TRINITY MERRILL LUTHERAN SCHOOL

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2026-2027 PARENT/STUDENT HANDBOOK

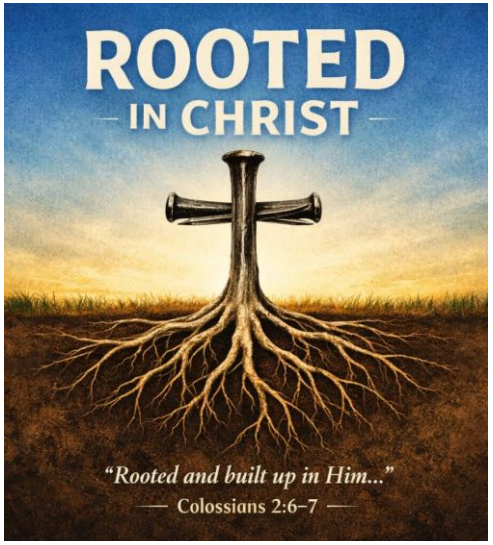
Rooted in Christ!

Colossians 2:6-7

PARENT / STUDENT HANDBOOK 2026-2027

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Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving. Colossians 2:6-7

PREFACE

Trinity Lutheran Church takes seriously Christ's command to teach His word. Among the agencies established at Trinity to teach God's Word is Trinity Lutheran School. Our records indicate that the school was established in 1886. Except for a temporary closing for three years in its early history, the school has been in existence ever since. Despite the high cost of full-time Christian education, Trinity continues to provide the opportunity for parents of our Merrill area to send their children to a Christian School. This handbook is intended to provide parents and students information on Trinity Lutheran School's programs and policies. We ask you to read it carefully; additional information will be sent in the Principal's Weekly Messages, which generally go out on Fridays.

PHILOSOPHY

Trinity Lutheran School, an agency of Christian Education and a mission outreach of Trinity Lutheran Church, exists to assist parents in their God-given responsibility of bringing up their children in the discipline and instruction of the Lord.

Our gracious God wants all of us to be saved. God reaches out to us through His Law and Gospel. Through the use of God's Word, the Holy Spirit enters our hearts, shows us our sin, and then assures us of God's forgiveness in Jesus Christ. Freed from the guilt of sin, our faith grows and we can reach out in love to others and can serve our Lord Jesus Christ.

Trinity's teachers will apply God's admonitions and forgiveness to each life situation as it presents itself during the entire school day. We strive to make Trinity School a community for committed Christians to practice the life of faith and grow to full potential as God's children in service to Him and others. Communication and cooperation between home and school are critical for each child's full development.

MISSION STATEMENT

Guided by Christian faith, Trinity Lutheran School is committed to academic excellence rooted in Scripture, integrity, and a heart for servant leadership while preparing students to be a service to the church and a witness to the world.

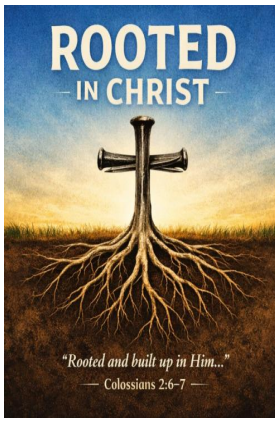
OBJECTIVES OF TRINITY LUTHERAN SCHOOL –

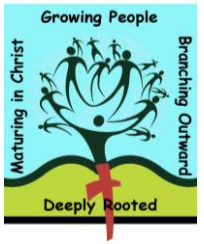
By God's grace Trinity School will:

1. provide a safe climate where teaching/ learning takes place.
2. show love for our Savior by word and action.
3. foster growth of a positive self-concept.
4. equip students for service to God and the world.
5. promote family involvement in the Christian Education process.
6. develop critical thinking in the decision making process guided by God's Word.
7. provide a strong education in religion, reading, mathematics, language arts, science, social studies, physical education, and music.
8. provide opportunity for social interaction.
9. support LCMS family values.
10. use technology available in the teaching/ learning process.

2026-2027 THEME

Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.
Colossians 2:6-7.





SUPPORT

Members of Trinity contribute to support their church and school through their regular offerings to the Lord.

The total cost of educating a child is over $8,400 per child per year. The tuition paid through congregational support and Choice funding for each child is used to purchase materials and cover educational costs.

ORGANIZATION

Trinity Lutheran School is the primary educational mission and ministry of Trinity Lutheran Church. Responsibilities flow as follows:

- The voting members of the Congregation, in assembly four times per year, have the final authority in the operation of the school in terms of the annual budget, election of governing board members, calling of teachers, and major program or facility changes.
- Pastors are spiritual leaders of the entire congregation, and therefore act as spiritual advisors for the school.
- The School Advisory Team helps to determine policy, supervise the budget, set school fees and ensure continual upgrades to facilities and equipment.
- The School Principal, with support from the School Advisory Team, supervises all aspects of the school's program and makes recommendations to the governing board.
- The faculty recommends budgets and curriculum, and carries out the educational programs of the school.

WHAT TRINITY EXPECTS OF PARENTS

1. *Regular Worship & Communion Attendance* – This offers opportunity to hear God's forgiveness and gives the Holy Spirit opportunity to strengthen our faith as we remember God's gifts and promises. **We expect all students to be in worship at Trinity when they are scheduled to sing at a church service. From third through eighth grade, this may be tied to their music/choir grades.**
2. *Christian Growth* – Sunday School, Bible study and family devotions offer opportunities for growth.
3. *Example* - Our Christian life is the model our children will follow.
4. *Generous Financial Support* - Most of the school costs are covered by the offerings of God's people of Trinity Lutheran Church. It costs Trinity congregation about $8400 per year for each child who attends here. Do your offerings truly show that you appreciate what the God of miracles has done for you?
5. *Wholehearted Cooperation* - Speaking and acting positively toward Trinity School and its staff will encourage your child to do well and cooperate in school.
6. *Volunteering*- we expect parents to volunteer their time at school or in PTO.
7. ***Parent cell phones* are to be silenced and out of sight at all times when in Trinity School, on the playground, or in the car line and on school sponsored field trips to demonstrate respect for the learning environment and for each child.**

WHAT TRINITY SCHOOL EXPECTS OF STUDENTS

Students are to follow all school rules and expectations at all school sponsored events, field trips, athletic contests and other activities.

1. *Respect* - Since we are all the children of God at Trinity School and God commands us to love one another, we expect students to treat themselves, one another, patrols, teachers, and all other adults with respect. Students are expected to obey all reasonable directions given by all adults at Trinity. Name calling, intimidation, and other abusive actions will not be tolerated.
2. *Honesty* - Honest, straight forward responses and information in all settings are expected.
3. *Cooperation* - Children learn best in an atmosphere where teachers and students are working together.
4. *Effort* - We expect our children to give their best effort. Plagarism in any form, including using AI in place of authentic student work, will not be tolerated.
5. *Self-Control* - We expect our students to practice self-control at all times.
6. *Proper Language* - We expect students to use appropriate language. Cursing, foul or abusive language is not appropriate language for God's children.
7. *Toys* - We expect students not to use toys, personal listening devices, and nuisance items at school. Exceptions will be made when a teacher gives children permission to bring such items.
8. *Bicycles/Scooters* - Children riding bicycles or scooters are expected to obey all traffic laws. No riding on school grounds from 7:30 a.m. -3:30 p.m. school days. When leaving the school grounds, students are expected to walk their bicycles. When crossing Main Street, students are expected to cross with the crossing guard.
9. No in-line skates, skates, or skateboards are to be used on campus from 7:30 a.m. - 3:30 p.m. on school days.
10. *Closed Campus* - Trinity operates a closed campus. Children may only leave for lunch with written permission from a parent. Students who ride busses are to load and unload busses at Trinity. Walking to Prairie River Middle School to board the bus is unacceptable. Students who ride in cars, busses, etc. are to stay on Trinity School property until they are in their vehicle or are accompanied by an adult.
11. *Property* - We expect students to respect their own and other's property as well as church and school property. Playground equipment is to be used for its designed purpose.
12. *Pornography* - Sexually explicit materials will not be tolerated in our school.
13. *Valuables* - Children are discouraged from bringing money to school unless it is used for fees. Other valuable items are brought at the child's risk of loss.
14. *Alcohol, Tobacco and Vape Products, Drugs* - Possession, sale, or use of alcohol, tobacco or vape products including lighters and matches, or unsupervised use of prescription or non-prescription drugs is not tolerated on Trinity's campus or at school-related activities. Police will be contacted.
15. *Gum* - Gum chewing is not allowed in the building or on school grounds or school sponsored events.
16. *Abuse* - Writing on skin, skin burning or cutting is not acceptable behavior.
17. **Personal electronic devices and other technologies are not to be used during the school day except under direct supervision and by permission of a teacher.**
18. Non-marking gym shoes must be worn for all indoor and outdoor physical education activities.
19. *Student Tattoos* - Students are discouraged from obtaining tattoos. However, in the event a student does secure a tattoo, it must not infringe upon or interfere with the teaching/learning climate or promote non-Christian principles. Teachers and/or coaches may ask the student to keep the tattoo covered during school and while participating in school-sponsored activities.
20. *Cell phone: All students bringing a phone to school must have the number on file in the office.* Phones are to be kept in classroom containers and turned off from 7:30 a.m. - 3:30 p.m. unless given teacher permission to use.

ON THE PLAYGROUND

Children are to use playground equipment for its designed purpose and will not be permitted to abuse equipment so as to cause injury to the child or breakage to the equipment. At no time are children to be on top of any equipment. Children on the playground must respond to requests of supervising adults and follow all playground rules as presented at an assembly early in the school year.

WORSHIP

Daily devotional opportunities are provided in the classroom. A chapel devotion will be held each week that school is in session.

Parents who enroll their children in our school commit themselves to regularly attend church with their children. All are invited to worship at Trinity Lutheran Church if you do not have your own home congregation. When your child's class is scheduled to sing in church, attendance and participation is expected.

RELIGION

Each school day your child will participate in Christian faith-building activities. Adopted religion curriculum emphasizes Lutheran Church Missouri Synod doctrine, Bible study, church history, and application to the Christian life.

CHAPEL FAMILY GROUPS

Students will all be assigned a multi-age Family Group. Family Groups will sit together at chapel, work on service projects monthly, and support one another.

ENROLLMENT POLICY

Trinity School accepts enrollments of children who are able to function in a regular classroom whose parents support Trinity School's Christian Education process. The School Principal reserves the right to limit class size in the interest of providing workable teaching-learning situations. Acceptance of enrollments and re-enrollments will be determined by the Trinity School administration. When feasible, the administration will consult with the teaching staff.

The State of Wisconsin immunization requirements must be met by those attending Trinity.

Trinity Lutheran School will not enroll new students into our school after the first week of a new school year. Exceptions may be made if the following criteria are met:

1. Families moving into the Merrill area during the school year.
2. Families for whom it has been determined (by the school that the child would be leaving) that a change in the middle of the school year would be advantageous for the child. An in-person petition to the School Administrator by a parent, and, if age-appropriate, the student will be required prior to admission.
3. If a family applies for admission to our school during the course of a school year, the School Administrator, with recommendations from the School Advisory Team, reserves the right to deny admission if he/they feel it is not in the best interest of the child or Trinity School. Area students transferring into Trinity will have a probationary period of three months, with reviews by a teacher, School Administrator, and parents at the end of each 3 days.

Students are normally accepted into the grade recommended by the previous school. We do not encourage mid-year transfers from any Merrill area school to another Merrill area school. If a family applies for admission to our school during the school year, the School administrator reserves the right to deny admission if she/he feels it is not in the best interest of the child or if it would cause too much of a disruption in the classroom the child would be entering.

Children who will be 5 by September 1 will be considered for kindergarten. Children who will be 4 by September 1 will be considered for 4K.

SCHOOL DAY

Children (not riding school busses) are to arrive at our campus between 7:30 and 7:45 a.m. Students will go immediately to their classrooms. School will begin at 7:50. The lunch period is from 11:10 – 11:55 for 4K through fourth grade, and from 12:00 – 12:30 for fifth through eighth grade. Dismissal begins at 3:00. School closes at 3:20 p.m. Students are to leave the school grounds immediately after school. Exceptions to this rule are extra-curricular activities or teacher request.

Parents transporting their children are to pick them up no earlier than 3:00. Please do not arrive early to wait in line. Students who ride in cars, buses, etc. are to stay on campus until they are in their vehicle or are accompanied by an adult. Students will only be dismissed to parents in cars in the back, or to those who have parked across the street and walk to the front door.

MORNING ARRIVALS

All students who arrive at school between 7:30-7:45 a.m. are to go directly to classrooms. Parents are not to accompany children into the building at the start of the day, as we seek to develop skills of independence in even the youngest children. If necessary, parents may accompany young children to their room during the first week of school only.

SCHOOL CARE

Before School Care will be offered in the cafeteria from 7:00-7:30 am. The cost is $5 per week.

After School Care runs from 3:00 p.m. until 5:30 p.m. The cost is $8 per child, per day and includes a healthy snack.

Registration packets are available in the parent information center outside the office.

ATTENDANCE

The Principal or designee shall serve as the school attendance officer and shall deal with all matters relating to school attendance and truancy. When a student will be absent from school, the parent is to call the school or send a message in FastDirect before 8:00 a.m. on that day. The call or message should state the reason for absence. If the reason is illness, please state the type of illness. The following rules and procedures have been developed and approved by the Trinity School Board. A student may be reported to social services as truant if there is a failure to follow state regulations and corresponding school policies.

Excused Absences:

1.) Parents/Guardians are authorized to excuse their student(s) from school attendance for any reason, up to a maximum of ten (10) days in a school year, provided they notify the school in writing prior to the absence.

2.) With the exception of the ten-day Parent/Guardian-Excused absences, it is the school, not the parent(s) /guardian(s),that determines whether absences are excused or unexcused. The following reasons for absence will be excused:

a. Student illness or medical appointment
b. Family illness or other emergency for which the student's presence at home is required
c. Quarantine by public health official
d. Death in immediate family and/or funerals of family members or close friends
e. Suspension from school for disciplinary action
f. School-sanctioned activity or event
g. Court appearance
h. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school in advance of the absence.
i. Other reasons as approved by the principal or designee.

Unexcused Absence - An unexcused absence is any absence from school for reasons other than those defined as excused.

Truancy - Truancy is defined as any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent(s)/guardian(s) of the absent student, and also means intermittent attendance carried on for the purpose of defeating the compulsory attendance law.
Parent(s)/guardian(s) shall be notified when a student has an unexcused absence(s). These notices will be made by first personal contact, then email or telephone and finally by mail. A written record will be kept on file.

Habitual Truancy - A habitual truant is any student who is absent from school without an acceptable excuse for part or all of five days during which school is held during a semester. All truancies are unexcused but not all unexcused absences are truancies. The School Administrator or designee will determine on an individual basis whether an unexcused absence is to be regarded as truancy.

Excessive Absences (5 or more days per quarter) - Parent(s)/guardian(s) shall be notified in writing when a student has accumulated excessive absences. This will be done whether the absences are excused or unexcused, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file. Such a written statement may be required if five absences occur in any nine-week period due to illness.

Tardiness - **Out of respect for the learning environment, tardiness will not be tolerated.**

Consequences for Unexcused/Truant Absences - The Principal or designee will work directly with the student absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The principal or designee may use any or all of the following methods to deal with students who have an unexcused absence:

1. Conference and counseling with the student.
2. Missed work as a result of an unexcused absence may be required to be made up in order to gain background for future concepts. It is the responsibility of the student and parent(s) or guardian(s) to contact the teacher and arrange for the time and place for the make-up work.
3. Required parent/guardian conference
4. Referral to appropriate agency or to a court of law under state compulsory attendance/truancy laws.

STUDENT ACCIDENT INSURANCE

Trinity does not participate in a student purchased accident plan. It is assumed students will be covered by their parent's health care plans. If a child is hurt at a school activity, we do have medical insurance coverage if other plans do not fully cover. For further information, call the school office.

TESTING

Trinity's testing program consists of achievement tests and diagnostic tests. The purpose of these tests are for diagnosis of student needs, evaluating individual student's progress, and reporting to parents.
The testing plan includes:

K-1: Observation Survey

Second-Eighth: iReady Math Diagnostic

Third–Eighth Grade:Wisconsin Forward Exam, in the spring (summative exam to give a snapshot of student progress and compare our school with others)

HOMEWORK

The challenging academic program at Trinity requires that some study be done at home. The amount of homework depends on the grade level of the child. For kindergarten through third grade students, the only homework they will have will be an expectation of 20 or more minutes of reading at night, plus regular outdoor play time and family meals. For third grade students, homework will gradually be introduced in the second semester to prepare them for the expectations of fourth grade. In fourth through eighth grade, the amount may vary based on the work habits of your child at school. Regular out of school assignments will never exceed more than 10 minutes per grade level, plus nightly reading. If your child has more than that, they may not be using their study time wisely at school. Parents can help by providing encouragement and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his assignments for any reason, kindly contact your child's teacher. Parents are expected to review all homework completed at School Care.

REPORTING PUPIL PROGRESS

Pupil progress will be reported in a variety of ways. Parents are expected to participate in the annual Parent-Teacher Conferences scheduled each fall and spring. Report cards will be issued four times per year. Faculty will send progress reports home for each student in third through eighth grade during second and third quarters. Students whose grades are in jeopardy will be sent a progress report the first and fourth quarter. The teacher will determine whether to mail, telephone, e-mail, or send progress reports with students. Questions on pupil progress should be directed to your child's teacher.

K-2 Developmental Report	Grade 3-8 Report Card
B = Beginning Skill	93-100% = A (Excellent)
D = Developing Skill	85-92= B-(Above Average)
I = Independent	75-84%= C – (Average)
	65-74%=D- (Below Average)
	64% and below = F

Grades 1-8 Effort Grades
+ = Extra Effort
√ = Satisfactory Effort
- = Lack of effort- must be improved

Art – (Gr. K-8) – Effort Grades
Music – (K-2) – Effort (3-8) – Letter and Effort Grade
Physical Education – (Gr. K-4) - Effort Grade
(Gr. 5-8) – Letter and Effort Grade
Technology Instruction – (Gr K-4) Effort Grade
(Gr. 5-8) Letter Grade

An honor roll will be published quarterly for students in grades 5-8 who achieve a 3.5 grade point average or higher during the quarter.

Students in grades 7 and 8 who are academically eligible will be invited to apply for Trinity's chapter of the Lutheran Junior Honor Association. LJHA functions as a service organization within the school, focusing on the four pillars of discipleship, service leadership, and academics. A five-member faculty committee will review student-submitted credentials each year. Students who are members of LJHA will receive an honors medallion to wear at graduation.

PROMOTION-RETENTION POLICY - K-8

Trinity does not practice an automatic promotion policy. Students are encouraged to work hard in their school work. We expect students to complete their work including makeup work for absenteeism.

Retention will be considered when a student is not demonstrating necessary competencies. A retention decision will include:

1. A team decision including the teacher of the student, teachers of the next grade level, and principal's representative
2. Parental consultation
3. Diagnostic Test results
4. Academic work, tests, daily work, participation, etc.
5. Age
6. Attendance
7. Skills/grades in religion, math, science, language, reading, social studies, and spelling will be considered.
8. In order for a child to be retained in grades 3-8, he/she must have failing grades in two core subjects at end of the second semester.

SPECIAL NEEDS

Trinity Lutheran School and Merrill Area Public Schools offer help to children with special needs. Speech evaluation and help is available. Children who have special needs may be eligible for Title I services. Contact your child's teacher for further information. Testing is available for students who may have special needs; however, we do not have access to special education services. Trinity does, however, have an Adaptive Education teacher who is a resource teacher for students who benefit from extra help. Although we provide the best Christian learning environment possible, we recognize that children with special needs (academic, behavioral, physical) may require placement at an alternate school in order to receive special education or other special services.

TRANSPORTATION

Kobussen provides transportation without charge to those children who are eligible and reside in our attendance area. Merrill-Go-Round provides transportation in the city for a fee.

Parents who have questions on attendance areas or transportation may contact the bus companies. Good conduct is expected of those riding buses.

FIELD TRIPS

Field Trips are an extension of the classroom so students are to follow all school rules and expectations. Field trips are taken to enhance educational programs and broaden student experiences. Teachers plan field trips in consultation with the Principal. Teachers plan for emergencies and for meeting special needs of students. Education funds are used to pay all bussing costs based on teacher negotiated classroom allotment. PTO support pays for part or all of most field trips. Students may be asked to pay for some or all of entrance and/or lunch fees.

Parents grant permission for all field trips when they sign the Registration Statements form which is part of the annual reenrollment process. It states:
I agree that my student may participate in all school activities and school sponsored trips away from campus unless the school receives written notice to the contrary.

EMERGENCIES

In case of weather emergencies, students move to the shelter area on the lowest level of the east side of the building. In case of emergency requiring complete evacuation of the building, students may use the church as a shelter.

When emergencies require district wide closings, a delayed start, or early dismissal the decision will be made by the Merrill Area Public Schools. Local radio stations and TV stations and their websites will broadcast closings of school before and/or during school hours. Whenever school is closed because of emergencies, all after school activities are canceled.

ANTI-DISCRIMINATION STATEMENT

Trinity Lutheran School subscribes to the USDA Non-Discrimination Statement which reads:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.fns.usda.gov/cr/discrimination-complaint-form from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: Program.Intake@usda.gov
This institution is an equal opportunity provider.

MILK

One carton of milk is included with each hot lunch. Students who bring a cold lunch from home may purchase a carton of milk for $.75, and students in second grade and up may purchase a second carton of milk for $.75.

Milk charges are deducted from the family's hot lunch account.

Children who have a form completed by a doctor indicating that they should not drink milk may be given an alternative to regular milk. Contact the Head Cook to discuss accommodations.

LUNCH PROGRAM

Trinity Lutheran School participates in the National School Lunch Program. This means that we receive government commodities as well as government subsidy for the lunches that we serve. We attempt to serve nutritious meals, to teach good eating habits, and to expand the child's knowledge of what makes up a balanced meal. We operate under Offer versus Serve. Offer versus Serve is a USDA-approved meal service pattern used in Wisconsin schools to reduce food waste and give students autonomy over what they eat. At lunch, schools must offer all five components and students must select at least three components, one of which must be 1/2 cup fruit and/or vegetable. At Trinity, children are also given a choice of a main entrée or a sandwich alternative.

Free and reduced price lunches are available to families who qualify. Applications are made available prior to the beginning of the school year.

All meals served must meet meal patterns established by the US Department of Agriculture. If a child has been determined by a doctor to have a disability which would prevent the child from eating the regular school meal, the school will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please get in touch with the Head Cook for further information.

Parents may pay for lunches electronically in Sycamore, or students may bring lunch payments to the school office each morning. Those approved for free lunch need not make payments for lunch, but may need to make a payment if the child will ever purchase a separate carton of milk. Lunch payments will be entered into the family lunch account in Sycamore, where parents will be able to see their family balance. When the balance falls below 0, an email reminder will be sent. Written reminders may also be sent home.

As students come through the lunch line, a staff person will check off those that are participating in school lunch, and the charges for lunch and milk will be "posted" to the Sycamore account following the lunch period. In the event that the Administrative Assistant is out for the day, the charges will be posted the next day that she is back in the office.

Parents are encouraged to provide a nutritious lunch for children who bring one from home. Please provide a cold pack or thermos if needed. We cannot refrigerate or heat food or beverages.

NO carbonated beverages are allowed.

HARASSMENT OF STAFF AND/OR STUDENT

Trinity Lutheran Church and School is committed to prohibiting the harassment of staff/students on the basis of sex, race, national origin, handicap or any other protected status. Staff members or students who engage in harassment will be subject to disciplinary action and/or termination.

Definitions and Interpretations:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when the following occur:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or affects the student's learning environment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual's or student's status. (i.e. grades, etc.)
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Harassment based upon race, national origin, or handicap includes ethnic or national slurs or other verbal and/or physical conduct related to a person's race, national origin, or handicapping condition which interferes with an individual's work performance or creates an intimidating, hostile or offensive environment.

This policy statement will be distributed to staff annually by the Church Council.

Reporting of Complaints

Harassment complaints must be filed in writing within ten days of the alleged incident. These complaints shall be filed with either the Pastor for church related operations, or with the School Administrator for school related operations.

Investigation of Complaints

When a complaint is received, it will be promptly investigated. The investigation would include interviews with the direct parties involved and others who may have observed the alleged harassment. In each incidence, the complaint and investigation will be handled in a confidential manner. The investigation will be conducted by the person the complaint is reported to, and if warranted, 2-3 other church leaders that are selected by the pastor and/or School Administrator. A church leader is a person elected to a church board.

The complaint should be reported promptly to the insurance carrier.

Disciplinary Action of Staff

If the investigation shows that the accused did engage in harassment, the supervisor will take appropriate action which will include a warning that any continued harassment will result in negative action, such as suspension or termination. The church and school has the right to apply any sanction or combination of sanctions to deal with unreasonable contact or sexual harassment:

1) Counseling with the offender(s)
2) Probation with a warning or suspension or discharge for continuing or reoccurring offenses
3) Suspension with or without pay (depending on how serious the offense)
4) Discharge for cause.

Disciplinary Action of Students

If the investigation shows that the accused did engage in harassment, the principal will take appropriate action which will include a warning that any continued harassment will result in negative action, such as suspension or expulsion. The school has the right to apply any sanction or combination of sanctions to deal with unreasonable contact or sexual harassment:

1) Counseling with the offender(s), including discussion of sin and grace;
2) Meeting between offender and victim;
3) Suspension or expulsion

BAND PROGRAM

Trinity School has an agreement with Jennifer Heisinger for instrumental instruction, including small group lessons large group band. Students may begin band lessons in fourth grade or any time thereafter. The program includes only band instruments (brass, woodwind, and percussion). Performance opportunities will include evening concerts, a concert for the school, and playing for chapel or any other appropriate occasion. Students will have a band rehearsal and one lesson each week. Recruitment for new students is done in spring. Anyone else interested in joining should contact Jennifer Heisinger.

PHYSICAL EDUCATION

Physical education is an integral part of the student's education and is considered as important as any other subject area. Students participate in physical fitness, life sports, rhythm activities, stunts, tumbling, games of low organization, team games and self-testing activities. All students are expected to participate in all activities. Students may be excused from participating in physical education classes because of injury or other special circumstances by a written parent request, with the reason included, for up to three days. A written medical excuse from a licensed, professional, medical provider will be required after three days of non-participation and/or for repeated requests. All students MUST wear gym (tennis) shoes. Physical education classes will be outdoors as much as the weather permits.

ATHLETICS

A variety of sport activities are sponsored by our school for the upper grade students. Our interschool program consists of volleyball, soccer and basketball for grades 4-8, as student numbers allow. A separate athletics handbook is available to provide greater communication and shared understandings between coaches, students, and parents in the area of athletics.

ATHLETIC / ACADEMIC POLICY

Each student must be progressing academically at a 'C' level or above in all subjects to be eligible for any of Trinity's athletic teams. If extenuating circumstances exist for a specific student, they will be reviewed on an individual basis (teacher, Principal, coach, parent(s), and/or student). A determination of eligibility will be made at that time. A student may be declared ineligible at any time during the season. The student may regain eligibility after a specified length of time. This policy also applies to students participating with Prairie River Middle School teams

OUTDOOR EDUCATION

Outdoor Education is an opportunity to work with the educational process in our Lord's wonderful outdoor creation. Through direct experience, self-investigation and observation using total senses and guidance under trained leaders, we attempt to meet the needs and interests of each individual involved. Our program attempts to promote the development of the Christian community as students and teachers worship, learn, plan, eat, share and celebrate together. We have a site-developed curriculum for each grade that may be carried out at our School Forest, the Council Grounds, or an organized camp such as Camp Luther, Camp Forest Springs, or Upham Woods. Outdoor Education allows people to grow in Christ and with each other. All classes are required to participate in a minimum of one day of outdoor education per year.

LIBRARY

Our school makes use of T.B. Scott Library's services because of its proximity to our school. Students need to have a valid library card and all fines must be paid. Trinity School also has library materials in each classroom.

ASBESTOS

A six month periodic surveillance was conducted in July 2025. The three year re-inspection of all known or suspected asbestos-containing building material (ACBM) was conducted in January 2025. All friable asbestos was removed from the 1959 building during June 1994. The management plan covering the other known or suspected ACBM is available in the school office for study upon request.

DAMAGE TO PROPERTY

1) Accidental - No penalty will be assessed unless household or auto insurance coverage applies.
2) Intentional or Horseplay - Perpetrators do cleaning and/or repairs if appropriate, or pay full cost of repairs or replacement.
3) The Trustees are responsible to collect damages. They may delegate this responsibility to appropriate persons.

POLICE REFERRAL

Police referral will be made for anyone who uses, is in possession of, or sells alcohol, other illicit drugs, tobacco products, weapons, and/or illegal fireworks. Police referral will also be made for suspected sexual assault, assault, disorderly conduct, theft, and vandalism.

Suspicious persons on the grounds, in the building, or affecting students in transit will also be referred to police.

School Threat Assessment Protocols will be followed for anyone posing a threat to the safety of individual students or the school at large.

SUSPECTED CHILD ABUSE/NEGLECT

Teachers and principals are mandated by Wisconsin Statute to report suspected child abuse and neglect.



VOLUNTEERING POLICY

Please note that all volunteers will be subject to background checks and will be expected to read and comply with the Volunteer Handbook and complete Ministry Safe Sexual Abuse Awareness Training. Volunteers must check in at the school office upon arrival to have a screening and receive a visitor badge. When volunteering for any activity at school that involves working with children, cell phones are to be turned off and out of sight except in case of emergency.

Our PTO needs you, as do classroom teachers, and the school in general for special events!

PARENT TEACHER ORGANIZATION

The PTO may:

1. plan activities
2. sponsor 8th grade graduation celebration
3. provide a Trinity school classroom donation
4. conduct approved fundraisers, including the annual auction

The PTO will meet on agreed upon dates to handle business and plan for future activities. The PTO may call for volunteers to help or plan specific activities. The PTO meetings will be open to any parent. The PTO is made up of parents and teachers.

EDUCATIONAL FEES, EDUCATIONAL AID, SCHOLARSHIP TUITION ASSISTANCE

Payment plans are available for those with special financial needs. For those families in financial hardship, educational aid and/or Scholarship Tuition Assistance may be available to cover a part of the tuition cost. It is the family's responsibility to keep the school office informed of special financial needs.

The first payment of the agreed upon plan must be paid by May 1. If payment produces an economic hardship, please speak with the school Principal.

To receive a diploma, a student's tuition must be up to date. No student will be enrolled unless all payments from previous years have been paid in full.

In cases of exceptional hardship, the Senior Pastor and School Principal may waive tuition, adjust tuition, or write off tuition as not being collectable.



FAMILY REGISTRATION

The first tuition payment and registration materials for the upcoming school year are due by April 15.

COPY FEES

Personal copies cost $.10 per side. Children may be charged $.10 per side for additional copies of worksheets.

BOOK FINES

For damaged and lost books, students will be assessed a fine that is proportionate to the damage or value of the book. Unpaid book fines will be dealt the same as overdue fees.

LUNCH / UNPAID MEAL CHARGE POLICY

Trinity School offers a hot lunch program for all students. Free and reduced lunches are available to those who qualify, not only at the beginning of the year, but at any point when a family's economic status changes. Students who receive free or reduced lunches but cannot pay for their meals will not be denied a meal. Students who do not receive free meals are expected to pre-pay all lunches. A record of payment for those with reduced or full price costs is maintained in Sycamore, our Student Information System. If a lunch account balance falls below $0, parents will receive e-mails informing them of the balance. They receive messages several days per week until the lunches are paid for, and may also receive a letter or phone call from the Principal if they fall more than $50.00 behind. If a family does not qualify for free and reduced lunches but is unable to pay their full bill, tuition assistance or other donated funds may be used to assist the family with payment at the end of the school year.

Trinity Lutheran School Discipline Policy – Parent Summary

At Trinity Lutheran School, discipline is rooted in Christ's love. Our goal is to guide students toward Christ-like character, respect, and responsibility while ensuring a safe and supportive learning environment.

Our Goals

- Respect God, self, others, and property.
- Provide a safe, structured place to learn.
- Teach responsibility for actions.
- Partner with parents in support of student growth.

Student Expectations

1. Respect everyone — speak and act kindly.
2. Follow directions the first time.
3. Keep hands, feet, and objects to yourself.
4. Use kind, appropriate words.
5. Participate positively in learning.

Encouraging Positive Behavior

- Praise and encouragement
- Notes or calls home
- Classroom rewards
- Special recognition activities

Correcting Misbehavior

When rules are not followed, staff will respond calmly and consistently.

- Tier 1 – Minor: reminder, re-teaching, loss of privilege, reflection, parent contact if recurring
- Tier 2 – Moderate: parent contact, detention, restorative action, behavior contract
- Tier 3 – Major: office referral, parent meeting, suspension, behavior plan, possible expulsion

Working Together

- Parents are notified of recurring or serious issues.
- Families are encouraged to support behavior expectations at home.
- Individual plans and support are available for students with special needs.

In Compliance with WPCP

Our procedures meet Wisconsin Parental Choice Program requirements, ensuring fairness, proper documentation, and respect for parental rights.

Final Word

At Trinity, discipline is discipleship. Together, we help students grow in integrity, responsibility, and love—following the example of Christ.

CONFLICT RESOLUTION

When there is a disagreement with anyone under the supervision of the Principal the following procedures shall be followed to resolve the issue:

1) Christian ethics demand that people should attempt to resolve the problem face to face. *If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.* (Matthew 18:15-17) Good faith attempts to resolve problems- this may require repeated meetings.

2) When face to face contact has not resolved the problem the concerned people may request involvement of the Principal. The Principal shall attempt to bring about resolution of the problem through face to face contact of the concerned people. The Principal is to document the process.

3) If the due process in steps 1 and 2 does not resolve the grievance/disagreement the concerned people may appeal to the Senior Pastor, in writing, with a full explanation of the disagreement and steps taken to resolve the problem. When appropriate both sides of the issue should be presented in writing. All concerned individuals should receive copies. The Pastor will determine the actions to be taken. Depending on the disagreement the Pastor may assign the issue to the Church Council, appoint an Ad Hoc committee to deal with the issue, or place the issue on a regular or specially called Church Council Agenda.

(Exception to the above process would be suspected cases of criminal acts such as child abuse, etc. These will be reported directly to the appropriate authorities.)

4) In timely fashion the Trinity Church Council shall respond in writing to all the concerned people.

MEDICATION POLICY

1. Parents shall notify the homeroom teacher whenever student is required to take medication at school.
2. No medication will be given or taken without a Medication Consent Form. Medication is defined as a substance to treat symptoms, disease, and relieve pain, such as Advil, Aspirin, Tylenol, Decongestant, cough medicine, cough drops, antibiotics. Medication Consent Forms are available in the Parent Information Center outside school office and can also be accessed under Links in FastDirect.
3. Whenever school personnel are requested to dispense **any** prescription or non-prescription medication to a student (or if parents request supervised self- administration) there must a Medication Consent and Instruction Form filled out and signed by the parent. Supervised self-administration will be allowed in grades 5-8. (Supervised means by an appropriately trained staff member or parent.)
4. **No As Needed medication will be given by school personnel. We must have specific direction as to dosage and time of dosages(s).**
5. Inhalers - Students need ready access to inhalers. In consultation with parents, teachers will develop individual plans for inhalers based on individual student's needs.
6. Parents must provide prescription medication in a properly labeled original bottle from the pharmacy including child's name, name of medication, dose, frequency and duration as well as the physician's name. Parents must provide non-prescription medications properly labeled in their original container.
7. The Principal shall designate in writing which school personnel are responsible for administering medication. This will be determined by completion of approved coursework from the DPI, and required of all classroom teachers and aides. This will be filed in the Principal's office.
8. The approved school personnel shall supervise the taking of the medication. Approved personnel are only those school personnel who have completed the online or in person training course.
9. The dispensing of medication shall be documented on the Record of Administration and the record shall be kept on file.
10. Medications that are controlled substances shall be kept under lock and key in places designated by the Principal.
11. New Medication Consent Forms will be filled out each school year or whenever there is any change in the medication.
12. School personnel should under no circumstances provide prescription or non-prescription medication to students without following the procedures as outlined above.
13. The Principal will notify parents about the medication policy and consent forms each year through the Parent-Student Handbook and/or weekly email messages.

Diagnosis and treatment of illness and the prescribing of medications are never responsibilities of the school.

HEAD LICE POLICY

If a student is found to have head lice or nits, parents will be called immediately and the student will be sent home to be treated. The student will be allowed back into the classroom when they have been properly treated. All nits must be removed from the hair. Parents will be instructed how to properly treat the infected person and the affected areas in their home.

PINK EYE & RINGWORM POLICY

If a student is suspected of having pink eye or ringworm, parents will be called immediately and the student will be sent home. Students will be allowed into the classroom when they have been properly treated and are no longer contagious.

WHEN TO KEEP YOUR CHILD AT HOME

Your child's health is of major importance to all of us. Children showing signs of illness must be kept home for their comfort and their classmate's health. **Please do not send sick children to school!** **Do not send your child to school after giving them a fever-reducer and state they are fever free.** The school reserves the right to decide when a child is unable to participate in class due to health or injury. You are expected to keep your child home for the following reasons:

1. fever above 100 degrees within the past 24 hours
2. unusual spots or rashes on the skin
3. continuous mucus from the nose accompanied by upper respiratory symptoms
4. diarrhea
5. vomiting for any reason within the past 24 hours
6. symptoms of a communicable illness (sniffles, reddened eyes, sore throat, headache, or abdominal pain)
7. a child should not return until they can participate in all indoor and outdoor activities

Trinity Dress Code

Clothing that is appropriate in the Christian school setting is a strong reflection upon the school, the character, and the Christian witness of the children. The way children dress is often a reflection of their behavior. We do not wish to suppress individual taste, but rather know that we are caring for ourselves as God's children.

Trinity Lutheran School feels that appropriate clothing is that which is neat and clean and is in good taste for a school setting. If children take care in the way that they look, they will create self-worth in themselves, their schoolwork, and their school.

Therefore, the following items of clothing should not be worn to school or school functions:

- Tank tops/ spaghetti straps without an undershirt.
- Shirts or hoodies with non-Christian music groups, alcoholic beverages or tobacco advertisements, weapons depicting violence and inappropriate or negative messages
- Bare midriff / revealing clothing
- Shoes with cleats or abrasive bottoms. Gym shoes must be worn for PE. Flip Flops and Slides are not allowed due to safety concerns.
- Shorts or short length skirts (shorts/skirts should provide cover during any normal school activity.) Parents should use discretion when allowing students to wear shorts. All classes go outside in the winter.
- Form fitting clothing should be school appropriate. Leggings are ok if a shirt, dress, or other top is worn to cover a person's bottom
- Hats are not to be worn in the school building, except on special days
- Jackets or coats are not to be worn in the classroom, without permission
- Pants are to be worn at the waist (no sagging pants) to be free of tattered, frayed, ribboned material
- Shirts and blouses must be long enough to cover the midriff and back when the students reach, bend or raise their hands above their heads

Finally, as with clothing, hairstyles or excessive makeup that might distract from the learning atmosphere are not acceptable for boys or girls.

When it is determined that a student is dressed inappropriately, the student may call home for a change of clothes or if applicable, wear a T-shirt provided by the office.

The faculty reserves the right to monitor the wearing of styles and/or fads as they appear.

The Principal reserves the right to use discretion in each situation.

Revised 11/13/2025

TRINITY SCHOOL INFORMATION

School Office -- 715-536-7501

trinitymerrill.com

Find us on Facebook under Trinity Merrill Lutheran School

2026-27 STUDENT FEES

TUITION	$ 2600	1 child
	$ 4150	2 children
	$ 5500	3 children
	$ 6850	4 children

HOT LUNCH PRICES

Student Lunches: $3.60 per day

Adult Lunches: $4.50 each

MILK PRICES

One carton of milk is included with each school lunch. Milks purchased with cold lunch or second milks (for students in second grade and up) may be purchased for $.75 each. The cost will be deducted from the family lunch account.

TRINITY LUTHERAN SCHOOL STAFF

Mr. Scott Johnson – School Principal
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Mrs. Karli Severt - Administrative Assistant
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Mr. Matthew Chapa - Grade 6
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Mrs. Lisa Johnson - Kindergarten
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Miss Amanda Filter - 4K
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Mrs. Rebekah Johnson – Adaptive Education/Resource
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Mrs. Erin McKeen – Aide & School Care Director
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Mrs. Carrie Hintz - Aide
Mrs. **Crystal Duwe** - Aide
Mrs. Megan Webb - Aide
Mrs. **Adonnica Laabs** - Aide

Mrs. Laura Bahlow - Head Cook
laura.bahlow@tlsmerrill.com

Mr. Keith Harmon - Assistant Cook

Mrs. Stephanie Chapa – Director of Christian Education

Mrs. Jennifer Heisinger - Band Instructor

School Advisory Team

Amanda Goeden

Jerome Oelke

Heather Renzelmann

Kyle Rothmeyer

Brian Seeger

Matthew Webb

TRINITY CHURCH INFORMATION

Church Office - 715-536-5482

Web - trinitymerrill.com

TRINITY CHURCH STAFF

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