

Trinity Lutheran School

2023-2024 Handbook



1060 White Rock Ave.

Waukesha, WI 53186

Phone: 262-547-8020

Fax: 262-875-4369

Email: tschool@trinitywels.com

Website: www.trinitywaukesha.com

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WELCOME TO TRINITY LUTHERAN SCHOOL

This handbook is intended to assist both parents and students. If at any time you have any questions or need clarification, feel free to contact the school office (262-547-8020).

PURPOSE

Trinity Evangelical Lutheran Church has supported an elementary school to train young Christians for over 100 years. Our purpose is:

- to build up the individual child's faith in Christ as their personal Savior from sin.
- to motivate each child to live as a Christian in all activities and relationships.
- to prepare for this life and the life to come.

MISSION STATEMENT

Trinity Lutheran School exists to assist families of the greater Waukesha community in fulfilling the God-given responsibility to prepare their children for Eternal life and a God-pleasing life of service on earth through the Word.

OBJECTIVES

To fulfill the goal of educating the whole child in soul, mind, and body, Trinity Lutheran School is committed to the following objectives:

1. Each child will have the opportunity to study God's Word daily.
2. Each child will have the opportunity to learn to know Jesus as their personal Savior.
3. Each child will have the opportunity to develop Christian conduct in an environment of Christian teachers and classmates.
4. Each child will have the opportunity to grow in love for the work of God's kingdom by encouraging an active church life and a Bible-centered home life.
5. Each child will have the opportunity to work toward honest and useful Christian citizenship.
6. Each child will have the opportunity to prepare for successful academic studies in future levels of education.
7. Each child will have the opportunity to develop and evaluate personal talents through varied academic and athletic programs within and beyond the school day.
8. Each child will have the opportunity to participate in competitive and cooperative activities within our school and between schools.

SCHOOL ADMINISTRATION

Trinity Lutheran School is under the supervision of the voters' assembly of Trinity Lutheran Church. Trinity Lutheran Church elects members to serve on the School Team (ST). The School Team has the responsibility to oversee all aspects of the school's operation. The principal's primary function is to implement all school policies set by the ST and to oversee the day-to-day administration of the school.

SCHOOL HOURS

School office hours: 8:00 AM to 4:00 PM (Monday - Friday)

Kindergarten through Grade 8: 8:30 AM-3:35 PM

Pre-Kindergarten: 8:30 AM-11:30 AM and 12:30 PM-3:35 PM

School doors open at 8:10 AM. All children are to go directly to their respective classrooms. All children arriving before 8:10 AM or staying after 3:45 PM will be sent to the Extended Hours Program (EHP), and will incur a fee for after-school care.

EXTENDED HOURS PROGRAM (262) 547-8020

This program provides adult supervision for all children arriving between 7:00- 8:10 AM and staying after 3:45 PM. Adult supervision of all children on our campus meets the liability needs of our insurance carrier. The school's cell phone policy (see below) also applies while the children are in the Extended Care Program (EHP). Parents are billed in quarter hour increments. **All children must be picked up by 5:30 PM. Additional fees will be applied if children are not picked up by 5:30 PM.**

PRE-KINDERGARTEN PROGRAM

Trinity's Pre-Kindergarten program exists to provide an early learning experience for young children ages 3-5. The Pre-Kindergarten program includes developmentally appropriate hands-on activities that further the child's spiritual, social, emotional, intellectual, and physical development. For more information and registration materials, contact the school office.

ENROLLMENT POLICIES

Trinity Lutheran School exists to nurture the Christian faith of children whose parents are members of Trinity Lutheran Church and to introduce the Christian faith to children who do not yet know Jesus as their Savior from sin. Trinity will therefore enroll students on a priority basis:

- Members of Trinity Lutheran Church and prospective new members of our church.
- Members of sister churches (Wisconsin Evangelical Lutheran Synod or Evangelical Lutheran Synod).
- Other non-members.

Registration Procedures

After meeting with the principal, a review of data, students are admitted into Trinity Lutheran School upon registration. A Registration Day is held in August prior to the beginning of the school year. At this time, enrollment forms will be updated, information will be given, and opportunities to sign up for activities will be available. Also school pictures are taken and fees will be paid.

Parent Orientation Meetings/Home Visits

Each summer Trinity will hold two different parent orientation meetings (POM) in late July and/or early August. The meetings will inform parents of any new policies and remind them of important items for the upcoming school year. At the POM each homeroom teacher will share class schedules and other pertinent information to their specific classrooms. Any family who is new to Trinity will still receive a home visit. Any family may request a home visit if that would work best for their family. **NEW FOR 2023-2024.** All parents must either attend one of the two parent orientation meetings or come into the school to watch the orientation videos before their student(s) will be allowed to start school.

Grade Placement

- Prospective students are generally placed in the grade to which they have been assigned or promoted by a transferring school.
- Trinity Lutheran School reserves the right to require any student to be tested, at the parent's expense, to determine and adjust any grade placement.
- Teachers and parents collaborate to determine the appropriate placement for each student.
- Trinity Lutheran School reserves the right to deny any enrollment.

Student Records

Satisfactory scholastic, health, and immunization records required by law in the state of Wisconsin are required from all prospective students. Upon enrollment, the principal will send a request to the previous school for the pupil's records; these records are then placed in the student's file. Trinity Lutheran School follows the rules and regulations of the Family Educational Rights and Privacy Act (FERPA) in response to requests for access to a student's records.

Please see the website

- <https://studentprivacy.ed.gov/resources/ferpa-general-guidance-parents> to view the legal rights of parents,
- <https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students> for a listing of the legal rights of students.

Procedure for Requesting Records from the school office:

- A Parent(Guardian) may request to inspect and review their child's records. The school must comply within 45 days of receipt of the request.
- A Parent(Guardian) may request for the records to be amended. If the school decides not to amend the records then the parent(Guardian) will be notified of their right to a hearing on the amendment. (see website for more information)
- The school will not release a student's records to a third party without written consent from the Parent(Guardian) unless the request falls under the exceptions listed on the website noted above.

Age of Entrance Requirements

The age requirement for entering our school follows guidelines set by the state of Wisconsin.

- Kindergarten enrollment: a child must have reached his/her fifth birthday by September 1.
- 4K enrollment: a child must have reached his/her fourth birthday by September 1.
- 3K enrollment: a child must have reached his/her third birthday by September 1.

Non-Member Requirements

- After the application for enrollment has been received, the principal will visit with the applicant's family to acquaint them with the mission and operation of our school.
- Parents will be contacted by one of the pastors.
- Parents will be expected to attend an informational class with the pastor. BIC (Bible Information Class) offers an opportunity for parents to become familiar with the religious teachings that their children are learning in school.

Non-Discriminatory Policy

Trinity Lutheran School admits students of any race, color, nationality, and the ethnic origin to all the rights, privileges, programs, and activities made available to students at the school.

TUITION AND FEES

Trinity Lutheran Church has made the Christian Education of its children a high priority. The congregation is committed to supplementing the cost of education **to its members**. Therefore:

- All families of our congregation pay **a portion** of this cost through tuition.
- Tuition for non-Trinity Lutheran Church families is reflected in the cost of education per student.
- Other WELS congregations **may** have a tuition arrangement with its parents. Please discuss this with your pastor.

Trinity Lutheran School has several options available to those who still may need more financial assistance. Each of these options has its own set of guidelines. Please contact the school office for more information.

- Trinity participates in the Wisconsin Parental Choice Program (WPCP).
- Trinity offers financial aid for families who do not qualify for WPCP.

Tuition Payments

Trinity Lutheran School partners with the FACTS Tuition Management Company for collection of all tuition and Education fees. Various payment options are available and are to be set up with the tuition management company before Registration Day. More information regarding the FACTS tuition management company is available in the school office.

Families who have not fully paid the previous year's tuition will not be allowed to register for next school year until arrangements have been made. This policy does not apply to students enrolled in the WPCP.

Religious Materials

Students receive Bibles (3rd grade) and Catechisms (Confirmation) from the congregation. Any other religious books needed are required to be purchased by the student on Registration Day. These books become the permanent property of the student.

School Photographs

Individual student pictures are taken on Registration/Kick-off Day and paid that day. Additional pictures and group photos are taken periodically throughout the year. Fees for these pictures are separate from the tuition and education fee.

SCHOOL ATTENDANCE

Teacher instruction is essential to the success of every student at TLS. While it is possible to make up for work that is missed, it is impossible to make up for the in class instruction that is missed. All pupils are required to attend school regularly, in accordance with the laws of the State of Wisconsin Wis. Stat. sec. 118.15(1)(a). Each absence or tardy is to be excused by a parent or guardian on the morning of the tardy, absence, or illness. Please notify the school either:

- in written form (note, email to khierlmeier@trinitywels.com, or text) or
- by calling the school office (262-547-8020) or classroom teacher

The school board must establish a written policy specifying the reasons for which pupils may be permitted to be absent from school, Wis. Stat. sec. 118.16(4)(a).

Office staff and/or teachers will keep track of student attendance and tardiness in FACTS.

Excusable absences include:

- Illness (please provide a doctor's note if absences exceed more than 4 days).
- Appointments (we ask that every effort be made to schedule appointments for non-school times).
- Bereavement

Unexcused Absences - those that are avoidable and for which the school is given no explanation.

- Failure to bring a doctor's note for four or more consecutive days of illness.
- Leaving school without prior arrangement.
- Are absent from school for any reason other than those listed as an excusable reason.
- Students who miss 25 or more days during a school year will be considered for retention for the next school year.
- All subject material for the school year must be completed before promotion will be considered.
- A student accumulating more than 35 hours, (5 days), of unexcused absences in any semester is considered truant according to Wis. Stat. sec. 118.16(1)(a) and (c). School administration may refer such attendance concerns to civil court authorities for further intervention. That student may not be recommended for promotion to the next grade at the end of the school year.

Make-Up Work

It is the child's responsibility to get and do the necessary make-up work for any absence.

- Two make-up days will be given for each day of absence.
- Parents are encouraged to see to it that the make-up work is completed.
- Students and parents should not expect teachers to get make-up work ready in advance for planned absences.

TARDY POLICY

While school officially begins at 8:30 a.m., students are encouraged to arrive at school between 8:10 a.m. and 8:20 a.m. to prepare for the day. Some classroom activities – memory work, paper corrections, individual help, student conferences, and daily preparation begin before 8:25.

A student will be considered tardy if he/she is not in the room when the principal does his announcements at 8:30 a.m. A tardy student should quietly enter the room so as not to disrupt the activities already in progress. A tardy child may need to use recess time to catch up on morning routine activities.

Chronic tardiness puts the student, the teacher, and the rest of the class at a disadvantage. The student cannot be properly prepared for instruction to begin at 8:30 and the arrival of the tardy student is a distraction for both the teacher and the rest

of the class. While an occasional tardy may occur due to unexpected circumstances, chronic tardiness will be handled in the following manner:

- All teachers in Kindergarten through 8th grade will record tardies.
- On the 4th and every following tardy of each quarter, the principal will send a note home reminding the parents how many tardies have accumulated. Parents should sign the note and return it to the principal. After the 6th tardy the parents will be required to meet with the principal.
- Since our goal is to maintain the best teaching and learning atmosphere for all of our teachers and students, chronic tardiness (ex. more than 8 tardies in a quarter, more than 24 tardies in a school year) may be considered sufficient grounds for disciplinary action, up to and including expulsion, at the sole discretion of the principal and Board of Education.

WORSHIP ATTENDANCE

Church and Sunday School Attendance

Regular attendance at worship services is a vital part of every child's training at Trinity Lutheran School and is encouraged by the teachers and pastors. Parents are also encouraged to do all in their power to assist the child's spiritual growth and welfare.

Children's chapel services are also held on a weekly basis. Parents are welcome to join the student body.

Singing with class in church

We believe that spreading God's Word in song is a most gratifying and rewarding privilege. Singing in church is part of our school music program. Groups and grade levels of children are scheduled to sing for church services on a regular basis. Junior choir is also offered for grades 5-8. All students are encouraged to participate when their class or group is scheduled. Please notify the supervising teacher in the event that a child is unable to attend when their class or group is scheduled to sing.

CURRICULUM

Course of Study and Accreditation

Trinity Lutheran School offers those subjects commonly taught at the elementary school level, in compliance with the Wisconsin Department of Public Instruction. Trinity Lutheran School is accredited by the Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA) Association, the Wisconsin Religious and Independent School Accreditation (WRISA) Association, and the National Council for Private School Accreditation (NCPSA). Curriculum requirements will be met by using materials chosen by the faculty and adopted by the Board of Education. In keeping with the philosophy of the school, all subjects are to be taught in the light of God's Word. Typically, our students test above the national norm group.

As the child progresses through the grades, he or she also progresses in the knowledge of Biblical truths. Systematic study of the chief parts of Christian doctrine, prayers, hymns, and Bible verses helps to make religion a part of every child's life. Every child is encouraged to take part in regular church services, daily devotions, and other religious projects. Memory work is required in each grade, including Kindergarten.

Curriculum includes:

Religion

Bible History
Catechism
Memory Work

Science

General Science
Life Science
Earth Science
Health

Language Arts

Reading
Literature
Spelling/Penmanship
Writing Skills/Grammar

Mathematics

Mathematics
Pre-Algebra
Algebra
Geometry

Creative Arts

Music
Art
Theater (Spring Programs)

Technology

Introduction to Editing
Word Processing
Presentation Skills
Typing Skills

Social Studies

Geography
US History
Economics
World History
Citizenship
Current Events

Physical Education

Physical Fitness
Lifetime sports
Teamwork activities

Physical Education

All students are required to participate in a physical education program unless they have a written excuse from their doctor. When classes are held in the gym, the students must wear shoes for gymnasium use only. All students in grades 5-8 will receive a locker in the locker room at the beginning of the year.

Parent Responsibility for School Materials

Parents are responsible for lost or damaged materials (textbooks, equipment, etc). The replacement may be a financial reimbursement, repair or physical replacement.

Student Progress Reporting

Trinity Lutheran School offers the opportunity for every pupil to work to the best of his or her God-given ability. We strive to nurture growth in all areas: academic, physical, emotional, social, and spiritual. Report cards are distributed quarterly for grades K-8. Semester Progress Reports are distributed to Pre-K. Grades 3K-Grade 1 use a standards-based reporting; grades 2-3 use a combination of standards-based (reading and math) and standard grades.

Daily progress is available for students in Grades 2-8 at any time online through FACTS. The following grading scale is used for grades 2-8:

Scholastic

A	Excellent
B	Good
C	Average
D	Below Average
F	Failure
I	Incomplete

Conduct and Observation

E	Exceptional
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Honor Roll

Honor Roll recognizes academic achievement in grades 5-8. Students are eligible for this recognition each quarter. Grade Point Average (GPA) is achieved by assigning a numerical value to each letter grade (A=4, B=3, etc.). Achievement of:

- High Honor Roll = GPA between 3.75 and 4.0
- Honor Roll = GPA falls between 3.5 and 3.74

Only grades scored with the A, B, C, D, F grade scale will be computed for honor roll and GPA purposes. Any student receiving an F will not be eligible for the Honor Roll. Also, if any student receives a U grade in a class scored with the E, S, N, U grade scale, the student will be ineligible for either the High Honor Roll or the Honor Roll.

Homework/ Study Habits

A primary goal of Trinity is the nurturing of disciples. Part of this nurturing process is the development of positive attitudes, responsibility, and work habits. Homework may be used to reinforce what is learned during the school day. It is mandatory for a student planner to be used in grades 3-5 where homework and future assignments are recorded daily. Student planner usage is encouraged but optional in grades 6-8. Parents offer a great assistance to the school by helping to reinforce good study habits at home. Parents are encouraged to optimize their student's learning by:

- Checking the daily planner each day.
- Providing a quiet place and time in which work can be completed.
- Discussing good study habits and encouraging the best use of their God-given abilities.

Parents are invited to discuss homework and study habits with the teachers at any time.

Late or Incomplete Work

Students are to be completely prepared for school each day. Should a student be unprepared for the day's assignments:

- Grades K-4: the teacher will contact the parent regarding incomplete work.
- Grades 5-8 will follow these procedures:
 1. The student is responsible for picking up a late work slip which is available in each classroom, filling it out properly and stapling it to the late work.
 2. No late work will be accepted without the slip attached.
 3. For the first slip there is no consequence for the late assignment other than having to fill out a slip. Starting with the second slip and on, the student will have to attend a 30 minute study session after school for two days. If the student does not have the support or help at home, then they will be able to get help and support at school. This study period takes priority over school athletics.
 4. After fourth slip the student and Parent/Guardian will have to set up a conference with the teacher to discuss what can be done to help the student avoid any further late assignments.

5. After the eighth slip the parents, student, teacher and principal will sit down and try to determine a plan to help the student.
6. Slips reset each quarter.

Standardized Testing

Trinity tests all students in Kindergarten - Grade 8 using the MAP (Measures of Academic Progress) test. These computer adaptive tests measures are designed to measure each student's academic growth over time in the areas of Reading, Math, Science and Language Usage. The students take the tests three times a year. The data from the tests informs the teacher's instruction of the students.

Field Trips

Teachers periodically plan curriculum-related field trips for all students. The purpose of these trips is to enable children to grow culturally, expand their awareness of their community, to enhance the learning process and to motivate them toward further study. Buses will be used to enhance student safety and as a requirement of school liability. Adults that accompany/chaperone students on field trips will be made aware of the Trinity background check policy and be subject to background checks.

Children are reminded to conduct themselves as representatives of Trinity Lutheran School while on such trips. Failure to do so means forfeiture of the privilege of taking part in field trips.

Notification of Field Trips is as follows:

- Prior to each trip, parents will be notified via a permission slip, email communication, or the *Trinity Times* (school newsletter).
- Permission slips and any fees for the trip are to be returned to the child's teacher or the school office.
- Parents are to notify the teacher if they do not wish their child to participate.

Confirmation Instruction

During seventh and eighth grades, our children have the opportunity to prepare for membership in the church through the rite of Confirmation. Students receive in-depth instruction in the chief parts of Christian doctrine as it is taught in the Wisconsin Evangelical Lutheran Synod (WELS). Our pastors teach these courses using Luther's Catechism as the guide to systematically study the teachings of God's Word, the Bible. Students completing these courses are invited to renew their baptismal promises before God and the congregation. They are invited to join the church as communicant members of WELS (Wisconsin Evangelical Lutheran Synod).

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for all students following the first quarter grading period. Another consultation may be held in Spring. Parents and teachers may request conferences to discuss student progress at any mutually agreed upon time.

Our school does provide a form for addressing special concerns on the part of parents. The "Resolutions Policy" is to be used when a situation or concern is unresolved. This form can be obtained from the school office.

DISCIPLINE POLICY

Philosophy of Discipline

School-wide discipline fosters a loving and respectful environment in which learning can take place. Teachers, students and staff are compelled to conduct themselves in a Christian manner, motivated by the love of Jesus. We reflect God's love through the proper use of Law and Gospel (sin and forgiveness). The goal would be to combine sound educational and behavioral principles with the saving truth of the gospel to teach a child how to make God-pleasing decisions.

Parents will:

- understand that their parental authority is extended to the teachers and staff when the children are at school.
- strive to support their child and the teachers in following through with any disciplinary consequences.

Teachers and Staff will:

- use God's Word and Christ's example as their guide.
- strive to nurture and support each child with love, consistency and dignity.
- set up rules and procedures that enhance learning and self-discipline.
- handle misbehavior with logical and appropriate consequences.

Students will strive to:

- treat teachers, staff and classmates with love and respect as God encourages in the Fourth Commandment.
- follow classroom and school rules.
- be self-disciplined and self-controlled.
- make decisions in solving their own problems.
- appropriately let the teacher know when they feel that they have been treated unfairly.
- respect school and personal property.

Discipline Continuum

Trinity's teachers are equipped to emphasize choices and consequences within the classroom setting. When a student's behavior is chronic or particularly disruptive, it may become necessary to adjust the academic environment. A child may be moved to an alternative setting or referred to the principal until they are ready to amend their behavior and rejoin their class. Detention, suspension, or expulsion may be used depending on severity.

Disciplinary consequences are for the purpose of changing inappropriate behaviors or actions. Consequences for behavior, incomplete work, or tardiness are as follows:

A behavior slip will be sent home, identifying the problem. The parent will sign the note and return it to school the following day. A phone call may follow.

- Every 4 pink slips = a detention.
- 4 detentions in a school year = a suspension
- 6th detention in a school year = another suspension
- 8th detention in a school year = 3rd suspension. This suspension carries with it the possibility of expulsion.

Pink slips, detentions and suspensions accumulate and carry throughout the school year.

Sample Behavioral Slip

Date _____

I, _____ chose to disobey the following school policy: _____

_____.

Teacher's Notes:

Please speak with your child about the importance of appropriate behavior and respect in school.

This is the ____ behavioral slip for the ____ quarter.

In Christ's service,

Teacher Signature _____

Parent's Signature _____

Student's Signature _____

Suspensions

A suspension is the removal of the student for a period of one to five days for disciplinary purposes. In-school and out of school suspensions may be issued by the principal.

Incidents that may result suspensions include (but not limited to):

- repeated detentions
- repeated cheating/academic dishonesty
- severe, disruptive or physically aggressive behavior
- defiance in actions or language
- theft, willful damage to church, school or personal property
- possession and/or distribution of illegal substances, weapons or items deemed inappropriate
- posing a safety threat to students, staff and/or school building

In these instances, a suspension will occur, followed by a parent conference with the principal and teacher before the student is readmitted to school.

Incidents that warrant expulsion will be communicated to the Board of Education from the school principal. The student will remain suspended from school until an expulsion determination has been made.

Expulsions

When disciplinary procedures have been carried out with no substantial improvement of behavior or a student endangers the health, well-being, and/or the education of others, the principal may move to expel the student. The Board of Education will review any expulsion.

In addition to incidents listed above, expulsion may be recommended for such reasons as:

- Possession or threat of a weapon in any form
- Use of, dispensation or sale of alcohol, tobacco, or drugs
- Any assault or battery
- Sexual misconduct

Parental Right to Appeal

Parents have the right to appeal to the Board of Education for any suspension and expulsion. The parent shall:

- Notify the school principal they are appealing the suspension and/or expulsion.
- Within two business days notify the school and provide the principal, lead pastor, and Board of Education Chairman a written request with rationale why they are appealing the suspension and/or expulsion.
- The Board of Education Chairman will notify the entire board of the request and share the rationale with the board.
- If necessary, a special meeting will be scheduled with the Board of Education, family, and student to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
- The Board of Education chairman will notify the family of the board's decision regarding their appeal following the meeting.

Harassment, Threats, and Matters of Respect

Trinity expects that students will treat others with respect and courtesy. The school will not tolerate harassment or bullying based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. The school will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

Statements on harassing behavior

St. Paul tells us, *“Be devoted to one another in brotherly love. Honor one another above yourselves” (Romans 12:10)*. Bullying has no place in the life of a Christian. Bullying is an intentional, harmful behavior initiated by one or more students and directed toward another student. Bullying will not be tolerated. Not all conflict constitutes bullying. Any person who observes what he or she feels is bullying is to notify the classroom teacher or direct adult supervisor immediately. The teacher will then contact the principal if any further action is needed. All complaints of harassment will be taken seriously and handled with respect.

The State of Wisconsin requires all schools to provide a safe, secure, and respectful learning environment for all students and teachers in school buildings and at school-sponsored events. The State of Wisconsin does not tolerate bullying and harassment behavior in schools or at school events. This policy addresses the bullying or harassment issue for Trinity Lutheran School.

Any behavior, whether physical, verbal, written, or non-verbal, that hinders the learning/teaching environment or that can be interpreted as threatening to others is not acceptable. Our school is committed to maintaining a learning environment that is safe where students and staff can work and study productively. Trinity prohibits

any form of harassment or violence. Examples of prohibited, unwelcomed, or unsolicited behaviors include but are not limited to:

- Physical: intentional, unwelcome touch against another's body, assault, or blocking free movement at school. As in all areas of conduct, it is expected that students would conduct themselves in a God-pleasing manner. If a student uses poor judgment in the areas of physical harassment these actions will be dealt with immediately.
- Verbal: suggestive or obscene comments, threats, jokes, as well as comments about a student's body which are negative or embarrassing. Violation may result in disciplinary action, including detention, loss of privileges or dismissal.
- Written: display or share suggestive pictures and/or cartoons, messages through social media, text messaging, instant messaging, mobile phone generated messages and images, internet postings, obscene letters, notes, and more...
- Non-verbal: suggestive or obscene looks, leering, or gestures.

If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the teacher. Trinity will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances. The Principal will notify all parties involved as soon as possible. If you do not find that your concerns have been handled to your satisfaction, you should report the matter to the Principal. If still unresolved, you should report the matter to the School Board.

Response to Harassment

Trinity is committed to the equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify your teacher or the Principal. If you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Principal.
6. As soon as possible, the adult notified will report to the Principal who will notify the authorities, if necessary. The administrator will investigate the matter in a swift and equitable manner and communicate a decision to all parties involved.

Retaliation Prohibited

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Principal. If this is not satisfactory, your concern should be brought to the School Board. All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

DRESS APPEARANCE GUIDELINES

At Trinity Lutheran School our students are to be dressed in a way that reflects they are children of God. A student's dress and appearance should not be attention-seeking or distracting. Clothing should be clean and in good repair. Parent cooperation in these guidelines will help strengthen the partnership between parents and teachers to train our children in values and habits that reflect our relationship with Christ. Teachers will always have the final say in what is allowed.

Dress Guidelines

- Dress appropriately for the weather. Allow for temperature changes during the day and outdoor play at recess. Specific classroom rules will be communicated.
- Shorts and capris may be worn to school anytime.
- Students will be expected to participate with their classes during recess time. Students should have other clothing available for cold weather.
- Appropriate close-toed footwear should be worn for PE classes and outdoor play. Athletic shoes are best for recess time indoors and out.
- Be sure to have a second pair of shoes available at school during inclement weather to wear outside.
- Clothing should not be distracting or attention-seeking-in message or pictures.
- Revealing styles including any visible undergarments are not allowed.
- Shirts should be modest and appropriate.
- A second shirt should be worn over any spaghetti strapped tank top. Strapless shirts or dresses are not allowed.
- Tights, leggings, jeggings, yoga pants, or other form-fitting pants may be worn under skirts, dresses, and longer shirts. The fingertip/mid thigh rule still applies to these skirts, dresses, shorts and longer shirts.
- Lounge wear- including pajama pants and hospital pants- are not appropriate for school.
- Any pants with holes in them that are above the knees must have fabric underneath the holes.
- Any clothing, makeup, hairstyle, etc. that is deemed by the school administration to interfere with the educational process is not allowed.
- All guidelines will apply at all church and school events.

Infractions

The faculty reserves the right to determine if a student is dressed appropriately. The teacher will keep a record of infractions.

If a student is not dressed properly the following steps will be taken:

- 1st occurrence - The student will be told to correct the inappropriate attire (Put on gym clothes, wear office provided clothing, etc.) and the parents will be notified via a behavior note.
- Subsequent infractions - Progressive disciplinary steps will be made at the discretion of the faculty and Trinity Lutheran School. Progressive discipline steps may include, but may not be limited to, the following: after-school detentions; parents called to bring appropriate clothing, in-school or out-of-school suspensions; or the student will be limited from participation in any extracurricular activities for the day.

OTHER PROGRAMS AND POLICIES

Copies of school programs/policies may be obtained upon request from the school office. These include:

- Child Care
- Pre-Kindergarten
- Sports
- Blood Borne pathogens/AIDS
- Music (piano, band, strings, Jr. Choir)
- Extra Curriculars

STUDENT HEALTH

Immunizations

Students in grades Pre-Kindergarten - Grade 8 are required by the State of Wisconsin to have the following immunizations:

Pre-Kindergarten (ages 2-4): 4 DTP/DTaP/DT 3 Polio 3 Hep B 1 MMR 1 Varicella

Kindergarten-Grade 6: 5 DTP/DTaP/DT/Td 4 Polio 3 Hep B 2 MMR 2 Varicella

Grade 7-Grade 8: 5 DTP/DTaP/DT/Td 4 Polio 3 Hep B 2 MMR 2 Varicella 1 Tdap **1 MenACWY**

Proof of immunization is required 30 days after school begins or 30 days after a new student registers. Failure to do so may result in court action, fines, or exclusion from school. If you do not wish to have your child immunized due to health concerns, religious reasons or personal conviction reasons, you must sign a Student Immunization Record Waiver.

Blood Borne Pathogens: Our present policy requires notification of all contagious/communicable diseases.

Sleep

Proper rest is imperative to a child's education. Doctors recommend that elementary school children get at least 9-10 hours of sleep every night. Parents are asked to ensure that their student is getting enough sleep.

Illness

If your child is ill, please do not send them to school. Please **CALL** the school office at 262-547-8020. Students must be fever, vomit, and diarrhea free for **24 hours** before returning to school.

Illness During School

If a child becomes ill during the school day, the parent/guardian will be notified and asked to pick up the child. Please make sure that emergency contact information is kept current.

VISITORS

For the safety of students and staff, all exterior doors of the school building will be locked during the school day except when students are entering or exiting. Parents and other visitors are asked to ring the doorbell and state the purpose of their visit. A staff member will allow admittance. All visitors to the school are asked to report to the school office upon arrival. Parents are asked to avoid consulting with teachers during class time. Items dropped off for students (lunches,

instruments, books, etc.) should be delivered to the office. A staff member will deliver them at an appropriate time. All visitors will sign-in the guest book at the office, wear a visitor badge and be accompanied by a staff member.

LUNCH PROGRAM

The school offers a lunch program for all students in Kindergarten – Grade 8. Menus are online (school website) or can be picked up at the kiosk. For the 2023 - 2024 school year, the following are the lunch prices:

- \$4.00 - Full Meal with Milk
- \$2.00 - REDUCED Meal with Milk
- \$1.00 - Extra Portion on Main Item
- \$0.50 - Milk Only

Payment for lunches is made at registration or in the school office. The money is deposited ahead of time into a child's account. Balances can be checked at any time online through FACTS. If at any time throughout the year the student reaches a negative balance of \$20.00 or more they will be limited to either a peanut butter and jelly or salad bar until the negative balance is paid. Balances at the end of the year if not paid by registration will be added to your Facts account. Applications for free/or reduced lunches are available in the school office. Lunches brought from home are expected to be nutritionally balanced. Please no soda, caffeinated beverages or energy drinks. No refrigeration is provided for students who bring lunches from home.

SCHOOL LIBRARY

Children visit the school library on a regular basis and are allowed to check out books and periodicals. The library is staffed by volunteers. If you are interested in volunteering in the school library, fill out a volunteer form and return it to the school office.

INSURANCE

Trinity congregation does provide insurance for students who incur medical expenses because of injury on the premises or at school-sponsored functions. Application for reimbursement is the responsibility of the parent. Application forms are available from the school office.

ACCIDENTS & MEDICAL EMERGENCIES (SCHOOL AND SPORTING EVENTS)

When a child is injured at school, first aid will be administered. Band-Aids and cold packs are available in the school office and some classrooms.

Medications of any kind cannot be dispensed without parental consent. Our insurance carrier specifically requires that all medications must be accompanied by a dated parental or doctor's note informing the teacher of use, dosage, and administration of medication. This medication may be kept in the school office.

In the event of an emergency or serious illness, an ambulance will be called. Parents or guardians will then be notified.

BUSING

Busing is provided by the Waukesha Public School District to Trinity Lutheran School. Students living more than two miles but not more than five miles from school, within the boundaries set for Trinity Lutheran School, are eligible for busing. Additional information is available from the school office (262-547-8020).

DROP-OFF/PICKUP

Please use caution when dropping off or picking up your student(s). It is important that all parents follow parking lot procedures to allow for orderly traffic flow and the safety of all. Procedures will be listed in the *Trinity Times*.

SCHOOL SNOW CLOSING

Should it become necessary to close the school for reasons of weather, we ask you to please listen to radio stations **WTMJ, 620 AM; 94.5 FM; WAUK, 1510 AM; OR WISN, 1130 AM**. School cancellations will also be sent out via text and email for those parents signed up for Power Announce. **We ask that you do not call the school or the principal.** Our phone lines must stay open so that emergency calls can be made and radio stations and be contacted.

TELEPHONE CALLS

School office hours are Monday-Friday, 8:00 AM to 4:00 PM. We request that calls to school be made before classes begin in the morning (8:00-8:30). Please call the school office to leave messages for the teachers during class times.

A child may make a telephone call with permission from a teacher. Emergency calls are always made by the teacher or the school secretary rather than the child.

CELL PHONES and Smart Watches

If a cell phone, smart watch, or other electronic device is brought to school, it must be turned off and given to the classroom teacher at the beginning of the day. A smart watch is defined as any watch that can send or receive communication including but not limited to calls, texts, or emails. The cell phones and smart watches will be distributed to each student again at the end of the day. Students who violate this rule will have their cell phone and smartwatch confiscated immediately. Phones and watches confiscated will only be released to the parents. Phones and watches left at the end of the day may be picked up the following day beginning by a parent or taken home at the end of the day by a student.

Cell phones and smart watches are not to be used in before or after school care. In accordance with State Statute 175.22 cell phones are not to be used in locker rooms.

WISCO & SCHOOL SPONSORED ACTIVITIES

Under the guidance of the Wisconsin Lutheran Principals' Conference, area Wisconsin Lutheran Grade Schools may participate in such activities as Forensics, Math Track Meet, Spelling Contest, Track, Basketball, etc. Some other school activities may be held away from Trinity Lutheran School. Pupils and parents alike are reminded to conduct themselves

as representatives of Trinity and their Lord whether on campus or not. Permission slips may be required for some of these activities.

SCHOOL COMMUNICATIONS

Weekly: Each Wednesday, the school newsletter (Trinity Times), is sent home either digitally or by hard copy. Parents will choose their preferred form of communication for this. It can also be found on the school website (www.trinitywels.com). Trinity Times will keep you informed about school activities, dates to remember, and various items pertinent to the school and general interest to the congregation. The Trinity Times can also be viewed on the school website. Each week's submissions deadline is Monday, 12:00 p.m. Other communications might include classroom newsletters, bills, permissions slips, etc.

Annual Calendar: A complete school calendar, listing vacation dates and other important school information will be distributed to each family at the beginning of the school year or upon admission.

Other Calendars: School, church, and athletics all have their own calendars. These calendars can be accessed via the school website.

Power Announce: Parents sign up to receive special announcements via text or email.

ATHLETICS

Both boys and girls have the opportunity and are encouraged to participate in the athletic programs of our school.

Our sports program develops and maintains suitable levels of physical fitness, competency in useful physical skills, and management of the body beyond the regular physical education curriculum. The program provides:

- a Christian atmosphere in which the child may compete.
- aid in developing an attitude of good sportsmanship.
- interaction with the students from other Lutheran grade schools (Christian Fellowship).
- an opportunity for the interested child to improve and exercise his/her God given abilities.

Our school emphasizes the spiritual and academics over sports. Sports should never interfere with or replace any other areas of the child's education. In order to participate in any of our athletic programs, each student must maintain an acceptable scholastic average, including no U's or F's. Eligibility is determined by faculty review of mid-term and quarter grades.

Circumstances in which a player or dance team member may not participate:

- Members are not in school on the day of the game (except in the case of a family funeral, family emergency, or a regularly scheduled doctor or dental appointment).
- Disciplinary reasons.
- Academic ineligibility.

Notify the athletic director immediately if any of these circumstances should arise for your child on the day of a sporting event.

The school requires all parents of participating children to sign the "Interscholastic Activities Waiver Form". Some sports require a minimal uniform rental fee.

MUSIC LESSONS

Band instruction is available for students in grades 5-8. Lessons are given once a week during the school day. Wisconsin Lutheran High School handles financial arrangements. It is the student's responsibility to purchase or rent an instrument. Students are responsible for any class work missed during the lesson time.

Weekly **piano lessons** are also available to Trinity students. The piano teacher handles the financial arrangements. Students are responsible for any class work missed during lesson times.

PARENT - TEACHER TEAM

Parent - Teacher Team is an organization that meets monthly and supports the school in a variety of ways;

- Plan family-oriented school activities.
- Organize and carry out fundraisers.
- Volunteer for school functions.
- Assist with athletic program events
- Inform parents about school activities and special events.
- Organize a parent representative for each classroom. These representatives help support that classroom and teacher.

SCRIP PROGRAM

Trinity Lutheran School participates in the Scrip Program. This program benefits both the school and parents. Scrip is a fundraising program through the use of prepaid gift cards that are used instead of paying cash or credit. The proceeds that are earned are divided accordingly:

- 75% toward your child's tuition, and
- 25% for school use.

Scrip is sold online or on designated days at school. Contact the school office for more information on this program.

SCHOOL EMERGENCY RESPONSE PROGRAM

Trinity practices emergency drills and procedures in the following areas:

- Fire drills
- Tornado drills
- Lock-down procedures

School Emergency Response Procedures

Lock-Down

Level One - is used when there is **imminent** danger to the students in the area.

- All inside and outside doors are locked.

- Classroom lights are turned off.
- Students huddle into an area of the classroom where they cannot be seen by an intruder.
- Level One Lock-Down continues until an all clear is given by police or emergency responders.
- All electronics should be closed.

Level Two - is used when Trinity receives a phone call from the police informing us that there is a possible threat in the area, but it is not considered imminent danger. All outside doors are locked.

- Students remain in the building.
- No one enters or leaves the building until an all clear is issued.
- Students participate in regular classroom activities.

Note: Parents will be notified via text message and email whenever lock-down is issued.

GRIEVANCE POLICY

Trinity Lutheran School strives to maintain a loving, caring Christian atmosphere. It is our goal to nurture the entire Trinity school family in a Christ-centered environment. As with any family, conflicts may arise from time to time. In such case, the parent or guardian should follow these steps:

- Primary contact regarding questions, problems, or concerns involving school issues should be with the child's teacher. Early discussion with the teacher generally leads to suitable resolution of concerns.
- If the issue is not resolved, the parents/guardians should seek a joint consultation with the teacher and the school principal.
- Should the consultation need additional involvement beyond the principal, teacher and parents, a pastor will be included in the discussion.
- If the situation warrants further action, the parents/guardians should contact the Board of Education, and the Board of Education will settle the situation in the best interest of all involved.

All situations will be handled with Christian love and understanding using God's Word to lead us to a peaceful and God-pleasing solution. Parents/guardians should not discuss or share complaints with persons not involved. The goal of this process is that Christ's command in Matthew 18:15-20 concerning conflict in the church be followed, attempting to minimize misinformation, rumor, and sinful conduct.

MANDATED REPORTING POLICY

Trinity Lutheran School, and Extended Hours Program are mandated by the State of Wisconsin to report any cases of neglect and/or abuse, either sexual or physical. It is also our duty to report these cases immediately, without any prior notice to the family.

The School Team has also mandated a reporting policy in the area of Childhood Wellness. If a child discloses to a teacher that they are using or considering destructive and harmful activities, the teacher is to immediately call the parents and principal to determine how best to counsel the child. Our pastors are also available to help provide spiritual encouragement.

Parental Choice Program

Procedure for Application Appeal Process

Under Trinity's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The school president, principal or executive director shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Transfer of Credits Policy

Trinity will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Trinity's academic standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Employee Morality

Pursuant to Wis. Stat. §§ 115.7915(6)(d), 118.60 (7)(h) and 119.23 (7)(h), private schools participating in the Wisconsin Parental Choice programs cannot employ...

- Any individual who is not eligible for a teaching license as a result of an offense
- Any individual who might reasonably be believed to pose a threat to the safety of others, which includes individuals who have engaged in immoral conduct, as defined under Wis. Stat 115.31(1)(c)

Immoral conduct is defined as "conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any pupil."

Immoral Conduct includes the intentional use of an educational agency's equipment to download, view, solicit, seek, display or distribute pornographic material will have their background rejected.

POLICY REGARDING MARRIAGE

The Bible teaches that marriage was established and given by God at the time of creation. As he designed and instituted it, marriage is the lifelong union of one man and one woman (Genesis 2:24, Matthew 19:4-6). It is a relationship that is to be honored and kept pure (Hebrews 13:4; Ephesians 5:22-33). As a man and woman promise life-long faithfulness to each other as husband and wife, God himself joins them as one. Marriage is not simply a contract between two consenting individuals, nor is it merely a creation of human society, culture, or tradition. God himself instituted marriage at the time of creation, and God himself joins a man and woman in marriage today.

The biblical teaching on marriage emphasizes the blessings God intends to convey to those joined together in the marital relationship. Through marriage, God provides partners well suited and complementary to one another. In marriage, God provides a partner who will provide encouragement and support. Marriage that is God-ordained means to procreate and to establish a stable environment in which children can be nurtured both physically and spiritually. Marriage is the one context God intended for the use of the blessing of sexual intimacy, where the sexual union of one man and woman is an expression of love and oneness rather than a sinful satisfaction of lust. Finally, since we live in a fallen world, in marriage

God provides a restraint for selfishness and sin as each partner strives to live the pure life that God intends for his people. (1 Thessalonians 4:3-8).

This is the Bible's teaching about the origin, definition, and nature of marriage. For that reason it is also the doctrine of the Wisconsin Evangelical Lutheran Synod. Every congregation and called worker accepts the Scriptures of the Old and New Testaments as the written Word of God and the only rule and norm of faith and practice. That marriage is the God-ordained union of one man and one woman is the clear teaching of the Bible, and therefore, is the teaching and confession of the Wisconsin Evangelical Lutheran Synod.

The policy and practice of Trinity Evangelical Lutheran Church, Waukesha, Wisconsin, a member congregation of the Wisconsin Evangelical Lutheran Synod, is consistent with the synod's beliefs and teachings regarding marriage. We believe that marriage is the sacred, life-long union between one man and one woman. All teachers and staff are to uphold these teachings of scripture regarding marriage in all the subject-areas they teach.

EXPECTATIONS

Parents and students can expect that Trinity Lutheran School faculty and staff will:

1. Be prepared for the classes taught.
2. Be present and attentive to the students' needs during the day.
3. Have a servant attitude in their approach to ministry and challenge them to succeed at their highest level.
4. Encourage each student to work to his or her potential.
5. Have a willingness to assist students.
6. Be available for students and parents.
7. Be present and attentive to the students' needs during the day
8. Speak well of Trinity Lutheran School students and their families.
9. Express the joy of carrying out the Gospel ministry at Trinity Lutheran School.
10. Pray for the students and families of Trinity Lutheran School.
11. Follow the policies that are stated in the handbook.

The Trinity Lutheran School faculty and staff expect that students will:

1. Have a willingness to participate, cooperate, and learn.
2. Take responsibility for class assignments and projects.
3. Complete all assignments on time using one's God-given talents to their fullest.
4. Conduct themselves in a manner that demonstrates Christian love.
5. Go to the classroom teacher when there is a question or problem regarding class work.
6. Challenge themselves to succeed at the highest possible level.
7. Understand and reflect the joys and blessings of the Gospel ministry carried out at Trinity Lutheran School.
8. Pray for your parents and the Trinity faculty and staff.
9. Follow the policies that are stated in the handbook.
10. Speak well of their fellow students and the Trinity Lutheran School faculty and staff.

The Trinity Lutheran School faculty and staff expect that parents will:

1. Have your child at school on time each day.
2. Attend worship services regularly with your child.

3. Encourage your child to use his/her God-given talents to the best of his/her ability.
4. Regularly discuss school with your child and monitor his/her use of technology, including social media engagement.
5. Encourage your child to seek help from his/her teacher when questions or concerns arise.
6. Go to the classroom teacher when there are any questions or concerns.
7. Discuss your child's progress with his/her teachers.
8. Share with your child and others the blessings of Christian education.
9. Speak well of your child's teacher and the Trinity Lutheran School faculty and staff.
10. Pray for your child and the faculty and staff at Trinity Lutheran School.
11. Follow the policies that are stated in the handbook.

When home, church, and school cooperate and work together under God's guidance, great things can happen!

Teacher Contact Information

Teacher Name	Teacher email	Teacher Phone Extension 262-547-8020
Chris Joch - Principal	cjoch@trinitywels.com	312
Joel Grulke - 8th Grade	jgrulke@trinitywels.com	308
Cindy Gut - 7th Grade	cgut@trinitywels.com	307
Lauren Woodhouse - 6th Grade	lwoodhouse@trinitywels.com	306
Jason Snodie - 5th Grade	jsnodie@trinitywels.com	305
Laura Pufahl - 4th Grade	lpufahl@trinitywels.com	304
Jennifer Hacker - 3rd Grade	jhacker@trinitywels.com	303
Rhonda Timmermann - 2nd Grade	rtimmermann@trinitywels.com	302
Julie Eggert - 1st Grade	jeggert@trinitywels.com	301
Sandra O’Laire - Kindergarten	solaire@trinitywels.com	300
Rebecca Hein - PK4	rhein@trinitywels.com	299
Amy Grulke - PK3	agrulke@trinitywels.com	298

Board of Education Members

Board of Education Member	Emails
Chris Joch - Principal	cjoch@trinitywels.com
Pastor Gurgel - School Pastor	pgurgel@trinitywels.com
Jeff Schram (Chairman)	jeffrey.schram@aurora.org
Nathan Stark	starknd30@gmail.com
Jason Dodge	jasondodge_52@hotmail.com
Allison O'Donnell	aligerman22@gmail.com
Jason Fry	jasonfry22@gmail.com
Mike Schwoch	schwoch21@yahoo.com
Tom Ozelie	tim_otoole@hotmail.com