



Trinity Lutheran School Family Handbook PS-5th

2017-2018

Anchored in God's Word, Trinity Lutheran is a forward reaching school where academics are rigorous, discovery is encouraged, and students are prepared to exercise their gifts to impact the global community.

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WELCOME

To share Jesus is what Lutheran Schools desire to do best, and we here at Trinity Lutheran School welcome you to a new year.

Our Lord calls Trinity Lutheran School's teachers to care for children. Our caring goes beyond excellent curriculum and teaching methods. Our caring flows from our commitment to model Jesus Christ our Lord, who carried out the most caring act of all time by dying and three days later rising again to conquer death. Through this action it is now possible for all people to be forgiven of their sins and to enjoy eternal life.

May we all have a very productive, joy filled year together as we walk with Jesus.

PHILOSOPHY

God commands parents to bring up their children in the "nurture and admonition of the Lord." (Ephesians 6:4) and to "Train up a child in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6) It is our purpose at Trinity Lutheran School to assist parents and the church in meeting their objectives of a Christian environment throughout the school day which would allow development of the total child in mind, body and soul.

MISSION

Anchored in God's Word, Trinity Lutheran is a forward reaching school where academics are rigorous, discovery is encouraged, and students are prepared to exercise their gifts to impact the global community.

ADMINISTRATION

The School is owned and operated by Trinity Lutheran Church. Final authority for the control of the school rests with the Congregation. To effectively carry out the purpose of the school, the congregation delegates responsibility for operation of the school to the School Commission. The Congregation also calls a principal whose responsibility it is to administer the policies of the Commission. The principal is the primary contacts for the faculty, parents, and public with regard to school operation.

ADMISSION POLICY

In order to be eligible for enrollment, parents must acknowledge, and accept the following:

1. That each child will receive training in the teachings of the Bible as taught throughout the curriculum of Trinity Lutheran School.
2. That the children will comply with all rules and regulations of the school so as to assist in the efficient, safe, and orderly operation of the school.
3. That the children will participate in school related activities throughout the year, including school programs, field trips, chapel, and other functions.
4. That the academic capability of the child must be in line with grade placement. The student must be educable, using our regular instructional program, as determined by progress reports and achievement/placement tests. Trinity Lutheran School is not equipped to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We will recommend specialized testing when academic deficiencies seem to be caused by specific learning disabilities.
5. That the children meet the following minimum age requirements upon entry into school:
 - ⇒ Kindergarten: 5 years old by September 1st.
 - ⇒ Preschool: 30 months old and potty trained.

Non-Discrimination Statement

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance and endowment programs, and athletic and other school-administered programs.

Enrollment Procedures

All forms in the enrollment packet must be filled out completely and submitted to the school office for review. The following forms are included:

1. Application
2. Immunization record
3. Birth certificate
4. Thrivent /Vanco Services Tuition Auto Withdrawal Form
5. Application Fee of \$50.00

The Trinity Lutheran School Commission, through the principal, reserves the right to decline admission or continuation of a member or non-member child for the following reasons:

1. If the previous record or present status of the child indicates that he/she would have great difficulty obtaining growth within the school program.
2. If the child has a disability which would prevent him/her from learning adequately under the school environment present at Trinity Lutheran School.
3. If after due process it is determined that the child provides a significant hindrance to the safety and/or academic and spiritual nature of the school.
4. If it has been clearly determined that parental support is not sufficient and/or contrary to the philosophy and mission of Trinity Lutheran School.

Admission Priorities

Trinity Lutheran School exists to share the Good News of the Gospel through a Christ-centered education. To that end we invite all who are interested in such an experience to apply for admission. It is always our hope and prayer to have space available for all who apply. In each case, eligibility for admission shall be based on the the categories listed below.

Preschool, Junior Kindergarten:

1. Re-enrolling Active Members
2. Active Members
3. Re-enrolling Non-Members
4. Non-Member Siblings
5. New Non-Members

Kindergarten:

1. Re-enrolling Active Members
2. Active Members
3. Re-enrolling Non-Members
4. Non-Member Siblings
5. New Non-Members

Grades 1-5

1. Re-enrolling Active Members
2. Re-enrolling Non-Members
3. Active Members not previously enrolled
4. Non-Member Siblings
5. New Non-Members

Maintenance of Waiting Lists

- Waiting lists will be maintained and prioritized according to priority policy.
- Updating and notification of changes will occur.
- Transferring members and new members will be placed appropriately according to policy.

ATTENDANCE

SCHOOL STARTS PROMPTLY AT 8:30 A.M. STUDENTS ARRIVING AFTER 8:30 A.M. WILL BE REQUIRED TO GET A TARDY PASS FROM THE RECEPTION AREA.

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism may hamper that achievement.

Parents, please call the school, (382-1850) before 8:30 a.m. to report your child's absence. **If a student's absence has not been verified by a parent by 8:45 a.m., the school will call the parent.**

Notification via email, text, or note from a parent is required the first day a student returns following an absence.

For any student to take part in a school-sponsored activity, the child must be in attendance at school the day of the activity unless prior arrangements have been made with the principal. Students must at least attend $\frac{1}{2}$ day to be eligible to participate fully in school events upon his/her return. Students arriving after 10:00 a.m. or leaving before 1:30 p.m., will be considered a half day absent.

Absences due to illness

In case of an absence due to illness, the student must be well enough to participate fully in school upon his/her return. Because of the high potential for the spread of infectious diseases in the classroom, the following guidelines should be observed:

- In case of a fever, the student must hold a normal temperature, without medication, for 24 hours before returning to school.
- Student must be free from vomiting and/or diarrhea for a period of 24 hours after the last vomiting/diarrhea episode.
- If your child vomits during the night, but seems better in the morning, please keep your child home the following day.
- Parents are to keep their students children home when they

are suffering from colds and other infections.

- If a student is not in school because of illness, the student may not participate in activities after school or that evening.
- All homework due to any absence will be coordinated by the student's teacher when the student returns to class.

Guidelines for sending students home ill

If a student becomes nauseous, begins to run a fever, or is seriously injured, parents will be contacted. However, if they cannot be reached, the school reserves the right to use its own good judgement and will follow the information given on the emergency form.

Excessive Absences

Because class attendance is vital to the educational process and our courses are not designed for learning and achievement apart from direct, classroom instruction and student interaction, regardless of the current level of progress, when a student incurs eight or more absences during a semester he/she will come under review to determine whether or not he/she will receive credit for the class. This is true whether the absence is excused or unexcused by the parent.

Leaving campus early

Notification must be given to your child's teacher when picking up your child early. When you arrive to pick up your child, check in at the reception desk to sign him/her out. If your child is scheduled to be in another location, you should find him or her in the school office. Children need to be signed out by a parent at the school reception desk prior to leaving the building before normal dismissal.

School Hours

PS & JK hours: 8:30 a.m. - 11:15 a.m.

Grades K-5 hours: 8:30 a.m. - 3:00 p.m.

Since the teachers need time for preparations and devotions the doors will not be opened until 8:15 a.m. In order to attend an after school sporting event a student must be participating on the team or have direct adult supervision while attending the game. Siblings of students participating in after school sports must have direct adult supervision.

BIRTHDAY PARTIES/INVITATIONS/SPECIAL OCCASIONS

Birthday parties may be celebrated in the classroom at the discretion of the teacher and parent. You may purchase treats to bring for the classroom or make them at school. Homemade treats are not allowed.

When children are hosting parties outside of the school and invitations are distributed at school, the invitations must go to all classmates, or all boys or all girls in the class, and are to be distributed at a time agreed upon by the teacher. If only select students will be invited invitations may not be distributed at school.

We request that no flowers, balloons, or other delivered items be sent to school for a child. It causes an unnecessary disruption in the class. If for some reason there is a delivery the office will store it until the end of the day. The teacher will send student to pickup at the end of the day.

Play Dates

If your child is going home with a friend, please **provide a written note, email, or text.** When traveling home with a friend, make sure your child has the appropriate car seat.

CHRISTIAN GROWTH/WORSHIP

As the word of God is applied, minds and hearts begin to view the world from a new perspective. As students come to accept the love and forgiveness Christ offers them, they begin to accept themselves as very special and important creations. Emphasis is placed on Christian growth here at Trinity Lutheran School. The means to achieve the goal of Christian growth are daily devotions encouraging an attitude of prayer, Bible study time, and worship.

Offerings that are gathered are designated for special mission projects. We urge our students to contribute money they have earned in the effort to help them develop an attitude of giving which is becoming of a truly grateful child of God.

Performance Dress is required at all chapel services.

CLASSROOM VISITING

Trinity Lutheran School has an Open House policy, which means that all parents are welcome to come and visit the classrooms. After you have visited, you are welcome to set up an appointment to visit with the teacher. We just ask that you do four things:

1. Please contact the office and/or teacher prior to your visit.
2. Please check in at the reception desk, sign in, and get a visitor's badge.
3. Please don't use class time to conference with the teacher.
4. Please do not disrupt any class by remaining in the rooms or hallways at the start of the school day.

CLASSROOM VOLUNTEERING

1. Volunteers need to complete a Volunteer Release Form & Contract prior to volunteering.
2. Please contact the teacher prior to coming to volunteer.
3. Please check in at the reception desk, sign in, and get a volunteer badge.
4. Please don't use class time to conference with the teacher.

DISCIPLINE

Good behavior is a prerequisite of good learning. Good teaching presupposes good discipline. The authority of parents over their children is, naturally, regarded as primary. However, when children are released into the custody of the school, this authority is vested in the teachers. Our goal is to assist parents in carrying out their role as commanded by God.

In a school setting, it becomes necessary to define those boundaries that are in keeping with a wholesome Christian school setting. The students at Trinity Lutheran School will regard his/her teachers as God's representatives, and the teachers will regard the students as precious young people. Disrespect in any form for teachers or property, or disturbances in the classrooms and on the campus are not consistent with the purpose for which the school exists.

Students are to recognize that not only on the school campus, but also outside the bounds of the school. Christian conduct is required. Students represent their Lord, their families, and their school in all their activities.

Expected Behaviors

1. Respect for God
2. Respect for self
3. Respect for authority
4. Respect for others
5. Respect for the environment

At each grade level the teacher will teach the meaning of respect, and apply behaviors, and choices that are age appropriate. There are certain inappropriate behaviors that are more serious and therefore can lead to referrals or after repeated offenses to suspension.

All students should conduct themselves in such a way for the following to occur:

- Be ready for school by 8:30 a.m. All homework assignments should be turned in, students seated, and ready to begin class.
- Complete all assigned work on time.

- Treat all school and personal property with respect and dignity at all times.
- Treat peers with respect and dignity at all times.
- Treat all in authority with respect and dignity at all times.

When the above expectations are not met, consequences are determined by the teacher. In serious or continuous cases, a detention or disciplinary referral will be issued.

Disciplinary referrals are given for reasons such as:

1. Disrespect of those in authority
2. Disrespect of other children
3. Cheating
4. Stealing
5. Destruction of school property
6. Continuous incomplete assignments
7. Inappropriate dress/clothing
8. Inappropriate language

Each disciplinary referral will result in the following:

The first referral will be completed by the teacher, with a copy sent to the home and one copy kept by the teacher. The teacher will also speak with the parents as a follow-up to the referral, either in person or by phone the same day.

A second referral within a semester will result in a meeting with the administrator, teacher, parents, and child.

A third referral within a semester will result in an automatic suspension. An administrator-parent meeting will also be held.

A fourth referral within a semester will result in dismissal from the school.

(The administrator may use discretion to supersede the above procedures.)

Students exhibiting the following behaviors subject themselves to possible expulsion without the above four step process.

- **A student who at any time is using, in possession of,**

selling, or under the influence of illegal drugs and/or alcohol on campus or during a school function or activity.

- **A student who at any time possesses a weapon on campus or during a school function or activity.**

DRESS CODE

At Trinity Lutheran School, we believe that a student's appearance has an impact on his/her attitude and behavior. Our dress should be reflective of our Christian walk and character, it should be characterized by modesty, and it should give an appearance that reflects our mission and message. The uniform policy below educates students as to what is appropriate dress for this time and place.

Attending Trinity Lutheran School is a privilege, and the school expects its students to dress in a consistent and acceptable manner. A student who is requested to upgrade his/her dress is expected to respond in a cooperative manner. Through a committee of staff, students, and parents the following uniform policy has been established. It should be noted that the standards here stated apply from the time a student arrives at school until they leave and also to all school-related activities, including sports, academic competitions, dances, etc. If there are questions concerning specifics, please contact the school office.

CLOTHING

For Boys and Girls

- Pants and shorts may be purchased anywhere as long as they are:
 - Black – Denim, cotton, or corduroy.
 - Khaki – Denim, cotton, or corduroy.
 - Navy – Cotton or corduroy.
 - Please no cargo.

Girls:

- Skorts and Skirts may be Marymount plaid (Sold exclusively by Dennis Uniform), navy, black, or khaki in color. Jumpers/Shifts in Marymount plaid,

- navy and khaki are also acceptable.
 - Tights/Full Length Leggings worn with skirts and skorts must be navy, black, or white.
 - Please no cargo, stretch, or jeggings (tight fitting pants).
- Belts are recommended, but not required.
- Red, navy blue, or white Polo's are standard dress.
 - Polo shirts with the Trinity Logo must be purchased in the school office or through Lands' End
 - Non logo'd Polo shirts may be purchased anywhere.
- On Friday's students may wear red "Trinity Lutheran" Dri Fit shirts (sold in the office) with jeans (or uniform bottoms) or their normal uniform.
- Red, navy blue, or gray Trinity Lutheran sweatshirts or solid color sweaters may be worn in the school building. No other sweatshirts or sweaters are allowed in the building. (Exceptions will be made for sweatshirts purchased at state level competitions that Trinity participated in.)
- Snow Jackets can be worn outside only.
- Shoes: Any closed toed and closed heel shoe that is not distracting in color or decoration is allowed. Socks should also not be distracting in color or decoration. Shoes with a heel greater than 2 inches, flip-flops, crocs, etc. are not acceptable.
- Performance Dress is required on Wednesday's for chapel and special events. Performance dress consists of:
 - PS – 5th:
 - Boys: Navy pants or shorts, white oxford shirt (not a polo), and Marymount Plaid (Sold exclusively by Dennis Uniform) or Navy Tie.
 - Girls: Marymount Plaid (Sold exclusively by Dennis Uniform) skirt, shift, jumper, or skort with white oxford shirt (4th and 5th) or peter pan blouse (3rd and below). In the winter months (November – April) navy blue cotton, or corduroy pants are allowed.
 - Middle School:
 - Boys: Navy pants or shorts, white oxford shirt (not a

- Any clothing that has holes or is torn, faded, or frayed; clothing which is unnecessarily sloppy or dirty. Jeans must have a sewn hem.
- Negative slogans; offensive pictures; messages with implied double meanings; skulls; promotion of alcohol, tobacco, drugs, or any illegal activity on clothing, shoes, personal property or body.
- Sloppy footwear, shower shoes, house slippers. (Shoes must be worn at all times.)
- Hats, hoods (from sweatshirts), and sunglasses are not to be worn in the school buildings (including chapel and assemblies).
- Chains of any kind, attached or unattached to clothing, should not be worn (this does not include gold/silver chains worn for jewelry purposes). Bandanas should not be worn.
- The following is not permitted: visible tattoos, visible piercings (other than ears) for girls and no earrings for boys, or ear plugs on any body parts on any student.

For High School only: Logo'd Polo shirts required and must be purchased in the school office or from Lands' End. Jeans are only permitted on special dress up days: **Friday's** – Free Dress Day. On home sports game days, high school students may wear jeans and a red Dri Fit Trinity Lutheran shirt (purchased from the school office) or their regular uniform. If a home game happens on Wednesday, students must wear chapel dress on that Wednesday.

HAIR

Hair should be groomed, neat, and clean with no extremes in style and should not be colored other than with natural hair colors. Hair should not cover the eyes or face.

For boys, the back of the hair should not go beyond the top of the collar. Boys should be clean shaven.

Please note: ALL Wednesdays will require chapel dress for the entire school day.

PERSONAL HYGIENE

Good personal hygiene should be maintained by regular showering and clean clothes, including PE uniforms for MS – HS students.

REMEDIES AND ADJUDICATION

Students who do not abide by these guidelines will need to make appropriate changes or given alternate attire provided by the school. They will also be given a warning. Students not abiding by these guidelines will be held accountable by the discipline system for their academic level.

DROP OFF AND PICKUP PROCEDURES

Pickup procedures

To help alleviate the congestion of after school pick-up, some basic guidelines are helpful.

1. Please enter the school parking lot carefully and join one of the lines through the parking lot, **exiting only with a right turn onto Butler Market Road (3:00 p.m. and all school 11:15 a.m. dismissal).**
2. Always drive forward to the front of the line as far as you can. Pick-up points continue along the parking lot where the children are waiting with their class and teachers.
3. If it is necessary to talk to a teacher or another parent, please park in a marked parking space.
4. All parents should always escort children through the traffic to the car.
5. In the case of older siblings, they will join the line with their younger sibling.
6. Those children that are already signed up for after school care will go directly to the TLCA and will be cared for there.
7. The children that are expecting their parents to pick them up after school, yet have not been picked up by 11:15 a. m. or 3:15 p.m. **will then be in the care of their teacher.** We know that there are those rare cases when parents may not make it here between 11:15 – 11:30 a.m. or 3:00 - 3:15 p.m. for the normal pick up. Thus, our decision to care for those children by having

our teachers be the ones who oversee their supervision after 3:15 p.m. until parents arrive and pick them up. There will be no charge for this supervision, yet we ask that you respect the time and needs of our teachers and not unduly burden them with this responsibility. Therefore, it is of prime importance that all parents make the effort to oversee the pick up time and if it ever occurs that one may miss the 11:15 a.m. or 3:15 p.m. time limit, we ask that you pick up your children as soon as possible from their classrooms.

8. Any walkers or bikers (walking on campus) will be supervised for crossing Butler Market at 3:15 p.m.
9. If someone other than the parents are picking up please let the teachers know when you drop off or send a note with your student. *In case of an emergency please call the school office.*

On minimum days the entire school campus will be released at 11:15 a.m. Please be aware that there will be considerably more traffic in the pick-up lines. Two lines of cars will form in front of the gymnasium for student pick-up. All PS and JK families whose children are NOT attending Trinity Lutheran Care Academy should stay in the lane to the right, which travels closest to the main school building and gymnasium.

Drop off procedures

1. Drop off at the fire lane in front of the cross. Please no parking in the fire lane for any reason.
2. If you are walking in with your student please continue past the roundabout to the front of the school and park in a parking spot.
3. Please use caution when backing out of the parking spots watching for pedestrians at all times and continuing slowly out of the parking lot.
4. Due to the high volume of traffic at drop off please turn right onto Butler Market Road.

If everyone cooperates and follows the guidelines Pickup and Drop off should be quick, organized and above all safe.

ELECTRONIC DEVICES

Electronic Devices are not to be used on campus during the school day. If it is necessary to bring them to school, they should be concealed during the school day, kept in the student's locker, or brought to the principal. They may not be seen, heard, or used during the school day. **If any of these items are confiscated, a parent/guardian will be required to pick up the items from the principal the first time.** After that they will be held until the end of the quarter. Trinity Lutheran School will not be responsible for lost, damaged, or stolen property.

Telephones

Any emergency calls or messages should be directed to the student through the office. To eliminate unnecessary classroom interruptions, students will not be allowed to leave class to speak on the phone, but rather, the message for the student will be passed on at a time which does not interrupt the students' learning.

The teachers will also have all messages relayed to them at more appropriate times, and calls will be returned when time allows.

Students are not permitted to call home unless the need is of major importance. At such times the teacher or secretary will make the initial contact.

Students will not be allowed to call after school to arrange to go home with friends. **Such after-school plans must be made beforehand.** Also, please make after-school plans known to your child before they come to school (such as who is picking them up after school).

Cell phones are not to be used during school hours unless they have permission or supervision from a teacher.

EXTENDED SCHOOL CARE

Trinity Lutheran Care Academy is open from 7:15 a.m. to 8:15 a.m. and 11:15 a.m. to 5:30 p.m. and is available to all students of Trinity Lutheran School that are 30 months and potty trained – 12 years old. Advance notification is required and subject to availability.

Children in Trinity Lutheran Care Academy fall under all school guidelines and rules.

FIELD TRIPS

A universal permission form allowing your child to participate in any off-campus activity will be filled out and signed at the beginning of the school year. Teachers will send home notes regarding any field trips they plan to take in the near future. If any fees are necessary, please honor any and all deadlines to prevent possible complications.

If a parent decides that the child will not participate in an approved field trip or other school activity, it is understood that the school will not provide alternate supervision or instruction as these trips are part of our educational and fellowship activities.

We rely on parent/guardians in most cases for driving on field trips. A driver on a field trip will need to complete the Driver Information Form with copies of a Current Driver's License and insurance.

For your child's safety, we ask that siblings not attend field trips.

GRADING

In all grades teachers evaluate student performance based on learning objectives. When errors occur, skills are reviewed and errors corrected. Grades are based upon the students' homework, test results, participation and performance.

GRIEVANCES

Matthew 18:15, "If your brother sins against you, go and show him his fault. But do it privately, just between yourselves."

The process listed is an application of Jesus' guidelines for resolving issues as found in Matthew, Chapter 18. If anyone has a complaint about another person or a situation, it is properly handled by going to the individual in person. If the individual is a teacher, and after talking with that teacher the matter needs to be pursued, the next step would be to talk to the principal, and ultimately the School Commission. Following this Scriptural approach is very important to keeping a unified and cohesive school community.

GROUND RULES

All students are to walk in an orderly line in the hallways. To ensure a proper learning environment, the noise level in halls and in the classrooms should reflect proper respect for other teachers and students.

Gum, candy, or soft drinks, etc., are not allowed in school or Trinity Lutheran Care Academy without teacher permission.

Skateboards and rollerblades are not allowed on school property.

Bring to school only school materials and other items necessary for that day.

Walk bicycles on campus.

HEALTH CHECKS

During the school year, vision and hearing tests will be implemented. These health services are intended only as an aid to parents in alerting them that a more complete check-up may be needed by their doctor or dentist.

HOMEWORK/MAKE-UP WORK

It is a goal of the faculty at Trinity Lutheran to enable each student to become an independent learner. To assist students in this regard, teachers will provide homework. We ask that parents provide a regular study area and study time for children and follow through to see that homework is complete. Typically homework assignments are due the next day after homework is brought home. **For every day absent, each student may receive one day to make up missed assignments. Teachers may be available for some tutorial assistance.**

All homework due to any absence will be coordinated by the student's teacher when the student returns to class.

HOT LUNCH

Our Hot Lunch Program is provided for us by the Bend/La Pine Public School District. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html. or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity

provider and employer.

This program has been successful due to our wonderful volunteers.

1. Hot lunches and milk/juice tickets can be purchased in the school office.
2. When your child has run out of lunch credits, parents will be notified by the school office.
3. The school office will keep track of all lunch tickets.
4. Free and Reduced Applications are available in the school office. Please read the application carefully and if you feel you might qualify for the free or reduced program, please complete the form and return it to the school office.
5. Menus will be sent home at the beginning of each month.
6. Students order lunches the day before in their classrooms.
7. Students are only allowed to borrow lunch credits from a brother or sister.
8. Our meals are ordered the day before they are delivered, if your child is absent please send a lunch with them the day they return.

LOST & FOUND

All articles found at school will be turned in to the Lost and Found area. If you are missing something please look there to see if it has been found. At the end of each month any articles that have not been claimed will be distributed to benefit others. Please label your child's clothing appropriately.

MEDICATION

All medications (prescribed and non-prescribed i.e.: cough drops) will be stored and dispensed out of the school office.

Long term medication will be dispensed with authorization from a licensed physician and the child's parent using a signed Dispensing Medication form available in the office.

Short term non-prescription medication (such as pain relievers or cough syrup) should be labeled with the child's name and expiration date. This medication is administered to the child only with a

Dispensing Medication form signed by a licensed physician and the child's parent. Please include complete written and dated directions (including times) for any medication.

Prescription medication should be in the original container which is labeled with the child's name, a recent date (within 6 months), written directions (including times), and the physician's name.

The school office should be informed in writing if medication is begun, discontinued, changed, or used on a trial basis.

PARENT TEACHER CONFERENCES

Parent-Teacher conferences are scheduled for the parents' participation. All parents are requested to attend. These have proven most beneficial in establishing communication and cooperation between teacher and parent. Any additional conference time requested with the teacher must be arranged outside of normal class time. Our teachers are happy to be of help in any way.

PAYMENTS/TUITION/FEE COLLECTION PROCESS

A statement of fees is provided to each parent during the enrollment process.

All money sent to school should be enclosed in an envelope with the student's name, grade, amount, and purpose for the money written on the envelope. Trinity Lutheran Care Academy and lunch pre-payments should not be combined with other payments such as field trips, book orders, etc.

Tuition payment is handled with automatic withdrawal through Thrivent/Vanco Services. Report cards and diplomas will not be released until all accounts are paid in full unless arrangements have been made with the administrator. Re-enrollment will be allowed if accounts are current.

Tuition is billed on a monthly basis. There is the option to pay the tuition in full. If the enrollment status changes, (begins or ends) during

the school year, the families' account will be calculated on a monthly basis in the business office.

Delinquent accounts cause a financial strain on the school. It is expected that families will act in good faith in addressing their financial responsibility. Reminders will be sent, and delinquent accounts will be submitted to a collection agency. Accounts delinquent for sixty (60) days without action will cause enrollment to be terminated.

PROGRESS REPORTS

Progress reports are given in all grades at the close of each quarter. Midterm progress reports for grades 3rd – 5th are also sent home via the students to keep you informed, particularly if there is a dramatic change in your child's grades.

RELIGION

Students have religion classes in which they study the Scriptures and learn what the Lutheran church believes. Other faiths are not belittled nor are students encouraged to switch churches; however, students are encouraged to attend worship services regularly.

SCHOOL SUPPLIES

Before school starts families will receive a list of supplies to be purchased for students in Kindergarten - 5th grade. Students are responsible for replenishing their own lost, broken, or consumed supplies.

SECULAR CELEBRATIONS

Trinity Lutheran School will use a Christian approach to secular celebrations and they will be given a Christian emphasis. During Christmas we will emphasize the concept of God's gift to us in the form of Jesus and our response to Him. During Halloween we discourage the use of witch and ghost costuming etc. and instead emphasize harvest, the Reformation and other forms of celebration.

Valentines Day is a day to celebrate the love we have for others since Christ first loved us, and how we can share that love. Easter, of course is the greatest celebration we have in knowing Christ rose again for us so that we can inherit heaven.

HEALTHY SNACK Guidelines

In an effort to make snacks healthier, stay within required guidelines, and to promote healthy habits that will last a lifetime, we are sharing the following information so that we may team together as teachers and parents for the benefit of our children. Trinity Lutheran School is mandated by State and Federal authorities to follow current nutritional recommendations for the children under our care. Together, we can serve snacks that can make a positive contribution to our children's diets and health.

- We are reminded that a snack is defined as a small portion of food and drink eaten between regular meals.
- Healthy snacks emphasize the serving of fruits and vegetables as the primary snack and water as the primary beverage.
- Snack items should contain low fats and minimal sugars.
- According to the USDA, children ages 3-5 should consume only 13 to 17 grams of added sugar daily. This averages out to be approximately 3 to 4 teaspoons of sugar. In order to accommodate all the nutritional requirements for this age group, there are fewer calories available for discretionary allowances like sugar.
- In the classroom, TLS staff will assess when to offer snacks based on the timing of lunch, children's nutritional needs, and children's age.
- Snacks will not typically be distributed within 1 hour of the next regularly scheduled meal.
- All snacks must be purchased in a store.
- All Early Childhood staff involved in the preparation of food for your children have their Oregon Food Handlers Certificate.
- All food and drinks provided shall be selected, stored, prepared and served in a sanitary manner by Early Childhood staff.
- Snacks requiring additional preparations shall be prepared in Trinity's state certified kitchen.
- All beverages must be pasteurized.

- Occasionally, a special treat may be brought to class. Please make pre-arrangements with your child's teacher prior to sending the item.
- Remember to include everything needed to serve the snack you provide. Napkins, spoons, and cups are greatly appreciated.

www.childcareinoregon.org and www.cspinet.org/nutritionpolicy/kids_snacks.pdf

FOOD ALLERGIES We will update families as food allergies become known.

TEXTBOOKS

While all textbooks are faculty approved so that we meet high standards, our curriculum is Christ-centered. It is specifically intended to reflect the school's philosophical statement and mission statement. The choice of textbooks is made by the faculty based on an assessment of needs and our curriculum objectives.

The replacement of lost or damaged textbooks is the responsibility of each family.

TRANSPORTATION

1. Please send a note, email, or text to the teacher if your child is going with someone NOT ON THE EMERGENCY SHEET.
2. Bikes need to be in racks provided during school hours.
3. Any walkers or bikers will be supervised for crossing Butler Market at 3:15 p.m.

WEATHER RELATED SCHOOL CLOSURES

In case of a weather related school closure or delay please check the major area radio and television stations. The school office will send a courtesy email when a closure or delay is decided.

WORSHIP ATTENDANCE

As ministering teachers, the faculty here at Trinity will emphasize the importance of regular worship attendance. Teachers will encourage the child's attendance at the church he/she belongs. It is our belief that both the home and the school must work hand-in-hand in both academic and Christian education.

Parents set a fine example by attending church, Bible class, or Sunday School regularly with their children. This shows the importance placed upon worship together in fellowship with their Lord and Savior.

WHAT PARENTS CAN DO FOR SUCCESS

1. Instill in your child a respect and admiration for his teacher as one who is helping him to be a responsible child of God.
2. Do not speak negatively about your child's teacher in front of your child or other adults. This is not to say that our teachers do not make mistakes, but nothing can injure the teacher-child or school-community relationship more than the child or community having the feeling that parents do not like Trinity Lutheran School teachers or appreciate their efforts.
3. When homework is assigned for your child, do not do it for him or her. Instead, set aside a time and an appropriate area in the home for him or her to accomplish these tasks. Ask questions, seek to have your child explain his problems, and above all else, give praise when it is due.
4. When absences occur, make certain that your child has received past due assignments. These must be completed for full credit to be given. Also, please remember to send a written excuse or email upon your child's return to school.
5. If problems seem to be arising at school, be sure to receive both sides of the story. The surest way to have both sides is to contact the teacher, who was present. If after contacting the teacher, you feel it is necessary for the administrator to be aware of the situation, please feel free to call.
6. Participate whenever possible in the programs offered to you as parents.
7. Expect communications to come home frequently with your child. Newsletters will be emailed or sent home with your child. They contain bits of news and information needed by your

family to assist your child in the process of education. Also, expect frequent papers and especially mid and full-quarter reports.

8. Please call the teacher if you feel that something is not quite right. We have found that it is best to ask a simple question and solve an easy problem than to wait until larger misunderstandings take place. Let's solve little problems early.
9. It is recommended that parents have their child's eyes checked prior to entering Kindergarten, second, fourth, sixth, and eighth grades. Oregon requires that immunizations be complete for school enrollment to be allowed.

WHAT STUDENTS CAN DO FOR SUCCESS

1. Be sure that all notes, report cards, and messages to and from your teacher are not lost or forgotten. A special place in your book bag may help you to remember these items.
2. School starts right on time. Your teacher appreciates your promptness because items such as attendance and lunch count will only need to be done once, if all arrive on time. Being in your seat ready for class at 8:30 a.m. will avoid any tardy reports.
3. If you have a party or special gift for only a few in your class, please do not give the invitation or gift at school. If all students in your class are included, then invitations may be given at school.
4. Books, assignments, book orders and other items, including slips that need to be returned to the office by a specific date, are your responsibility. Please take care of these items as a responsible person. Only in special cases will moms and dads be called to bring forgotten items.
5. Your behavior as a child of God will benefit yourself and others. The Golden Rule of "doing to others what you would like them to do to you" will help you to have friends and a fun day at school.

6. School assignments and homework need to be done in order for you to learn. Because your teachers care about you, they will expect all school work to be done on time. If you are absent, be sure to make arrangements for the makeup work. Our teachers will be happy to help by sharing with you and your parents any makeup pages or homework policies. It is not unusual for parents to drop by and get the basic assignment for absent students.

7. If you feel that you've been treated unfairly, ask your teacher for a private meeting. Be open and honest and explain why and how you feel, politely and respectfully. Your teacher will then explain why he or she did what was done and misunderstandings and errors can then be forgiven, rather than cause problems. Your teachers also feel great when you share with them something you like.