

August 2024

Dear Parents and Students,

Our School Theme for the 2024-2025 School is : “Resilient Faith” taken from Jeremaih 17: 7-8  
“But blessed is the one who trusts in the Lord, whose confidence is in Him. They will be like a tree planted by the water that sends out its roots by the stream, it does not fear when heat comes; its leaves are always green. It has no worries in a year of doubt and never fails to bear fruit.

Welcome to the 2024-2025 academic year at Trinity Lutheran Christian School. At Trinity, we are committed to nurturing our students in a faith-based environment where we aim to help each student grow in their faith and trust in the Lord, building a firm foundation for their future.

May this year be one of remarkable growth, steadfast faith, and unwavering confidence in the Lord for all our students and families.

Blessings,

Mrs. Marsha Wolfe, Principal  
mwolfe@trinityportland.org  
503-288-6403 ext. 203

Trinity Lutheran Christian School  
2024-2025 Parent & Student Handbook

**Mission Statement**

Trinity Lutheran Christian School exists to develop students who are: Empowered by Christ’s love. Trinity Students engage in academic rigor to be lifelong learners and serve others.

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**TRINITY LUTHERAN CHURCH and SCHOOL**  
**Office: 503-288-6403**

**Staff Directory for 2024-2025**

| <b>Name/Role</b>                        | <b>Extension</b> | <b>Name/Role</b>  | <b>Extension</b> |
|---|------------------|---|------------------|
| AdministrationAssistant                 |                  |   |                  |
| Pastor Ruberto Ek Yah                   | <b>2202</b>      | <b>Teaching Faculty and Staff</b><br>Mrs. Jessica Olwa, Kindergarten<br>Ms. Leslie Parr, Grade 1 & 2<br>Mr. Kenneth Harris Grade 3 & 4<br>Mr. Don Seleski, Grade 5 & 6<br>Ms. Kelly Koelfgen 7 & 8<br>Mrs. Krista Moore Art |                  |
| Assisting: Emeritus Pastor Mark Hoelter |                  |   | <b>2223</b>      |
| Marsha Wolfe, Principal                 | <b>2203</b>      |   | <b>2216</b>      |
| Mrs. Ruth Gray, Business Manager        | <b>2204</b>      |   | <b>2209</b>      |
| <b>TELC</b>                             |                  |   | <b>2206</b>      |
| Front Office                            | <b>2221</b>      |   | <b>2212</b>      |
| Dana Millard Director                   | <b>2229</b>      |   | <b>2213</b>      |
| Alicia Lopez Assistant Director         | <b>2219</b>      |   |                  |
| <b>Support Staff</b>                    |                  |   |                  |
| Ms. Colleen Ek Ishiyama, Admin. Asst.   | <b>2200</b>      |   |                  |
| Miss Tammy                              | <b>2221</b>      |   |                  |
|   |                  |   |                  |

## **BOARD OF EDUCATION**

Mrs. Suzanne Frank - Chair

Mrs. Pat Kunert

Mrs. Allison Hoelter

Mrs. Nancy Mann

Debra Thompson

## **PHILOSOPHY/MISSION STATEMENT**

We, the members of Trinity Lutheran Church, recognize that the task of the church is to bring people to Jesus Christ, to nurture people in the good news of His Word, and to be God's people in the world.

We recognize that Christian education is a ministry through which God reveals His relationship to His people.

Trinity Lutheran Christian School (TLCS) is a ministry of Trinity Lutheran Church (TLC). TLCS is owned and operated by TLC, a member of the Lutheran Church-Missouri Synod. The immediate responsibility for the operation of the school is given to the Board of Education of the congregation.

Our common philosophy and purpose is "Go, therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always to the very end of the age". Matthew 28:18-20

We recognize God as the center of life. As sinners, we also recognize our need for grace as revealed in Jesus Christ. It is out of His grace that our relationships (parent-pupil-teacher) are bound by the spirit of acceptance and forgiveness through the Gospel. "Love one another as I have loved you." John 15:12

We recognize that the teaching of the Christian faith is a primary function of the home. In Ephesians 6:4b "...bring them up in the training and instruction of the Lord," parents are exhorted to raise their children with Christian discipline and instruction. It is our goal to assist the family in this purpose as an extension of the home and to provide an environment, which will allow for the development of the whole person (spiritual, mental, emotional, social and physical).

To fulfill our purpose, it is the goal of TLCS to offer a quality education founded on high academic standards and with the presence and example of Christ permeating all activities in our academic, extra-curricular, and extended care programs as well as any TLC'S special events. We strive to equip children to be good stewards of their time, talents and treasures enabling them to face the challenge of everyday life from a Christian perspective.

TLCS is a school affiliated with the Lutheran Church-Missouri Synod (LCMS). LCMS beliefs and practices are derived from Holy Scripture and the Lutheran Confessions. We hold our students to these standards of belief and behavior and strive to help them learn and practice that behavior which gives a positive witness to our Lord Jesus Christ. In addition, we ask our parents and guardians who serve at Trinity to support those beliefs and behaviors. Information about the LCMS and its beliefs can be seen at <http://www.lcms.org/faqs/lcmsviews>. Our Pastor and Principal are available to discuss our beliefs with you.

## **INSTRUCTION**

All instruction at Trinity is Christ-centered; all is taught from the Christian point of view. Although individual programs are not developed for each child, our teachers use different teaching techniques to meet the individual needs of our students. Our teachers pride themselves on being excellent instructors

Results on annual achievement tests, classroom learning, and our graduates' fine performance in high school indicate our teachers' dedication to that end.

Our classes are considered full as follows:

Children 6 weeks through age 5 in classrooms under direction of TELC

Kindergarten: 20 students per classroom

Grade 1-2: 20 students per classroom

Grade 3-4: 20 students per classroom

Grade 5-6: 20 students per classroom

Grades 7-8: 20 students per classroom

Over-enrolling in the spring may be done to offset the likelihood of student attrition in the summer months. The Board of Education has approved this to be done at the discretion and good judgment of the school administrator. In oversized classes an aide is employed part-time to assist the teacher in non-teaching tasks.

## **GRADING**

In grades three through eight, grading of student work is based on these percentages:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

## **CURRICULUM**

Our elementary and middle school has been founded on the firm foundation of God's Word; therefore, children attending our school receive a very thorough course in religion because, "The respect of the Lord is the beginning of wisdom." *Psalm 111:10*. Religion is not just taught in a formal class; spiritual growth and the continuing development of Christian values are an integral part of every school day permeating and giving substance to all other subject areas.

All other subjects achieve their highest meaning and purpose only as they are taught and learned with the aim of serving their fellow man to the glory of God.

Our curriculum consists of:

Religion *Bible study, practical experiences in Christian living, doctrine, memory work, and Young Peacemakers.*

Language Arts *Reading, spelling, handwriting, grammar, writing, listening, and speaking.*

Social Studies *Geography, history, government and current events*

Mathematics *General math, pre-algebra, algebra, and geometry*

World Lang. *Spanish*

Science/Health *General, physical, earth, and life*

Physical Ed. *Developmentally appropriate physical activity and healthy life skills.*

Music *Theory, appreciation, choir, band*

Art *Creative arts and appreciation*

Computer *Computer literacy, digital literacy, and technology*

*Note: All Trinity's curriculum meets and/or exceeds Oregon state standards and/or the Common Core for Language Arts & Math*

## **CHAPEL**

Each week a school chapel service is held. The purpose of these weekly services is to:

- Proclaim and relate the Gospel of God's forgiveness through Jesus Christ
- Give glory to God through praise, prayer, and offerings
- Tithe to special missions projects each year
- Teach Christian principles
- Provide children with a regular corporate worship opportunity.

The Principal of TLCS administers the chapel program. The TLC & TLCS administration, faculty and students, plus several guest speakers serve as leaders throughout the year.

### **FIELD TRIPS**

Many worthwhile opportunities for educational trips exist in the Portland area and are supported through funding provided through your registration. These trips supplement our curriculum. When these excursions are planned, the teacher will send home a note describing the proposed trip. While on a field trip, children are under the supervision of their teacher, unless an accompanying parent has been specifically appointed as supervisor. The teacher, however, retains overall responsibility. Students are accountable to act according to TLCS Tiger Pride expectations and all civic rules and regulations.

Teachers will arrange field trips that are both safe and educational. As a general rule, buses will be rented for field trips. If other arrangements are made, parents will be notified via notes sent home and/or email the mode of transportation.

### **Lutheran Elementary School Tournament (L.E.S.T)**

Wednesday February 12 thru Saturday February 15, 2025 Parents, Teachers, parents and students from 5th-8th grade will be traveling up to Pacific Lutheran University, in Tacoma Washington, to attend the Lutheran Elementary Schools Tournament. Trinity students will be competing with 11 other Lutheran Schools from across the Northwest in these areas:

**Basketball, Cheerleading, Instrumentals, Handbells, Vocals, Chess, Robotics, Cubing, Bowling, Spelling, Readers Theater, Swimming, Art, Knowledge Bowl, Science team, Math team**

**Trinity will not be paying for any parent rooms this year.**

### **Student and Parent Behavior at ExtraCurricular Activities**

In order to provide an Extracurricular Activity program in which safety and optimum participation can occur, general behavior rules and procedures will be outlined by the Principal with input from activity leaders. In addition, individual leaders may have specific rules for their activity. All behavior expectations of students and the consequences for inappropriate behaviors will be clearly defined. Leaders will review rules with students. Students, staff and parents are expected to follow and enforce all. In many cases, the activity will involve students and their families representing Trinity Lutheran Christian School in a public forum. All are expected to participate with a Christian attitude exhibiting good citizenship, sportsmanship, fair play and character.  
BOE 5/19/2015

### **Field Trip Chaperones Expectations/Responsibilities**

- Background Check on file in school office
- Required driver's license and insurance information on file in the TLCS office if his/her private vehicle is being used for the field trip
- Be physically able to assist the teacher in the specific activity (walking, monitoring students on public transportation, carrying any supplies etc.)

So that safety and appropriate participation can occur, the teacher will inform students and chaperones of general behavior rules and procedures. Chaperones will be expected to help students follow those rules while on the trip.

In many cases the activity will involve students and adults representing Trinity Lutheran Christian School in a public forum. All are expected to participate with a Christian attitude exhibiting good citizenship, behavior and character.

### **Driving Students in Private Vehicles**

All persons who drive students to/from TLC'S activities with TLCS approval will have had a background check and will give current driver's license and up-to-date auto insurance information, with OR State recommended insurance coverage met, to the school office to be filed and kept for the school year. Parents must submit any changes to those documents when they occur. TLCS cannot regularly monitor the continued status and insurance coverage of drivers, and will not assume responsibility or liability for those drivers who do not report changes to their driver's license, driving record or insurance. In addition, Trinity Lutheran Christian School recognizes that parents often make private arrangements or carpools for

the transport of their children to/from school or school related activities. Trinity Lutheran Christian School will not assume responsibility or liability for any driving arrangements made privately between parents who do not use aforementioned information filed in the school office in making their transportation arrangements.

If a student requires, by OR State law, the use of a car seat, the parent will provide that car seat for use by the driver. All drivers will use seat belts and car seats as required OR State law. Parents who choose not to allow students to be transported by parents registered under this policy shall be responsible to make their own transportation arrangements.

Parents who choose to allow their student/s to ride in private vehicles to/from TLC'S activities will provide a letter of permission for their student/s to do so, which letter will also acknowledge and accept the terms of this policy. The letter will be kept in students' permanent file for the school year.

Staff members who plan activities that require private drivers will check that all driver and rider forms are current and if not, collect them as needed before that method of transportation is used.

Parents will be informed of this policy in the Parent/Student Handbook and in other parent resources as appropriate.

*BOE 9/16/2014*

*BOE Revised 7/18/17*

### **EXTRACURRICULAR ACTIVITIES/SPORTS**

Athletic practices will take place before or after school on weekends and evenings. Participants are under the supervision of their instructor or coach prior to practice starting and up until the time parents pick them up. Families, who are late in retrieving their student, may be restricted from participating in extracurricular activities if late pick up becomes habitual.

Depending on grade level, students may have the opportunity to take part in a number of extracurricular activities sponsored by the school. These are: yearbook, drama, musicals, L.E.S.T., various clubs, and athletics.

To participate students **must** maintain a 2.00 GPA in each subject area. All students are responsible and held accountable for the successful completion of all assigned work. Students are expected to demonstrate good effort in both academic endeavors and general attitude reflected in their conduct. Any teacher, with approval of the school administrator, can request a student be restricted from extracurricular activities until improvement is shown. In any extracurricular restriction case, the teacher shall provide in writing the deficit(s) and/or undesirable behavior as well as expectation to be achieved before restriction is lifted.

A student must attend at least half of the day (at school no later than 11:30 AM until the end of school) in order to participate in an extracurricular activity on the same day. Unexcused absenteeism will result in no participation in afterschool activities. Suspended students cannot participate in extracurricular activities including athletic practices and games while under suspension.

Oregon Law 336.479 requires a physical exam for all 7<sup>th</sup> and 8<sup>th</sup> grade athletes and must be on file before the season begins. **ALL FEES MUST BE PAID PRIOR TO PARTICIPATION.**

### **SPECIAL SERVICES/TESTING**

#### **Health Screenings**

The Multnomah County Health Service reviews and maintains our immunization records.

#### **Educational Services Outside of TLCS**

Students may be eligible for and benefit from educational services that are available from the public school district in which the student resides, Multnomah County ESD, ESD in student's county of residence, Oregon State Department of Education, Children's Services or private/commercial vendors. The Principal or teachers may inform parents of the options, as they

know them. However, parents will make all contacts and arrangements as well as pay applicable fees for their student to be served.

Some services will be available at TLCS during the school day such as the Federal Title programs or those offered by University Classes. Each program will advise students and parents of the criteria for accessing the service/s. Students may participate to the extent they qualify and if a program is a required part of TLCS's total educational program, students must participate.

### **MAP Achievement and Intelligence Testing (grades K-8)**

At the beginning of the 2024-2025 school year all children in grades K-8 will participate in the MAP Growth assessment to determine their progress as well as to evaluate academic strengths and weaknesses in the school curriculum. Cumulative reports help guide instruction and help students and parents understand relative areas of strength and growth.

### **LIBRARY**

TLCS's library is an integral part of the academic opportunities available to students. It serves the educational and leisure reading needs of students in areas of both fiction and nonfiction. Reference material is also available for students' classroom project needs. The library system is computerized for student convenience and better record keeping. Books can be checked out for a period of one week with option of renewal. Replacement cost of damaged or lost books is the responsibility of the student who checked the book out of the library. Due to the fact that volunteers staff our library, services associated with it are not always available.

To maintain a balanced collection, both representing various global viewpoints and the wide age range of our student body, the library may contain materials that include controversial topics. Materials may touch on historical and contemporary perspectives by presenting unbiased tension and conflict or placing emphasis on recognizing and understanding diverse social issues.

Any parent may question a title within the library collection on the basis of appropriateness. Please bring your concerns on this title to the Librarian and/or principal to resolve any issues involved. If a book is lost, parent/student will be billed for the cost/replacement of the book.

### **INTERNET**

Computers in the classrooms, in the lab, and in our offices have access to the internet allowing TLCS students and staff to gather information, research topics and communicate with others via e-mail. Students must meet certain requirements before they are "licensed" to log on the Internet. Permission must be obtained from a teacher or other authorized adult prior to each use. Internet activity will be monitored. Infractions can mean the loss of Internet use by a student.

Students and parents will sign a Technology/Multimedia Permission form each year to use technology equipment. This form may be dropped off during orientation.

Parents can also use the Internet to access our website [www.trinityportland.org](http://www.trinityportland.org) and our school information system (RenWeb) this tool is used for much of TLCS's administrative work, and is tied to our tuition service (FACTS).

### **ENROLLMENT**

*TLCS offers enrollment for Kindergarten through 8th grade to students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics and/or other school administered programs.*

After initial contact is made with admissions and admission to the school is desired, enrollment procedures are as follows:

1. A parent/school administrator interview is held. The school administrator may also request an interview with the prospective student.
2. Enrollment papers are completed and proper fees are collected.



3. A student screening is important and transparency through past records and open conversation is essential. The teacher, parent, and administrator generally do this. If the child has an IEP, it is important to make a TLCS plan that works for child, teacher and school expectations.

The order of the above procedure may vary, but the enrollment process is not complete until all have been satisfied as stated.

- All new students admitted to TLCS are automatically on probationary status. If, in the process of evaluating a new student's progress, serious academic, social, emotional, or behavioral concerns are evident, strategies to effect change will be employed. Parents will be included and expected to be involved in these efforts. Should satisfactory change not occur, the student would not be allowed to continue attending classes at TLCS.

While TLCS is an excellent academic institution, it cannot serve the educational needs of students whose level and rate of learning, behavior, physical limitations, health, social, emotional and/or psychological characteristics and needs are beyond the expertise of the staff, not addressed in the academic program or not accommodated in the physical plant since it does not have services for children with high special education needs. The screening, coupled with the parent/school administrator interview, helps to determine whether an incoming student's needs may be met. The outcome of the screening may necessitate the requirement of additional information from school records. In some cases parents may be asked to provide professional testing results to aid in best serving the prospective student. This testing would be at the expense of the parents. If, in the judgment of the administrator, the child's needs cannot be met, admission will be denied. In cases where students are enrolled and special needs arrive a full evaluation will be needed and determined if TLCS will be able to meet those needs or not.

#### **Age Requirements:**

Kindergarten must be 5 by September 1

Grade 1 must be 6 by September 1

#### **TUITION POLICY**

Upon enrollment of their students, parents must choose a payment plan for tuition. The accepted plans are: Enroll in the FACTS Tuition Management Program (10 month, 12 month, 2 payments or full payment) Full payment to the TLCS office to be paid by August 20th. (3% discount will be given.)

- All payments must be made to the FACTS tuition program using the provided mailing labels and coupons, phone, on-line payments or automatic withdrawals.
- FACTS will not charge late fees to the enrollees. However, there will be a fee for any returned checks. FACTS also sends reminders to families when tardiness occurs.
- If a family cannot make a monthly payment schedule, they should contact the Business Manager to make a financial plan prior to the due date. If a payment becomes 40 days overdue, parents may be asked to remove their student/s from school until the account is paid in full. Parents under extreme financial hardship can seek assistance in establishing an alternate plan with the Business Manager. If the alternate plan is not maintained, parents may again be asked to remove students from school.
- All school fees and tuition must be paid before a report card will be issued at the end of the school year. Graduating eighth grade students will not receive a diploma until all fees and tuition are paid in full and may not be able to participate in the promotion ceremony. Parents must clear all previous school debts by July 1st in order to maintain their enrollment for the next academic year.
- If there are outstanding fees on July 1st, the student's enrollment will be placed at the end of the waiting list and admission will occur when fees are paid and if the class is not filled. Families with outstanding debts on July 1st may also be sent to collections.
- A student *will not* be admitted if fees and tuition from any previous year have not been paid in full.
- A two-week notice to withdraw a student from school is required for refunding of any tuition money. (See Refunds)
- If a student withdraws or is asked to withdraw from Trinity for any reason, all outstanding fees are due and payable at that time. If they are not paid, parents will be given an opportunity to make a short-term payment plan. If none is made or if that plan is defaulted, the account may be referred to a collection agency.

## **Returned Checks**

It is the policy of Trinity Lutheran Christian School to assess a \$35.00 penalty for any checks returned to us from the bank.

## **Refunds**

**Registration Fee:** Because most of each student's Registration Fee applies to the purchase of books, instructional materials, and services prior to the beginning of the school year, the Registration Fee deposit is non-refundable.

**Tuition:** A two-week notice of the withdrawal of a student from school is required for the refunding of any tuition money. When tuition is refunded, the amount will be determined by prorating the tuition paid by the number of school days in the month in which the student is leaving.

## **Tuition & Fees – 2024-2025**

Kindergarten - 8th Grade            \$8,583.00

**Registration Fees per child (non-refundable) - (includes technology, field trip, and yearbook)**

Kindergarten – 8th            \$200.00

## **Sports Fees**

Children in grades 4-8 who participate in the Sports Program at TLCS are assessed a fee per sport. This fee is used to fund the program, including paying for officials, purchasing equipment, and buying new uniforms whenever necessary.

|            |         |
|------------|---------|
| Basketball | \$75.00 |
| Volleyball | \$75.00 |
| Track      | \$25.00 |
| Cheer      | \$50.00 |

**Physical Education Uniforms Grades 5-8:** \$20.00 (\$10.00 each for shirt and shorts)

**Fees must be paid prior to participation in any practices or games.**

## **Eighth Grade Promotion/Graduation Requirements**

It is the responsibility of the Principal after consultation with all appropriate teachers to ensure that students in eighth grade have met the following requirements in order to receive a promotion/graduation certificate from Trinity Lutheran Christian School, participate in the promotion ceremony and in any other special eighth grade activities and/or celebrations.

- A student must have no lower than a cumulative 2.0 GPA for all eighth grade classes/curriculum.
- The student must successfully achieve and maintain proficiency in eighth grade Common Core or Oregon State Standards subjects with a 2.0 GPA or higher in each, Language Arts, Math, Social Studies and Science.
- If a student's behavior resulting in disciplinary action happens within the last two weeks of school, the Principal may decide if the student will participate in the promotion ceremony and any other special eighth grade activities.
- If a student was identified upon enrollment as having learning or English language limitations, s/he may have unique graduation and competency standards applied that are based on their Individualized Education Program (IEP). The decision to do so will be the Principal's.
- A student will not receive a certificate/diploma until all TLCS fees are paid in full. Participation in the promotion ceremony and other special eighth grade activities is allowed but a blank certificate/diploma will be awarded.

It is the responsibility of the eighth grade teachers to notify the Principal, in writing, of any student who is in danger of, or actually failing to meet the requirements for TLCS promotion at the end of the first semester. The eighth grade teachers will again notify the Principal, in writing, of the status of those who were in danger of failing at the end of the first semester and of any others who may be doing so at the end of the third quarter. It is the responsibility of the Principal to notify parents and arrange for a parent conference regarding this matter. A written record of the conference shall be placed in the student's confidential file.

If it is deemed that a student will not meet the TLCS standards for promotion from the eighth grade, the existing policy for retention will be followed as stated here:

*Retention of Single Grade (Student will repeat an entire grade level)*

*Consideration of Single Grade Retention begins in the Principal's office. After consultation with parents/guardians, appropriate teachers and staff, evaluation of student using available tests and other relevant data, the Principal shall make the final determination for grade level placement of the student. If a parent/guardian challenges a Retention recommendation, the parent must provide and pay for any cognitive/intelligence evaluation/s from a licensed school psychologist for consideration in addition to the data provided by Trinity Lutheran Christian School.*

- BOE 5/19/2015

## **SCHEDULE/SCHOOL HOURS**

School doors are opened to students at 8:00 AM.. The Trinity Early Learning Center (TELC) provides after school care on a first come first serve basis. Contact the Trinity office at [telcportland.org](http://telcportland.org)

**Children cannot be left unsupervised on TLCS Property before or after school hours.**

The tardy bell rings and classes begin at 8:15 AM. Dismissal bell rings for grades K-8 at 3:00 PM. Students in Kindergarten through grade 8 are to be picked up at the gymnasium doors where supervision will be provided.

Students staying for extracurricular activities such as athletic practices or games, drama or music rehearsals, yearbook staff, or when required to stay for extra academic help should go immediately to their designated meeting place at dismissal.

**Younger brothers or sisters cannot remain after school with older siblings involved in extracurricular activities.**

Supervisors in charge of these activities cannot be responsible for extra children. Parents will need to make other arrangements.

Students who stay after school for any program, or any extracurricular activity are the responsibility of the supervisor for those activities or TELC (Trinity Early Learning Center)

**Kindergarten through Grade 8 hours:**

8:00 AM. - 3:00 PM

## **SCHOOL ATTENDANCE/TARDY POLICIES**

- 1. It is a requirement of Oregon School Law (ORS339.010) that children between the ages of 7-18 regularly attend school. Research shows excessive absences have a negative effect on grades and learning. Absences cause students to fall behind in completion of required course work. Participation in class discussion, lectures, group projects, audiovideo presentations, and demonstrations are required activities, which often cannot be made up outside the classroom. Students who are frequently absent are in jeopardy of failing classes and losing credit.**
- 2. General Policy:** For effective learning to take place, school attendance must be both regular and punctual. Normally, the only legitimate reasons for absence are: illness of the student, serious illness of a member of the family, death in the family, abnormal conditions brought about by an emergency necessary medical appointment. Parents are reminded that state law, as well as good sense, requires that children attend school every day unless legitimately excused. **Whenever a child must be absent or picked up early, parents are required to notify the school office by email or telephone by the beginning of the school day — 8:15 AM. If we receive no notification concerning an absent student, the office will contact the parent to verify the absence.**
- 3. Early Pick-up - Contact the office in advance. Parent to wait at office while teacher sends child out.**
- 4. Emergency Absence:** If an emergency arises which requires that a child be absent from school, parents should, if possible, **contact the office** before the absence occurs. Prior contact will enable the teacher to make plans to help the child make up what will be missed. If prior contact is impossible, parents still must follow the bold print above.
- 5. Doctor or Dental Appointments:** Parents are asked to make medical appointments during times the children are out of school whenever possible. Irregular attendance is detrimental to educational progress. It is possible to make up what has been covered in textbooks or workbooks, but classroom discussion and group work cannot be duplicated. It is, therefore, in the child's best interest to be in school unless unavoidable.
- 6. Family Trips:** Each year a number of students are taken out of school for one or more days so that families can take vacations. This is especially prevalent around holidays, parent/teacher conferences, and the closing of school for

summer vacation. Please do your best to avoid such vacation schedules. When it is unavoidable, contact your **child's teacher(s), the administrative assistant, and the school administrator** well ahead of time so that work might be completed in advance if possible. A written note or email must be given with the dates that the student(s) will be gone to the three people mentioned above. Students are accountable to make up work during their time gone or immediately when they return. It is not the responsibility of the teacher to work after hours with a student to complete this work but the responsibility of the parents and students.

7. **Homework for absent students:** If parents would like to pick up homework for absent students, call the office informing them that the child will miss school that day. The homework can be picked up at the end of the school day no later than 3:45 PM, allowing the teacher to prepare things that must go home as time permits.
8. **Tardy:** Punctuality is an important value that children need to learn. When the bell rings classes begin promptly with attendance, and opening devotions. Not only does the tardy student miss some or all of these things, but also the late arrival disturbs others and impedes instruction/learning in the class. Students who arrive late or are not in their classrooms when the 8:15 AM bell rings must report to the school office and get a tardy slip to be admitted to class. The only exception to being tardy after 8:15 AM will be if Trinity is on a two-hour delay, signifying poor road conditions. On those days, exceptions will be made. For grades K-8, tardy records are kept and excessive tardiness (over 6 per quarter) will be dealt with according to the following policy:
9. **Tardy Policy:** A phone call/email/note will be made from the teacher to discuss and/or problem solve the tardy situation. If it does not resolved, a conference will be made with parent, student, and principal. Parents of students who are frequently tardy will be contacted and encouraged to establish good habits of punctuality in their children.

**Unexcused Absences:** Eight (8) unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. Excused Absences: **Not to exceed five (5) days in a term of three months or not to exceed ten (10) days in any term of at least six months.**

**When is a student / parent in violation?** Unexcused Absences: Eight (8) unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. Excused Absences: **Not to exceed five (5) days in a term of three months or not to exceed ten (10) days in any term of at least six months.**

**Excused Absence:**

Illness, a family member's illness, religious observation, an emergency and funeral.

**Pre-Arranged Absence:**

School related activity, an appointment, an emergency. Pre-Arranged means prior approval.

**Unexcused Absence:**

Without prior approval, not attending class for reasons not deemed an emergency.

## **STUDENT RECORDS**

Cumulative student records are kept on file for each TLCS student enrolled. These records contain grades, attendance records, achievement test results, health records, and other information pertinent to the child's educational history. These records are available for review upon request by the parent or legal guardian of the child. However, these records cannot be removed from the school office for review. Requests for amendments can also be made. It is the school policy that cumulative records are never released to parents upon the removal of a child from school. The office awaits written permission to release the records and they are mailed directly to the school to which the child is transferring. Records will be sent within 10 working days of receiving the request.

In accordance with the *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that TLCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, TLCS may disclose appropriately designated "directory information" without written consent, unless you have advised TLCS to the contrary in accordance with TLCS procedures. The primary purpose of directory information is to allow the TLCS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

If you do not want TLCS to disclose directory information from your child's education records without your prior written consent, you must notify us in writing no later than October 1.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Honors, and awards received

### **COMMUNICATIONS**

TLC and TLCS maintains a website [www.trinityportland.org](http://www.trinityportland.org) that is designed to give information to school families, parishioners, alumni and others who might inquire about our church and school.

At <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>, student grades (3rd-8th) are updated regularly and can also be viewed by parents.

It will also help you track your lunch account, after school or before school fees, and more. Please make sure you receive instructions on log in from the administrative assistant in the office so you have full access to school information.

It is important to note that TLCS uses email as our primary means of communication with parents to keep them updated with regards to such things as upcoming events and announcements.

TLC/TLCS administrators must authorize any posting on the Trinity websites or marketing materials. A request to keep an individual student's picture (used in the manner described) from the website will be honored, except when a large group or whole school photo is used and the named student is not in a prominent position.

### **Photography at TLCS and use of Student photos or student work:**

No photos, videos, or other methods of capturing images of students, parents or staff will be taken on Trinity's entire campus (inside and outside) during the academic school day without specific permission from the Principal.

Staff, parents, and students should immediately alert a staff person if they notice unfamiliar people taking pictures or videos of students on school grounds/

Trinity puts no restriction on taking photos, videos, or other methods of capturing images at the after-school or extracurricular activities.

However, in today's digital age, images can be easily shared with broad audiences, such as via websites, YouTube, Facebook, and blogs. Photographers are expected to use courteous, appropriate, positive, and safe representation/s when sharing their digital images and videos captured on school grounds and from school activities. Ultimately, the safety and privacy of our students is paramount.

Parents are responsible for monitoring their children's use of pictures taken at school.

Use of photos specifically representing Trinity Lutheran Christian School are to follow the policy below.

TLCS/TELC administrators must authorize any posting on the Trinity website or marketing materials using the following guidelines for placing TLCS student images or work in/on a **public** forum:

- Student names will not be published alongside photographs or student work. Student names do occur in the in-house school or congregation updates, announcements, or newsletters.
- No student personal identification information (phone numbers, addresses, e-mail address, ect.) will be posted.
- Pictures will include 3 or more students with no individual names. Group names may be used.
- A request by a parent to amend any of the above-stated policies/guidelines for an individual student will be considered only if a written request is submitted to the school office.
- A request to keep an individual student's pictures (used in the manner described) from the website will be honored, except when a large group or whole school photo is used and named student is not in a prominent position.
- The Principal or Business Manager may ask permission or parent/s to amend this policy in order to name individual students for special, one-time posting on website or in other public materials.

**A request to amend any of the above stated policies/guidelines for an individual student will be considered only if a written request is submitted to the school office. You will find that on the Re-enrollment Form and Application Form.**

### **Communication to Media or Other Public Entities**

**In the case of unforeseen incident/s or occurrence/s involving TLCS staff, students, families, property or program, the Principal is the only person to comment to, report to or give an interview to media, social media sites, other public entities or constituents. No staff member or other person may do so unless specifically given that authority by the Principal, Administrative Team or Board of Education.**

### **HEALTH**

**Immunizations Requirements:** Health records are kept on file for each student of Trinity Lutheran Christian School. Parents should take care in filling out the appropriate forms, explaining any special health needs a child might have.

The state of Oregon requires the following immunizations for students in any public or private school—as of 7/2022:

Diphtheria/Tetanus/Pertussis (DTP) - 4 or 5 doses - ALL

Polio - 3 or 4 doses - ALL

Varicella (chickenpox) – 1 dose - ALL

Measles—2 doses K—8th

Mumps—1 dose K—8th

Rubella—1 dose K—8th

Hepatitis B - 3 doses - ALL

Hepatitis A - 2 to 3 doses ALL

Tdap – up to 7 doses – 7<sup>th</sup> & 8<sup>th</sup> grade

Records that these immunizations are up to date must be on file by the first day of school. The State of Oregon requires that all students with diabetes must complete the information as requested on the Health and Emergency form and this information be kept in the school office. The office is responsible for maintaining health records for each student.

**Illness:** For the well being of all children: “Sick children belong at home. Well children belong at school.” The Oregon Medical Association offers the following reasons for keeping children home from school:

- Stomachache, vomiting, and diarrhea. Student may return to school after 24 hours have passed since the last episode.
- Pain – toothache, earache, headache, joint pain
- Fever of 100 degrees Fahrenheit. **If your child is running a fever, do not send him/her to school.** Children may return to school after 24 hours have passed since the last fever *without medication*, and students should not be under medication for a fever at their return.

- Rash. Children may return to school per your doctor's recommendation.
- Cold, cough, sore throat, strep throat. Children may return to school 24 hours after start of medication.
- Conjunctivitis (common name is Pink Eye). Children may return to school per your doctor's recommendation.
- Chicken Pox. Children may return to school per your doctor's recommendation.

If a child feels ill, he/she should tell the teacher who will send the child to the school office. An office staff member will observe your child and question as to how he/she feels. Parents will be called if there is an illness or injury that requires further treatment or if a child needs to go home. If a parent cannot be reached, the emergency numbers will be called. It is imperative that the office has at least two working emergency telephone numbers (the form has room for three) in addition to the home telephone number and the parent(s) daytime telephone number(s). Care beyond first aid cannot be given at school. Temporary care and supervision can be provided for ill/injured students. Please remember, **seriously ill children cannot stay at school. Parents are required to pick up their child within an hour of receiving the call of their child's illness.**

The 911 emergency number will be called for any actual or potential life-threatening illness or injury. The parent/guardian will be called immediately following the 911 call. **If it is determined that a child will be transported by ambulance to the hospital a school representative will accompany the child to the hospital until the parent can respond in person.**

**Preparedness:** All teachers and staff are kept current in CPR and First Aid training along with Blood Borne Pathogens. There are regularly scheduled fire, earthquake, and lockdown drills.

**Physicals:** All 7<sup>th</sup> grade and incoming 8<sup>th</sup> grade students are required by the State of Oregon 336.479 to have a physical before participating in school competitive sports programs. Please be sure to have your form into the office by August 31 for Volleyball and October 15 for Basketball. TLCS will adhere completely to ORS Law 336.479. The entire law can be found at <http://www.oregonlaws.org/ors/336.479> and gives additional information regarding illness and/or surgery recovery of a student and defines the person who can give the physical exam.

**Head Lice:** When a student has been examined by school personnel and found to have lice, school personnel will notify parents or emergency contact persons. The child will be sent home. When the child returns, he/she is to go to the office for a re-check and re-admission. A signed note from school personnel will be sent to the classroom with the child for re-admission. If a child has had head lice on a weekend or during vacation days, he/she needs to be checked by school personnel before re-entering the classroom.

**Administering Medication:** In order to administer medication to your child, the teachers and staff need to comply with the state law. This includes prescription or over-the-counter medicine (including cough drops). Whenever possible, medication should be administered at home. When it must be done at school, all medication will be kept in the school office and administered from there. Medication must be in the original container with child's name and directions for administering clearly marked. The office needs to be informed of the purpose and possible side effects of the medication. For over-the-counter medications, the medication needs to be in its original container with specific instructions. Please include student's name, medication, strength, dosage to be given, time interval, purpose, adverse side effects if any, signature, and date. Remember: For any medication to be given, parental permission must be in writing, including sunscreen. Medications are locked and kept in the school office. Children are not to keep medication on their person. Asthma inhalers can be kept in the classroom, the teacher and the office must be notified and have parental permission on file.

Note: It is the child's responsibility to come to the office to receive their medication. Please have him/her write the times in their Tiger academic planner to help them remember to take their medication.

**Health Precautions:** To guard against the spread of contagious or infectious diseases the following guidelines will be observed whenever possible by the staff in the handling of injuries or other incidents involving body fluids at school or school-related events: Body fluids from all people shall be considered to present a risk of infection with a variety of germs or infectious agents. The school shall maintain a supply of plastic or vinyl gloves in the office and all classrooms. All staff shall use disposable plastic or vinyl gloves in dealing with all situations involving body fluids.

Plastic or vinyl gloves shall be used only once and disposed of properly. Hands should also be washed with soap and water when gloves are removed.

Parents are asked to report to the office any contagious or infectious diseases their child has so that precautions can be taken concerning other children in the classroom and school. (Head lice, ringworm, pink eye, chicken pox are some of the contagious diseases that must be reported). Students with contagious diseases are not allowed in school until proper medical care has been received, and the school is provided with the appropriate documentation that they are no longer contagious and are able to be back in school.

**Peanut Allergies:** Some children in our school have allergies to peanuts and tree nut products. If there is a child in your child's class you will be notified. Even exposure to a tiny amount of these items could be potentially very serious and life threatening. The children and the family must take responsibility to avoid exposure. However, we can all play a role in preventing such a dangerous and frightening situation at school. All staff, children, and families can help make the school environment safer. Your assistance is needed to:

Please be conscious of the food items in your child's lunch and if you can avoid peanuts/tree nuts that would be helpful. If your child brings a food product with peanuts/tree nuts, please ask them not to share with any other student and let the teachers know they have peanuts/tree nuts in their lunch.

### **SNACK POLICY**

If you are asked to provide snacks, birthday treats and/or classroom snacks, we ask you to provide healthy, nutrient-rich food choices. Healthy snack ideas are trail mix, pretzels, carrots, animal crackers, baked chips/crackers, low fat popcorn, low fat string cheese, raisins/dried fruit, nuts/seeds, rice cakes, Chex mix and water. For food safety and health reasons, you are required to bring snacks that are store bought for a group. For rooms with children having peanut/nut allergy, your teacher will inform you and have designated areas for eating. Gum is not allowed at Trinity's campus.

Birthday Treats – Please check the list of ingredients on items you send to school. If you bring a treat for birthdays, do not send any peanut/tree nut products.

Please teach your child to understand that this is a serious situation in our school and discourage teasing of any child with these allergies.

Washing hands is also very important. Thank you!

**Nutritional Lunches: We encourage you to pack nutritious lunches for your child. Good nutrition is key to fueling their day with energy, focus, and good health. Remember to include plenty of fruits, vegetables, whole grains, lean proteins, and healthy fats to keep your child fueled and focused throughout the school day!**

**If your child forgets their lunch, the first occurrence we will provide them with a meal. Any occurrence after this, you will be charged \$5.00**

### **SAFETY**

Every effort is used to make Trinity Lutheran Christian School a safe place for children to be. Following are the policies and procedures in place to ensure that safety.

**Background Checks:** All volunteers and employees who participate in activities with and around students are expected to undergo the Oregon Department of Education background check **as well as show proof of COVID-19 vaccination status**. ODE Background check applications are available in the school office. The subsequent ODE background check report is valid at Trinity Lutheran Christian School for three years and a \$5.00 processing fee is required.

**Security:** At 8:15 AM Each school day, **all doors are locked** and remain locked throughout the day. Teachers carry keys on the playground so that they and their students can re-enter after the outside activity is completed. All visitors must enter through the main doors, signing in when entering and signing out when leaving. **Visitors and volunteers are also required to wear a lanyard from the school office if going beyond the office area.**



**Drills:** To be prepared in the event of an emergency, fire, earthquake, and building containment drills are practiced regularly. Records are kept of these drills with the goal of ever improving on their efficiency and effectiveness.

**Weapons:** Weapons in any form are not allowed on campus (including toy weapons). School presentation of time period weaponry needs prior approval with the teacher and/or the administrator.

**Safety Code:** Weapons, threats of violence, drug use, and gang association are cause for immediate expulsion.

**Traffic Patterns:** For the safety of our students before and after school, please follow the following drop-off and pick-up procedures below:

In General:

1. Watch Speed - 5 mph or less.
2. Minimize Distraction - phones, music, etc.
3. Show courtesy for others in line.
4. Students using play areas must be accompanied by their parent/guardian.

Before school:

1. Students enter at the covered main entrance.
2. Form a single line following the arrows around the island.
3. Remain in vehicle in drop-off line\* There is NO PARKING near the entrance 7:45 am - 8:15 am
4. Instruct child to proceed directly to sidewalk area to avoid being in traffic.
5. Exit passing in front of the gym entrance.  
\*If your child requires assistance to exit the car (gathering gear, getting out of car seat, a hug), please park in the outer parking area and walk your child into the building.

After school:

1. Students are released from the gym entrance.
2. Form a single line, pulling as far forward as possible.
3. Remain in vehicle in pick-up line. Or park and walk to pick up area (grades 4th and under)\*
4. Students check out with their classroom teacher when they see their ride. If your child is not yet out of the building, please circle the lot and re-enter the line.
5. Student loads into passenger side of car.
6. After pick up, circle left to exit onto Killingsworth Street.  
\*Parents may choose to avoid the wait in line and park on the lot when they arrive.  
NOTE: Students must use the painted crosswalk and be accompanied by an adult to walk to parked cars OR the playground. Students accompanied by parents may use the playground after hours.

**Daytime/School Day Parking:** For the safety of our students and staff, it is important to park north of the gym, playground, and crosswalk as the south parking lot is used during the day for school activities and physical education.

**Students' Safety:** Skates and skateboards are not allowed on the premises during the school day.

**SCHOOL CLOSING**

There may be times during the school year when the operation of our school would put our students' safety in jeopardy. This is nearly always due to inclement weather and the difficulty of getting students to and from school. Whether a school closure or a two-hour delayed opening, Trinity will often follow what Portland Public does. Yet, we make our own decisions.

Watch for **Trinity Lutheran School - NE Portland** in the listing, not Portland Public Schools.

Trinity Lutheran Christian School announces delays and closures via FlashAlert. They are then announced on local television and radio outlets. **Please monitor local radio and television stations where the closure will be announced instead of calling the school office.**

In addition, you can find closures listed directly on the **FlashAlert website:** <http://www.flashalert.net/news.html?id=88> or [www.flashalert.net](http://www.flashalert.net). After posting to FlashAlert, closures are then posted to social media and email. If one does not see or hear Trinity Lutheran Christian School's name listed, the decision has not been made to cancel school at that point.

**Whenever a parent feels driving is unsafe, the parent has the option of not sending their child/ren to school or of picking them up before the school day is over.** However, unless Trinity is officially closed, the child will be counted absent for whatever part of the school day that is missed.

On days when a two-hour delay is necessary, the school doors will open at 10:00 AM, K-8 classes will begin at 10:15 AM. After school activities will take place as scheduled unless notified.

## **DISCIPLINE**

At TLCS, discipline is intended to mean the teaching of self-control rather than punishment. To the best of their ability, the teachers deal with children in accord with the teachings and philosophy of Christ. They deal understandingly with actions acceptable for certain levels of growth but stop any behavior that interferes with learning activities. Each student is a child of God and is treated with love, dignity, respect and forgiveness.

In general, children are taught that mutual love, service, and respect for the rights and privileges of others are essential facets of wholesome, joyous Christian living.

In order to provide an educational setting in which safety, optimum teaching and learning can occur, students are expected to follow the school-wide *discipline/behavior* rules and procedures as well as those that teachers may have for their classrooms. All (school-wide and classroom) *discipline/behavior* expectations of students and the consequences for inappropriate behaviors will be clearly defined. Teachers will review school-wide rules with students as well as additional behavioral expectations specific to their classroom/s. Students, staff and parents are expected to follow and enforce all *discipline/behavior* expectations.

If, when helping a child to discipline him/herself, the teacher is unable to obtain acceptable results with the student, the teacher will contact the parents and the principal so that together they may work to help the child. Each child is accountable for his/her own behavior. We are concerned about the growth of the individual, but we are also concerned about the growth and rights of the community at large. When a student chooses to act in a manner that infringes on other's rights and privileges, accountability must be applied and consequences may result.

### **School-wide Behavioral Expectations of Students:**

- Students are expected to act safely and responsibly.
- Students are expected to walk quietly in the building.
- Students are expected to use appropriate language.
- Students are expected to treat others with respect and common courtesy.
- Students are expected to act responsibly during lunch periods.
- Students are expected to conduct themselves responsibly on the playground.
- Students are expected to be responsible to the directives of the adults in the building.
- Students are expected to follow the Tiger Pride matrix (available in the office).
- Students are expected to honor God in all they do.

In the classroom students are expected to abide by the rules and procedures established by the individual teacher.

Public Display of Affection (PDA) such as hand holding, arm around shoulders, kissing and other “romantic” gestures are not allowed between students during the school day or at extracurricular school activities on or off school property.

### **Consequences of Inappropriate Behavior**

Each classroom teacher deals with minor inappropriate behavior within his/her classroom setting. Persistent behaviors will be addressed by parents and teachers meeting to establish a behavior plan together. For regular misbehavior, consequences may vary from one classroom to another with age level being considered. Common consequences may

include, but are not limited to: individual teacher-student conferences, behavior contract, "time-out," forfeiting recess, detention, assignment of after school with administration/teacher, conference with school administrator and parents via conference call.

During the classroom day a student may be asked to leave the room and be placed in another classroom for a brief period of time. If, upon return, the problem persists, the child will be sent to the school administrator. If the problem continues after the aforementioned strategies have been implemented, the child's family will be contacted to remove the child from school for a set amount of time. Before the child returns, the school administrator, the student and their family will have a consultation to develop a behavioral contract that will last for an agreed amount of time. If problems persist after this action, the child will be removed from the school. The information will be documented and families will receive written and verbal notification of the disciplinary action.

### **Detention Policy (K-8 grades):**

The faculty of Trinity Lutheran Christian School is daily concerned with the mental and emotional growth of their students. The way children react to their lessons directly affects their mental development. Their behavior, or the way they conduct themselves on the school premises, affects their emotional development. It is not unusual for children to have occasional difficulties in one or both of these areas. Oftentimes, simple measures and minor consequences will correct the problem. But, the faculty is also aware that in some cases this method does not alleviate the problem and stronger action must be taken. Consequently, a policy has been designed which incorporates an after school detention. It allows for teachers to assign a student or students after school for:

1. Failures to complete school work where in the judgment of the teacher; ample time for completing has been given the student.
2. Repeated or serious unacceptable behavior by a student during the course of the school day.

The detention will be Thursday after school from 3:00 to 4:00 PM in the monitoring teacher's classroom. A list of responsible teachers will be posted for all to view. Parents will be responsible for arranging transportation home for their child. No student will be kept after school unless a parent has been notified. If a parent cannot make arrangements to pick up the students at 4:00 PM, then the students will be enrolled in the Extended Care program. **A student athlete or a student enrolled in an afterschool activity is not exempted from a detention and will not be able to participate in an athletic practice or game or any other school function.**

**Serious or Repeated Inappropriate Behavior:** Certain inappropriate behavior of students will result in direct administrative involvement. Such violations will include the following: defiance, harassment/bullying\*\*, or intimidation, use of tobacco, drugs or alcohol, leaving campus without permission, stealing, fighting, vandalism, vulgar or abusive language, possession of a dangerous object, fire related violations (carrying matches or lighter, false fire drill, tampering with a fire extinguishers or Automated External Defibrillator (AED) machines, etc.)

When destruction of school property, equipment, or educational aids is a result of inappropriate behavior, the student or student's family will be responsible for the cost of replacement or repairs.

In dealing with any of these violations or those of lesser magnitude that have not been corrected with planned and careful intervention, the following procedure may be implemented at the point when the school administrator, in collaboration with the teacher(s), deems necessary.

Parents will be contacted by phone or by conference to discuss the continued inappropriate behavior of the child.

**FIRST LEVEL SUSPENSION** - serious behavioral problems may make it necessary to remove the student from the school environment. A first level suspension sends the student home for 1-5 days at the discretion of the school administrator. During a suspension, assignments may or may not be sent home at the discretion of the teachers involved. Students cannot

participate in any curricular or extracurricular activities of the school. A student will not be admitted back to classes until an intake conference with the parents, student and school administrator has taken place.

**SECOND LEVEL SUSPENSION** - If the seriousness of the offense deems it necessary or if a first level suspension has already been given to a student, a second level suspension shall be administered. The student is sent home for 5-10 days during which time the student and parent must evaluate the desire for continued enrollment at Trinity. A Parent-Student-School Administrator intake conference must take place giving assurance that the attitude and/or behavior has changed. All restrictions of a first level suspension apply.

**TERMINATION** of the enrollment of a student will be administered if the school administrator feels that the continued membership of the student in the school community is to the detriment of his/her classroom. Continued lack of cooperation of the child and/or parent will be evidence that a satisfactory improvement in behavior will not be reached at Trinity.

Although this policy for dealing with serious or repeated inappropriate behavior is generally intended to be sequential, levels may be by-passed if the school administrator determines that the violation warrants the more serious consequence. A student can face immediate termination if the behavior is so serious or dangerous that it puts others at TLCS in peril.

**Weapons, Drugs, Smoking, Gang Association, Violence, Threats of Violence, etc. Trinity Lutheran Church and School property is a Drug, Alcohol, Weapons and Smoke Free campus.**

In all matters of activities that are considered criminal or in violation of federal, state or local laws by student/s or non-student/s on the TLS campus, the appropriate authorities will be contacted. Student involvement in such activities is cause for expulsion. (BOE 3/31/2015)

**Due Process in Discipline Cases**

In any suspension or termination case, if the parents or the student feel the decision rendered is unfair, they may contact the chairperson of the Trinity Lutheran Christian School Board of Education to appeal the case. This contact must be made within 48 hours of the notification of disciplinary action.

| Word                        | Definition   |
|-----------------------------|--|
| Teasing                     | Name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves.              |
| Exclusion                   | Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends. |
| Hitting                     | Pushing, slapping, or grabbing.  |
| Severe Hitting              | Punching, kicking, and similar behavior that may injure others.  |
| Threats of serious violence | Like "I am going to kill you and family;" "I will smash your head into the ground;" "I will poison you;" etc.                    |
| Harassment**                | Racial, ethnic, or sexual name-calling or other severe harassment, including cyberbullying.                                      |

**Aggressive Behavior Definition**

**\*\*Harassment/bullying and Prevention Guidelines for Students:**

**VERBAL HARASSMENT:** Derogatory comments and jokes; threatening words spoken to another person;

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement;

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures;

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational or work environment.

Specific examples of sexual harassment include, but are not limited to:

- a. Making unsolicited sexual advances and propositions;
- b. Using sexually degrading words to describe an individual or an individual's body;
- c. Displaying sexually suggestive objects or pictures;
- d. Telling inappropriate sexually related jokes;
- e. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of TLCS to:

- Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school towards its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- Conduct him or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal.

If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing/bullying or unwelcome conduct, he or she must discontinue that conduct immediately.

The behaviors include: name calling, physical contact like pushing, poking, tripping, punching, pinching, glaring or mean looks, staring at or following around, making threatening gestures or statements, taking, hiding or destroying property, spreading rumors or lies, Internet bullying lying to an adult about something someone did to get them in trouble, saying nasty or obscene or mean things, making unkind remarks about the person's parent, calling someone fat, short, or other remarks about their size or looks referring to culture, race or lifestyle in a mean way.

If someone is harassing you, it might be tempting to be mean right back. Don't do it! Getting even with someone for his or her bad behavior does not help. It is not allowed and can get you in trouble. Follow the steps above.

### **Grievance/Harassment/Child Abuse**

#### **Grievance Procedures for Trinity Lutheran Christian School Parents**

In order to ensure prompt and equitable resolution of grievances, parents who believe they have been treated unfairly or subjected to any form of abuse or harassment must initiate the formal grievance procedures outlined below. All problems will be resolved at the lowest level whenever possible.

#### **Parents' Responsibilities for the Initiation of a Formal Grievance**

We encourage you to follow these steps in order to reach a resolution. All information emerging from this process is to be treated with appropriate confidentiality.

### **Step I - Personal Meeting/Discussion with Party who caused Grievance**

As in all matters of faith and life, Holy Scripture such as Matthew 18 guides us. The initial action in resolving any grievance is to go to the person/s with whom the grievance occurred and try to resolve the issue. How we deal with problems communicates one aspect of our Christian philosophy to the community. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

### **Step II - Meeting with Principal**

If, after an initial meeting with the person/s with whom the grievance occurred, a grievance is not settled within 10 working days, or if the TLCS parent is not satisfied with the results, the TLCS parent may elect to proceed with Step II.

The TLCS parent shall present the grievance in writing or in person to the principal. The principal will arrange a meeting with both/all parties. The intent of this meeting is to settle the matter equitably for all parties.

### **Step III - Meeting with the Board of Education Chair**

If, after all parties meet together with the principal, a grievance is not settled within 10 working days, or if the parent is not satisfied with the results, the parent may elect to proceed with Step III.

The TLCS parent shall present the grievance in writing or in person to the Board of Education chair. The board chair will arrange a meeting with both/all parties, the principal and another person chosen by the board chair. The intent of this meeting is to settle the matter equitably for all parties.

### **Step IV - Detailed Written Presentation to the Board of Education**

If, after a meeting arranged by the Board of Education Chair involving the TLCS parent, the principal, the person/s with whom the grievance occurred, and a third party, a grievance is not settled within 10 working days, or if the TLCS parent is not satisfied with the results, the TLCS parent may elect to proceed with Step IV.

1. The TLCS parent shall present the grievance in writing to the chair of the Board of Education. The written grievance must contain sufficient detail to identify and clarify the basis for the grievance. The written grievance should contain the following:
  - a. The specific action or incident upon which the grievance is based, the date the action or incident occurred.
  - b. The reason upon which the TLCS parent bases the belief that the action was unfair or unjust, and the specific policy or written agreement that was violated (if applicable).
  - c. Corrective action sought by the TLCS parent.
  - d. A brief summary of the TLCS parent's attempts to date to resolve the problem, and the results of such actions.
2. Upon receipt of a written grievance, the Board of Education chair or her/his designee will take the following actions:
  - a. Establish and maintain a grievance file which will be the official record of all action taken during the grievance procedure.
    - i. The grievance file will contain the original written grievance, any written revisions, all written replies, and a dated summary of all official action regarding the grievance and resolution.
    - ii. The TLCS parent will have access to the grievance file and will receive a written copy upon request.
  - b. Consult with the TLCS parent and the person/s with whom the grievance occurred to gather all additional relevant information regarding the nature, circumstances, desired corrective action, and previous action taken regarding the grievance.
  - c. Identify and gather all relevant policies, and other written agreements.
3. When they are collected, the board chair or her/his designee will present all pertinent and relevant information and documents to the Board of Education.
  - a. The Board of Education will determine an equitable resolution to the grievance based on grievance file contents and any other pertinent and relevant information or documents.
  - b. The board will provide a written summary of the decision for the TLCS parent, principal, the person/s with whom the grievance occurred and the grievance file.

### **Step V - Appeal of the Board of Education Decision to Trinity Lutheran Church Council**

If, after giving a written grievance to the Board of Education chair for consideration, the grievance is not settled within 10 working days, or if the TLCS parent is not satisfied with the results, the TLCS parent may elect to proceed with Step IV.

The TLCS parent may appeal to the Trinity Lutheran Church Council for further consideration. To do so, the TLCS parent must present a written request to appeal the board's decision to the president of the congregation within 10 working days to be heard at the Church Council meeting that is at least 7 days after the submission of the appeal. The chair of the Board of Education will provide the grievance file for the council's consideration.

**The decision of Trinity Lutheran Church Council is final.** A written summary of the decision will be forwarded to the parent, the person/s with whom the grievance occurred and placed in the grievance file.

### **Harassment Policy for Trinity Lutheran Christian School Parents**

The policy of Trinity Lutheran Christian School is to provide an environment that is free from all forms of discrimination and offensive behavior that can be considered harassing, coercive or bullying, including sexual harassment. TLCS will not tolerate any harassment through actions, words, jokes, or comments based on a person's sex/gender, race, color, national origin, age, religion or disability.

TLCS parents who believe that they have been or are being harassed will inform the harasser/s that the behavior must stop immediately and, if it does not stop, it will be reported to the principal.

If, after confronting the one who is harassing, the TLCS parent continues to be subjected to the harassment, s/he will report the conduct to the principal. If the principal is unavailable or if the TLCS parent believes it would be inappropriate to discuss it with the principal, the chair of the Board of Education should be contacted immediately. The board chair will arrange an investigation of the incident and will present the information to the Board of Education. The Board will decide the appropriate action the situation warrants. This could include termination of the harasser's employment or contract, disenrollment of a harassing student or disenrollment of a harasser's child. The action and final decision of the Board of Education will be reported to the TLCS parent.

If, after the decision and action taken by the Board of Education, the TLCS parent is not satisfied with the results, the parent may elect to proceed with a Formal Grievance following the process outlined in the Parent/Student Handbook.

Any person who becomes aware of possible sexual or other unlawful harassment at Trinity Lutheran Christian School must advise the principal so it can be investigated in a timely and confidential manner. To the extent possible, the confidentiality of all involved parties will be protected against unnecessary disclosure.

### **Identifying and Reporting Child Abuse**

Oregon Law (ORS 419B.010 Duty of Officials to Report Child Abuse at [www.oregonlaws.org/ors/419B.010](http://www.oregonlaws.org/ors/419B.010)) states that *"Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report to be made in the manner required in ORS 419B.015"*

It is the policy of Trinity Lutheran Christian School that any employee (Teachers, school personnel, educational advocates assigned to a child pursuant to the School Code, truant officers, directors and staff assistants of day care centers and nursery schools from [www.oregon.gov/dhs/abuse/pages/mandatory\\_report.aspx](http://www.oregon.gov/dhs/abuse/pages/mandatory_report.aspx)) shall report the suspected abuse to the Department of Human Services (DHS) within twenty-four hours using the process in ORS 419B.015.

Trinity Lutheran Christian School administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. Trinity Lutheran Christian School recognizes no obligation to contact the parents of guardians of a child suspected to be a victim of abuse.

### **Grievance Policy for Students**

In order to ensure prompt and equitable resolution of grievances, students who believe they have been treated unfairly or subjected to any form of abuse or harassment must initiate the formal grievance procedures outlined below. All problems will be resolved at the lowest level whenever possible.

### **Students' Responsibilities for the Initiation of a Formal Grievance**

We encourage you to follow these steps in order to reach a resolution. All information emerging from this process is to be treated with appropriate confidentiality.

#### **Step I - Personal Meeting/Discussion with Party who caused Grievance**

As in all matters of faith and life, Holy Scripture such as Matthew 18 guides us. The initial action in resolving any grievance is to go to the person/s with whom the grievance occurred and try to resolve the issue. How we deal with problems communicates one aspect of our Christian philosophy to the community. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

#### **Step II - Meeting with Teacher**

If, after an initial meeting with the person/s with whom the grievance occurred, a grievance is not settled within 10 working days, or if the TLCS student is not satisfied with the results, the TLCS student may elect to proceed with Step II.

The TLCS student shall present the grievance in writing or in person to their teacher. The teacher will arrange a meeting with both/all parties. The intent of this meeting is to settle the matter equitably for all parties.

#### **Step III - Parent/s and Student will Meet with Principal**

If, after presenting the grievance concern to their teacher and meeting with the person/s with whom the grievance occurred, a grievance is not settled within 10 working days, or if the TLCS student is not satisfied with the results, the TLCS student with his/her parent/s may elect to proceed with Step III.

The TLCS parent shall present the grievance in writing or in person to the principal. The principal will arrange a meeting with both/all parties. The intent of this meeting is to settle the matter equitably for all parties.

If, after the student and his/her parent/s meet together with the principal, a grievance is not settled within 10 working days, or if the student and his/her parent/s are not satisfied with the results, they may elect to proceed with the Formal Grievance process as outlined for parents. The next step for the parents and their student is *Step III in the Parent Grievance Process; Meet with the Board of Education Chair.*

### **Harassment Policy for Trinity Lutheran Christian School Students**

The policy of Trinity Lutheran Christian School is to provide an environment that is free from all forms of discrimination and offensive behavior that can be considered harassing, coercive or bullying, including sexual harassment. TLCS will not tolerate any harassment through actions, words, jokes, or comments based on a person's sex/gender, race, color, national origin, age, religion or disability.

TLCS students who believe that they have been or are being harassed will inform the harasser/s that the behavior must stop immediately and, if it does not stop, it will be reported to their teacher, coach or principal.

If, after confronting the one who is harassing, the TLCS student continues to be subjected to the harassment, the student with his/her parents will report the conduct to their teacher or coach. If the either is unavailable or if the TLCS student and his/her parents believe it would be inappropriate to discuss it with the teacher or coach, the principal should be contacted. The teacher, coach and/or principal will investigate the incident. Based on the information gathered, the principal will decide the appropriate action the situation warrants. This could include termination of the harasser's employment or contract, disenrollment of a harassing student or disenrollment of a harasser's child. The action and decision of the principal will be reported to the TLCS parent.

If, after the decision and action taken by the principal, the TLCS parent is not satisfied with the results, the parent may elect to proceed with a Formal Grievance following the process outlined in the Parent/Student Handbook, Step III.



Any person who becomes aware of possible sexual or other unlawful harassment at Trinity Lutheran Christian School must advise the principal so it can be investigated in a timely and confidential manner. To the extent possible, the confidentiality of all involved parties will be protected against unnecessary disclosure.

**DRESS CODE/UNIFORM :**

**Why Uniforms?**

While God has created each of our students with individual gifts, Trinity Lutheran Christian School students are encouraged to discover and respect their own uniqueness and that of others in ways that go beyond outward dress.

To create a school conducive to the best teaching and learning, Trinity works to prevent learning distractions including those of appearances. This “Standard of Dress” guide is meant to place our students’ focus on their spiritual and educational growth Instead of what they and others are wearing. Clean, neat, modest, and appropriate attire is expected of students at all times. We deeply appreciate your partnership. **As partners in education, parents are responsible for monitoring and supporting the dress code for their child.**

**Clothing options are listed below:** Students are to wear the listed clothing items in an **appropriate manner, solid colors, in good repair, and proper size.** Trinity’s logo may appear on the clothing but other logos are not allowed.

|  |   |
|--|---|
| <p><b>Pants</b></p> <ul style="list-style-type: none"> <li>• Color: Navy blue, black or khaki</li> <li>• Fabric: chino, cords, gabardine, twill</li> <li>• Hems: neatly and securely stitched</li> <li>• Waistbands: fitted and worn at the waist (above the hip bone)</li> <li>• Leg style: plain, straight-leg, classic or pleated fit</li> <li>• Length: between ankle and top of shoe</li> </ul> | <p><b>Collared Shirts</b></p> <ul style="list-style-type: none"> <li>• Color: Navy Blue, Black, or White</li> <li>• Polo shirt: long or short sleeve with Peter Pan/Plain collar</li> <li>• Button up shirt/blouse, long or short sleeve</li> <li>• Turtleneck or long sleeves may be worn under polo during cold months</li> </ul> |
| <p><b>Shoes/Hosiery</b></p> <ul style="list-style-type: none"> <li>• Tights, Leggings, yoga pants allowed under a skirt only and must be solid color: white, navy blue, black, or gray</li> <li>• Shoes: sturdy, closed toe, and suitable for outdoor activity.(no flashing/rolling shoes)</li> <li>• Sandals: closed toe, secured with a back strap</li> </ul>                                      | <p><b>Sweaters/Sweatshirts</b></p> <ul style="list-style-type: none"> <li>• Colors: navy blue, gray, black, white</li> <li>• Styles: Crew neck, v-neck, sweater vest, cardigan</li> <li>• Uniform shirt must be worn underneath</li> <li>• Only <u>official</u> TLCS logo sweatshirts OK (hood off indoors)</li> </ul>              |
| <p><b>Shorts</b></p> <ul style="list-style-type: none"> <li>• Color: Navy blue, black or khaki</li> <li>• Type: walking short style, no more than 2 inches above knee</li> </ul>   | <p><b>Skorts/Skirts/Jumpers</b></p> <ul style="list-style-type: none"> <li>• Color: Navy blue, black, or khaki</li> <li>• Length: modest - maximum 4 inches above the knee</li> <li>• Shorts/leggings must be worn under skirt/jumper</li> </ul>  |
| <p><b>Hats/Hoods</b></p> <ul style="list-style-type: none"> <li>• Off inside the building unless given special permission or on a themed “hat day.”</li> <li>• Students must wear proper headgear (hat, hood) on the playground in wet weather</li> </ul>  | <p><b>Coats or jackets</b></p> <ul style="list-style-type: none"> <li>• Must be worn when teachers judge the weather warrants it</li> <li>• Coats and jackets may not be worn inside</li> </ul>   |

**School Performance Wear:**

- Shirt: White, Oxford/Peter Pan/Plain collar, button up dress shirt, long or short sleeve, NO NAVY OR BLACK.

- Bottoms: navy or black, long pants or skirt and tights, NO KHAKI.

#### **Procedure for Missing or Incomplete Uniform Wear:**

- **First time:** Student will receive written reminder from the teacher which the parents sign and return.
- **Second time:** Student (grade K-8 grade) will call a parent, who in turn will have to bring a uniform to school so that the student can change. If parent cannot bring the uniform, student will be given after school detention (grade K-8 grade).
- **Third time:** Student will be sent home by the principal.

#### **Additional Dress Code Guidelines**

- School uniforms are required for students in all grades, Preschool through Grade 8.
- Uniforms are to be worn every day from the first day of school until the last, including field trips.
- It will be at the discretion of the principal to schedule occasional Tiger Pride, Theme days, and free dress days.
- Some field trips may warrant other appropriate attire and that decision will be made by the teacher and principal.
- The principal will make final decisions regarding the appropriate choice of clothing for any student.
- Clothing may be purchased from any vendor as long as all pieces meet the above stated criteria.
- The principal must give prior approval for uniforms from other youth organizations (like Scouts, Campfire, etc) to be worn on the days of their meetings. If student wears only a partial organization uniform, a Trinity uniform must complete it.

#### **Free Dress, Theme, or Spirit days:**

- The principal may schedule “free dress” days. Student council may be allowed to choose theme days. **On any special dress day, students are expected to follow all dress code expectations including proper fit and appropriate slogans or logos. If not participating, students must wear uniform gear on these days.**
- All clothes must be modest and follow guidelines below. Bare waists, bare midriffs, bare backs, necklines below the collarbone, and clothing with holes are not permitted. All shirts must have 2” width straps or sleeves and for girls, no undergarments should be visible. Form fitting (tight) clothes must have a cover-up shirt/sweater or skirt that covers the tight layer.

#### **Spirit Gear:**

- Trinity t-shirts, sweatshirts, and other gear will periodically be made available for sale to students and families. All *TLCS Spirit Wear* clothing and athletic team garments must meet dress code standards and be approved by the principal before being ordered and sold.

*Revised May 17, 2018*

God has created each of our students with very special and individual gifts. Trinity Lutheran Christian School students are encouraged to discover and respect their own uniqueness as well as that of others in ways that go beyond outward dress.

At Trinity, the school atmosphere is to be conducive to the best teaching and learning, free from distractions including those caused by inappropriate appearance. In addition, as a Christian school, the image our student body projects is important. TLCS student's appearance is to be suitable for the school-related event they are attending. Clean, neat, modest, and appropriate attire are expected of students at all times.

A “Standard of Dress” guide is not meant to place too much attention on clothing. At school, students are to be more concerned with their spiritual and educational growth than with what they and others are wearing. **As partners in education, parents are responsible for monitoring and supporting the dress code for their child.**

Students are allowed to wear any of the listed clothing items in an appropriate manner and proper size. Trinity's logo may appear on the clothing but other logos are not appropriate attire.

## **AWARDS AND RECOGNITION**

To encourage students to strive to do their best with their God-given talents and abilities, students may achieve certain honors and awards during the school year. These are given for both accomplishment and service. Some examples of school awards include:

|                                       |  |                        |
|---------------------------------------|--|------------------------|
| Lutheran Elementary School Tournament | Lutheran Elementary School Tournament                    | Battle Of The Books    |
| Academic Honor Roll                   | Eighth graders only: President's Education Award Program | Yearbook Cover Contest |
|                                       |  |                        |

## **ACADEMIC HONOR ROLL**

Students in grades 5-8 are eligible for the academic honor roll each quarter of the school year. Grade point averages (GPAs) are calculated using all subjects in which a grade is given to the student. The GPA is computed using the following mathematical values A = 4 pts. B = 3 pts. C = 2 pts. D = 1 pt. F = 0 pts.

The levels, which can be achieved in our academic honor roll system, are:

|   |                                |
|---|--------------------------------|
| <b>Principal's Distinguished Honor Roll</b> (learning with highest distinction) | 4.0 — All A's, no B's or lower |
| <b>Royal Blue Honor Roll</b> * (learning with high distinction)                 | 3.5 - 3.99                     |
| <b>Royal White Honor Roll</b> * (learning with distinction)                     | 3.25 - 3.49                    |
| <b>Honorable Mention</b> *  | 3.0 - 3.24                     |

\*A student is not eligible for honor roll, or honorable mention in any quarter where a D or F appears on his/her report card.

## **TELEPHONE POLICY**

Students often ask to use the school telephone. Only two lines are available which must handle both incoming and outgoing calls. Consequently, a strict policy of limited student use of the telephone must be followed.

Students must have written permission from their teacher to make a telephone call. This written permission must be presented to office staff before a phone call is made. Students may be allowed to make calls only for academic or transportation reasons. In any case, the decision rests with the teacher or school administrator as to whether the call has to be made. Students are not allowed to use the telephone to make social arrangements.

**All health related calls will be made by the teacher, school administrator, or administrative assistant.**

When a parent calls, the office staff will deliver a message to the child at their earliest convenience.

## **CELL PHONES / ELECTRONIC DEVICES / AND DISTRACTING ITEMS**

Cell phones, Apple Watches, Cameras, CD players, iPods, iPads, mp3 players or other electronic devices may not be used, displayed, worn or carried on the person during school hours, field trips, and all extra-curricular activities. **Any electronic device must be kept in the off position during school hours and given to the teacher.** Failure to follow these regulations will result in the confiscation of the electronic device and further disciplinary action. The school is not liable for damage or loss to these devices when brought to school.

The consequences for improper use of cell phones are as follows:

1st Offense: Cell phone will be given to the office. Parent will pick up.

2nd Offense: Cell phone will be given to the Office. Parent/Student/Administrator meeting will occur.

Students may not bring toys, games or other distracting items to school unless permission is received from a teacher.

## **Policy on Academic Integrity and AI Misuse**

At Trinity, we prioritize academic integrity and uphold high standards in our educational environment. The use of Artificial Intelligence (AI) tools can enhance learning, but misusing these resources on homework assignments will not be tolerated.

Students found to be using AI to submit work that is not their own, plagiarizing from AI generated content, or relying excessively on AI assistance will face the following consequences:

### **First offense**

1. Official warning and documentation of the incident
2. Re-write the assignment
3. Completion of a reflective assignment on the importance of academic integrity

### **Second offense**

1. A grade of zero for the affected assignment
2. Notification to parents/guardians regarding the violation

### **Third offense:**

1. Potential failure of the course in which the violations occurred
2. A disciplinary review by school administration

We believe in educating our students about the ethical use of technology. We encourage families to engage in conversations about integrity and the responsible use of AI in academic work. Together, we can maintain a culture of honesty and respect within our school community.

## **LOST AND FOUND**

Students lose or misplace items throughout the school year. A “lost & found” container is available in the office. With permission, students can check for lost items. Parents are welcome to check the container. Lost items are placed in the central school entrance during fall & spring parent/teacher conferences. Items not claimed will be donated to a charity.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The PTO is as excited about parents as we are students! Why? Because you are the “P” in the Parent Teacher Organization, we believe that parents who are activated not only enrich the educational experience of their own child, but of the entire school! The PTO Leadership Team works to encourage and empower parents to get involved in their child’s education through their natural gifting. Our vision is to embrace families, organize events and fundraise financial assistance to the school. Our organization supports and assists the Board of Education, the school administrator and faculty in carrying on the ministry of TLCS. Every adult family member of a student at TLCS is a member of PTO and is invited to participate! We depend on you to make a difference! Names of PTO Leadership Team members and updated PTO information can be obtained in the school office or on the website.

## **TIGER HOURS REBATE PROGRAM**

We love our volunteers! Thank you for all you do to make Trinity great! Positive parental involvement is not only fun for you, or helpful to the school, but it is proven to improve a child's academic achievement.

Each family who logs 20 or more hours of volunteer service to Trinity during the 2024-2025 school year is eligible to receive a \$200.00 rebate. The rebate can be received as a tuition credit to the next school year, as a check, or can be donated back to Trinity.

There are three easy steps:

- Volunteer hours must be submitted to the office
- All tuition and fees must be current, "in good standing."
- This form must be returned to the office by the last day of school.

*Note: All volunteers and employees who participate in activities with and around students are expected to undergo the Oregon Department of Education background check. Applications are available in the school office. The subsequent ODE background check report is valid at Trinity Lutheran Christian School for three years and a \$5.00 processing fee is required.*

At TLCS, we value parental involvement in the education of our children as well as in the entire program of the school and congregation. By working together as parents, staff and congregation members, we enhance our school environment and community spirit. Volunteering will also benefit the education, safety and wellbeing of the students, staff and families of this great school.

For the 2024-2025 school year, the **TIGER HOUR** Program is in place, expecting each family unit to give 20 hours of time and talent annually to improve and enhance Trinity Lutheran Christian School. TIGER HOURS will be calculated July 1st - June 30th of each school year.

TIGER HOURS can be fulfilled by participating in a variety of approved TIGER HOUR volunteer opportunities during, after school, or on the weekend. If the 20 hours are not completed by June 30th of the current school year, each family is asked to pay a fee of \$10 per non-completed hour. These monies will be paid and monitored through the business office.

However, parents are encouraged to give time in order to fellowship with other families, spend time with your children and see firsthand what your child is doing in school.

Hours not recorded through the official Trinity TIGER HOURS Program tracking system will not count toward your TIGER HOURS and all time served is reviewed and approved in the business office. To officially track all TIGER HOURS, families must fill in the TIGER HOUR slip and give it to the administrative assistant. Families can review their TIGER HOUR status on their ParentWeb home page.

Our goal is to make TLCS excellent in academics, Christian values and service. Thank you for being a special part of this family community.

## **VISITING SCHOOL**

Parents, relatives, past students, and friends of Trinity Lutheran Christian School are welcome to visit the school. Visitors are to be identified to children and staff by use of sign-in and a lanyard. These are to be obtained at the main school entrance where **all** visitors should enter and leave the building. If the intention is to observe a class or classes in session, **prior arrangements** should be made so that the teacher knows and the visit is approved by the administrator. These visits are not the time for a consultation with the teacher. No person is allowed in the school classroom area without a background check. If you are dropping off lunch for your child; bring it to the office and the office staff will make sure your child will receive it.

Parents/Guardians will inform the Principal and teaching staff, in writing, of any persons who may **NOT** visit their child/ren or their child/ren's classroom.

Students will be instructed in the appropriate and safe ways to greet visitors, known and unknown to them.

There are instances when a child may be interviewed by a visitor without parental permission. These are, in general, from agencies such as Department of Human Services or Police Department personnel. The Principal will check the credentials of those wishing to speak to the child, give permission for the interview and be present during the interview. In the case of a Principal's absence, the Pastor or Business Manager will be with the child.

### **BIRTHDAYS**

Often children celebrate birthdays or half-birthdays by bringing treats to school. This practice is encouraged and can be enjoyed by all. (Because of present Multnomah County health concerns, all treats are to be store purchased.) Parents are asked to consult with the classroom teacher to make these arrangements. When birthday parties are being held other than in the classroom, we ask that invitations not be handed out at school unless the entire class is invited. This is to prevent attention being focused on the fact that some children are not being included in the party plans.

### **HALLOWEEN POLICY**

Some of the origins of Halloween in America are in the ancient celebrations of superstition, darkness, sorcery, and death. As Christian teachers, we reject these things, knowing that Christ is our life. We have hope in the risen Savior! Many traditional activities associated with the celebration of Halloween in this country, such as the fantasy of wearing a costume, the carving a jack-o'-lantern, and exploring the "scary" or "creepy" animals of the night are not inherently evil and can be enjoyed by Christian people. These activities may also be a point of education about Christ's rule over all of the powers of the world. Our faith is stronger than simple traditions.

We also respect that in many matters of life and faith, Christian people will have varying sensitivities. St. Paul says in Romans 14 that a person must judge for himself/herself that they may do all things to the glory of God. Families must decide their level of sensitivity and consequently, their own participation in particular Halloween activities. Moreover, October 31 is also Reformation Day, which is of much greater significance to education and our school's Lutheran tradition.

Halloween at Trinity Lutheran Christian School is meant to be a low-key fun time. Student Council will hold a "Harvest Party" during the week of Halloween. Your child does not need to dress in a Halloween costume, but may if they choose to do so for the "Harvest Party."

Here are a couple of things to think about:

1. Do I want my child to participate? There is no requirement at Trinity Lutheran Christian School for students to participate. We recognize the right of the parent and child to not join in these particular activities.
2. If you decide that your child is to put on a costume for the Harvest Party; then what shall he/she wear?
  - a. We ask that no weapons or look-alike weapons be worn or be in the possession of the child.
  - b. We ask that the costume be safe (vision, walking, etc.)
  - c. Costumes that reflect witchcraft, violence or occult themes, etc., are inappropriate and should not be worn.
  - d. Please do not send children to school in the costumes, as they will have an opportunity to change.
3. In general, we appeal to you to consider moderation in this sensitive matter and, as St. Paul also states in Romans, "do all things to the glory of God."

### **THE SCHOOL HISTORY**

TLCS has been an integral part of Trinity Evangelical Lutheran Church since its beginning in 1890. TLCS gradually grew from two rooms into a four-room school. When further expansion seemed impractical, a five-acre tract was purchased at our present location.

The new facility was dedicated to the glory of God on January 18, 1959, with an enrollment of 140 children and four teachers. This new facility demonstrated a real commitment on the part of TLC toward Christian education as they chose to worship in a gym rather than a formal sanctuary so their school might be complete. This attitude continues to be reflected in Trinity's philosophy.

In 1959 a kindergarten was added, followed by a pre-kindergarten in 1974. The physical plant reached its present size when an addition was completed in the fall of 1977. The sanctuary was dedicated in 1989. Pre-School was added in 2008.

Should it become necessary for the safety of our students and staff, the school will follow guidelines from ODE, OHA, and the CDC regarding the entire program instruction, attendance, campus and classroom use, as well as parent/volunteers on site. The TLCS COVID-19 Handbook contains specific information regarding our COVID-19 protocols.

TLCS now has a full and part-time professional staff of 10 serving approximately 65 students. These Christian workers are dedicated to the ministry of Christian education.

**ACCREDITATION**

TLCS was accredited with the Oregon Department of Education for Oregon Private Schools in 1978, and the Northwest District of the Lutheran Church Missouri Synod beginning in 1981 for two cycles. These accrediting processes no longer exist. When the *National Lutheran School Accreditation* (NLSA) began in 1995, TLCS was awarded accreditation and has maintained that status ever since. The most recent application, review and development of a School Improvement Plan occurred in 2013/14 with TLCS’s successful approval effective until 2019. Due to COVID restrictions, the process for our latest Accreditation Approval will be completed October 2021. Maintaining accreditation with the NLSA body and any other accreditation bodies, either required or desired, is an expectation of the Board of Education of TLCS.

With the NLSA approval, TLCS was also accredited with *AdvanceEd*. Annual progress reports are filed with the NW District of the Lutheran Church Missouri Synod. The current School Improvement Plan can be reviewed in the school office.

**THE FACULTY/STAFF**

TLCS’s full time called/contract teachers are certified teachers; having completed the proper coursework from accredited schools and/or one of the Lutheran Church Missouri Synod schools. They are equipped to carry the ministry of Lutheran teaching. They are also certified in the State of Oregon. All teachers have completed their Bachelor’s Degree and several have earned graduate degrees. Above all, our teachers have a love for children and a desire to fulfill their calling to the teaching ministry of a Christian school. Our part-time teachers and support staff are carefully chosen not only for their area of expertise, but for their professed Christianity and ability to work well with children.

**I acknowledge that I have read and agree to follow the 2024-2025 Parent Student Handbook.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_