as the focal point.

Property

Members of the Trinity community are expected to respect the grounds and property of Trinity. Anyone found to have damaged or destroyed any property or item belonging to Trinity will be assessed any and all associated fees. This includes (but is not limited to) damage or loss of:

- Gym Lockers
- Classrooms Cubbies/ hallway hooks
- Textbooks / workbooks / library books
- Desks
- Playground equipment
- Common areas (bathrooms, gym, field, etc.)
- Computers

Behavior

Teachers need the support of parents. We are partners in the education of your child. You may not always agree with a teacher's assessment of an issue, but as a team we need to respect decisions made and talk through concerns when they are there to get the full picture. We all have the same goal in mind: Doing what is best for our children. When we work as a team, good things can happen.

Student discipline is used to teach what is right and honoring to God. It is used to maintain a safe school and create an effective learning environment, while instilling Christian character and growth. Discipline is overseen by the Principal. Every incident is different, thus treating each issue fairly means to understand and respond to it on its own merit, not lumped with other discipline decisions. Partnership is critical between school and home when administering discipline, thus communication with home is critical.

Trinity uses a discipline program that focuses on the positive behaviors of students. It looks to reinforce these behaviors and celebrate a student's success in regards to six statements of **Respect:**

- I will show respect for God and His Word. (Deut. 11:18-21)
- I will show respect for those in authority. (Eph. 6:1-8)
- I will show respect for my classmates and other people. (Col 3:12-17)
- I will show respect for my body and my God-given talents. (1 Cor. 3:16-17)

- I will show respect for the learning process and the classroom environment. (Prov. 16:16)
- I will show respect for my school and personal property and the property of other. (Phil. 2:4)

1. Student respect for adults, fellow classmates, and themselves: There is no doubt that God expects that we respect one another in word and deed. In the 4th Commandment, He outlines what that should look like for all people, not just children. This is something which starts at the home level and needs to be reinforced at the school level by all staff. It will be a point of emphasis as staff goes through meetings and training that this is something our Trinity families' value.

2. Consistency in what is expected from teacher to teacher: This can be a bit tricky in our primary/middle school set up, but there are some things we as teachers have discussed before and have come up with a list of core values that regardless of grade, we feel are important qualities in any classroom. These are posted in classrooms and other areas of the school.

3 "Behavior Tracking Forms" may be used. The form will be sent home to parents to make them aware of behavior that is not desirable. Behaviors will be categorized as "minor" or "major" and if after a 3-week period a pattern of behavior is being seen by teachers as concerning, parents will be called into discuss options.

4. Student and teacher training:
   a. This will be ongoing.
   b. Teachers will collaborate, establish expectations and plan for student instruction.
   c. Students will be informed of expectations for appropriate behavior and learn and practice procedures in the classroom.

5. Communication: Communication of student behavior will be handled in various formats depending on grade level.

We are also aware that while we are a forgiven people, we often times fall down in our relationship with God and others and the respect statements from above are broken "for all have sinned and fall short of the glory of God,"(Rom. 3:23). At these times we, as caretakers of God's people, need to apply proper discipline and instruction to correct behaviors which do not show respect "Train up a child in the way he should go; even when he is old he will not depart from it." (Prov. 22:6). Discipline is not intended to break a child, but instead to instruct them and mold them into what God has envisioned for them. When applied correctly and for the correct purpose, discipline is an act of love. It helps correct a negative behavior and works to turn it into one of respect. Suspensions and expulsions will be the decision of the principal.

Harassment & Bullying

Trinity Lutheran Church and School seeks to maintain a caring, Christ-centered environment free of any type of harassment. Harassment of any member, adult or child is prohibited. Harassment is contrary to the religious and moral tenets of Trinity Lutheran Church and School. In addition, such harassment can negatively affect a person's sense of being and dignity.

Trinity staff and volunteers are required to complete ministry safe training.

It is a violation of Trinity's policy for any member, adult, youth, or child, or any person engaged by Trinity Lutheran Church and School, including without limitation, staff, employees, volunteers, and any person conducting business with Trinity to harass any member or any person who is involved with worship, church or school programs, youth functions, or any other activity of Trinity Lutheran Church and School.

5 Main Types of Bullying/Harassment:

- **Physical** – Harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts of a person.
- **Verbal** – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
- **Non-Verbal** – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game

or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, using technology to spread rumors, touching or showing someone private parts, etc.

- **Intimidation –** Behaviors or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.
- **Cyberbullying -** Occurs when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using text messaging or the Internet via mobile phone, personal computer, or other type of digital technology; could occur on or off school grounds.

Sexual Harassment

Includes the following behavior: unwelcomed sexual advances; requests for sexual favors; unwelcomed touching, fondling, and all other verbal or physical conduct of a sexual nature. Sexual harassment is not limited to physical acts. Sexual harassment includes all acts of harassment based upon a person's sex. Behavior that may be experienced as intimidating or offensive, particularly when it recurs, or one person has authority over the other, may include actions such as veiled suggestions of sexual activity; offensive comments, jokes, and innuendoes; or the use of risqué jokes, stories or images. Sexual harassment could include inappropriate personal attention given to a person by any other person who is in a position to exercise authority over such person.

Harassment: Race, National Origin, or Disability

Harassment based upon race, national origin, or handicap includes ethnic slurs, or other verbal and/or physical conduct related to a person's race, national origin, or handicapping condition which interferes with a person's work performance or educational environment or creates an intimidating, hostile or offensive environment.

Harassment Review Board and Reporting: The Trinity Lutheran Church and School Harassment Review Board consists of four members that includes the Pastor, the congregation's Executive Director, one female staff member, and one female congregational member. Any person who feels that he or she is, or has been, the object of harassment, or any person witnessing any harassment, should promptly report the incident to the Harassment Review Board. Reports, complaints, and questions should be addressed to one of the members of the Review Board. The person who receives the report will, in turn, report the incident to the other members of the Review Board for purposes of investigation. For contact info for the appropriate board members, please send an email to info@trinitynet.org.

Trinity Lutheran Church and School Harassment Guideline: A copy of the church and school harassment guideline in its entirety is available on request from the school or church office. This guideline further defines harassment, and the reporting and investigative procedure.

Anti-Bullying

Any repeated action which makes a child feel uncomfortable, insecure or threatened may be defined as bullying. Trinity Lutheran School disapproves of bullying in all its forms and considers it a serious offense. Students are expected to stand up for themselves, stand up for others, and ask for help. The teachers take bullying seriously and will deal with this behavior urgently and firmly, making it clear that such behavior is not acceptable. The staff is required to verbally report incidents of suspected bullying to the principal, informing him what actions have been taken. Trinity has a complete anti-bullying policy approved by the School board and available for any parent.

Reporting Requirements: Bullying/Harassment of any type must be reported immediately.

- Teachers have legal reporting requirements and must abide by those.
- Students MUST immediately report incidents to the adult who is present or nearest to the scene.

The following steps will be taken as appropriate when dealing with incidents that involve bullying to any degree:
A clear account of the incident will be recorded and given to the principal.
The principal will interview all concerned and record incident.
Parents/Guardians will be informed through a phone call and letter.
Punitive measures will be used as appropriate and in consultation with teachers and parents/guardians but not limited to:

- Official warning

- Exclusion from certain activities, e.g. recess
- Lunch Detention
    - During a lunch detention, students sit away from peers and with teachers during lunch time. When possible, the student will spend part of this lunch period talking with a teacher about the situation and problem-solving strategies for making better choices in the future.
- Suspension
    - Only the principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policies. Suspension length is determined by the principal. Suspensions are counted as a demerit and may range from one day to one week, depending on the severity of an act. Any student who is suspended is prohibited from participating in any school activity on or off-campus. The student is prohibited from being on school property until a conference has been held with the parent/guardian. Suspensions are either in-school or out-of-school. Parents/guardians are responsible for tuition during a student suspension. *Note: Students who are suspended receive no credit for daily work, but are able to make up missing assessments (quizzes, tests, projects, etc.).*
- Expulsion
    - Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. Only the principal has the right to expel a student. If applicable, official transcripts will be released only after all outstanding financial obligations (tuition, meal payments, childcare fees, library fines, etc.) have been met and all school property has been returned. Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the principal.
- Due Process/Appeals
    - Students who are suspended or expelled may appeal their disciplinary action. Appeals should be directed to the principal and follow the communication.

Dress Code

Philosophy and Rationale
The dress code at Trinity is designed to promote modesty (1Cor 6:19-20), equity, and a healthy learning environment. The commitment and cooperation from our school parents/guardians is essential for our policy to be successful. Parents/guardians should carefully read through the dress code with their children, and should be vigilant in ensuring the children are following the dress code requirements each morning as they prepare for school.

It is the parents' responsibility to ensure that their child is dressed appropriately for Christian education and that their child's(ren) clothing is clean, neat, modest, respectful in appearance, and will provide a positive attitude towards learning without distraction. The judgment of the teaching staff shall determine what constitutes proper dress and appearance in all situations. Students not conforming may be asked to have alternate clothes provided or return home until they meet the proper clothing and appearance requirement.

Tops being worn must cover the chest, cover the skin at the midriff, have no spaghetti straps and do not show undergarments. Must wear compression shorts under athletic shorts. Examples of clothing not allowed but not limited to: deep v's, tight biking shorts, excessive torn and tattered clothing, clothing that promote non-Christian values (i.e., alcohol and tobacco advertisement, skull and cross bones, inappropriate "media" prints, etc.). Hats and hoods will not be worn in school unless for special occasions. Appropriate length shorts and skirts (guideline: hand down at side with shorts extending beyond the fingertips) may be worn but we ask the parent to use good judgment because the children go outside for recess and have gym class. Pajama pants may be worn only during school assigned occasions. Please avoid super skin-tight leggings, yoga pants and shorts unless covered by a top.

Enrollment and Tuition

Entrance Requirements

Trinity Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. Students accepted for enrollment are eligible to participate in all programs and activities specific to their grade level and subject to the athletic code and/or other applicable policies. The parents applying for enrollment for their children accept the policies and curriculum of our school and will cooperate with staff members in the joint task of Christian education. Lack of cooperation may constitute sufficient reason for re-evaluation of the student's enrollment.

- 4 K students must be four years old to enter 4-Year-Old Pre-Kindergarten class by September 1 of the school year in which the student intends to enroll.
- Five-Year-Old Kindergarten students must have reached the age of five by September 1 of the school year in which the student intends to enroll. Kindergarten screening may be conducted for students entering the 5-Year old Kindergarten class.
- First Grade students must have reached the age of six by September 1 of the school year in which the student intends to enroll.
- Students entering Trinity Lutheran School from grade one to grade eight must have records indicating scholastic achievement at a particular grade level. Placement at Trinity will be based on the records, a placement test taken by the child at the discretion of the administration.
- All students must be immunized with the proper immunizations as required by the State of Wisconsin or a waiver of immunizations need to be on file.

Obligation of Enrollee

- New applications for enrollment (that do not have a Voucher) are made to the principal. Applicants are interviewed by the principal. The applications are evaluated by the principal and may be submitted to the School Board for approval or disapproval. All pupils entering the school obligate themselves to take the required courses offered in the curriculum, including the religious program offered by the school (unless a written request is submitted by a parent of a Voucher student), and submit themselves to the school rules and regulations.
- Tuition fees at the current rate will be charged to students who are enrolling. Non-voucher students transferring from other schools and school systems are accepted on a probationary basis, lasting 45 school days. Final acceptance and grade placement is made after receiving appropriate records from the child's previous school. Enrollment in school will be conditional to the child's social and emotional adjustment. If the social and/or emotional conduct of a child becomes detrimental to the class, the child will be asked to enroll elsewhere. All new students in Trinity School may be tested upon entering. Grade placement is tentative until confirmed by the results of such tests.

The following items must be completed before enrollment is approved:

1. Principal Interview
2. Worship Covenant (member families)
3. Enrollment form with Enrollment Fee (Fee does not apply to Voucher family)

Enrollment Priorities and Deadline

Enrollment begins the second Monday in January. Trinity may operate with a waiting list. Students will generally be accepted to the waiting list according to order received *and the following priority:*

1. Students in good standing previously enrolled (through Jan. 31)
2. New students of families enrolled and in good standing (through Jan. 31)
3. Students whose parents are active members of Trinity Lutheran Church

4. Current 3K students enrolled in Trinity Childcare
5. Students whose parents are members of LCMS churches
6. Others

- Re-enrollment information will be made available to parents in January of each year. Priority for admission up to and including April 15 will be as stated above. After April 15 enrollment will be granted as space permits.

Registration Expectations

Additional enrollment items required include:

1. Arrangements made for payment of previous year's fees
2. Transportation form (where applicable)
3. Immunization record on file
4. Emergency information card
5. Master questionnaire
6. Parents' permission form to transfer records signed
7. Other permissions as designated by Trinity

Payment Policy-

Trinity Lutheran School shall not fail to collect school fees and tuition, while maintaining the caring Christian environment that is a hallmark of the school.

Procedure:

Parents/Families agree to payment of tuition and fees at Trinity Lutheran School.

a. Tuition and fees may be paid by check, cash or EFT. EFT is strongly encouraged for payment plans when tuition is not paid in full. Credit card charges are possible, but additional fees apply. Fees vary per card type and cannot be anticipated in advance.

b. Payment Plans:

The financially responsible party will set-up a payment plan at the time of Registration. Payment plans can be in full (1 total payment for all tuition and fees at Registration), quad (4 total payments), monthly (10 total payments) or bi-monthly (20 total payments).

c. Registration:

At least one parent/guardian and the financially responsible party must attend school registration prior to the start of the school year.

Payment at registration by check, cash or EFT includes:

1. 1st installment of payment plan
2. Athletic fees
3. All past due tuition/fees from prior year

d. Past Due:

The family account is past due when you do not make a payment on your account within 30 days of your chosen payment plan. Accounts that are 30 days past due will incur a 15% late fee for the total amount past due.

Tuition will be paid in full by June 15 after the school year closes. Any accounts with balances after June 15 will incur a 15% late fee and may be referred to our account management firm. Once the account is referred to the account management firm, Trinity can no longer directly accept any payments to the account – all payments must be arranged directly with the firm.

If at any time the family is unable to meet a financial commitment for the agreed upon time, the family can contact the church administrator to make alternative arrangements.

Tuition

The cost of education is subsidized by members of Trinity Lutheran Church. Parents should realize that the tuition fee does not cover the entire cost of education. Trinity Partners (members) are required to attend worship at Trinity regularly (20 times per school year), and to support the mission of Trinity through regular financial offerings. Our members cover the majority of the cost of education at our school through their weekly offerings to the church. Tuition money is due in on registration day, quarterly, or monthly. Contact the office for current tuition rates. Christian education has a significant cost, but it is an investment with a significant blessing!

Tuition Assistance Policy (Financial Aid from the Education Grant Fund)

Trinity Lutheran Church and School is committed to helping families who need tuition assistance so that students can enroll and experience the blessings from a high quality Christian education. Donations that have been made to the Education Grant Fund are used to help meet these needs. The amount of funds available through the Education Grant Fund varies from year to year.

To help distribute these funds, interested families complete the request for financial need on the Enrollment Form and sent a link to School and Student services. The amount of assistance determined by the Education Grant Fund Committee will be based on the analysis in conjunction with School and Student Services and the financial resources available in the Education Grant Fund.

Trinity Lutheran School fully complies with the US Government's Family Education and Privacy Act (FERPA). In brief, this means that any information supplied that is pertinent to a family's financial application is kept in strictest confidentiality and is viewed only by those responsible for making an award determination. The School recognizes that this is extremely sensitive information. Discussion of this information by committee members, outside of the context of an award decision, is prohibited. Trinity Lutheran School does not discriminate on the basis of gender, race, color, or ethnic origin in the award of any tuition assistance.

Tuition assistance "gifts" or payments given to the school that are designated for a specific family or recipient are not tax-deductible. Undesignated financial donations given to the Education Grant Fund are tax deductible.

Criteria for Receiving Financial Aid:

- No outstanding tuition or bills at the school
- Parents use monthly automated withdrawal for payments
- Maximum tuition assistance granted per family should not exceed 50% of the tuition charge, based on individual family need.
- The student and family must maintain regular church attendance (20 times per school year)
- Volunteer service to Trinity Lutheran Church and School
- Participate in fundraising events that benefit the Education Grant Fund
- Complete online application for Wisconsin Parental Choice Program and submit required documents for verification (process starts in February each year)

It is the parent's responsibility to:

- Comply with the agreed upon payment schedule set on registration day to pay the remainder of tuition bill not covered by tuition assistance.
- Complete the criteria for receiving financial aid as stated above.

Exceptions

The committee may grant exceptions as deemed necessary.

Supporting the Education Grant Fund

Donations are needed for the Education Grant Fund each year to help families that cannot afford the total tuition charge at Trinity Lutheran School. The Education Grant Fund is supported by school fundraisers and by donations from caring members of our church and community who contribute to this fund. We are all blessed in different ways; if you can help other families because God has blessed your family financially, you can place your donation in an envelope labeled "Education Grant Fund" in the church offering basket or drop your donation off at the school or church office. You also have

the opportunity to help other families by contributing a designated amount to the Education Grant Fund on your financial commitment worksheet at school registration. By sharing with others, God's blessings will be multiplied.

School Safety

The safety of our students is of the utmost importance. Cooperation of students and parents is expected in order to maintain a safe environment for our students. The following are basic safety measures that are in place for each school day:

- Parents/guardians of preschool and kindergarten-aged children are encouraged to walk their student(s) to class.
- Parents/guardians of 1st through 8th-grade students are encouraged to walk their student(s) into the building but asked to not go upstairs with them before school.
- Students or parents must not open an exterior door for anyone unless instructed by school staff to do so.
- Following the start of school, all parents, guests, and visitors (including recurring volunteers) must sign in at the reception desk and receive a visitor badge.
- All exterior doors remain locked during school hours except during specific drop-off times.
- Students are not allowed to leave the school with anyone other than who is listed on your contact sheet. In the event the student will be riding home with someone other than a parent/guardian, please notify the school prior to the event. Children will not be allowed to call and ask permission to leave with someone other than their designated party. Please refrain from calling the school to make after-school arrangements unless it is an emergency. After-school arrangements should be made in advance so that written documentation is available.

Courtyard Safety: Pick-up/Drop-off

The 7:30am/2:45pm drop-off/dismissal from the courtyard is designed to keep students safe. We all need to follow the procedures to make this a safe, effective process.

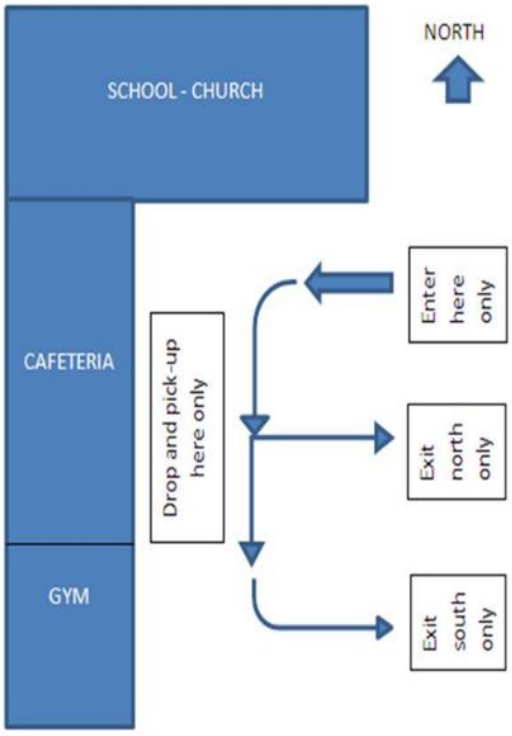
- Drop-off: Students report to their classrooms at the 7:30am bell. **Any students arriving at Trinity before 7:30 will be sent to childcare for a fee.**
- All students will enter through the main Office or SLC doors
- Pick-up: Students report behind the yellow line until parents arrive.
- Pick up your student from the yellow-lined curb, moving forward in line.
- Please allow the teachers and crossing guards to open your car door for your child.

- **If parking:**
  - **Children must be escorted into a parked car,** by an adult.
    ***Use only the designated parking lot, across 5th Ave from the Youth House. If you are parking and walking, you may NOT pull into the main Trinity Lot.**

- If you are here to pick up your child, please keep them close to you and provide for their supervision.
  - **If your child is walking or biking home after school please stop in the office to sign a walking permission form.**

- **After-school supervision for dismissal only goes until 3 p.m**. If at that time you have not arrived to pick your child up, we are blessed to provide ECC for their safety, charged to the family at current ECC rates.

Traffic Pattern



Mandated Reporter

- The Trinity Lutheran School staff are required by state law to report suspected child abuse or neglect to Marathon County Social Services. Teachers rely on student physical signs or student sharing to trigger their mandate to report. Their report is not a judgment on the parent, but a legal responsibility designed to protect children.

Emergency Response Plans

Trinity's Crisis Plan outlines procedures for various emergencies that could occur. Faculty and staff have been trained in the procedures outlined in the policy. A copy of this plan is located in each classroom, is available in the main office, and is reviewed on a rolling basis.

- **Fire Drills**
- In compliance with the DPI, fire drills happen each month and data is reported to the state.
- **Tornado Drills**
- In compliance with the DPI, tornado drills happen twice a year in the spring semester.
- **Active Intruder**
- In compliance with the DPI, Active Intruder drills will happen minimally once a year.

Health Services

Sick Child

Our priority is to provide a safe and healthy environment for all students, staff, and families. In order to prevent the spread of illness, we ask that parents adhere to the following guidelines. These best practices help protect the school community and ensure a quicker recovery for your child.

When to Keep Your Child at Home

- Your child should remain at home, or will be sent home from school, if they are experiencing any of the following:
- Fever: A temperature of 100.4°F or higher. Children must be fever-free for at least 24 hours without the use of fever-reducing medications (e.g., Tylenol, Motrin) before returning to school.
- Vomiting: Children must stay home for at least 24 hours after the last episode of vomiting.
- Diarrhea: Children with diarrhea should remain at home for 24 hours after the last occurrence.
- Cough or Respiratory Symptoms: If your child has a persistent cough, difficulty breathing, or excessive mucus production, they should stay home until these symptoms subside or a doctor provides clearance.
- Rash: Any unexplained rash should be checked by a doctor before your child returns to school. Rashes can be a sign of contagious conditions such as chickenpox, impetigo, or other infections.
- Sore Throat and Strep Throat: If strep throat is confirmed, your child should remain at home for at least 12 hours after starting antibiotics but also be fever free.
- Contagious Diseases: Any contagious illness should keep your child at home until a doctor clears them to return. A doctor's note is required for return to school.
- Trinity Follows the Department of Health Services Guidelines

What Happens If Your Child Becomes Ill at School

- If your child develops symptoms such as fever, vomiting, diarrhea, rash, or persistent coughing while at school, they will be sent home.
- You will be contacted to pick up your child as soon as possible to limit exposure to others.
- Next-Day Policy: For the health and safety of all children and staff, any student sent home due to illness must remain at home for the rest of that day and the entire following day—even if symptoms improve or medication is given. This “stay-at-home” policy remains in effect regardless of whether 24 hours have passed since symptoms occurred.

Medication and Symptom Management

Please do not give your child fever-reducing or anti-nausea medications to mask symptoms and send them to school. This often results in the illness spreading to other students and staff.

Help Prevent the Spread

- Encourage your child to practice good hygiene, including regular handwashing and covering their coughs and sneezes.
- Teach your child to avoid sharing personal items such as food, drinks, and utensils.

Example: Fever and Return-to-School Policy in Action

A child was sent home with a fever at 10:30 am and picked up at 11:10 am. They were given fever-reducing medication at 12:00 pm, 3:00 pm, and 7:00 pm. The fever broke at 11:00 pm, and no further medication was needed. Per policy, the 24-hour fever-free period begins at 11:00 pm, meaning the child cannot return to school the next day.

Note: Children sent home with a fever, diarrhea, or vomiting must stay home the day they are sent home and, at minimum, the entire next day, regardless of medication or symptom improvement.

By following these guidelines, you help create a healthier school environment for everyone. Thank you for your cooperation in keeping our community safe!

Medication

Parents of students with conditions that require medication must report these conditions. All medication must be brought from home, including all over-the-counter medications. All medication requires a medication authorization and release form. This form, along with the medication and directions for its use, should be given to the school office. All medications will be kept in the school office and students will be excused from class to receive them.

Medication Forms

Please review the following guidelines and fill out the forms as they apply to your child(ren).

Required forms (one per student found in registration packet)
"Health Information and Medical Release" form

Optional forms for prescription and non-prescription medications
1) "Prescription Medication Form" - **Requires a physician or other health care provider signature.** ONE FORM PER MEDICATION/PER STUDENT. **Prescription medications cannot be given at school unless this form is completed and on file.** This form is required for prescription medications that are needed continuously throughout the school year as well as for episodic medications such as antibiotics. For that reason, it might be best to keep a few blank copies of the form and take them with you when you see the doctor during times of illness. Then, your health care provider will be able to fill the form out for you at the time of prescription.

2) "Non-prescription (over the counter) Medication Form" – Requires only a parent/guardian signature. **This form must be completed in order for your child to receive a non-prescription medication.** Be specific in regards to reason and frequency of medications.

It is the responsibility of the parents to communicate with the school office medication requirements of their child and any changes during the school year. The student needs to accept responsibility for going to the school office at the appropriate time to receive their medication. The principal will designate staff members that will be responsible for administering any medications. When a medication is given to the student it will be documented on the medication form.

In conjunction with the administration of epinephrine, the school will seek immediate medical or hospital care.

Allergies

Parents of students who have an allergic medical condition must report this condition to the classroom teacher and the school office. The individualized needs of those with allergies are addressed on the completed and signed 3. "Notification of Allergy" form and further described in the "Guideline for Food Allergies and Food Intolerance", and the "Guideline for Environmental Allergies". These guidelines encourage collaboration with the family, individual, medical community, and church and school while promoting a safe and healthy environment.

Student allergies are becoming more common. We ask that you be sensitive to the needs of other students as reported in individual classrooms.

General standards regarding medication administration

Students will be given medications at Trinity ONLY if we have a completed and properly signed
medication form. This includes all prescription and over-the-counter medications. If we do not have a completed form, we will attempt to contact you by phone to obtain permission, but if we cannot easily reach you, your child will not be able to receive medication. If your child would require prescription or non-prescription medications, it will be necessary for you to supply the medication and bring it to the office in the original container along with the appropriately completed form and instructions.

For the safety of everyone, no child may carry and self-administer medications while in school except for emergency medications such as inhalants for asthma, insulin and glucose tablets for diabetes, or Epi-Pens for allergic reactions. If emergency medications are needed, the student should keep the medication with him/her at all times in a pocket or desk. If the child is young or the parents want the medication to be kept in the school office or with the teacher, we will do that.

Medications may not be kept in a backpack in the hallway or other area that is not continuously monitored. All non-emergency medications will be kept in the school office. Please comply with these rules for the safety of everyone. We have a wide variation in age and maturity levels within the student population, and young students especially could be harmed if they accidentally have access to medications. Many medications such as cough syrup and chewable vitamins or pain relievers are pleasant tasting which could easily lead to overdose.

If a parent or health care provider changes medication administration instructions, a new form
Should be filled out or written instructions about the change should be sent to the school office.

Health Screening & Records

Vision and hearing screening will be completed in grades 4K, K, 1, 2, 3, 4 and 5 by the Marathon County Health Department. Individual health information records will be kept for each student. If changes occur during the year in regards to the child's health status, please contact the school. During the school year if your child receives an immunization, please contact the school office so that we can update our records.

Communication to Parent – "NOTES TO HOME"

Will be used to communicate with you, the parent, about medication given, or health related student complaints during the school day. Your child's teacher will send this home with the student at the end of the day.

First Aid — Emergencies

If a child becomes ill or is injured, he or she will be cared for temporarily by a teacher and/or office staff. If the illness or injury is significant, the parent will be notified. It is important for the school office to have current information in regards to phone numbers where the parent or other designated person can be reached. We will make every attempt to reach you or the emergency contact person you have designated. If the injury or illness is serious, "911" will be notified for transportation of the student to the hospital.

Health Emergencies

Community health issues (like the H1N1 and CoVID virus) will be addressed through cooperation and direction from the Marathon County Health Department. The MCHD makes all decisions on parent contacts and school closure related to community health.

Immunizations

Student immunization requirements are in compliance with the Student Immunization Law of the State of Wisconsin, Department of Health Services. The Age/Grade Requirements can be found at http://dhs.wisconsin.gov/immunization. Trinity School is able to access student immunization records through the WI Immunization Registry (WIR). If your child has received immunizations in WI or your doctor/clinic has recorded the student's immunization history in this data base (WIR) then it is not necessary for you to provide us with paper records. We do require a signed waiver if your child does not receive immunizations for health, personal, or religious reasons.

Communications:

Homebound - The *Homebound* is distributed to our families weekly. This newsletter is the school's main source of communication with parents/guardians. The *Homebound* will provide information on upcoming events, calendar for the coming week, monthly menu, and other information we feel is important for the Trinity families. There are also classroom newsletters that are sent home. The *Homebound* will be sent via Constant contact and paper copy if so requested.

Email - In addition to phone calls, email is the main form of communication between 4K-8 teachers and families. Teachers will respond to parent emails within 48 hours during the school day/week. Teachers are encouraged to be fully present with their families–and not monitoring email–during the evenings and on weekends. Email format: [full last name, first initial]@trinitynet.org

Social Media - Find new updates of the school on Facebook &Instagram



School Closing – Weather

School closing announcements due to weather conditions will be made over local radio and TV stations and will be made by us—Trinity Lutheran School**.** You will also receive an email through constant contact.

Bus Transportation

Children are only allowed to ride their assigned bus. The Bus Company must provide approval for riding a different bus. Students riding either the city bus or School buses are asked to be courteous and follow the guidelines established by the bus companies. If a problem arises, the principal will be contacted by the bus company and subsequently the parents will be notified. The same rules at school apply when using the bus.

Miscellaneous

Birthday invites/ treats

If you are having a party for your child and are not inviting their entire class, please do not distribute invitations or bring presents to school as this causes hurt feelings. Also, do not send pillows, sleeping bags, etc. with your child to school for sleep-overs with friends. Please make other arrangements outside of school.

Students can bring in a treat to share with their class on or near the date of their birthday. See Wellness section for Food and Beverage suggestions. Treats must be store bought with clear content labels and easy to pass out to the class. Teachers also appreciate a confirmation of the date that the treat will be coming. Please keep it simple and honor the requests of the teacher especially as they apply to student allergies.

Enrichment

Trinity strives to enhance their educational program with special opportunities and activities. A brief description is listed below. Have a new idea to lead? Let us know!

- **Accelerated Reader** is a computer-based reading comprehension program that motivates readers.
- **Athletics /Sports** are offered after school for various grades.

Volleyball	girls	Aug/Sep
Soccer	coed	Aug/Sep
Cross Country	coed	Aug/Sept
Basketball	both girls and boys	Nov-Feb

- **Bible Bee** is a fun event for National Lutheran Schools Week.
- **Choirs** have practice times scheduled during the school day. A special Christmas Service and Sunday worship services feature their Christian selections. Hand bells for grades 6-8.
- **Geography Bee** is held for students in grades 4-8.
- **Junior Achievement** brings the real world of business and money matters to life. Community volunteers share this program at various grade levels.
- **Outdoor Education** is incorporated into the curriculum. Various grade levels visit the School Forest.
- **PAF** (Performing Arts Foundation) offers a variety of special performances at the Grand Theater. Trinity students often participate in one such activity per year.
- **Spelling Bee** is open to students in grades 4-8.
- **Activity Electives** is open to students in grades 6-8. The students have an opportunity to select a class that meets

weekly.

- **Student Council** elections are open to all kids' grades 6-8 who meet eligibility requirements as outlined below:

  1. A minimum of 2.0 grade point average must be maintained for those who wish to participate in student council

  2. This GPA is not cumulative over the year.

  3. A failing grade in any subject will render the student ineligible for one week when the status will be reviewed by the teacher and student council advisor.

  4. Students may also be held from student council until the work is completed.

  - A student who is determined to have an incomplete or failing grade in any subject will be ineligible until the work is completed and has been recorded by the teacher. The student will be given 3 weeks to complete the work.

- **Safety Patrol**

  1. The school safety patrol students, grades 5-8, will help children load and unload from vehicles each morning and afternoon. Eligibility requirements are as follows:
  2. 1. A minimum of 2.0 grade point average must be maintained for those who wish to participate in safety patrol.
  3. 2. This GPA is not cumulative over the year3. A failing grade in any subject will render the student ineligible for one week when the status will be reviewed by the teacher and safety patrol director.
  4. A student who is determined to have an incomplete or failing grade in any subject will be ineligible until the work is completed and has been recorded by the teacher. The student will be given 3 weeks to complete the work.
  5. 4. Students may also be held from safety patrol until the work is completed.

Extended Child Care

Trinity Lutheran School offers a before and after school care program for students who need care. The program involves snack time, time to complete homework, playing outside as weather permits, or other supervised activities. *We are also open on early dismissal days, non-school days, and during the summer.* The program runs from 6:30 - 7:30 a.m. and 2:45 - 5:45 p.m. during regular school days, at an hourly cost, billed by the half hour.
In addition to ECC we offer care for ages 6 weeks to 5 years. Please contact the Childcare office for further information.
A new registration form needs to be completed for the school year after summer care regardless of previous registrations.

Field Trips

Experiences outside of the classroom setting are provided to enrich the education program provided at Trinity. Field trips will be scheduled periodically throughout the school year. Parents are notified of the trip in advance and information will be provided about the nature of the field trip and any costs via the HOMEBOUND or special classroom notification. Parents are often asked to serve as chaperones along with the classroom teacher. Teachers may need to limit the number of chaperones attending. Field trips are a part of the school curriculum, and participation is required. School rules and dress code apply. Some of the larger trips can be paid in advance at registration day.

The Homeroom teacher will decide to use parent drivers or yellow school bus depending on the proximity of the venue, length of the trip, age of the students, need for car seats, etc. Parent drivers must complete a **TLS Driver Approval Request Form** found in your Registration Packet, a **background check**, **copy of your driver's license** and **automobile insurance** will be kept on file. Parents are expected to follow the chaperone guidelines.

Chaperone Guidelines-

For the benefit of our children, staff, and our chaperones, we have developed the following guidelines to help make our trips run more smoothly and to help ensure the safety of our children.

- Any adult wishing to participate in the field trip must have an approved Background Check prior to the trip yearly.
- Once it has been confirmed that you are scheduled to help chaperone a trip, please let the staff member in charge of the trip know immediately if you become unable to assist.
- School Administration reserves the right to deny any parent permission to drive for and/or attend any field trip, at any time, for any reason.
- When we plan field trips, we often have to give exact numbers for reservations and transportation, including those adults going along as chaperones. Therefore, we will not be able to accommodate extra adults who wish to join the group after initial plans have been made.
- For safety reasons, only children under 18 who are enrolled in the group are eligible to attend field trips.
- As there are always last minute items to pack, trips to the restroom, etc., please be sure to show up at the assigned time if not a few minutes early. The time you are asked to be here may be earlier than the announced start time of the trip so that the staff has extra help with the children while the staff takes care of last minute details.
- Both the children and staff are looking for you to help direct and redirect the children throughout the trip. We need you to actively supervise the children around you. This includes encouraging the children to be on their best behavior and reminding them of the rules such as using kind words, respecting personal space, and using quiet voices. If you have a situation where you don't feel the children are acting appropriately and need help, please ask a staff member to reinforce your request.
- We want to make sure that the children have the undivided attention of all of our adults. Therefore, all cell phones, pagers, etc. must be placed on silent/vibrate during the entire time you are with the children.
- When trips include lunches, we encourage you to take advantage of the same meal being provided to the children. We are happy to include you in our count and it makes it easier for the children if everyone on the trip is eating the same thing. Of course, if you have special dietary needs, we certainly understand. Just let the staff know you will need to bring your own lunch. Since children like things to be "fair" and are easily upset when things are not, please do not bring special items for your child. Likewise, please do not purchase special items for your child or the children assigned to you.

Room Parents

During Registration, you will have the opportunity to sign-up as a Room-Parent. Your role would include coordinating seasonal parties, assisting with field trips, and working on special events with the homeroom teacher. We hope to have at least two per classroom. A letter will be mailed in the fall detailing the responsibilities and expectations of this rewarding position. Contact the classroom teacher or the Principal with questions.

Fundraising

The Principal must approve all fundraisers, and only established fundraisers will be allowed or replaced. Fundraising (part of third source funding) is a necessary component of our school operations. Trinity Lutheran School gets its funding from the church, tuition, and 3rd source funding.

Increased participation in minimal events is the goal. Some of the fundraisers may be for a specific class project, another for an ALL-SCHOOL project for computer software and hardware or the Education Grant Fund or operating expenses. We encourage, but do not require participation. Everybody doing a little extra makes a tremendous impact for the children.

Magic Paper Box is located in the parking lot. Any newspapers, magazines, and office paper are accepted. Trinity will earn cash for your trash.

Texas Road House will give 10% back to the school with a Trinity church bulletin on Sundays.

Internet Access
Our intent is to use technology and the Internet to further educational goals and objectives as well as apply technology to the practice and proclamation of the Gospel. We believe that the resources available through the Internet, and the skills that students will develop in using it are of significant value in the learning process, and beneficial to students in the future. With access to information all over the world comes the benefits of many resources but also the risk of availability to material that may not be considered to be of educational value as a Christian. Trinity has taken precautions to block access to inappropriate or controversial sites and materials that are available on the Internet by use of an Internet filter. Teachers will provide training to promote responsible use of the Internet as well as closely supervise all student work on the Internet.

Access to the technology tools and resources are given to students who agree to act in a considerate, responsible, and respectful manner. Parent permission is required. Access is a privilege – not a right. Access requires responsibility.

Technology Acceptable Use Policy
Trinity Lutheran School

Trinity Lutheran School is pleased to offer students access to Trinity's technology resources and the Internet while at school. Technology resources are provided for educational purposes with the understanding that they will be used in ways that are consistent with Christian principles, ethics, and the educational objectives and mission of Trinity Lutheran School.

Students have access to school-provided technology including workstations, laptops, wired and wireless networking, and other electronic equipment that can be used with teacher authorization and supervision. Additionally, students may bring their own electronic devices (cell phones, laptops, netbooks, iPad, PDA, etc.) to school and use them for educational purposes such as accessing assignments, documents and programs within Trinity's network. Use of the Internet through personal electronic devices is NOT allowed unless written authorization is provided by Trinity Lutheran School.

The Internet is a source of material and information on many topics. Students are expected to list sources of materials that are used for an assignment when appropriate.

Students are expected to ask permission before using laptop computers or other technology in classrooms, and to use them in the manner directed and approved by a teacher or staff member.

Students are responsible to report any misuse of technology to their teacher or supervising staff member.

As a technology user, you are expected to act in a considerate and responsible manner. Misuse of network resources, Internet access, or artificial intelligence (AI) tools will result in consequences for inappropriate behavior, which may include loss of use, in-school or out-of-school suspension, or other consequences as established in the school board approved School Discipline Policy.

Students are expected to use good judgment when working in areas not covered explicitly by the rules.

This Technology Acceptable Use Policy is an agreement between you, your parents, your teachers, and Trinity Lutheran School and Church. We assume that you will remember and respect these guidelines while using technology.

Artificial Intelligence (AI)

Artificial Intelligence (AI) tools, including but not limited to ChatGPT, Google Gemini, Microsoft Copilot, image generators, and similar technologies, may only be used when specifically authorized by a teacher.

AI tools are intended to support learning, not replace student thinking, creativity, or effort. Students remain responsible for all work submitted in their name.

When permitted by a teacher, students may use AI tools for activities such as brainstorming ideas, researching topics, practicing skills, or receiving feedback. **Any use of AI must comply with teacher directions and assignment expectations.**

Students may not:

- Submit AI-generated work as their own original work.
- Use AI to complete assignments, assessments, essays, projects, or homework unless specifically authorized by the teacher.
- Use AI to generate answers during quizzes, tests, or other assessments.
- Use AI to create inappropriate, offensive, dishonest, or misleading content.
- Upload confidential, personal, or private information into AI systems.
- Circumvent teacher instructions regarding AI use.

Failure to follow classroom expectations regarding AI use may be considered plagiarism, cheating, or academic dishonesty and may result in disciplinary consequences.

Some examples of unacceptable use whether using school technology or personal technology include:

- Playing games, texting, listening to music, and watching entertainment videos during the school day (unless teacher authorization and supervision has been given).
- Attempting to alter or damage the computer hardware, electronic systems, software, or networks, including files that are not yours.
- Modifying the computer's screen or settings. The hardware (screen, keyboard, and mouse) and software (desktop, settings, and programs) should be just as you found them at the start of class, or better.
- Copying or downloading files without authorization from your teacher.
- Having food and/or drink in the computer lab or near classroom computers.
- Accessing inappropriate material including viewing, sending, or displaying offensive messages or pictures. If such material is accidentally accessed, it is your responsibility to close the program involved and inform a teacher or supervising staff member immediately.
- Disclosing private or personal information of any other individual on the Internet because all online information can be seen by the entire online community.
- Violating copyright laws by downloading music, videos, or other information that is the property of others.
- Plagiarizing or using copyrighted materials from the Internet or AI-generated content without proper permission, citation, or teacher authorization.
- Failing to respect the technology of others.
- Using technology or AI tools to harass or bully others, to steal or borrow work, to access or store inappropriate materials, or to misrepresent authorship of work.

In addition to the above listed examples of acceptable and responsible use of technology, students are also expected to care for equipment and devices in a responsible manner. Some examples of this would be carrying devices in a secure way when transporting them from place to place, putting equipment and devices back in the places they are kept when you are finished using them, not tampering with or purposefully damaging equipment or devices, and reporting any damage to a teacher if something is damaged or found damaged.

While devices will undoubtedly acquire some wear and tear over extended times of usage, any damage that is caused by a student through purposeful or accidental neglect will result in their family needing to cover the expense of repair or replacement.

Library

Trinity wants students to read, read, read. We are blessed to have a library with many titles for all age levels and an electronic checkout system. If you question the appropriateness of a book for our library, please turn it in to the Principal. Students

may check out books each week. Checked out books are the responsibility of the student, for care and prompt return. Damaged or lost books should be replaced by the family.

Lost and Found

Throughout the school year an assortment of gloves, shoes, scarves, backpacks, etc. are found. These items may be claimed by the student/parent by simply checking the *lost and found* located at the top of the stairway that leads from the foyer area by the gym entrance. Items not reclaimed will be donated on a periodic basis.

Pets

Pets may only be brought to school with the prior approval of the teacher and if it is related to an educational activity. Please do not bring pets onto school grounds during the school day to avoid startling children or triggering allergies. Trained therapy dogs may be used during the school day if organized through the classroom teacher. Due to health and safety recommendations, pets are not allowed to stay in a classroom for an extended period of time.

Photo/Video Release

Trinity can best tell the story of meeting needs and developing disciples through the use of student images. Teachers use web programs to share class activities and the principal shares images when promoting the school.

The parent will have the choice of consenting to Trinity's use of photographs or videos taken of their child during the school year, names will never appear.

Trinity reserves the right to use individual and group shots, without names, for publicity and promotion if a parent has given permission.

I consent that such photographs and/or videos can be used by Trinity Lutheran School, which has the right to duplicate, reproduce and make other uses, as Trinity Lutheran School deems necessary. I understand that Trinity is not responsible for photos/videos that are shared through social media by parties outside of the school.

Prayer Support

Throughout the school year we encourage your family to pray for the Trinity staff & school families.
At breakfast, supper, bedtime or other appropriate family or personal time we encourage you to include a family in your prayers.

Prayer makes things happen:

- The prayer of a righteous man is powerful and effective. James 5:16
- Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. Philippians 4:6

Prayer is God's idea:

- Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus. I Thessalonians 5:16-18
- Be joyful in hope, patient in affliction, faithful in prayer. Romans 12:12

Recess

Play is scheduled each day for the physical and social health of the children. Appropriate dress is important, especially in the winter months and when wearing skirts and sandals, etc. Student will be outside for recess if the temperature is 0 or above with wind chill. Recess is held inside if weather dictates. We encourage all students to take the mental break and enjoy activity.

Snacks

A snack break is offered daily. Students can bring Nutritious snacks are encouraged. See the Wellness section for the food and beverage suggestions.

Liquid in the classroom

During classroom instruction, students are asked to only bring water into the classrooms/hallways that is unflavored, not carbonated, that is in a sealable water bottle that does not spill.

$CRIP

What is the $crip Program?

$crip is a third source funding option that can benefit Trinity Lutheran Church, School AND YOU! The church/school purchases gift certificates, which can be used at local businesses. You (the customer) purchase these certificates from Trinity and use them to pay for merchandise. The merchants in turn give Trinity a rebate, anywhere from 1% - 10%. Many of the businesses now use a plastic credit card type, with any remaining balance staying on the card until the next time it is used. **Families have the opportunity to use $crip to help pay for tuition. Friends and extended family members of students can also designate their $crip purchases toward the tuition of a school family.** A 'Scrip Agreement Form' must be filled out & signed by each user of the program.

You can purchase $crip from the church office daily, You could also send your money and order with your child to school and the certificates will be sent home at the end of the day with your child. Make checks payable to **Trinity $crip** for the value of the certificates, then go shopping.

We also have scrip available online. Please see the church office for information regarding our online program.

Telephone

The school telephone number is 715-848-0166. If parents need to reach a teacher, a message may be left in the teacher's voice mailbox. It will usually be returned at the end of the school day.
Children should be called to the phone only when there is an emergency. Otherwise, messages will be forwarded by the secretary by 2:30 p.m. each day to the students. Children needing to use the telephone need to arrange this with their homeroom teacher. Phone calls to ask a parent if they can go over to someone's house after school, stay to watch an after school sporting event, see if they can walk instead of taking the bus, etc. will not be permitted. These and other such arrangements are to be made at home prior to coming to school.
The school does not accept liability for cell phones.

Visitor Policy

This policy applies to the Trinity Lutheran Church and School facility when either Trinity Lutheran School and/or the Childcare and applies to the areas of the facility being used to serve children on a regular bas**i**s which are secured from the hours of 6:30am till 6:00 pm. Visitors will be limited to those providing a service and must be approved by staff. Parents will not be allowed in the upstairs at drop-off.

A. Visitor access (including parents and guardians) to the school and child care are limited to the main Church and School Office.

B. Parents with children in the infant room of the Childcare may access the facility using the infant room door and will be buzzed in by the staff if they are authorized users of the Center.

C. All individuals including parents of children being served are required to register before being allowed to access the secure area of the building during the hours of 7:45am to 3:00pm.

1. Sign in at the Office
2. Registered individuals will be buzzed into the secure area of the building.

D. Individuals requiring access to the secure area of the building before 7:30am and after 3:00pm must be preauthorized and will receive a security badge that will allow them to gain access to the secure area of the building.

E. Individuals picking up school children during the hours of 7:45am to 2:45pm will not be allowed access into the secure area of the building and will need to sign out the children they are picking up.

F. Individuals picking up child care center children will be allowed access into the secure area of the building and will need to sign out the children they are picking up. Parents or guardians who are registered sex offenders and are picking up or dropping off their children may be allowed on campus at the collective discretion and under the collective direction of the Principal and Childcare Director (or designee in their absence). Such parents must inform the school and childcare administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building, must leave premises immediately upon conclusion of business, and may not visit while school or childcare is in session.

1. If the registered sex offender has a child who is enrolled in the childcare or school, per-visit notice to the school administration is not required, but the registered sex offender must instead provide notice to school and childcare administration at the beginning of each academic school year, when the child is first enrolled in the childcare or school, or upon being designated as a register sex offender, whichever occurs first.

Lunch

Hot lunches will be served daily beginning with the first day of classes. It is the responsibility of the family to keep cold items cold enough for healthy lunch. **Children must bring their own utensils if they are needed for a cold lunch.**

Federal guidelines for free and reduced lunches are found in your Registration Day packet. Current prices can be found on the current menu or in the school office.

It is against regulations of the National Hot Lunch Program to sell foods or beverages in competition with the regular menu. **Students are not permitted to buy or bring soda or other caffeinated beverages during lunch, (with the exception of concessions at sporting events).**

No fast-food deliveries can be made for students during the school day.

There is NOT a microwave available for student use.

Money for lunches will be deposited into the hot lunch account in the office. **Please mark the envelope with the family name.** Each family will have a hot lunch account which will be drawn on as the students use it. **Parents may not eat lunch with their students unless for a special event.**

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Hot Lunch Policy

The Principal shall not fail to operate the federal hot lunch program, including the federal free and reduced lunch program.

It is the expectation that parents and/or guardians plan for their child to have sufficient access to food each school day. In addition, parents and/or guardians are encouraged to monitor and manage their child's school nutrition services account, including making prompt payment when necessary.

Guidelines for Past Due Accounts

1. Family will be notified weekly, by email and a statement will be sent home with the youngest child in the family, when the amount in the hot lunch account has a positive balance of 5.00 or below.

2. Students and Staff may charge the cost of school meals with a negative balance. However, upon reaching a negative balance of $10.00, collection efforts will be initiated with Parents/Guardians via letter and cell phone. Students and Staff will be offered an alternate sandwich and milk up to a negative balance of $20.00. A late fee of $15.00 will be assessed after reaching a negative balance of $20.00, with the exception of free and reduced students.

3. Once an account has reached a negative balance of $20.00, a phone call will be made to the family informing them of the negative balance. If not brought to a positive balance within two days, the student(s) and/or staff may/ will not be allowed a hot lunch meal. They will need to bring a cold lunch until the account is current.

Any family may come to the Principal and explain why they are having difficulties with payment.

Trinity Lutheran Church and School is committed to providing an environment that promotes and protects our children's physical, mental, and spiritual health. We are dedicated to support wellness through Christian growth, healthy eating, and physical activity. This is a collaborative effort between our staff, and the families that we serve.

Suggested Food and Beverage Guidelines for Snacks, Classroom Activities & Celebrations

Food Groups	Recommended	Sometimes	Infrequent Use
Breads, Cookies, Chips, Snacks and Granola bars	• Unsweetened whole grain dry cereal • Pretzels • Whole grain crackers • 100% whole grain mini bagels • Fruit and nut trail mixes (no chocolate or candy) • Sunflower seeds or other nuts (low salt) • Low fat, low sugar granola/breakfast bars containing sunflower seeds, almonds or walnuts • Light, low-fat popcorn • 100% whole wheat English muffin • Low-fat tortilla or tortilla chips with salsa or bean dip	• Baked chips • Regular crackers • Animal crackers • Graham crackers • Angel food cake • Whole grain muffins	• Potato chips • Cheese crackers • Breakfast or granola bars with chocolate or candy • Cakes, cupcakes, cookies • Candy • Sugar cereals • Donuts
Vegetables and Fruit	• Any fresh fruit • 100% fruit leather, dried fruit • Fruit cups packed in juice or water	• 100% fruit snacks • Fruit canned in light syrup	• Regular fruit flavored snacks

	• Any fresh vegetable with low fat drsg or salsa dip • Apples or celery with peanut butter • 100% fruit jam or jelly		• Fruit canned in heavy syrup
Meat	• Low fat, low sodium, chicken, ham or turkey sandwiches or wraps	• Chicken or tuna salad • Low fat, low sodium beef	• Sausage, pepperoni, • salami, jerky • bologna
Dairy	• String cheese, • Greek yogurt, • Light go-gurt • 8oz serving low-fat, 1% or fat free cottage cheese • Low-fat pudding	• Fruit flavored yogurt with <30g of total sugar • Regular go-gurt	• Ice cream • Regular cream cheese • Higher fat, regular cheese • Processed cheese slices, • Full fat cottage cheese • Many puddings
Beverages	• Skim, low-fat milk, • non-fat chocolate milk or low fat yogurt drinks • Plain water • Flavored water with low sugar	• Sport drinks (for kids engaged in vigorous activity/sports) • Flavored milk with <22g total sugar • 100% fruit or vegetable juice (low sodium) • fruit smoothies (yogurt, fresh/frozen fruit, ice)	• Whole milk • Regular soda with caffeine • Fruit "drinks" • Fruit smoothies with added sugar • Drinks, blends, cocktails, splashes

Wellness comm**.** review - **A**ug 2012

Special Dietary Needs Policy

Overview

Trinity Lutheran School aims to provide all participating students with nutritious meals through participation in the USDA Child Nutrition Programs. This includes ensuring students with disabilities as defined under the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act, have an equal opportunity to participate in and benefit from the USDA Child Nutrition Programs.

U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b requires the school district will make reasonable modifications to accommodate students with disabilities including providing special dietary accommodations to students with a disability which restricts their diet.

The special dietary accommodation coordinator shall be primarily responsible for managing special dietary accommodations within the food service program.

CONTACT INFORMATION
Special Dietary Accommodation Coordinator
School Admin Assistant, 501 Stewart Ave Wausau, WI 54401 715-848-0166

504 Coordinator
School Principal, 501 Stewart Ave Wausau, WI 54401 715-848-0166, ext 308

Hearing Official
School Principal, 501 Stewart Ave Wausau, WI 54401 715-848-0166, ext 308

ACCESS TO FOOD SERVICE PROGRAMS AND FACILITIES

It is the policy of the school district to ensure that it does not discriminate against any person based on a protected status or classification as identified by law or herein in admission to or access to programs, services or activities offered by the district. The school district will ensure that individuals with disabilities have an equal opportunity to participate in the USDA Child Nutrition Programs and have appropriate access to facilities and areas where meals are provided.

REQUEST FOR A SPECIAL DIETARY ACCOMMODATION

Medical Statement

A parent/guardian requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a state authorized medical authority. The request must contain the following information:

- An explanation of how the student's physical or mental impairment restricts the diet
- The food(s) to be avoided
- The food(s) to be substituted

State Authorized Medical Authority

A state authorized medical authority is a licensed health care professional who is authorized to write medical prescriptions under state law. This could include a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner.

Incomplete Medical Statements

If a Medical Statement for Special Dietary Needs is unclear or lacks sufficient detail, the special dietary accommodation coordinator or school district's healthcare team may seek appropriate clarification from the parent/guardian or the healthcare practitioner so that a safe meal can be provided.

Where to Submit

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Special Dietary Accommodation Coordinator: School Admin Assistant, 501 Stewart Ave Wausau, WI 54401 715-848-0166

Individualized Education Plan (IEP) or 504 Plan

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

PERSONAL REQUESTS

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the school district cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements.

Fluid Milk Substitution

I. The school district shall have no legal obligation to accommodate a student's or a parent's/guardian's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file. However, the district will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

Religious Reason

I. The school district shall have no legal obligation to accommodate a student's or parent's/guardian's request for accommodations based on religious requests. However, the district will assist your student in choosing a reimbursable meal through offer versus serve (OVS).

Personal Request

I. The school district shall have no legal obligation to accommodate a student's or parent's/guardian's general health, nutrition, or food preferences. However, the district will assist your student in choosing a reimbursable meal through offer versus serve (OVS).

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the special dietary accommodation coordinator shall review the request to ensure it is supported as required by federal law and district policy.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a state authorized medical authority, the district will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the school district may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the school district shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Notification

Parents/guardians will be notified of clarifications needed or approval of a special dietary request.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, contact the special dietary accommodation coordinator by 9:00 a.m. the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the special dietary accommodation coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent/guardian by submitting the request in writing to the special dietary accommodation coordinator.

PROCEDURAL SAFEGUARDS

The school district staff will collaborate with parents/guardians and the student's healthcare team to appropriately share pertinent information regarding a student's food related disability with the goal of providing a safe environment.

Allergy Related Disability Strategies

The school district shall establish a method of ensuring that relevant information is shared with all supervising persons of a student identified with a life-threatening allergy.

The school district shall establish preventative strategies to minimize allergen risks and provide a safe environment for all students. Strategies may include:

- Carefully monitoring students with allergies.
- Encouraging students not to exchange food or utensils with other students.
- Washing surfaces, toys and equipment clean of allergen containing foods to the extent practicable.
- Provide staff updates, as necessary.
- Encouraging parents/guardians to instruct their children in how to avoid contact with substances to which they are allergic.

Carbohydrate Counting

School food service staff will provide menus, recipes, product labels, and planned portion sizes for various menu items. The student's parents/guardians, health care team or school healthcare team should use this information to determine carbohydrate totals to help ensure a safe meal and proper medication dosage.

Disclaimer

Nutrition information is accurate to the best of our knowledge; however, product substitutions or manufacturer formulas changes can occur. Ingredients and menu items are subject to change. Please consult a medical professional for assistance in planning or treating medical conditions.

COMPLAINTS OF DISCRIMINATION
Parents and guardians have the right to examine the record and file a grievance in situations where a requested modification is not granted. Schools or districts should follow their procedures for grievances and complaints alleging civil rights discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Civil Rights Complaint Procedure

Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

	School Food Authority Information	
School Food Authority Name		Agency Code
Trinity Lutheran School		377957

School Food Authority Civil Rights Coordinator for the USDA Child Nutrition Programs	
Name Andrew Hulke	Title Principal
Email Address hulkea@trinitynet.org	Phone Number 7158480166

Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex (including gender identity and sexual orientation), disability and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be accepted verbally, in writing, anonymously, and from third party representatives.

Upon receipt of a complaint, the receiver of the complaint at the school/district should immediately:

1. Contact the School Food Authority (SFA) USDA Child Nutrition Programs Civil Rights Coordinator, listed above.

2. The recipient of the complaint and/or SFA Civil Rights Coordinator must provide the individual with the information necessary to file a complaint and not impede on the individual's right to file.

3. After explaining the complaint process, the recipient of the complaint and/or SFA Civil Rights Coordinator may try to resolve the situation in real time. Remember to advise the complainant of their right to file the complaint at the federal level if they wish to do so.

4. Document the complaint:
   a. Utilize the USDA Program Discrimination Complaint Form **(**Spanish**)** or make an effort to obtain all of the following information:
      - Name, address, and phone number of complainant,
      - Specific name and location of entity delivering the benefit or service,
      - The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,
      - The basis on which the complainant feels discriminated (race, color, national origin, sex, etc.),
      - The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action,
      - The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

   b. Either the complainant, the receiver of the complaint, or the SFA Civil Rights Coordinator, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint.

5. All verbal, written, or anonymous complaints received by the SFA must be forwarded to the Wisconsin Department of Public Instruction, School Nutrition Team Director ***within five days*** of receiving the complaint.

Wisconsin Department of Public Instruction (DPI)

Mail: Director, School Nutrition Team
125 South Webster Street
Madison, WI 53707-7841

Email: jessica.sharkus@dpi.wi.gov

WI DPI will forward the complaint to the USDA Midwest Regional Office for processing.

6. All Civil Rights complaints received must be tracked on a civil rights complaint log. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. A Civil Rights Complaint Log Template is available on the School Nutrition Team civil rights webpage.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

Wisconsin Protected Classes

Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and ancestry.

Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.

Civil Liberties and Biblical Standards

Discussion

The following policy, regarding civil liberties and Biblical standards addressing sexuality, is designed to ensure that Trinity Lutheran Church and School operates in a manner consistent with the Word of God. Here at Trinity Lutheran Church and School we believe that the Holy Bible is the inspired written Word of God. Furthermore, we believe that each human being is created in the image of God as either male or female (Genesis 5:1-2), a gender that is encoded genetically and manifested physiologically prior to birth. Because God makes each individual "male" or "female," any effort to violate the creative order of God by attempting to modify or transform human gender is sin. In addition, the only means by which human sexual drives may rightfully be expressed is through marriage, which is the union of one man and one woman (Genesis 2:24). The family units thus formed on these principles provide the foundation of civil society.

Since marriage is biblically defined as being between one man and one woman, and all sexual activity is to take place within the confines of marriage, all pre-marital, extra-marital, homosexual or polygamous unions are sinful. Persons engaged in such violations of God's Law, like all sinners, should be called to turn from their sin and seek forgiveness through repentance and faith in Christ, which is freely offered by God's grace.

School Admittance Policy

Trinity Lutheran School will permit the enrollment of children, regardless of home background, so long as the behavior and speech of the child and parents while at school functions or on school property comport with the School's Biblical behavior standards. Each child, no matter their family composition, will be given equal enrollment opportunity.

Trinity Lutheran School's Mission Statement, however, unashamedly states that we teach the faith, love the lost and connect all to Jesus, applying the teachings of scripture to life's situations in an age-appropriate manner, in all things. Therefore, it is the responsibility of the child's parent(s) to determine if they agree with and accept the doctrinal teachings of Trinity Lutheran School, regarding sexuality and family units. Biblical teachings relating to family units will not be amended to proclaim something that is not supported by the Gospel and God's Word.

Facility Usage

As previously stated, sex is either male or female. Gender is encoded genetically, and manifested physiologically, prior to birth. The Bible teaches that modesty is to be exercised between the sexes. For these reasons;

1. Any student enrolled in Trinity Lutheran School shall, when utilizing a multiple-occupancy restroom, locker room, or shower room on School property, utilize the facility corresponding to that student's biological sex, as recorded on the student's birth certificate.

    a. Nothing herein shall prohibit a school from designing or designating restroom or locker room facilities for use by one (1) person at a time. Such facilities may be designated for use by both sexes.

    b. Nothing herein shall prohibit a person entering a restroom or locker room facility designated for use by a particular sex:

        1. For custodial, maintenance or inspection purposes;

        2. For rendering medical or emergency assistance;

        3. For accompanying a person needing assistance; or

4. Where a facility has been temporarily designated for use by individuals of the opposite sex as defined herein.

2. Any student enrolled in Trinity Lutheran School shall, when participating in an athletic program offered by the School, participate on the team that corresponds with the student's biological sex, as recorded on the student's original birth certificate, except that a biologically female student may seek to qualify to participate on a male team if a female team is not available for that sport.

3. Any student whose external biological sex characteristics are irresolvable ambiguous may utilize the facility or participate on the sports team appropriate to the student's physical condition upon submission of a signed statement by a physician stating that the student was born having 46,XX chromosomes with virilization, 46,XY chromosomes with undervirilization, or both ovarian and testicular tissue, or that the physician has otherwise diagnosed a disorder of sexual development (DSD) wherein the physician has determined through genetic testing that the student does not have the normal sex chromosome structure for a male or female.