**TRINITY LUTHERAN SCHOOL**

**STUDENT HANDBOOK**

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**Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.**

**Mark 10:14**

**Revised 1/20**

**MISSION STATEMENT**

***Trinity Lutheran School: Preparing children for life and eternity with Jesus Christ***

**PHILOSOPHY**

Since 1856, Trinity Lutheran School has remained faithful to the primary articles of the Christian faith and Lutheran doctrine. As Jesus called for the little children to come to Him, Martin Luther called for children to be instructed so that the light of the Truth might shine upon them. Trinity Lutheran School, as a community of faith, remains committed to providing children with a quality education based upon Christian principles in service to the Lord.

Certain Christian principles are realized in applying our Christian education mission. Those principles center on developing a Biblical worldview; in understanding our place in God’s world; teaching academic subjects within a Christian context; and accepting the stewardship responsibilities He has given us over His creation. We are an integral part of God’s purpose for our students, our congregation, and our community.

We recognize that the Holy Spirit works through individuals and institutions to create and preserve faith. As a result, the individual efforts of concerned members of our faith community and our parents are vitally important to the success of our students.

**Core Values**

Primary responsibility for guiding a child lies with the parents. The faculty, staff, congregation, ministry team, and church leadership will be partners with parents, but cannot substitute for the purposeful involvement of our parents. (Deuteronomy 6: 4-9; Proverbs 22: 6)

We glorify God through excellence in all activities and relationships and in the use of the resources He has given us. Our Christian faith is woven into the very fabric of our classes, clubs, activities, and athletic events.

Our teaching, instruction, training, and discipline nurture our students in the Lord’s ways.

Absolute truth is found in God’s Word. Students will learn how to process information and to think critically in the context of a Biblical worldview. The Bible shall be our most important textbook (2 Timothy 3: 16-17).

Character development based upon the Word and Grace of God is essential for all students.

Our faculty and staff are committed to guiding children spiritually, academically, socially, and physically.

**Educational Goals**

Though Jesus calls all children, not all children are the same. Our students have a diverse array of gifts, abilities, and talents all with spiritual, intellectual, social, and artistic dimensions. For that reason, we pursue the following educational goals:

The Child…

* Develops faith through Biblical teaching and as a child of God.
* Intellectually grows in scientific, mathematical, and language abilities.
* Socially grows by acquiring and applying an understanding of ethical skills and values needed to live responsibly.
* Develops an understanding of music and the fine arts as a celebration of God’s truth and wisdom.
* Understands his or her body as a gift of God and accepts responsibility for its physical safety and well-being.

**Policies**

**NONDISCRIMINATION POLICY**

Trinity Lutheran School admits students of any race, color, national and 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, national and ethnic origin in administration of its educational policy, admissions policy, and athletic and other school administered programs.

**ENROLLMENT**

Parents of preschool students may apply for placement in early spring. Preschool and Kindergarten roundup is held in February for anyone interested in attending our school for the next fall term. Though 4 and 5 year olds are targeted for the roundup, any age child is welcome to come and visit if interested in enrolling in our school. A deposit of $25 by June 1st secures a placement for the next academic year. Any restrictions on enrollment will be communicated at the time a deposit is made. The order of acceptance for potential students is as follows:

1. Children of members.
2. Children of non-members enrolled in the previous year.
3. Children of members not enrolled in the previous year.
4. Children of families who are unchurched, and therefore, mission possibilities.
5. Children of families not mentioned above.

**ENROLLMENT REQUIREMENTS**

**Age Requirements**

Trinity Lutheran School follows Wisconsin State laws concerning age requirements for enrolling students.

1. A child must be four years of age (for K4) on or before September 1st of the year he or she is enrolled in preschool.
2. A child must be five years of age on or before September 1st of the year that he or she is enrolled Kindergarten and six years of age by that same date before entering 1st grade.

**Physical and Vaccination Requirements**

Preschool and Kindergarten students are urged to have a physical examination. Students participating in extracurricular sports activities are required to have a physical and have a participation clearance form that is signed by their physician on file in the school office. A new physical is needed every two years.

Trinity Lutheran School adheres to the immunization standards. The Student Immunization Law requires that all students through grade 12 meet a minimum number of required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal conviction reasons. To remain compliant with the law, parents must provide the month, day, and year that your child received the required immunization(s) or select one of the waiver options on the student immunization form prior to the 30th school day and return the form to your child's school. Failure to do so may result in exclusion from school, court action, and/or forfeiture penalty. If you have any questions about this notice or how to obtain the required immunizations or forms, please contact the school office.

 **Prior School Records**

Records request forms must be filled out by a parent for all transferring pupils, except those entering Preschool or Kindergarten. Records will be requested from the transferring school.

**CURRICULUM**

The curriculum includes all the learning activities that the children engage in under the guidance of the school. Our curriculum meets all of the requirements of a public education, with the Christian faith permeating all subject areas.

**PRESCHOOL K4**

Jesus said, “Let the little children come unto me and forbid them not.” (Luke 18:16)

Trinity Lutheran School’s K4 program is designed to help meet the important needs of little children. Our Preschool provides a quality learning environment that enhances the spiritual development of each child. We also provide cognitive, emotional, physical, and social experiences that will promote growth and development of the children under our care. Our goal is to provide as many educational activities and exciting learning opportunities as possible. Because research indicates that physical, social, and cognitive development of children vary, our program is designed to treat each child as an individual. Creating a good self-concept and meeting the needs of every child is a priority we have set for ourselves. Therefore, we do not set unrealistic expectations for our preschool children, while making sure that we do challenge each child according to their ability.

The preschool curriculum includes instruction in letter recognition, phonic sounds, rhyming words, colors, shapes, sizes, and number recognition. These concepts are taught in a non-formal format allowing the children to learn at their own pace. Other concepts introduced in our preschool are seasons, holidays, plants, animals, transportation, community service, health and nutrition. Snack time, games and free play aid physical and social development.

A Jesus’ time is part of the normal K4 day.

**ART**

God endows each child with artistic talent. We seek to foster these talents, as well as an appreciation for art and artists for the child’s aesthetic development and God’s glory. We include a wide spectrum of art activities in our art program. We also have many art activities integrated into other curricular areas.

**BAND PROGRAM**

Trinity offers a band program for students in grades 5-8. Students have weekly 20 minute lessons, and a group rehearsal. The band will perform concerts, at church, and at the spring musical. Small ensembles may also be formed. The program is primarily funded through the school’s PTL organization. A $75 yearly fee is charged for each student. Instruments will need to be provided by the student. \* Band will only be offered if there are enough students interested in participating.

**CHILDREN’S CHOIR**

Through musical activities, the children of Trinity Lutheran School glorify God and enhance Sunday worship services. Grades K4 – 8th grades are required to sing at various times throughout the year. A volunteer choir is also available to grades 5-8. Written excuses are required for missing a Sunday choir service. A schedule is distributed at the beginning of the school year.

**TECHNOLOGY**

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Computer knowledge is no longer a luxury, but a necessity for the students at our school. Updates to technology are made on a continual basis. Opportunities to search the Internet and learn key computer software knowledge are offered to every student. Keyboarding and word processing are also taught from the ground up so our students have the basic skills to operate a PC. Projectors and a Smart Board are used to enhance classroom instruction.

Laptops are provided for grades 6-8 to be used for education purposes. Office 365 is provided for all students in grades 2-8 to provide online Microsoft office products that students can use in and outside of school. WiFi is integrated into the entire building with our students and staff logged into a secure network. An unsecure network is available. All connections are safeguarded by Disney Circle to ensure explicit or other harmful content are blocked.

We annually evaluate technology for our school adjusting a technology plan to fulfill the technological need of all students. All laptops and computers are property of Trinity Lutheran School and are to be treated with care.

**FIELD TRIPS**

Many worthwhile opportunities for educational trips are available. Teachers plan and schedule these trips to serve as aids in their teaching program. Children on field trips are to be under the direct supervision of their teachers, unless another adult person is specifically appointed. Even then, the teacher still retains the overall responsibility. Unless other definite arrangements are made beforehand, children are to return to school for dismissal at the regular time. Transportation may be by rented bus, parent drivers, or walking (if near school). Parents are encouraged to help by being chaperones for school trips. Expenses, such as transportation, admissions, etc. are, in most cases, the responsibility of the student. All field trips must be cleared by the principal.

All students taking field trips must have a signed permission slip from their parent or legal guardian. All field trips will have their own special permission slip. Students in grades 1- 8 who choose not to attend a scheduled field trip experience will be expected to report to school unless decided otherwise by teacher and parent.

**7th Grade trip to Isle Royale National Park**

The 7th grade starts out the school year with an amazing trip to Isle Royale National Park in the northern portion of Lake Superior. The island is a resource of unparalleled wilderness; a place researchers travel to from all around the world to study the island’s unique plant and animal life.

This 5-day trip, introduces students to an ecologically diverse isolated environment, enriches their science learning with very “hands on” experiences and builds a cohesive team through a wilderness backpacking adventure.

 **8th Grade trip to Catalina Island Marine Institute**

The 8th grade class takes a one week trip in late April-early May to the Catalina Island Marine Institute, a marine biology camp located on Catalina Island off the coast of California. The class spends a week snorkeling, studying fish and ocean plants, invertebrates, sea mammals, and so much more!

Fundraising by the class covers a major portion of the cost of this trip.

**HANDWRITING**

In our handwriting curriculum, children will work at mastering the following skills: printing legibly, maintaining correct posture and position for pencil and paper work at a desk, copying sentences correctly, learning cursive style, having acceptable letter slant, and writing letters of an acceptable size. Formal instruction is implemented through the 4th grade.

**LANGUAGE**

The overall goal of our language curriculum is fluent, effective use of English speaking and writing. Our language program offers the child a strong background in grammar and usage. The mechanical skills of capitalization, punctuation, and speech are continually taught and evaluated through the children’s daily written work. Creative writing and speech are integrated into the other academic areas of the curriculum.

**MATHEMATICS**

Ability and cross-grade grouping allow each student to learn at his/her own ability level. In our program we also use supplementary, remedial, and enrichment materials to meet individual needs. Our program provides for the development of basic computational skills and problem solving strategies. The use of manipulatives is emphasized in our primary grades.

Above the sixth grade level, an introduction to Algebra and an Algebra course are available to eligible students.

Parents are encouraged to help at home with the learning of basic addition, subtraction, multiplication, and division facts.

**MUSIC**

In our music program, we provide a variety of experiences including: singing, listening, music theory, hymn study, and the study of Lutheran worship. Whenever possible, music will be integrated into other subject areas. Our program includes the classes singing at Trinity Lutheran worship services.

**PHYSICAL EDUCATION**

The physical education program is designed to help children develop their body to be strong, agile, and healthy. A number of the activities taught may be useful to them in later life.

The physical education program consists of the following activities: movement experiences, physical fitness, rhythm activities, simple stunts and games in our primary grades. Sports and recreational activities are stressed in our upper grades.

**READING**

Our kindergarten program is planned to get a child ready for formal reading instruction. If a child reaches the stage of reading readiness, he/she may begin reading and continue at a rate that is comfortable. A guided reading program is used in our primary grades. Guided reading provides students with books at or just above their reading level. Students are evaluated throughout the year to monitor their personal reading level. They are then grouped with other students who are performing at a similar level. Our goal is to challenge each student to the best of their ability.

Remediation is offered to students through a publically funded Title I program. Students in grades 1-5 are tested at the beginning and end of each school year to determine if they qualify for remediation services. Services are supplied by a trained public school reading specialist. Students in this program are taught at Trinity Lutheran School. ESL services are also available to students who qualify.

In grade 5-8, students are challenged to continue to grow in reading comprehension and to develop higher thinking skills. Students’ reading levels are still monitored; they are grouped with students at the same reading level. High performing students are challenged with more difficult material and struggling students are remediated if necessary.

A computerized reading program is implemented in grades 3-8 to expose children to more literature. Children earn points by taking computerized tests on books of their choice. Students are required to earn a specified amount of points each quarter.

**RELIGION**

The primary objective of our school is to teach the children under our care to know Jesus. The goal of our religion curriculum is that each child would know Jesus as Savior and also as Lord. Jesus is preparing our place in heaven, but He is also expecting to rule in our lives here and now. The content of our religion curriculum consists of Bible study, doctrinal study, ethics and moral instruction, church history memory work\* and worship. On Wednesday mornings we have special worship services at the church. Parents and others are welcome to attend. These services are not intended to replace the regular church services, but to provide worship learning experiences and to develop a feeling of spiritual unity among the students.

\*Memory work. The six chief parts of Luther’s Small Catechism, numerous Bible verses and some hymn verses are required to be memorized by our students. Memorizing helps to emphasize the main teachings of Martin Luther. Trinity Lutheran School believes that these teachings are an important part of student instruction and are to provide a resource that the student can use at some future time for spiritual comfort and aid. We firmly believe in the Biblical truth that if we train up a child in the way that he or she should go that when they are old, they will not depart from it. (Proverbs 22:6) **(Memorizing is an important part of this early training and we expect parental help and support for our memory program.)**

**SCIENCE**

The science curriculum, although taught from secular textbooks, is uniquely Christian in its approach. In teaching scientific facts and principles, the teacher makes sure that God is placed in the center as Creator and Sustainer of the universe. All laws are God’s laws, all life is God’s life, and all truth is God’s truth. Some of the topics covered include life science, physical science, earth science, health and safety.

It is our goal to teach our students an appreciation of the world and especially of God’s beautiful creation. Textbooks, teacher demonstrations and hands-on experience with the students are used to accomplish our goals.

**SOCIAL STUDIES**

In the primary grades, we study basic needs, concept of self, social interaction, our country, explorers and different types of communities and regions of the world. Fourth grade students study about the state of Wisconsin. Map skills are introduced in first grade and are continued through eighth grade.

The social studies curriculum in grades 5-8 embody a systematic study of the following social science disciplines: Economics, Political Science, Sociology, Anthropology, Geography, and History. Content areas in our course of study include World History and Geography, American History and Geography, and American Government.

Methods of presentation include private study, independent research, group discussion, small group projects, videos and other media materials. Guest speakers and field trips are also a part of our Social Studies curriculum. The intent of our program is to have the student actively and directly engaged with the material that is being studied.

**SPELLING**

The fundamental skills of spelling are provided through a basic spelling text. Words are selected on the basis of a thorough study of children’s written vocabulary. Our program makes use of regularly paced practice, systematic review, maintenance of spelling principles and word lists. Weekly structured writing activities demonstrate the role spelling plays in effective communication and provide reinforcement of writing skills. In order to meet individual needs, each word list contains new, review, and challenge words.

**MULTIMEDIA**.

Television programs, videos and the Internet provide a rich amount of resources to enrich all curricular areas of study. Teachers regularly supplement classroom instruction with pertinent multimedia resources.

**MOVIE POLICY**

Movies are shown to students on occasion for academic purposes or for a fun reward. Movies in grades 5-8 are to have a PG or lower rating. If a PG13 movie is to be shown, the teacher will notify parents with a note regarding the content and purpose for the movie. Parents have the option of not allowing their children to watch PG13 movies. Parents should contact the teacher with their concerns about movie choices.

**PRACTICES AND SERVICES**

**SCHOOL DAY**

 School begins 7:45 a.m.

 K4 dismissal 11:00 a.m.

 Grades K-8 dismissal 2:50 p.m.

**ATTENDANCE**

State law, requires that all students between six and eighteen years of age (and those students enrolled in 5-year-old kindergarten) attend school regularly during the full period and hours, religious holidays excepted, unless they have an acceptable excuse, meet attendance exceptions outlined in state law, or have graduated from high school. Excused and unexcused absences will be determined based on the procedures described in this policy. It is the responsibility of each school’s attendance officer to determine if an absence is excused, unexcused, or truant.

The primary responsibility for regular school attendance of a student rests with the student's parent/guardian.

**Excused Absences**:

All absences require that parent/guardian contact the school by phone or email or in person prior to, or the day of the absence The student may be excused by the parent/guardian under this provision for not more than 10 days in the school year (the 10 days includes excused absences due to intermittent illness). A student will be considered absent for a full day if they are gone more than 3.5 hours during a school day or combination of absences culminating to more than 3.5 of a day. Absences in the 10 day parent excused absence rule include but are not limited to the following:

•Appointments that cannot be scheduled outside of the school day.

•A court appearance or other legal procedure that requires the student's presence.

•A death in the immediate family or funerals for relatives or close friends.

•Attendance at special events of educational value such as college visits, job fairs, etc.

•Vacations or other personal days. **A request should be given in writing to the principal for approval prior to taking vacations or other personal days off.**

Absences due to illness or injury that are documented by a physician will be fully excused and not count toward the 10 days absent per year. Absences for medical appointments that cannot be scheduled outside of the school day will be excused and not count toward the 10 days **only if a slip from the doctor’s office is brought in.**

Parents of students who exceed the 10 days per year (5 days per semester) rule will receive a letter from the school and further action may be taken.

**PUNCTUALITY**

All parents are to make sure that their children arrive in time at the beginning of the school day. Students are to be in their classroom and ready to learn by 7:45 a.m. This means that parents need to have their child to school no later than 7:40 a.m. to make sure that they have time to get into school and get to their homerooms. Tardy students need to check in at the office and get a tardy slip from the administrative assistant before they can go to class.

Because of the nature of their school day, students in grades 5-8 will also need to be to class on time between classes. Students will have five minutes between classes to get to their next class. Students will need to get tardy slips if they are late to class between classes. If there is a special situation, and excused tardy will be considered. Tardies will be tabulated and students with five unexcused tardies will be given a 30-minute in school detention. If a student is chronically tardy, parents will receive a letter and further action may be taken.

**ABSENTEE and TARDY CALL-IN**

Parents must call or email the school office to report that their child will not be in school. If at all possible, call between 7:30 and 8:00 a.m. to tell us why the child will be absent. If a student is absent for illness, please report specific symptoms as we need to report the number of certain illnesses to the county health department. We need to hear from the parent or another responsible adult. Please do not ask siblings to report them absent.

If a student will be late for school, please call the school office to give an approximate arrival time and the student’s lunch order for that day.

**ARRIVAL AT SCHOOL**

Students are allowed to enter the school building at 7:35 a.m., and not before. If at all possible, working parents who have early starting times are asked to make other arrangements for their child, instead of bringing them to school before 7:25 a.m. If circumstances still necessitate early arrival on a regular basis, contact the principal for approval to allow your child into the entryway between the doors. On rainy days and during extremely cold weather, students may, with the permission of a teacher or school administrative assistant, enter between the double doors.

**DISMISSAL AFTER SCHOOL**

A teacher will be assigned supervisory duty outside the front of the school from dismissal time, 2:50 p.m. until 3:00 p.m. Parents should have transportation arranged so that their child leaves the school grounds during this 10 minute time span. Students walking or riding bicycles are also expected to leave during this time.

If circumstances do occur that transportation arrangements for a child by 3:00 are impossible, the child will be placed in the Aftercare Program. If children are placed into aftercare, parents are expected to comply with all stipulations of the Aftercare Program including billing.

Cars may park on the north and south sides of School Avenue for picking up children. **Please do not park in the area marked by cones for the buses. If you park on the northside of School Avenue, your child(ren) will need to cross at the corner with the crossing guard. Under no circumstances do we want children crossing in the middle of the street. When parking, be sure not to block driveways or double-park. Do not make U-turns, Y-turns or turn around in driveways after picking up or dropping off children. Proceed forward and go around the block.** It takes only a minute to drive around the block and creates much less congestion and lessens the chance for accidents.

**LEAVING SCHOOL GROUNDS**

Students, who for reasons other than emergencies need to leave the school grounds during any time of the day, including lunch time, must have specific verbal or written permission from their parents, as well as the permission of the respective classroom teacher. Parents must sign their child out of school in the sign-out book in the office. Whenever such permission has been granted, full responsibility rests with the student and parents.

**SAFETY PATROL**

Children from Washington School serve on safety patrols. Our children are to obey and respect safety patrols that have been assigned as well as the city crossing guard. Lack of cooperation in these areas will be reported to the principal.

**BICYCLES**

Bicycles can be dangerous. Parents should instruct their children regarding the “rules of the road” and the Oshkosh city bicycle ordinances.

All bicycles brought to school are to be placed in the bicycle rack and locked to the rack. They are not to be used during the school day.

As a safety precaution, bicycles are to be walked, not ridden, at all times while on school property and entrance onto the street should be made only at the corner of Bowen and School Avenue (where a crossing guard is on duty), or at the entrance of our playground.

Students who persist in disregarding bicycle safety may be asked to forego the privilege of riding their bicycles to school.

**SPECIAL CLOSINGS**

In the event of questionable weather conditions, special school closings will be announced over local TV stations. Please tune to one of our local (Green Bay) TV stations or check their websites to receive information regarding these matters. The announcement will not list individual schools, but state that all Oshkosh Area Public and Parochial Schools will be closed. When the Oshkosh Public Schools close because of inclement weather, Trinity will also close. You can sign up with the TV stations to get text alerts on your cell phone.

On rare occasions, the Oshkosh schools will dismiss early due to inclement weather. If Oshkosh schools close early due to weather we will also close early. If you think early dismissal is a possibility, please check the local TV stations. We will also send out an email to all parents if school will close early. Once an announcement is made, make every effort to pick up your child from school at the specified time. Children will also be allowed to make telephone calls to arrange for their transportation. After school care is not provided on days that we have early dismissal due to inclement weather.

**HEALTH, MEDICATION & EMERGENCIES**

Eye screenings are undertaken in various grades once a year.

All cases of communicable diseases must be reported by parents to the City Health Department. The Health Department will issue a permit to allow the child to return to school after recovery. This permit must be brought to school with the child on the day the child returns. Chickenpox, mumps, hepatitis, meningitis, scarlet fever, tuberculosis, ringworm, scabies, impetigo, measles, and rubella are conditions requiring a physician’s or City Health Department release before your child may return to school.

Other illnesses to exclude your child from school are: fever over 99 degrees, nausea, stomach ache and/or diarrhea, rashes (unless the doctor has diagnosed it not to be contagious), red running eyes (suspected pink eye), and severe sore throat (suspected strep throat). Please include illness symptoms when reporting a child absent for illness.

A written communication from the parents or doctor is required whenever physical limitations are put on a child due to illness or injury. The communication should specify the particular limitations and the length of time such limitations are to be in effect.

In the event that a student is injured seriously at school, the principal will be notified. The parents will then be contacted. If they cannot be reached, the family doctor will be notified of the injury. The principal will arrange to take the child to the clinic or hospital, if necessary.

**MEDICATIONS AT SCHOOL**

If a child is required to take oral medicine during school hours, parents should make special arrangements with the school office. All medications brought to school, including pain medications and cough drops, must be in the original container, cannot be expired and must be accompanied by a ***medication request form*** completed by the parent before office personnel can give the child medicine. Medication request forms can be obtained in the school office or found and printed off the school website. Serious health problems should be communicated to the principal and child’s teacher.

**ACCOUNTABILITY**

Families of Trinity Lutheran School are encouraged to be members of Trinity Lutheran Church. Students and parents benefit from worshipping with fellow believers. The Trinity Lutheran congregation is the primary financial supporter of Trinity School by paying the significant portion of costs for every student. Trinity School families are expected to support Trinity Church by spiritual, financial, and cooperative agreements. Through the Scholarship Acceptance Agreement, families are expected to attend church 75% of the year, volunteer for the school a minimum of 10 hours, participate in PTL fund raisers, and attend Trinity Lutheran Church for school related functions. “I Volunteered” forms are in the rack in the hallway and can be turned in to the office.

**CHAPEL OFFERINGS**

The offering from Wednesday Chapel services is designated by the faculty for a charitable purpose. It is hoped that parents will view weekly chapel offerings as an important opportunity to teach sound Biblical principles to their children. Scripture teaches that our offerings should be regular, proportional to how we have been blessed, and given from a cheerful willing heart.

**CHURCH ATTENDANCE**

Since the religious program of the school is an integral part of the congregational life, it is necessary that all students attend divine services regularly and faithfully. Parents are expected to attend divine services with their children as well. Students and parents benefit from worshipping with fellow believers. Church and Sunday school attendance is taken on Mondays. See accountability expectations.

**CHURCH SINGING**

All school children, Kindergarten through Eighth grade will be asked to sing occasionally for church services. Parents will be notified regarding such times. We ask our parents’ cooperation in bringing their children to the proper service on these occasions. It is unfair to the teachers and their classes when, after many diligent rehearsals, children fail to be present in the service for which they were to sing.

All children who belong to Trinity Evangelical Lutheran Church are expected to attend and to sing with their class or group. Children from other congregations are urged to make every effort to participate. A written excuse is required for absences from these special services.

**AFTER SCHOOL DETENTION**

Before the end of the school day, an attempt will be made to call home or work to inform parents if a student will be made to stay after school because of incomplete school work, or more than 15 minutes of detention time for misbehavior.

**SCHOOL SUPPLIES**

Each child is required to be equipped with the school supplies indicated for his/her grade. This may require a periodic check by parents to be certain their child has all the supplies needed during the course of the school year. Frequent replacements may be necessary. A lack of sufficient supplies puts a hardship on your child and his/her fellow students. School Supply lists are also available on the school website. PLEASE LABEL YOUR CHILD’S BELONGINGS WITH HIS/HER NAME.

**THINGS TO KEEP AT HOME**

Parents should exercise a watchful eye on the items brought to school. Comic books, candy, matches, knives, squirt guns, any type of trading cards, IPods, tablets,electronic games, novelty pens and pencils, toys and similar items usually become a distraction to learning. Such items may be confiscated if brought to school. No gum chewing will be allowed during regular school hours. Children are allowed to bring cell phones to school but they need to be turned in to their homeroom teacher at the beginning of the school day. Students that abuse this policy will lose their privilege to have their phone at school.

**DRESS CODE**

**I Peter 3:3 and 4**

Your beauty should not come from outward adornment, such as elaborate hairstyles and the wearing of gold jewelry or fine clothes. Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.

**I Peter 5:5 and 6**

All of you, clothe yourselves with humility toward one another, because, “God opposes the proud but shows favor to the humble.” Humble yourselves, therefore, under God’s mighty hand, that he may lift you up in due time.

Trinity Lutheran School has adopted a dress code for students in grades kindergarten through grade eight. The dress code has been adopted placing emphasis on good taste, modesty, safety, neatness, cleanliness, and decency within a Christ-centered environment. Our school’s philosophy of high expectations and high standards of excellence carries through in our holding high expectations in terms of the dress of the students.

To insure follow-through and maintenance of standard appearance in our dress code, the cooperation of the parent is essential. Parents are to check to make sure that their children are “within the code” **before** they leave the house each morning. They are also asked to cooperate with the school when we deal with students who violate the code. The faculty will make daily checks to evaluate the dress of each student when they enter class in the morning. We ask that parents make every effort to send their children off to school dressed within the code guidelines. For students found not adhering to the dress code there will be a written warning sent home first. After the first violation the students’ parents will be notified and will need to bring the appropriate attire to school for their child.

 The following regulations are to be followed in terms of clothing worn to school.

 **Shirts, Sweaters, Pullovers**

· Long or short sleeve turtlenecks, polo style or collared shirts. Any solid color or striped is acceptable. Tank tops or sleeveless tops are NOT acceptable.

· Trinity t-shirts or t-shirts with Christian themes are allowed. Shirts with graphics or characters are allowed but must be in good taste, shirts with weapons, fighting, or inappropriate language are not appropriate.

· No sports jerseys allowed unless a special dress day is announced. T-shirt’s or sweatshirts with sports themes are allowed.

· Sweatshirts and sweaters are allowed but must adhere to the same rules as T-shirt’s as far as what is printed on them. Outerwear should be removed upon entering the school, no jackets or coats are to be worn in the classroom.

· Shirts need to be long enough that No midriff is showing when standing, sitting, bending down, or raising arms. Shoulders must be covered, no tank tops or sleeveless tops.

 **Pants, Skirts, Dresses, Shorts**

· Tailored pants should be the appropriate size. Pants that are too tight and appear like leggings are not appropriate. Pants should not hang below the hips. Pants may be any color.

· Jeans in any color are allowed but must be free of rips and holes. Jeans must be the appropriate size.

· Athletic pants and sweatpants are allowed. Must be appropriate fit and free of holes.

· Tights and leggings are only allowed if worn under a skirt, dress, or jumper. Leggings may NOT be worn as pants.

· Pajama pants are not allowed (unless a spirit day involving pajamas is announced).

· Shorts should be appropriate size (not baggy or tight) AND be fingertip length when arms are straight down at your side.

· Skirts and dresses may not be shorter than 2 inches above the knee. Dresses must have sleeves or have a layering shirt underneath, no tank dresses or sleeveless dresses.

· **Shorts and capris may only be worn from the beginning of the school year to October 1st and from May 1st until the end of the school year.**

**Shoes**

· **Sandals may only be worn from the beginning of the school year to October 1st and from May 1st until the end of the school year.**

· Shoestrings should be tied securely.

· Dress shoes (heels no higher than one inch) may be worn.

· Fashion boots are allowed. They must have a heel of less than 1 inch.

· Style and color of tennis shoes are not restricted.

· Athletic shoes should be worn for PE. These should be shoes designated just for PE class.

 **Outerwear**

· Coats of any kind should not be worn inside the classroom.

· Winter boots, hats and gloves are to be worn outside when needed but not to be worn in the classroom.

· Hats may be worn outside but should not be worn inside the building.

 **Hair and General Appearance**

· Hair should be colored and styled to appear natural.

· No body piercing other than girls’ ears.

· Jewelry should be tasteful, age appropriate and not distracting.

· No eye makeup is allowed for students unless there is an announced Spirit Day where it is acceptable. Any student found wearing eye makeup will be asked to remove it using wipes kept in the office.

· Hairstyles that are considered distracting such as but not limited to mohawks and spiked hair are not appropriate unless a special hair style day is announced.

 **LOST AND FOUND**

Each year there is a large accumulation of lost and found items. Much of this can be prevented by labeling garments, boots, gloves, etc. Money should be brought to school only when necessary. Losses should be reported to the teacher immediately. Items left on shelves and in locker rooms may be placed in the Lost and Found container at the end of each day.

Our Lost and Found is located in a container in the hallway. Items not claimed are periodically placed on tables to increase visibility. Any unclaimed items will be donated to charity at the end of each semester.

**GRADE POINT POLICY**

Students who perform at a 1.0 or lower GPA for one quarter are put on probation. Parents will be notified concerning the probation status and that if the student does not achieve above 1.0 GPA for the following quarter, he/she will be recommended for expulsion. The Board of Christian Day School will make the final decision on expulsion.

The GPA requirement would begin with the first report card of every year, and would not be carried over from a previous year.

**HOMEWORK**

The challenging program at Trinity Lutheran School may require that some study be done at home. The amount of homework depends on the grade level and the study habits of the child. Parents can help by providing encouragement and a quiet place for study. Parental help may be needed. If assignments are consistently burdensome for a child, the teacher would appreciate feedback from the parent so the problem may be addressed.

Homework that is late or incomplete may be subject to reduced grades.

In the event of illness or vacation time while school is in session, it is the responsibility of the student to make up assignments that have been missed. The time allowed for make-up work will correspond directly to the number of days missed.

**REPORTING PROGRESS**

Parents are encouraged to confer frequently with the teacher on any matter pertaining to their child’s progress and welfare. Gradelink, an online grading system, is used for grading. A username and password are provided to students and parents to check progress. At the end of the first and third quarter, time will be set aside for parent/teacher conferences. Report cards will be sent home with your child or mailed to your home each quarter. Please sign and return the report card envelope to school to acknowledge receipt of the report card.

**TESTING**

In addition to testing in our regular subjects, standardized achievement tests are administered to determine a child’s progress. These tests are kept as a permanent record in the child’s master file, and can be reviewed by the parents in consultation with the child’s teacher. All testing is done for the benefit of the child and to aid the teacher in providing the best educational experiences. Children are required to take these tests as part of the curriculum of Trinity Lutheran School.

Testing for exceptional needs, academic and/or emotional, is provided by the Oshkosh Area School District upon referral by parent or teacher, with parental consent. Further details are available from the principal.

**LIBRARY**

Trinity School Library books are to be checked out with the teacher or volunteer. Books are checked out for a two-week period. Lost books must be paid for after determining that the book cannot be located. Damaged books must also be replaced. The student will reimburse the school for the cost of the replacement. Students may not check out additional materials if they have overdue books or unpaid fines.

Reference books may be signed out of the Media Center for use during the school day. They may not be taken home overnight.

**SPORTS – INTERSCHOLASTIC**

Our interscholastic sports program helps students grow in such important areas as sportsmanship, teamwork, and Christian training through competition with other schools. Students participating have a unique opportunity to witness their faith and model Christian behavior. Team members represent not only themselves, but also their school and their Lord. It is therefore expected that those in the sports program do this in a positive manner in all situations. Failure to exhibit a positive Christ-like example in school and at sporting events will constitute grounds for disciplinary action up to and including exclusion from our sports program. Current programs include: soccer, volleyball, basketball, cheerleading, softball, and track. Some out of town travel is necessary, and each participant is expected to arrange for his/her own transportation. Most sporting events take place with a 30 mile radius of Oshkosh.

Only those students who exhibit satisfactory academic effort and model acceptable behavior are eligible to participate. If a student is displaying insufficient effort or a poor attitude in the judgment of a teacher, coach, or the athletic director, parental contact will be made and eligibility of the student will be in jeopardy.

A 2.0 GPA and must be achieved for a student to be academically eligible to participate in extracurricular activities and/or non-academic field trips. Students with special learning needs that fall below a 2.0 would be considered eligible if the student’s teacher and principal agree that a sufficient amount of effort is being put forth by that student.

The extra curricular GPA requirement will come into effect beginning with the first mid-term report of the year and be reviewed with each subsequent quarter or mid-term grade. Students will not participate in practices, games, or meetings until they have proven to be eligible with the next scheduled grade report. The intention is that time away from sports will allow a student additional time to focus on his/her schoolwork.

In the event a student is suspended from a sport for behavior or attitude, the student involved will be expected to attend, but not participate, in scheduled practices and games.

Long or frequent periods of suspension may result in a student’s permanent exclusion from our sports program. Such exclusions will be made the discretion of the principal in consultation with the athletic director, parents, and the coach.

Physical examinations are required every other year for all students participating in our interscholastic sports program. Exam forms are available in the school office and on the website and must be filled out by the student’s physician.

**SPORTS – AFTER SCHOOL PRACTICES**

During scheduled practices for interscholastic sports there may be an early (right after school) and a late (beginning about an hour later) practice session. Students practicing late should leave school during regular dismissal time and return for practice. If arrangements for pickup and returning for practice cannot be made, the students are to be placed in the Aftercare Program. A parental note and personal request is necessary for students who ordinarily stay, to leave the school grounds.

**PAYMENTS AND CHECKS**

When parents wish to make payments by check, they should always make these payable to the order of Trinity Lutheran School, not to the teacher, company, or other individual, unless specific instructions are given to do so. All payments should be placed in an envelope marked with the type of payment being made (field trip, book order, lunch money, milk money, etc.) and the student’s name and grade. Payments for tuition and Aftercare are to be made out to Trinity Lutheran Church. Checks returned for insufficient funds must be repaid in cash and payment must include any fees charged to the church or school.

**SCHOLARSHIP PROGRAM**

Funds are available for help in paying part of the tuition fee for member families and mission prospects who find it too difficult to meet those payments. A simple form requesting these funds is available from the principal or in the school office. We encourage families to make use of this approach so no one misses the opportunities of Christian Education for their children because the costs are too high for them. Funds are available through donations by Trinity members who are interested in helping Trinity School and its students.

**WISCONSIN PARENTAL CHOICE PROGRAM**

Trinity Lutheran School participates in the Wisconsin Parental Choice Program (also called WPCP or School Choice). The WPCP program provides vouchers to students who qualify that cover the school tuition cost. The WPCP is open to students based on certain income guidelines and previous year school enrollment. Applications to the WPCP program are taken online at the Private School Choice section of the Wisconsin Department of Public Instruction website beginning in early February through mid April. No applications are taken outside that timeframe. Contact the school office for more information.

**LUNCH AND MILK**

Break milk may be purchased for each child for morning break time. Break milk fees are to be paid by semester in advance. Chocolate and white milk are available.

Milk is also available for purchase on a daily basis at lunch through the lunch account.

Trinity Lutheran School participates in the federal free/reduced lunch program. Applications for free or reduced lunch are sent out to each family before the beginning of the school year. Applications can also be picked up and submitted to the school office at anytime during the school year. All applicants will receive a letter approving or denying free or reduced lunch benefits in a timely manner. Benefits are retroactive to the date the completed application is received by the school.

Trinity Lutheran School purchases lunches from the Oshkosh Area School District. Lunches are ordered on a daily basis by 9:00am. Lunches ordered but not eaten by a student must still be paid for by the family. Students who do not have a lunch at lunch time will be given an emergency lunch and charged at their regular hot lunch price.

Hot lunches are available to all children and should be paid for in advance. Families whose lunch/milk account exceeds $50.00 owed will be notified that their students will not be allowed to take additional lunches or milks until the balance is paid down.

**TUITION REIMBURSEMENT PROCEDURE**

In the event that a student’s enrollment ends before the school year ends, reimbursement of tuition will be made on a prorated basis.

**PARENT TEACHER LEAGUE**

Trinity Lutheran School has a Parent Teacher League, which is part of a national organization. All parents who have children attending our school are considered members of our local and also the national Lutheran Parent Teacher League. PTL is your organization, designed to help you and your school.

Our Parent Teacher League exists for Communication – Education – Service – and Fellowship. All of our parents are urged to take advantage of the many programs and activities of the PTL as possible. Parents are always welcome to attend PTL meetings which are held on the third Monday of each month.

**PARENTAL INFORMATION NOTES AND MONTHLY NEWSLETTER**

Communication from school to home is vital. This communication is mainly facilitated via e-mail through our weekly “Trojan Times” and church bulletin announcements and through the monthly church “Voice of Trinity” newsletters. They are e-mailed to parents, usually on Thursday mornings. Grandparents and other interested family members may also be added to the e-mail list by contacting the school office.

Included in these communications, are upcoming events, scheduling information, policy changes and explanations, field trip permission slips and school news. It is necessary that each school communication be carefully read and important information noted. Some items will also be sent home as a paper copy with one or more students per family. Parents who wish to receive paper copies of the Trojan Times and other communications should contact the school office. E-mail is the main method of communication with families. E-mails will be sent out anytime we want to inform parents of something.

We also have a website for our church and school that offers a school link for information about our school, the school Google calendar and also news of things going on at school. The weekly “Trojan Times” is also being published on our website. (trinityoshkosh.org)

**TELEPHONE**

Parents are asked not to telephone their children during school hours unless there is an emergency. Use of the school telephones by students will be reserved for extenuating circumstances or emergencies. Students are permitted to use the telephone only after being granted permission by a member of the staff.

Children wishing to go to a friend’s home after school or stay for a scheduled activity should make arrangements with their parents before coming to school that day. Students are not to use the school telephone for such arrangements.

**VISITORS**

Trinity Lutheran School is open to visitors and encourages members of Trinity and parents to visit the school when it is in session. However, in order to keep disruptions to a minimum, parents and visitors should first stop in the school office. If possible, arrangements in advance can be made with the teachers or the principal.