

# Welcome to Trinity Lutheran School

## *Trinity Lutheran School*

1268 Pleasant Valley Road  
West Bend, WI 53095  
trinpvw@nconnect.net  
Phone: 262-675-6627

### **THE STAFF**

Ms. Barbara Speerschneider (PreK – Kdg.)  
4487 Honeywood Lane – Jackson, WI 53037 677-3626

Ms. Diana Bormann (Grades 1-2)  
11113 W. Carmen Ave. – Milwaukee 53225 (414) 395-3332

Ms. Jeanine Heller (Grades 3-4)  
8313 S. 76<sup>th</sup> St. – Franklin, WI53132 573-3327

Mr. George Kellermann, Athletic Director (Grades 5-6)  
1195 Pleasant Valley Road – West Bend, WI 53095 305-9007

Mr. Richard Brei, Principal (Grades 7-8)  
W197 N16531 Aspen Drive – Jackson, WI 53037 677-3135

Rev. Kenneth Mellon, Pastor  
1288 Pleasant Valley Road – West Bend, WI 53095 675-2621

### **THE BOARD OF EDUCATION**

Mr. James Zander Phone: 677-3247  
Mr. Jeff Minzlaff Phone: 675-0292  
Mr. Scott Measner Phone: 335-6468

### **PURPOSE OF OUR SCHOOL**

We read in Ephesians 6:4, "Fathers, do not exasperate your children: instead, bring them up in the training and instruction of the Lord." To obey this command of God the Christian will want to use the best means of providing for the Christian training of children. Therefore, the members of Trinity Ev. Lutheran Church have established and maintain a Christian Elementary School. This continues to be the best means of instructing children in the way of salvation. The Word of God in our school also brings blessing upon the secular subjects which are taught. Christian teachers use the Word of God to motivate all teaching. The

blessing of the Christian Elementary School then is not only to equip the child for enjoyment of the earthly blessings of God, but most of all to prepare the child for the blessing of eternal life with the Savior. To that end, Trinity Ev. Lutheran School subscribes to the following objectives:

1. To give thorough daily instruction in the Word of God.
2. To teach all subjects from the Christian point of view.
3. To train honest and useful Christian citizens.
4. To provide an environment of caring Christian teachers and classmates that will promote Christian conduct.
5. To encourage and promote a Bible-centered Christian home life.
6. To encourage continued Christian growth in our graduates by attendance at a Lutheran High School.
7. To develop an enthusiastic and dedicated membership in our Lutheran Church.
8. To encourage students to consider dedicating themselves to the full-time work in God's kingdom as pastors or teachers.

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

### **ENROLLMENT POLICIES**

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

### **ENROLLMENT AND ENTRANCE REQUIREMENTS**

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

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

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

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

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

### **ELEMENTARY SCHOOL COSTS**

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

congregation. The member and non-member tuition/fee rates for the coming school year are as follows:

<b>Tuition/Fees</b>	<b>Member</b>	<b>Nonmember</b>
<b>Preschool (2 days)</b>	<b>\$725.00</b>	<b>\$725.00</b>
<b>Preschool (3 days)</b>	<b>\$1050.00</b>	<b>\$1050.00</b>
<b>Kindergarten (3 days)</b>	<b>\$500.00</b>	<b>\$1150.00</b>
<b>Kindergarten (5 days)</b>	<b>\$650.00</b>	<b>\$1400.00</b>
<b>Grades 1-8 1<sup>st</sup> child</b>	<b>\$825.00</b>	<b>\$2850.00</b>
<b>Grades 1-8 2<sup>nd</sup> child</b>	<b>\$675.00</b>	<b>\$2725.00</b>
<b>Grades 1-8 3<sup>rd</sup> child</b>	<b>\$575.00</b>	<b>\$2625.00</b>

It would be preferable that all tuition/fees due be paid on Registration Day, which is usually held in mid August. If that is not possible then payment plans may be made with the Board of Education at the time of registration. Please make checks payable to Trinity Lutheran School.

### **PRESCHOOL COSTS**

There is a \$20.00 fee payable at the time of registration for the preschool. This fee is deductible from the first tuition payment. Tuition cost for the preschool is the same for both members and non-members and is as follows:

The Tuesday & Thursday morning sessions run from 8:30 – 11:00 A.M. and are \$362.50 per semester or \$725.00 per school year.

The Tuesday & Thursday afternoon classes run from 12:30 – 3:00 P.M. and are \$362.50 per semester or \$725.00 per school year.

In addition, there is the opportunity for the 4 year olds to attend a third session on Friday afternoon with the kindergarteners from 12:30 – 3:15 P.M. Children using this third session will be charged an additional \$325.00 tuition per school year for a total of \$1050.00. This session helps prepare the children even more for kindergarten and gives them the opportunity to work in a larger group with older children.

The preschool sessions begin the day after Labor Day and end after the Thursday or Friday afternoon sessions right before Memorial Day. School policy is that there will be no refunds if school has to be cancelled for snow days.

## **CURRICULUM**

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

## **QUESTIONS AND CONCERNS**

If parents have any questions, concerns, or criticisms concerning their child's work or conduct in the classroom at school, they are to first contact their child's teacher. The classroom teacher is familiar with your child and can answer questions from direct observation. Step 2 would be to contact the school principal who visits each classroom and has the benefit of some observation in each classroom. Should there be further questions regarding the situation (after talking to the teacher and both the teacher and principal together) the concern can then finally be addressed to the Board of Education to be resolved. In all cases the pastor is available to spiritually counsel any parent, teacher or board member regarding questions, concerns, or criticisms. In all cases Matthew 18:15-17 which addresses conflict between Christian brethren and how it is to be scripturally resolved will be followed. God's Word says, "(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. (16) But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. (17) If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan, or a tax collector." It is our desire to resolve conflict in this manner at Trinity Lutheran School. If you have questions or comments on its practical application, please speak to the principal or pastor. Rumors, slander, and innuendos are sins against the eighth commandment and are to be avoided at Trinity Ev. Lutheran School.

## **HOT LUNCH**

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

Money for Hot Lunch should be brought to school, when requested in the newsletter, and given to the teacher before school. (This is done on a monthly basis.)

Since our program is prepared by volunteers, we need as many as possible to help out. In the past parents and even grandparents have been welcome volunteers, and will be again this year. Serving helpers need to be at school from about 10:00 a.m. to 1:30 p.m. to help prepare food, serve it, and clean-up. For those who are unable to help out in this way, you may help out by providing a dessert for one or more days during the school year. A sign-up sheet will be available on Registration Day.

## **MILK PROGRAM**

Two choices of milk are available, either 2% white or chocolate. The charge for either is around \$.10 - \$.12 per day or about \$17.00 - \$20.00 for the year. This price excludes half-days of school listed on the school calendar. The price is subject to change after we receive information on the rebate subsidy from the State. Prices are subject to the approval of the Wisconsin Department of Public Instruction, Bureau for Food and Nutrition Services. Milk orders are payable at the time of registration along with the other fees.

## **BAND PROGRAM**

Band instrument lessons will again be available to pupils in grades five through eight. Information will come home in the "Newsletter" shortly after school begins.

## **RELIGIOUS BOOKS REQUIRED**

All religious books for children in grades K-8 are furnished by the school with the exception of a catechism which the students in grades 7-8 must

purchase. Also, all students in grades 3-8 must have their own NIV Bible. The Bibles and catechisms may be purchased through the school bookstore.

### **SCHOOL SUPPLIES**

A school supply sheet is available from the principal and was distributed at the close of the last school year. It is also printed in the back of this handbook.

### **BOOK STORE**

As in the past, some school supplies will be available from the school book store before school and at recess times. Children should ask their teacher for help to purchase needed supplies. Some items for sale in the school book store are as follows: pencils, lead, pens, paper, notebooks, erasers, folders, glue, and rulers.

### **CHURCH ATTENDANCE**

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

### **CONFIRMATION INSTRUCTION**

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

### **PARENT TEACHER CONSULTATIONS**

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

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

### **DRESS CODE POLICY**

Students in general should dress nicely in a way that would be pleasing to their Lord and Savior. Jeans and shorts may be worn as long as they are in good condition, which means no holes, slashes, or frayed bottoms. Tank tops, muscle shirts, and spaghetti tops should not be worn by children in the upper grades. The shirts, blouses, and shorts should not be sexually suggestive nor should they advertise alcoholic beverages, musical groups, or gang signs. Shorts should be of mid-thigh length. Spandex style shorts may only be worn by the lower graders (K-4). Upper grade students may only wear spandex style shorts under other shorts for P.E. class or athletic events. Tops should be of adequate length as to not expose the midriff even when hands are raised to answer questions. Pants should be fastened around the waist and children should be able to run without having to hold them up. Underwear should not be showing. Shirts should be up to the collar bone. Shoes (gym shoes inside) should be worn for P.E. classes. Remember that children will be required to go outdoors for recess unless a note for medical illness is provided from a parent, so dress should be appropriate for weather conditions. Exceptions will not be made for children not properly prepared to go outside for recess. Final decisions regarding the dress code will be at the discretion of the teachers and principal and will be dealt with according to the school's discipline procedures.

### **TOYS AND NUISANCES**

Students should not bring comic books, magazines, play guns, knives, radios, CD players, MP3 players and the like, or other electronic devices of a recreational nature to school. The teacher may confiscate anything which interferes with the learning situation and will return it to the parents at the end of the school year. Parents are responsible to determine what their child(ren) take to school in case those items become damaged or broken.

## **LOCKER SEARCHES**

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

## **DISCIPLINE**

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

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

In the event that there is repeated or major discipline problems the sample form which follows will be sent home to the parents. As stated in the form, parents are to sign and return the form and expect contact from the teacher and/or principal. We do, however, expect no major problems where parents and teachers work together for the good of the children entrusted into their care.

**TRINITY LUTHERAN SCHOOL  
DISCIPLINE PROCEDURE**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

This notice is being sent to inform you that your child is:

- \_\_\_\_\_ not completing his/her work
- \_\_\_\_\_ doing his/her work carelessly or with little effort
- \_\_\_\_\_ misbehaving in school
- \_\_\_\_\_ in violation of the dress code
- \_\_\_\_\_ other: \_\_\_\_\_

This is the \_\_\_\_\_ notice being sent home concerning this problem and must be considered a serious problem which needs your attention. May our joint efforts on your children's behalf serve to strengthen their service to our Savior.

Please sign and return to teacher.

Teacher's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Note: If this is the first notice being sent, a phone call will be arranged to discuss the problem with the child's teacher.

Note: If this is the second notice being sent, a conference will be arranged to discuss the problem with the child's teacher and principal.

Note: If this is the third notice being sent, a "First Offense" suspension of one day will follow. (see the "Suspension Policy" in the Parent-Student School Handbook)

During a suspension all work which is missed on the day of suspension must be made up within one week of the suspension. Tests will have to be made up on day following suspension. Trinity will not provide supervision on day of suspension. (Suspensions are out of school)

**A copy of this note will remain in the student's permanent record.  
(third notices and thereafter only).**

## **SUSPENSION POLICY**

When a child violates the teachings of God's Commandments in conduct or in refusing to obey the teachers, pastor, school bus driver, etc., or behaves in such a way as to threaten the safety of those whom he/she comes into contact in school, on the playground, in the gymnasium, or riding the bus, then for the well-being and safety of all concerned the principal and board chairman have the right to suspend him/her from school. The student will be allowed to return to school only after consultation with the student and the child's parents. The pastor, faculty, and Board of Education are to be informed of the action taken.

First Offense - one (1) day suspension.

Second Offense - two (2) day suspension. After the second offense there shall be a conference with the child, parents, pastor, teacher, school principal, and Board of Education.

Third Offense- Expulsion by action of the Board of Education upon recommendation of the pastor and principal.

## **EMERGENCY SCHOOL CLOSING**

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

## **IMMUNIZATIONS**

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

## **PHYSICALS**

The school recommends a physical before athletic competition begins in fourth or fifth grade.

## **MEDICATION**

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

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

## **EXCUSES**

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

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

Should your child(ren) contract a communicable disease such as chicken pox, mumps, measles, pink eye, or other such disease, call BOTH the school and Public Health Department at (335-4462) to get information

on when the child(ren) may return to class and for trends in disease control and epidemics. The school must report these also to the Health Department as a safeguard and check system.

### **TARDINESS POLICY**

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

Tardy students must be excused by the parents - preferably with a written excuse, signed by the parent/guardian, explaining their tardiness. Students who are habitually tardy may be dealt with according to the discipline policy found on page 10. Tardiness does not apply to children who arrive late due to a late bus arrival.

### **FIRE DRILLS**

A fire drill is to be conducted each month the school is in session. The drill will be conducted when weather conditions are "nice". We will safeguard student health when conducting drills. Drills will also be supervised at times by local fire department officials. All people in the building are required to take part in fire drill practice.

### **TORNADOES**

In the event of a tornado or tornado drill, space in the church basement for the Preschool through grade eight in the hall area by the locker rooms will be used. If parents hear of threatening weather approaching our area, please contact the school office by calling 675-6627 so that we can take prompt action to safeguard the students entrusted to our care. The school owns a severe weather warning alarm which will be tuned to the National Weather service channel to warn us of severe weather conditions.

### **GUIDELINES FOR BUILDING USE**

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

## **GYMNASIUM USE**

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

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

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

## **HOMEWORK**

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

## **INCOMPLETE WORK**

Assignments not completed in the time prescribed by the teacher will be given an incomplete "I" grade. This grade will be removed when the incomplete work has been made up to the satisfaction of the teacher. Incomplete work must be done within a two week period or before the quarterly report card or it will be recorded as a zero and a permanent "I" will be recorded on the report card.

## **INSURANCE**

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

## **INTERSCHOLASTIC COMPETITION**

Our school participates in the Kettle Moraine Lutheran Grade School Athletic League and in our ELS Olympics. Sports offered through that league membership are: soccer, cross country, volleyball, basketball, softball, track and field and cheerleading. In addition forensics, spelling, science, math, and art competitions are offered. Student participation and involvement in these activities is encouraged and in some cases will be mandatory. We often need parent volunteers to help with these competitions. Please consider volunteering as you are able. There are a number of policies connected with the sports and athletic program. Please read the *Athletic Handbook* for further information.

## **MISSION PROJECTS**

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

## **CAMPBELL & LABELS PROGRAMS**

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

## **BUS SCHEDULE**

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

However, we are working with the bus company to produce a more consistent schedule for our parents and students. In the end it is the parent's responsibility to arrange for their child's transportation. Riding on the school bus is a privilege. If your child gets a written notice from the driver for misbehavior, the principal will call you. Several written notices may cause your child to lose their bus riding privilege. Please cooperate with your drivers, principal and other students in making the bus ride an enjoyable time. Remember, bus drivers talk about the behavior of children. Let their comments about Trinity students continue to be positive.

### **PLAYGROUND SAFETY**

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

### **FIELD TRIP POLICY**

Attendance or participation in school class field trips is mandatory unless the parents send a written request to the principal to excuse their child(ren) from such an activity. Students must have a signed blanket permission slip on file to attend. (These are completed at the time of registration.)

### **SINGING SCHEDULE**

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

All parents are expected to have their child(ren) participate in church singing when their child's class is scheduled to sing for either the regular worship or the special worship services. For the sake of common

courtesy, and since singing for the worship services is an extension of our classroom activities, parents are asked to send a written excuse beforehand if their child(ren) will not be able to be present.

### **TELEPHONE & CELL PHONE USE**

Students, who for legitimate reasons wish to or need to make personal calls on the school telephone, must first obtain permission from their teacher. Such calls should be rare. Cell phones must be turned off and kept in the lockers or given to the teacher for safe-keeping. Use or possession of cell phones during the school day will result in confiscation of the phone until it is picked up by the parents.

### **ANSWERING MACHINE**

**Please** do not call the school during the school day unless it is a real emergency. We do not have a regular secretary and phone calls are very disruptive. Phones may not be answered during the school day. We will try to check the answering machine daily for messages. In a real emergency you may call several times in succession or you may try to contact Pastor at 675-2621 to relay that emergency message.

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

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

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

8:00	Get ready, memory work, attendance etc.
8:15	Devotion and classes begin
10:00 - 10:15	Recess K-4
10:15 - 10:30	Recess 5-8
11:45 - 12:30	Lunch & Recess K-4
12:00 - 12:45	Lunch & Recess 5-8
2:00 - 2:15	Recess K-5
3:10 - 3:15	Clean-up chores and class duties
3:15 - 3:20	Closing devotion and dismissal

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

Physical Education Schedule (Gymnasium is in use)

Pre-K A.M.	Tuesday & Thursday	9:30 -10:00 A.M.
Pre-K P.M.	Tuesday & Thursday	1:00 - 1:30 P.M.
Gr. Kdg.	Wed. 1:15 - 1:30 and Fri.	1:30 - 1:45 P.M.
Gr. 1 & 2	Monday and Wednesday	9:00 - 9:35 A.M.
Gr. 3 & 4	Tuesday and Thursday	1:30 - 2:00 P.M.
Gr. 5 & 6	Tuesday and Thursday	2:30 - 3:00 P.M.
Gr. 7 & 8	Monday and Wednesday	2:30 - 3:00 P.M.

### **P.T.L. OFFICERS & MEETING SCHEDULE**

President - Dale Bormann	414-462-3507
Vice President – Vacant	
Treasurer – Jeana Steffens	677-1172
Secretary – Maribeth Uhlig	675-0180

September	Business Meeting	7:00 P.M.
October	Hayride/Park Fun	7:00 P.M.
November	Business Meeting	7:00 P.M.
December	Christmas Party	7:00 P.M.
February	Guest Speaker	7:00 P.M.
April	Business Meeting	7:00 P.M.

### **KETTLE MORAINÉ LUTHERAN HIGH SCHOOL**

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

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

**Trinity Lutheran School**  
**1268 Pleasant Valley Road**  
**West Bend, WI 53095**  
**Phone 675-6627**  
**School Supply List 2010-2011**

**Kindergarten:** A back pack large enough to hold classroom work and “treasures”, one box of 16 crayons (not jumbo), regular size (not thin) classic color markers, water paints, Elmer's white school glue, one folder with pockets, normal size pencils, two glue sticks, (more needed throughout the year), Fiskars Scissors, one box of tissues, one highlighter, and lots of enthusiasm.

**Grades 1-2:** Pencils, crayons (16 or more), two white glue sticks (to begin with - more will be needed throughout the year), eraser, Elmer's white school glue, notebook for journal (spiral bound with wide ruled paper), two folders with pockets, school box, school bag, scissors, ruler with inch and centimeter markings, washable markers, water paints, art smock or old oversized shirt for art, two boxes of tissues.

**Grades 3-4:** Pencils, erasers, Elmer's white school glue, glue stick, crayons, white out, ruler with inch and metric markings, wide-lined loose-leaf paper, three boxes of tissues, two notebooks, NIV Bible (larger print), scissors, three folders with pockets, colored pencils, water paints, markers, red pencils, one blue erasable pen, zippered pencil case, school bag. No binders, pencil sharpeners, or plastic crayon boxes, please.

**Grades 5-6:** Pencils, erasers, Elmer's white glue, crayons or colored pencils, washable markers (optional), ruler with inch and metric markings, wide or college ruled loose-leaf paper or tablets of paper but not the spiral notebooks unless the pages are perforated for tearing out the sheets, two boxes of tissues for the classroom, scissors, folders with pockets for storing paper, protractor, compass, a small notebook for assignments, black or blue pens, red pens for correcting, school bag, NIV Bible. Suggested: Zippered pencil cases or zip lock bags for pencils, colors, etc. no binders or staplers, please.

**Grades 7-8** NIV Bible, pocket folders for papers, blue or black pens, pencils (#2 lead), red correcting pens, a good eraser, school glue, colored pencils or markers or both, two boxes of tissues, college ruled loose-leaf paper or paper that can be cleanly torn out of notebooks, scissors, ruler with inch and metric markings, compass, school box, protractor, and a scientific calculator. (relatively inexpensive - \$10.00-15.00) no binders or staplers, please.

Note: Please label all of your children's school items. Some items may be purchased from Trinity's Book Store also. Please call the school at 675-6627 if you have questions. Please do not send pencil sharpeners, or permanent marking pens to school.

### **SCHOOL NEWSLETTER**

The school puts out "The Mustang Newsletter" every Monday. This is our primary way of communicating with you in a general way. Each week the most up-to-date schedules are printed. Also printed are the classroom news and anything your teachers wish to bring to your attention. Please make every effort to read it. "The Mustang Newsletter" is also published weekly on our website – [www.trinityels.org](http://www.trinityels.org).

### **ARRIVAL AND DEPARTURE**

The school day begins promptly at 8:15 A.M. The teachers will usually arrive earlier to take care of last minute preparations. Also the teachers and pastor meet for about ten minutes each morning at 7:30 A.M. Please try to **not** have your children arrive prior to 7:55 A.M. – that is also about the time the bus usually arrives. After school please make every effort to pick up your children by 3:30 P.M. That is also the time the bus usually arrives to pick up the children.

### **SCRIPT PROGRAM**

Our school operates a SCRIPT program through the PTL. Please speak to the PTL or one of the teachers regarding this program.

### **AFTER SCHOOL CARE**

After school child care is available for a fee. Speak to the Kindergarten teacher or the principal if you have an interest in using this service.

### **NOTES, QUESTIONS, CONCERNS, AND/OR ADDITIONS**





