

# Parent Handbook

## Trinity Lutheran Church and School

*To glorify God by growing in the Word, enabling us  
to reach, teach, and share Christ's saving truth  
with all people.*



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## **Introduction**

This handbook is written to help parents become acquainted with our Trinity Lutheran Church and School and its objectives and policies. Any questions about topics not covered in the handbook may be directed to the teachers or pastor at any time.

## **Nondiscriminatory Policy**

Trinity Lutheran Church and School offers families a Christ-centered education. All subjects, discipline, and motivation for teachers and for students originate in our love for Christ.

Trinity Lutheran Church and School admits students of any race, color, national, and ethnic origin to all of 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, national, or ethnic origin in the administration of its educational policies, admission policies, and athletic and other school administered programs.

## **Objectives of Trinity Lutheran Church and School**

In order to fulfill our mission statement and glorify God by reaching, preaching, teaching, and sharing the saving truth of God's Word with all people, then we must help families accomplish the task of raising children in the fear of the Lord. This is done as the school strives to achieve the following objectives with the help of the Holy Spirit:

1. To feed the lambs of Christ according to His command to "train a child in the way he should go" (Proverbs 22:6) so that they have a thorough knowledge of Christ as their Savior.
2. To prepare the children for life on this earth through a sound academic program based on God's Word as the source of all knowledge.
3. To instill God-pleasing values and habits in children.
4. To strengthen the Christian home.
5. To strengthen the congregation and the church-at-large by training future generations of church leaders.

## **Chapel**

Chapel is held on the last school day of each week. Parents are welcome and encouraged to attend and participate! Mission offerings are one way in which students are trained to give as the Lord has blessed them. A mission project is designated for each quarter and all chapel collections are sent to that fund.

## **Church**

The Lutheran Elementary School exists to help parents raise their children in the training and instruction of the Lord. It does not take the place of worship in the congregation on a regular basis. God would have parents worship together not only in the family circle, but also in the family of believers through the public worship service. The habit of regular church attendance is best taught when parents take their children to church. **Church attendance will be taken at school and recorded on the report card as a reminder of how you are doing in this important area.**

## **Communication**

When problems or grievances relating to a school incident arise, it is a courtesy and a manifestation of Christian love to discuss these first with the teacher involved. If necessary, the matter can also be brought to the attention of the principal. If the situation warrants further action, he will arrange meetings with the teacher, parents, Education Elder, and/or pastor. Matters concerning overall school policy or procedure should be brought to the principal or Education Elder. In all cases, it is necessary that we remember errors and mistakes do occur since "*all have fallen short of the glory of God*" and are, indeed, sinful human beings.

### **Daily Schedule**

School hours are from 8:30-3:10 in **K4-K5** and from 8:20-3:10 in grades **1-8**. Children should not arrive at school before 8:00 or stay at school later than 3:30 without the consent of their teacher. If, however, there is a need for having a child arrive earlier or stay later, our school family is more than willing to assist in any way we can. Have such arrangements made in advance. The time before and after school is used by the faculty for preparation, meetings, and other school work.

### **Daily School Attendance**

Each teacher is expected to keep an accurate record of daily classroom attendance. A written or verbal excuse is required when a child is absent or tardy from the classroom. Teachers are justifiably concerned about your child if they do not arrive at school as expected, so please call school if your child will be absent or late.

State law requires that children attend school regularly, unless illness prevents them from doing so. As parents, you are responsible for their attendance. Please take the initiative when a child is going to be absent or tardy for the day. Make a phone call or send a note ahead of time when feasible. If no phone call is made, a *written* excuse note must be sent to school. The note should include the day's date, the date of the absence(s), the reason for the absence, and a parent's signature. If the school receives no note or phone call, the student is considered unexcused. The law states that all unexcused absences are considered as truancy.

- A child who is absent eight times in one semester will be required to make up the time that has been missed after the eighth day. Exceptions will be made for unusual circumstances such as prolonged illness.
- A child who is tardy five times in one quarter will be required to serve a one-hour detention for each subsequent tardy in that same quarter.

*Whenever possible, please schedule doctor or dentist appointments during non-school hours.*

### **Damage to School Property**

Parents are responsible for the cost of repairing or replacing school property that has been willfully damaged by a student. Accidental damage may also occur and, depending on the circumstances, may require communication with the home.

### **Dress Code**

There are four criteria for selecting clothes for wear at school and at school activities. School attire should be *decent, neat, clean, and appropriate*. Realistically, those four criteria apply differently to different age groups. Please assist your child's classroom teacher in maintaining an atmosphere that fosters a Christ-centered education. If a matter of questionable dress occurs, the teacher will speak with the student(s) involved.

General dress code regulations:

- No unclean, sloppy clothing should be worn
- T-shirts with inappropriate messages should not be worn
- **Shirts must have sleeves. No tank tops or spaghetti straps will be allowed.**
- Shorts are allowed during the months of August, September, and May, or by special announcement

### **Enrollment Policy**

The school Enrollment Policy is a "living document," meaning that it changes as our school's ministry challenges change.

No family with children enrolled in the current school year shall be eligible to enroll their children in the new school year unless their tuition and fees from the previous school year is paid in full.

### **Field Trips**

Children have the opportunity to enjoy several educational field trips during the school year. Students are expected to participate only in those field trips scheduled for their classroom.

### **Grade Reports**

Each teacher works to understand and help each child realize his or her God-given potential. Tests and graded assignments are administered to help the faculty achieve this goal.

Report cards are issued quarterly. Please examine your child's report card carefully and then promptly sign and return the envelope to school. Any questions or concerns that arise over a child's progress may be addressed at report card time, but home and school should also work in close cooperation to identify concerns before they become an issue. Mid-quarter reports are also sent home to help communicate a child's progress.

Parent/Teacher consultations will be scheduled in the fall and spring at the end of the first and third quarters. These hours are set up via a sign-up sheet that is sent home in the school newsletter. If posted time slots do not work into your schedule, feel free to set up a conference that is mutually agreeable with your child's teacher.

### **Gum Chewing**

Gum chewing is not permitted in the school building or on the school grounds. Please leave gum at home.

### **Inclement Weather**

West Bend (1470 AM/92.5 FM) and Fond du Lac (1450 AM/107 FM) are the official radio stations for school delays and closings. In general, when Campbellsport Public School is delayed or closed, so is Waucousta. Also check the school Facebook page for closings.

In the case of an early dismissal, the faculty will follow the instructions parents provided on the Early Dismissal Form turned in at registration.

### **Noon Meal**

Children are required to bring their own noon meal to school. Please try to insure that your child brings a nutritious lunch to school. It is hard for children to learn if their bodies are lacking the proper nutrition. Hot lunches will be provided on special days. Watch your school newsletter and school calendar for dates.

### **P.T.F. (Parents/Teachers/Friends)**

Our P.T.F. exists to support the school in many ways. It provides non-budgetary funding for various capital projects at school. It helps to supplement tuition assistance. P.T.F. also organizes many enjoyable fellowship events throughout the school year and during summer months. In addition to regular family worship and attendance at school events, involvement with P.T.F. is an excellent way to have a positive influence on your child's educational experience at school. The organization meets on a regular basis. Meeting dates are found on the monthly calendar and in the newsletter.

### **Parental Classroom Visitation**

Parents are not only welcomed, but encouraged, to visit their children's classroom during the school day. As a courtesy, please make arrangement with the classroom teacher ahead of time.

### **Registration**

All kindergarten students entering Trinity Lutheran Church and School should meet the following requirements for the school year:

1. Reach the age of five years on or before September 1<sup>st</sup>
2. Complete and return an immunization form *before* the first day of school as required by state law.
3. Complete and return a physical/dental form.
4. Complete and return an Emergency Contact Card.
5. Pay school tuition

All students transferring to Trinity Lutheran Church and School should:

1. Complete and return a Transfer Record Form.
2. Complete and return an Emergency Contact Card.
3. Pay tuition for the portion of the school year during which the child will be using the services of Waucousta Lutheran Grade School.

All continuing students should:

1. Be registered *before* school begins.
2. Pay tuition for the upcoming school year or have made arrangements to make payments.

### **School Cleaning**

School cleaning is done on a weekly basis by parents. Each family is required to put in **four** blocks of time during the school year. The cleaning slots and other information will be made available at registration for the coming school year. A checklist is provided for each cleaning block. Please check off items as you complete them. *A fee of \$50.00 will be added to tuition charges if cleaning is not done! If you are unable to clean on your weekend, make arrangements with another school family to take your cleaning slot.*

Any collected cleaning fees shall be first applied when earned as payment for any outstanding tuition and fees balance owed by any given family. The remaining cleaning fee repayment shall be paid once the family tuition account has a zero balance for the year. No family shall be able to opt out cleaning by using their cleaning fees to pay other families to clean for them.

### **School Records**

School records for a student either graduating or transferring from school shall be held until their tuition account has a zero balance, and/or school cleaning fees are current. Tuition charges shall be pro-rated for students transferring during the school year based on the number of school days enrolled. School and cleaning fees are charged on an annual basis and are non-refundable.

### **Student Cell Phones**

Students are allowed to have cell phones at school. They must be shut off and stored away from their desks during the school day. Cell phones may be used only with the teacher's permission.

### **Textbooks**

Religious books (Bible, Hymnal, NIV Catechism) are not school property. They are to be purchased by the student in the hopes that they will be used for class notes and thus be of great use to the student even after graduation. These books are available for purchase or ordering at school.

Textbooks are the property of the school and represent a considerable investment. Students should not write or doodle in textbooks and are held accountable for this or any other damage in excess of normal wear. Please cover all textbooks to avoid unnecessary wear.

### **Tuition**

School tuition comprises a portion of the church's budget necessary to operate our school. It is imperative that parents are faithful in fulfilling their school tuition responsibilities.

Tuition may be paid at the time of registration, it may also be paid by the first day of school, or on a payment schedule if necessary.

Joint or split tuition accounts for families are not available. The parent or family who has primary custody of the child(ren) shall be responsible for payment of all school tuition and fees.

It has been adopted by the Trinity Church Voters that if school tuition is not paid:

- Reports Cards will be held
- Diplomas will be held
- Transcripts/Transfer of records will be held

In case of family financial difficulties, please contact the principal or the pastor so that arrangements to resolve any issues may be handled in a loving, God-pleasing manner.

### **Tuition Assistance**

Only Trinity families shall have access to tuition assistance funds provided by the **congregation**. Eligibility for tuition assistance shall be reviewed annually during the first school quarter by the Tuition Assistance Committee consisting of the school Principal, Christian Education Elder, and Treasurer.

For those families **not** from Trinity who are seeking tuition assistance, please approach our Parent/Teacher/Friends organization.

### **Tuition Rates**

**K4 Families** - \$800 per student per year (Note: Previously \$750)

The Pre-K program is offered to all families as a mission outreach tool to the local community and is intended to be an introduction to our church and school. Any family interested in providing a Christian Education for their child(ren) may attend our Pre-K program on a first come first served basis, with Trinity families taking priority, will be charged the annual K4 family tuition rate.

**Trinity Families** - \$800 per student per year (Note: Previously \$750)

**Christian Education Families** - \$800 per student per year (Note: Previously \$750)

Any family interested in providing a Christian Education for their child(ren) may attend our school on a first come first served basis, with Trinity families taking priority, will be charged the annual Christian Education family tuition rate.

**Sister WELS Families** - \$3000 per student per year (Note: Previously \$2500)

Any family interested in providing a Christian Education for their child(ren) from a sister WELS congregation may attend our school on a first come first served basis, with Trinity families taking priority, will be charged the annual Sister WELS family tuition rate. Families will be charged any tuition balance that their home congregation does not support.

## **Conduct and Discipline**

Fully aware of what our Lord expects of His children as explained in Scriptures, Trinity Lutheran Church and School students will conduct themselves accordingly. Our Christian parents, school, and church operate using God's Law in the Ten Commandments and God's Love in the Gospel.

If parents have a complaint or concern about our school, voice it to the individual first as God tells us in Matthew 18:15, *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."*

Frequent misbehavior may jeopardize a student's future at ~~Waucousta Lutheran Grade School~~. This applies to actions or attitudes toward faculty, fellow students, and others whom God wishes students to respect. It applies in school, on the playground, on the bus, at church, and at school activities.

We must expect that in correctly applying God's Word, appropriate consequences may be used by teachers. Suspension and even expulsion may at times be necessary. These extreme forms of discipline must be used out of the fear of God and a love for the soul of the child, *"He who spares the rod hates his son, but he who loves him is careful to discipline him."* Proverbs 13:24. Such measures are in place only after other forms of admonition have failed and the child persists in his erring ways.

***The Word of God is the absolute norm of faith and conduct.*** Teachers and students should always live accordingly. Our sinful human natures make discipline necessary. When it is needed, discipline will be administered out of Christian love and on the basis of God's Word.

### **Detention and Probation Policy**

All students who receive detention and/or probation will be included in the Principal's Report made monthly to the Trinity Church Council.

#### **Detention**

A detention is served after school by a student who has overstepped school rules regarding behavior and/or academic performance. The faculty will establish age-appropriate guidelines that will determine when a student is kept after school. These guidelines, set by the classroom teacher, will include both behavioral and academic actions of the students. These guidelines will be posted and discussed with the students.

Even though the boundaries will vary based on students' age level and level of accountability, the consequences of over-stepping them will be uniform. After-school detention will occur. Time after school will be used to do school work or any other task the teacher deems appropriate as a result of the student's actions during the school day. Parents will be notified if a child will be required to stay after school. If transportation for that same day is a problem, arrangements will be made for the detention to be served the following day.

#### **Probation**

Academic probation is a special condition established for students who consistently refuse to work to their academic potential.

After a student has received his third detention within one quarter, he will be automatically placed on academic probation. The student will remain on academic probation through the current quarter and the following quarter.

#### **Requirements of Students on Academic Probation**

- At the start of each school day, the student will turn in all work due for the day to his classroom teacher.
- The student's assignment notebook will be given to the teacher at the start of school.

#### **Consequences of Academic Probation**

- If a student has any work incomplete, parents will be called and asked to pick up the student immediately. The student will be responsible for any school work missed that day.
- After a third such occurrence, the student and parents will be required to meet with the principal, teacher, Education Elder, and pastor at a special meeting.
- The student will not be allowed to participate in class field trips while on academic probation.
- The student will not be allowed to participate in any extracurricular activities while on academic probation.

Parents, faculty, and students should realize that this policy is meant as a way of reinforcing the seriousness of students' neglecting their classroom responsibilities. In the final analysis, this, too, is a way of showing love to the student as we follow God's command to "*Train a child in the way he should go, and when he is old, he will not depart from it.*" Proverbs 22:6.

## **Behavioral Policy**

The following plan will be used in dealing with any student who:

- does not consistently show Christian love and respect to others.
  - disrupts the classroom to the extent that teaching is being interrupted and children are being short-changed in the instruction they should receive.
  - refuses to obey school, classroom, and/or bus rules.
1. The first corrective steps will be taken by the teacher to whom the student is responsible. When the teacher feels that the student is no longer responsive to these steps, the parents will be called to meet with the teacher to discuss and resolve the problem. If no satisfactory results are evident, the further action will be taken.
  2. The teacher will refer the matter to the school principal.
    - The principal will receive the report of the teacher and will counsel the student. The principal will inform the parents and the Education Elder of the student's actions. At this point, the student is ineligible for extracurricular activities for a period of two weeks and may be required to serve an after-school detention.
    - If the situation is not corrected at this point, the child will be referred to the principal a second time. The principal will again inform the parents and a meeting will be arranged with the parents, teacher, principal, and Education Elder.
    - If the situation still does not improve, the student will be referred to the principal a third time. At this time, the student may be suspended from school by the principal for a minimum of three days. The Education Elder will be informed of this action. The principal will arrange a meeting between the parents, teacher, principal, Education Elder, and pastor.
    - A suspended student may return to school only after this meeting results in a positive strategy for dealing with the student more effectively.
  3. Parents may voluntarily remove their child from school. In that case, no expulsion action will be taken. Expulsion or voluntary removal is in effect for the remainder of the school year.
  4. Certain actions may result in immediate suspension as well as a meeting with the student and other appropriate parties. The suspension may be enacted during a school day or any school-related activity. The specific actions include:
    - Flagrant or intentional personal injury to others
    - Vandalism
    - Use or possession of tobacco, drugs, alcohol, or weapons

## **Extracurricular Policy**

In order to teach and maintain proper priorities and balance between extracurricular events and academic responsibilities, Trinity Lutheran Church and School enforces an eligibility policy applicable to all students.

- Eligibility requirements apply to all extracurricular activities and extended field trips.
- Eligibility requirements will be set for each individual student based on his/her academic gifts.
- Requirements will include academic grade average as well as minimum late work requirements as determined by the faculty.
- Students at risk of academic probation will be reviewed every two weeks.
- Any student who falls short of meeting eligibility requirements will be unable to participate in any extracurricular activities for a period of two weeks.
- The student's progress will be reviewed after two weeks and the process will continue