

JESUS

THE WAY, TRUTH & LIFE

JOHN 14:6

TRINITY LUTHERAN SCHOOL

Wisconsin Evangelical Lutheran Synod

915 S. Dakota Street
Aberdeen, SD 57401

Phone: (605)-229-4697

www.trinityaberndeen.org

Student Handbook

2023-20024

WELCOME!

This student handbook is written to introduce you to the mission, philosophy, goals and approaches of Trinity Lutheran School (hereafter TLS). In addition, it contains useful reference information for school families. It is our earnest prayer that God will richly bless our work of learning and sharing his Word among us!

WHY WE EXIST...

Our Mission Statement provides a one-sentence summary of why we exist. It focuses our thoughts on the message of the Gospel centered on Jesus Christ.

Our Mission:

Trinity Lutheran School exists to help families in Aberdeen and the surrounding communities by providing children with quality academic and Christ-centered education, in a loving and caring environment.

WHAT WE BELIEVE...

The Bible tells us clearly that our beliefs govern what we do. It is therefore important that we clearly and concisely present the doctrinal and educational philosophy, curriculum, and goals of our school and church. This section describes those guiding principles in a brief form.

WHO WE ARE...

TLS exists because of the work of God in bringing his servants to teach his Word. Since God has placed such people in our midst to share God's Word with us, it is good for us to thank Him for these gifts, and to cherish, support and pray for them regularly.

2023/2024 Staff:

Rev. D. T. Rawerts, Pastor dtrawerts@yaoo.com

Mr. Matthew Behm, Principal & Grades 6-8 principal@trinityaberdeen.org

Mr. Stephen Biebert, Grades 4 & 5 sbiebert@trinityaberdeen.org

Ms. Mollie Hinz, Grades 2&3 mhinz@trinityaberdeen.org

Mrs. Bethany Behm, Grades K/1 bbehm@trinityaberdeen.org

Mrs. Doreen Sperry, Preschool Teacher, Aftercare Director, Grades K/1 Teacher
preschool@trinityaberdeen.org

Mrs. Jessica Kjenstad, School Secretary secretary@trinityaberdeen.org

Mrs. Penny Biegler, Church Secretary penny.tlcsecretary@yahoo.com

Sarah Schaffer, Pre-K Aid and Principal Release Time

Mrs. Marilyn Kjenstad, School Cook

Mr. Tim Swantz, School Cook

Mrs. Eileen Anderson, School Cook

Through the power of the Holy Spirit, TLS has been given dedicated, well-trained teachers to share God's Word with our children. Although they are sinful humans, just as we all are, we can know and trust that God wishes them to be here, for He has called them here. As they prepare, study, and lead the children to know the Lord, God will surely bless them and their students!

OUR PHILOSOPHY OF EDUCATION...

We believe:

- That the Bible is the divinely inspired, completely inerrant Word of God.
- That the primary work of Trinity Lutheran School is to teach that Word of God to the children.
- That other school subjects can and should be taught in the light of God's Word.
- That such focus on the Word of God is both God-pleasing and blessed by Him.
- That the best education occurs when teachers, parents, and students work together under God's Word.
- That each of the three groups (teachers, parents, students) has responsibilities and rights regarding the others.
- That each individual benefits from daily personal contact with the Word.
- That God's Word teaches us to "speak the truth in love" and "to forgive as you have been forgiven."
- That since we are all sinful, we are all in daily need of that forgiveness.

- That since Jesus died on the cross, forgiveness is given to us through faith in His atoning work.
- That this forgiveness is to motivate all that we do in our homes, schools, and churches.
- That we do well to encourage this teaching of the Word, through our words, actions, prayers and financial support, all to the glory of God.

Department of Education

TLS is under the supervision of a Department of Education, which sets policies and procedures for the school, and supports it through encouragement, prayer, and guidance.

Department Chairman: Mr. Matt Biegler

Department Secretary: Mr. Tim Swantz

Department Trustee: Mr. Bert Klipfel

Department Members: Brandon Schaffer, Michael Hansen, Chris Scott, Jordan Kjenstad

The Department of Education is elected by the voting members of the congregation. The Department of Education has been elected to work in harmony with both the teachers and pastor to promote the cause of Christian education within the congregation. It is also the duty of the Department of Education to see that the instruction of the children is carried out in an effective manner in accordance with the principles of a Christ-centered education.

Principal:

In order that the mission of TLS may be advanced on a daily basis, God has provided for TLS the position of Principal. The Principal serves as an intermediary between the Department of Education and the teachers and students, and oversees the day-to-day operation of the school.

Parents:

TLS exists because parents value the Christian education and place their children willingly into a school where God's Word can be taught on a daily basis. Parents also have the primary responsibility for the spiritual upbringing of their children, as the 4th Commandment notes. Therefore, TLS thanks God for the gift of God-fearing parents, and wishes to support their good work in whatever God-pleasing manner possible.

Students:

As children of God, even the smallest child has responsibilities and duties to others. Fortunately, through the gift of faith given in the water of baptism, children also are declared righteous in God's sight and given the new life of Christ as their own. TLS educates children in God's Word to help them learn about that new life, and to have it grow through regular use of the Word.

TLS operates an elementary education school for children entering grades preschool (4 years of age) through eighth grade. Since 1978, children have had the opportunity to hear the message of salvation through Jesus Christ on a daily basis. We thank God for this blessing, and ask for His grace to continue to serve children in Aberdeen and the surrounding communities with His message of life and peace.

As a further blessing, God has allowed our school to also demonstrate academic excellence. Trinity students consistently score well on standardized testing. Although not as important as the teaching of God's Word, God has blessed the study of other subjects at TLS as well.

Governance:

Among us, the Bible, which is the inspired Word of God, is the final authority on all matters of doctrine and practice. We also believe that the Lutheran Concessions, as contained in the Book of Concord (1580), are a correct exposition of the truths of the Bible. As members of Trinity Lutheran Church, we have taken an oath to faithfully proclaim and support and uphold the Bible and these confessions. Through them, we gain knowledge of God and of his will for us in this world. Therefore, each teacher, parent and student has the primary responsibility to study the Word of God and to strive to apply it to his or her life. Because this Word gives us Christian freedom, we may establish such agencies within our church as we deem wise to allow for proper governance. Within Trinity Lutheran Church, these are the Voters' Assembly, the Church Council, and the Department of Education.

Trinity Lutheran School Parent Teacher Organization (PTO)

Trinity Lutheran School has a Parent Teacher Organization (PTO) which exists to promote, assist, and support Trinity Lutheran School and its faculty and staff. Trinity Lutheran PTO is open to all parents/guardians of students attending Trinity Lutheran School, the faculty, staff, and members of the Trinity Lutheran Department of Education (DOE). Trinity Lutheran PTO holds regular meetings throughout the school year to plan events and student activities such as the fall festival, skating parties, and fundraising efforts. Trinity Lutheran PTO raises money throughout the school year by staffing the concession stand at various school-sponsored sporting events and organizing a summer rummage sale. Proceeds from PTO fundraisers are used to support Trinity Lutheran School by paying for expenses which go above and beyond regularly budgeted items. Parents are notified about PTO activities and meetings monthly on the school calendar and weekly through the school newsletter which is sent home with students.

PRESCHOOL:

TLS maintains a Kindergarten-prep preschool, designed to teach God's Word in an interactive, educational environment. Some details about our preschool:

Eligibility: The child must be 4 years of age by September 1st and toilet trained.

Class Size: A maximum of 18 students per session.

Registration Fee: \$100 before May 1; \$150 after May 1

Sessions Offered:

Morning session: 8:00-11:00 am

- Monday-Friday (5 days) \$250/month
- Monday, Wednesday, Friday (3 days) \$150/month
- Tuesday/Thursday (2 days) \$100/month

Afternoon session: will be available if the morning is completely full.

TLS Preschool registration is offered on an ongoing basis. For more information, or to register your child, please contact Ms. Doreen Sperry at (605)228-6351

EDUCATION

Parent Teacher Conferences:

At the end of the first and third quarters, the parents will be scheduled to meet with the individual teachers to discuss the progress of their children. We hope all parents will show their concern with their children's education by attending these Parent-Teacher Conferences. The teachers are always happy and eager to visit with the parents at any time they may wish.

Report Cards:

To effectively train the child, a close relationship must exist between the parents and teachers. A formal report card giving the academic progress of the child is issued approximately every nine weeks. It is important that the parents evaluate the report very carefully, discuss it with their children, and encourage them to even greater faithfulness in their work. Parents of students in grades 1-8 are able to check grades online through the Jupiter Grades website.

Homework:

When children's school work is brought home, the parents should encourage their student to see that it is done. A certain time set aside in the early evening hours is a good time to complete homework assignments. Please take a special interest in your child's memory work and see to it that he/she learns it. This also gives you an excellent opportunity to review Scripture passages and discuss them with your children. If your child is not able to complete a homework assignment, please inform the teacher via note or personal communication.

Aftercare:

Trinity Lutheran School offers an Aftercare Program for children enrolled in our school: preschool through eighth grade. The hours of operation are from 11:30 pm to 5:30 pm. Preschoolers who are enrolled in the morning session of preschool have the option of utilizing the program in the afternoon. Students in the Aftercare program are well-supervised and safe in a Christian environment until 5:30 pm. Please contact Mrs. Doreen Sperry, Aftercare Director, at (605)229-4697 for current pricing and availability.

REGISTRATION AND ENROLLMENT POLICIES

Grades K-8:

- All registration forms are available online at www.trinityaberdeen.org.
- Eligibility: The child must be 5 years of age by September 1st.

Registration:

Registration is done through the TADS website <https://secure.tads.com>. A copy of the child's birth certificate and immunization records for all new students should be presented at the time of registration. Sixth graders also need updated immunizations.

Parents will be given an opportunity to volunteer their services in a number of areas during registration. Some areas would include, driving for field trips, working in the library, working in the concession stand, and helping in the classroom.

Tuition and Fees 2023/2024:

Registration/Technology Fee: \$300 (Gr. K-5); \$350 (Gr. 6-8)*

Monthly Tuition: \$265 (for 9 months: Sept.-May)

-Members of Trinity will receive the member discount (members pay \$55/mo.)

-Discounts for siblings apply for both members and non-members; 20% discount for first sibling; 40% discount for additional siblings

TADS Agreement Processing Fee: \$20 or \$55, depending on payment plan chosen. This is a one-time fee per family.

Cleaning Fee: \$16/student each month (for 9 months)

Hot Lunch (Offered M, W, F): \$3.25

Aftercare (available after school until 5:30 PM): \$3.75 per hour

*Upon entering 6th grade, each TLS student will be provided with a new Chromebook. Each student will be assigned a Chromebook to use for school purposes during the school year. Upon graduating 8th grade, the Chromebook will then belong to the student. In the event a student leaves TLS and does not graduate 8th grade at TLS, you will have the opportunity to pay off the remaining cost of the technology fees. If it is not paid off Trinity will retain the Chromebook.

TADS Fee/Payment options

Option 1: Annual Tuition (\$20 one-time TADS fee- per family) - paid in full by Aug 31

Option 2: Semi-Annual Tuition (\$20 one-time TADS fee- per family) - ½ paid by Aug. 31; ½ paid by Jan.15

Option 3: Monthly Tuition (\$55 one-time TADS fee-per family)

The first month's tuition may be paid at registration or by September 15. Each successive monthly payment is due by the 15th of the month. Electronic payments can be set up to come automatically out of your account through TADS. Exceptions must be arranged in advance with the Department of Education. Families that are 30 days late in payment will be contacted by the principal or the Department of Education Chairman. If a satisfactory payment plan is not agreed upon and carried through, the child(ren)'s enrollment may be suspended/terminated by the Department of Education.

Financial assistance:

Financial assistance for tuition and other fees is available for non-member and member K-8 students. Please contact the principal to obtain application information. A fund is set aside from our congregation to assist families with tuition and other fees. Families can also apply for a scholarship through South Dakota Partners in Education (www.sdpartnersinedu.org). Please

visit with the principal for more information on both tuition assistance options.

Registration/book fees are not refundable. If a child withdraws on, or before September 10th of the school year, September's tuition is 100% refundable. If a child withdraws after September 10th, tuition will not be refunded if the child attends on the first day of any month beginning with October.

Enrollment:

An enrollment committee consisting of the Department of Education, principal, pastor, and teachers will review and approve all applications and enrollments regularly. The following priority list shall govern the acceptance of applicants.

1. Children of Trinity Lutheran Church
2. Children of sister congregations (WELS+ELS)
3. Parents who claim no church affiliation, but who sincerely desire religious education and are open to Lutheran teachings
4. Children of other denominations

By enrolling children in Trinity Lutheran School, it is understood that the parents agree to abide by the administrative instructions in this handbook, and to the following provisions:

1. All children will be instructed in the doctrine of God's Holy Word as taught by the Wisconsin Evangelical Lutheran Synod.
2. Parents will honestly endeavor to have the children attend church services regularly.
3. Parents will permit the children to take part in the usual school activities and church services, or present an acceptable excuse for the child's absence.
4. All member children, grades 5-8, will attend confirmation instruction classes.
5. We encourage all non-member parents to attend an introductory course on Christian doctrine to better understand the principles that their children will be learning. The Pastor of Trinity Lutheran Church will teach the course. This course will be offered throughout the school year.

Non-Discriminatory 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 the students at Trinity Lutheran School. It does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its educational policies, admission policies, athletic, or other school administered programs.

Transfers:

Children from other schools who wish to enroll at TLS must be in good standing in their previous school and must present a transfer of records from their previous school in order to aid the teachers in establishing their standing at TLS. The child's last report card must also be shown to the teachers. In order to enter kindergarten, a child must have reached the age of five by September 1st of the year he or she wishes to enter school. Parents who wish to transfer the records of their children from Trinity Lutheran School to another school should give written permission to the principal to do so. Forms for this are available from the principal and secretary. Please have all outstanding payments taken care of before you request records transferred to another school.

Disenrollment:

Any student attending TLS is subject to disenrollment if: 1. The actions, attitudes, and habits fostered in the child's home life conflict with those fostered in the Christian school. 2. The actions, attitudes, and habits of the child are not becoming to and in agreement with those fostered in the Christian school. 3. Tuition and fees are not paid in a timely manner.

OTHER POLICIES

Bullying Policy:

Trinity Lutheran School (TLS) is committed to maintaining a constructive and safe school environment that is conducive to student learning, and fostering an atmosphere in which all students are treated with respect and dignity. TLS students are to act in a way that reflects Christ's love for us. Bullying is not consistent with TLS's Christian principles, and will not be tolerated. Bullying as defined here includes, but is not limited to, any repeated, intentional actions that inflict emotional or physical harm to any student, faculty, staff member, or volunteer. It includes activities that happen face-to-face, online, through social media, or by any other means. Persistent bullying can severely inhibit an individual's ability to learn, and may have lasting negative effects on the individual's life. The bullying of students by other students, faculty, staff members, or volunteers is strictly prohibited.

Faculty, staff members, and volunteers are not to strike, physically harm, threaten, or belittle students, fellow faculty, staff members, or volunteers in any manner. Students are not to strike, physically harm, threaten, or belittle fellow students, faculty, staff members, or volunteers in any manner. Complaints of bullying are taken very seriously, and the TLS principal, church pastor, and/or Chairman of the Department of Education board (DOE) will investigate all complaints of bullying, whether formal or informal, verbal or written. Formal complaints should be submitted to the principal, church pastor, or Chairman of the DOE. Any faculty, staff member, or volunteer observing or suspecting bullying toward another individual is required to report the issue to the principal, church pastor, or Chairman of the DOE immediately.

Any student engaging in such activity, as determined by the principal, church pastor, or Chairman of the DOE is subject to discipline (e.g. detention, suspension, expulsion), including the possible involvement of law enforcement. If the student or his/her parents disagree with a decision to expel the student from TLS, they may follow the procedure set forth in the student handbook to appeal that decision. Any faculty, or staff member engaged in such activity will be suspended with pay until a thorough investigation and recommendation has been made by the DOE. Any volunteer engaged in such activity will be prohibited from volunteering further until a thorough investigation and recommendation has been made by the DOE.

This policy is in effect while students are on property within the jurisdiction of TLS, while students are in school-owned or school-operated vehicles, while students are attending or engaged in school-sponsored activities. If bullying occurs at a location not under the jurisdiction of TLS, and the act of bullying becomes public in such a way that it reflects negatively on TLS or directly affects the good order, efficient management, welfare, or reputation of TLS, the principal, church pastor, and/or the Chairman of the DOE may take appropriate action against the person or persons after a thorough investigation has been completed.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

The faculty, staff members, and volunteers at TLS cannot always detect bullying, so if you or your child suspect bullying, it is your obligation to bring it to the attention of the principal, church pastor, or Chairman of the DOE immediately.

Restraint and Seclusion Policy:

It is the policy of Trinity Lutheran School not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. There should be no use of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface. There should be no involuntary confinement of a student locked alone in a room, unless there is a clear and present danger. Staff members should consult with the principal if assistance is needed with disciplinary issues.

If there is an incident requiring the use of restraint or seclusion, parents will be notified by a Trinity Lutheran School staff member at the time the child is picked up from our care or prior to that.

Weapons Policy:

TLS has a zero-tolerance weapons policy, which means there will be suspension and/or expulsion upon the first offense.

Discipline Policy:

Because all activities of the Christian are to give glory to the Lord, behavior in the Christian classroom should at all times also give glory to the Lord. Scriptural teaching is to guide the understanding of behavior more than rules “written by men.” TLS encourages “classroom rules” as a way to help students and their parents understand what is expected of them and as a way to organize classroom routine, but behavioral standards transcend any set of written rules established by the teacher. The Christian teacher is therefore obligated not only to correct infractions of the written classroom rules, but also to correct other behaviors which do not give glory to God.

The same principles of Christian behavior constrain the faculty to correct their students, by means which give glory to God. The means of correction are a matter of educational judgment, but they should always insure that the student is aware of (1) what behavior is unacceptable and (2) why, based on Scripture, it is unacceptable. The correction by the teacher is to be carried out in Christian love with a concern for the student’s spiritual well-being as the foundation.

Students whose behavior is repeatedly unacceptable or whose infraction is particularly serious may, at the teacher’s discretion, be removed temporarily from the classroom. Incidents which require this action will be reported to a parent, and the parents’ aid will be enlisted to prevent repetition of such behavior.

Suspension from school is an option when the continued presence of the offending child in school: (1) endorses continued unchristian behavior by giving the impression of tolerance or (2) jeopardizes the Christian education or the safety of other students. Expulsion may also follow the suspension. In cases of expulsion, an appeal to the Department of Education is allowed, so that child, parents, teacher, and principal can air their views and share their perspectives on the situation.

Parental Concerns/Complaints:

The Department of Education places trust in the teachers of Trinity Lutheran School and desires to support their actions as far as possible, so that they are free from unnecessary or negative criticism and complaints. They recognize, however, that teachers will benefit from constructive criticism. For this reason, constructive criticism of the school or its teachers is welcomed when motivated by a sincere Christian desire to provide students with quality spiritual and academic training.

As Christians, all our activities are to be done out of love for Christ and for our fellow man. For this reason, when we have a complaint against a fellow believer, we will initially want to deal with him/her privately. In Matthew 18, our Lord Himself has given us an approach for dealing with such situations. Keeping this procedure in mind, the following steps will be followed:

- Those having concerns or complaints regarding school matters are first to discuss such matters with the teacher.
- If the situation cannot, after sincere effort, be resolved, then the parents should arrange for a meeting with the teacher and principal (or pastor) in the case of a concern or complaint against the principal.
- If the matter is still not resolved, a meeting will be arranged between all parties and the pastor.
- If the matter remains unresolved, it will finally come before the Department of Education for action.

Attendance:

Parents are responsible to notify the child's teacher prior to the start of the school day if the child will not be attending that day, and must state the reason for the absence. If the teacher is not notified, the teacher or school secretary will attempt to contact the parents to verify the child's absence. Dental and doctor appointments should be made outside of school time when possible. An absence does not excuse a child from making up schoolwork. All missed schoolwork should be made up in a timely manner according to the individual teacher's policy. For any planned vacations, the parents/guardians are asked to let the teacher know well in advance so homework can be prepared for the student.

TLS expects students to be in school on a regular basis. Students are expected to be in school at a minimum attendance rate of 95%. If a student misses several days of school, a letter will be sent home urging regular school attendance. Students who fail to meet the 95% attendance rate may be reported to the Brown County State's Attorney office for truancy.

*Truancy is defined as any absence not approved by the school, or a pattern of excused or unexcused absences. Skipping a class and/or leaving school grounds without permission is also considered truancy

*South Dakota Codified Law (13-27-11) states that, "Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor."

Tardy: TLS understand that students may be tardy on occasion. However, it is important that students consistently arrive to school on time. If a student has is marked tardy six (6) times in one quarter, a letter will be mailed out to families reminding them about the importance of being on time. If a student continues to be late for school, the Brown County State's Attorney office may be notified for truancy.

Failure to adhere to these policies may affect promotion and enrollment status.

Medical and Counseling:

If a child should not participate in strenuous physical activities, he/she should bring a written excuse from his parent or doctor.

The immunization requirements for school eligibility can be found at:

<https://doh.sd.gov/family/childhood/immunization/school.aspx>

If a parent or guardian does not wish to have their child immunized, please speak to the principal to discuss eligibility in the school.

The school cannot administer medication without written permission from the parent.

Unauthorized medication (including non-prescription medications) will not be administered by any school personnel. When a child needs to take medication during school hours, the following procedure must be strictly followed:

1. The school requires permission from the parent or legal guardian for a teacher to administer the medicine. The permission must stipulate when the medication is to be taken and the amount.
2. The medication will be brought to school in the original container and the label on the medication shall include the student's name, date, name of drug, dosage directions, and name of physician.
3. An adult must bring the medication into the school.
4. The medication will be stored in a safe place.
5. It will be the student's responsibility to come to the teacher at the time necessary to take the medication.

Our pastor serves as spiritual counselor in Trinity Lutheran School. He is available nearly every day and happy to visit and counsel with you and/or your children regarding spiritual matters or questions.

Damages:

Willful or accidental damage done to any church or school property, could lead to expenses paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with the Trustee on the Department of Education. The principal will be able to tell you whom you may contact.

Dental and Accident Insurance:

Trinity Lutheran Church carries liability insurance, but the insurance policy of Trinity Lutheran Church does not cover injury to students attending TLS.

Dress and Appearance:

As Christians we are concerned with the impression we give to others not only in the way we act, but also in the way we dress. Proper dress is beneficial to the classroom's atmosphere. We require that all students be dressed in a manner, which is proper for a Christian school where we strive to glorify God in all that we say and do. Dress must be modest and proper for a Christian school. Other intentions of our Dress Code include keeping our students safe and limiting the attention that a student can bring to themselves.

Students are not to wear or appear with the following:

- Clothes that are sloppy or tattered, with holes in them
- Clothes that have suggestive words or symbols on them
- Clothes with alcohol, tobacco, or drug products on them
- Clothes with words, pictures, or symbols that emphasize non-Christian values
- Bicycle shorts, cut-offs, short shorts, or short skirts (teacher discretion)
- Bare midriff styles
- Low cut shirts or spaghetti strap tank tops
- Hats, caps, or sunglasses in the classroom
- Flip-flops, sandals or shoes with raised heels for physical education classes.
- Shoes with wheels in them
- Tattoos
- Body piercings (ears only)

Hair is to be of a natural color, neat, and clean. Hair is to be of modest length and style, not calling attention to oneself.

Students who do not follow these guidelines will be given a choice of fixing the problem immediately or calling home to get other clothes. Please use good Christian judgment in what is worn and how your child appears before coming to school.

Outside Visitors:

Parents of students at Trinity Lutheran School are always welcome to visit the school. Visits by other adults can also be arranged with prior approval of the principal and teacher. Visits by children, such as friends or relatives of students, may be permitted, but must be discussed in advance with the principal and teacher to make certain that the visit will not disrupt the class. Unauthorized visitors may be asked to leave the building and grounds in order to protect the security of our students. The doors will be locked during the school day and if the church secretary is not there to open them, visitors may ring the doorbell to talk to a school employee.

School Closing:

In cases of severe weather we will follow the morning closing or late start announcements for the Aberdeen Public System as broadcast over the local radio stations KKAA, KSDN, KGIM, KDLO and others. We will follow whatever action the Aberdeen Public Schools take regarding weather related closings for the mornings. If for some reason the Aberdeen Public Schools are not in session according to their school calendar, then we will email and notify school families. Please listen to your radio, websites, and email for these announcements. If you feel that the weather is severe, you may pick up your child from school even if the schools have not been officially closed. If for any other reason school must be closed, you will be notified by other means.

Telephone:

Children may make use of the school's telephone in cases of necessity with the teacher's permission or in cases of emergency. Calls that are not necessary, in the teacher's opinion, will not be allowed. If there is doubt, the teacher may make the phone call for the student. If you would like to call the school, be sure that you use the school line, which is 229-4697. If you would like to call the church, use the church line at 225-6081.

Technology Policy:

Students are:

- Discouraged from bringing electronic devices to school including but not limited to iPods, video games, and MP3 players.
- If a student brings a cell phone the phone is to be handed into the teacher's phone box at the start of the school day.
- Solely responsible for their personal property at all times. TLS is not responsible for any theft, damages, or losses.
- Aware that non-permissible use of electronic devices will lead to confiscation.

Permissible use of electronic devices:

- Limited cell phone use may be permissible before or after school hours in cases of necessity or emergency at the staff's discretion.
- On field trips, electronic devices are permitted at the discretion of the teacher.
- Certain devices may be approved by the faculty for instructional use at school.
- Devices that are not approved by the faculty may not be used during school hours.

DAY TO DAY OPERATIONS

Christian education exists only through the interaction and responsibility of three groups—teachers, parents, and students. In order for each group to support and encourage each other, the following guidelines are presented. God grant that we understand them in the light of His love, and strive to carry out our responsibilities and roles to the best of our ability!

Chapel Devotions and Mission Offerings:

Because TLS wishes to focus on God's Word, every Friday morning a short chapel devotion is held in the church proper for all parents and children. We invite all parents to join us in this devotion, where the whole school comes together for worship and praise. At this time the weekly mission offerings are gathered. These offerings are sent every semester to one of the mission fields of the Wisconsin Evangelical Lutheran Synod.

Arrival and Departure:

The school day begins at 8:00 a.m. The doors will be locked until 7:30 a.m., so the children should not arrive prior to this time. Upon arrival children are to go to their respective classrooms to take care of their memory work, pencil sharpening, and such things as the teacher may require. The playground is not supervised prior to the beginning of the school day, so the children are required to remain inside.

The school day ends at 3:15 p.m. Children who are walking home should leave immediately after they have been excused. Children who need to stay later than 3:30 will be placed in aftercare.

Parents should drop off their children at the east entrance of the school/church. If children walk or bike to and from school and must cross the street, they should cross only at the intersection of Dakota and 10th Ave. Drivers, please be cautious and watch for children.

Parents should pick up their children in the parking lot after school. Parents are encouraged to exit their vehicle and accompany their child(ren) across the parking lot into their vehicle.

The parents have the primary responsibility for assuring that their children leave school with the appropriate persons. At registration the parents may be asked to complete a form designating whom their children may leave school with. These persons will be required to speak with the student's teacher when picking up the child. This will assure Trinity that the correct person is picking up the child. We recognize that this can change during the school year, so we require that the custodial parent inform us of any changes in writing. If a court determines who the custodial parent is, a copy of that order must be filed with the school principal. The non-custodial parent will not be allowed to pick up the child without the written consent of the custodial parent.

Children are not allowed to leave the school grounds during the school day. This also includes that period of time after school during which the children are waiting for their rides to arrive. If a parent finds it necessary for the child to leave the school grounds for other reasons, then he or she must give this permission to the child's teacher.

Friday Newsletters:

The Trinity Tornado newsletter will be sent by email each Friday. A hard copy will also be sent home with your child. Items and news of importance or interest for the week will be included in this note. You may also view the newsletter on the TLS homepage at www.trinityaberdeen.org.

Meals and Treats:

Hot lunch will be provided on Monday, Wednesdays, and Fridays. If a student is receiving hot lunch the cost \$2.75 per each meal. On Tuesdays, and Thursdays, students are asked to bring a lunch from home. Students in grades 4-8 will be allowed to bring a lunch that needs to be heated up in a microwave, but please do not send foods that require a long time to be heated up. Children are allowed to bring treats for their birthdays or other special occasions. The treats will be distributed and eaten at the teacher's discretion. Please do not send gum since it too often ends up in the carpeting or becomes a distraction during the school day. Also, please do not bring hard candy, as it may be a choking hazard.

School Cleaning:

Our school is cleaned by a cleaning service. The classrooms, bathrooms, and other areas of the school are cleaned multiple times through out the week. K-8 families are charged a \$16 cleaning fee each month.

Library:

Children are urged to use the school's library often. Simple rules for the selecting, checking out, using, and returning books are followed. Christian stewardship certainly applies when borrowing books. Parents, we urge you to help us in seeing that your children take care of and return all borrowed books.

Recess:

All children are expected to participate in recess activities, unless excused by doctor's orders for reasons of health. Generally students will be required to play outdoors, unless it is raining or severely cold. We have set a wind chill of 0 degrees as the cut off for not going outdoors, or also at the teacher's discretion. A written excuse with explanation is required when a parent wishes his/her child to remain indoors from recess. Snowpants and boots are required when there is snow on the ground. If a student does not have them, they will have to stay on the pavement. Please mark your child's outdoor clothing.

Physical Education:

Only shoes with non-marking soles are allowed in the gym. These may be worn to school or left at school during the school year.

EXTRA-CURRICULAR ACTIVITIES

School Sponsored Activities:

All children attending TLS are expected to participate in its sponsored activities such as the

science fair, history fair, GPL track meet, field trips, school musical, forensics, etc. If the activity is at TLS and the student is unable to attend, please notify the teacher as soon as possible.

For activities that are off-site, permission forms giving your consent for your child to go are completed at the time of registration. Parental permission is also required during registration for your child to be able to ride with another parent or teacher for off-site activities/field trips. All parents and teachers who drive for field trips are required to provide a copy of his or her driver's license and vehicle insurance information. If parents do not wish for their child to leave the school grounds to attend an activity, their child will be placed, if possible, in another classroom during the time of the activity. If that is not possible, the parents will be asked to take their child home. The child will not be counted as absent during the time of any scheduled school sponsored activity. Seat belts will be worn during transportation to and from all field trips.

Sports:

Our sixth, seventh and eighth graders are able to participate in athletics at the public middle school, that are not offered here at Trinity. The students will be dismissed on time to make it to the practice periods and games. It is the parent's responsibility to notify the principals of both schools if they wish their child to participate in any of these sports.

TLS offers a variety of sports including cheerleading, basketball, volleyball, and a running club. The teams are divided up differently each year based on the number of students interested in each grade level. In addition, students in the lower grades are also able to participate in Jr. Tornado sporting events which are offered throughout the year. A student must be at school for at least a half of a day (afternoon preferably) to be able to participate in that evening's activity.

Music:

Grades K-8 have the option of taking piano lessons at school during the school day. Students will also have the opportunity to join the hand chime choir. Band lessons may be offered to grades 4- 8 depending on the availability of an instructor.

Church Singing:

Throughout the course of the year, the students will have the privilege of edifying our worship service with song. All the children in TLS have been placed under our spiritual care, and they are therefore invited to sing with the Sunday School/School Choir for specified church services.

