



Trinity Lutheran School PS-5th Grade Handbook

**Guidelines, Policies, Curriculum, & Information
for Students and Parents**

2019-2020

Trinity Lutheran School
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Dear Parents and Students of Trinity Lutheran School,

Over 60 years ago, the members of Trinity Lutheran Church had a vision to start a Lutheran Christian school in Central Oregon. Since the fall of 1959, the congregation has been operating Trinity Lutheran School (TLS) to partner with families in the developmental growth of their children. Today we are blessed to serve 300 students in grades Pre-school to grade 12.

You have selected a school that not only strives to meet a student's academic, social, emotional, and physical needs, but also lays a framework to meet their spiritual needs as well. The redemptive story of Jesus Christ is woven into all areas of our curriculum as we see His presence in the world around us. It truly is a whole child learning experience.

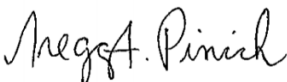
Our theme for this year is *Arise and Shine!* based on a verse from the Old Testament book written by the prophet Isaiah (chapter 60, verse 1): *Arise, shine, for your light has come, and the glory of the Lord has risen upon you.*

I look forward to working with the faculty and staff of TLS as we explore this theme and verse with your student(s) during the coming school year to seek God's plan for all of us to arise and shine in His kingdom.

Please read the following pages of this handbook carefully. If you need clarification on any item, please ask your division principal: Mrs. Debbie Valentine (Pre-school – grade 8) and Mr. David Haynes (grades 9-12). We all look forward to partnering with each of you in this educational journey.

Thank you for entrusting your sons and daughters to the faculty and staff of TLS and being a part of our community!

be God's,

A handwritten signature in cursive script that reads "Gregg A. Pinick".

Gregg A. Pinick
Executive Director / Head of Schools
SDG!

MISSION AND STATEMENT OF GOALS

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.

Trinity Lutheran School (TLS) is a Christian school, grades Preschool through 12, which offers learning with purpose in a positive setting. It is an accredited, co-educational and college preparatory school. It is an extension of a network of Lutheran schools and congregations, with a heritage of over 200 years of educational ministry in the United States.

The purpose of TLS is to contribute to the total ministry of Trinity Lutheran Church and the greater Bend community by engaging, equipping, and empowering children and families for ministry by:

- Teaching the truths of the Bible;
- Bringing a high-quality academic education to children in a loving Christian atmosphere;
- Reinforcing parents in their role as spiritual leaders in their families;
- Providing a witness to unchurched families through their children.

At TLS, our goal is to do everything possible to meet the needs of the whole student: spiritual, academic, social, emotional, and physical. Every aspect of a student's daily experience is Christ-centered.

ACCREDITATION

TLS is fully accredited by AdvancEd and National Lutheran Schools Accreditation (NLSA). Classes are taught by qualified instructors. Graduates are readily accepted in colleges and universities.

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ADMINISTRATION

TLS 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 Executive Director & Head of Schools, whose responsibility it is to administer the policies of the Board of Directors. The Principals are the primary contacts for the faculty, parents, and public with regard to school operation.

ADMISSIONS

Admission to TLS is normally granted to students who are of good Christian character and show promise of being able to profit from the TLS experience. Prior school records and test data, when appropriate, are used to predict a prospective student's ability to succeed at TLS and as a guide for placement in some courses. Entrance testing is required of new students (3rd-12th grade). A placement test will be given covering Math and English to determine grade appropriateness. This exam is required as part of the admissions process. Applicants are encouraged to be active members of a church and are expected to participate fully in the total program of the school. We expect school, church, home, parents, and students to work cooperatively for the good and growth of the student.

TLS is not equipped to serve as a disciplinary school. Good student behavior and academic performance from the previous school will be considered in the acceptance of new students. After being accepted, a student must have their permanent records transferred from the previous school to TLS. Deficiencies in attitude, behavior, class performance, etc. will result in a student not being allowed to continue.

ADMISSIONS POLICY

TLS seeks to admit all students who are capable of being successful within the program it provides as broadly defined in the Mission Statement and Statement of Goals. When a waiting pool for acceptance is necessary, the following criteria will be considered:

1. Families who are members of Trinity Lutheran Church.
2. Families who already have a student enrolled.
3. Families who are members of a Lutheran congregation
4. Non-Lutheran families who are active members of a non-Lutheran, Christian church.
5. Families with no active church affiliation.

In order to be considered in the waiting pool, the enrollment fee and application form must be received in the school office.

Note: Preschool and Kindergarten students need to meet the following minimum age requirements upon entry into school:

- Preschool: 30 months old and potty trained
- Kindergarten: 5 years old by September 1st

PAYMENTS/TUITION/FEE COLLECTION PROCESS

A statement of tuition and re-enrollment fees is provided to each parent during the enrollment process.

All money sent to school should include the student's name, amount, and purpose for the money.

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 be cause for enrollment to be terminated.

DISCRIMINATION POLICY

TLS admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, sex, age, handicap, national origin, or ethnicity in administration of educational policies, admission policies, scholarships and financial aid programs, and athletic and other school administered programs.

HARASSMENT POLICY

TLS is committed to provide a learning environment that is free from harassment in any form. Harassment of any student or Trinity employee by any other student or Trinity employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subject to treatment or a school environment which is hostile or intimidating because of the individual's race, color, sex, age, handicap, national origin, or ethnicity. Harassment can occur any time during school related activities or through online platforms. It includes, but is not limited to, any or all of the following:

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 between a Trinity employee and a student:

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 between a Trinity employee and a student or between a student and a student include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate sexually related jokes;
5. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of TLS to:

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

It is the Trinity staff employee's/student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.

4. Report all incidents of discrimination or harassment to the principal.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

Following an investigation of the incident, appropriate action will be taken which may include suspension or expulsion.

ATTENDANCE POLICY

While simply attending school does not guarantee progress or success, in order to maximize the benefits of the school's programs and develop healthy and successful patterns and attitudes for handling the tasks of the workplace and life itself, it is vital that students attend **all** classes with only **rare exceptions**. All absences and tardies are kept as part of each student's record and are recorded on transcripts. Employers and colleges often view this data as indicators of future performance.

Classes are in session from 8:30 a.m. until 3:00 p.m. The school office is normally open from 8:15 a.m. to 4:00 p.m. Students who arrive prior to 8:15 a.m. or stay after 4:00 p.m. will not be under the supervision of a staff member unless it is during a school-sponsored activity. Students should not be loitering on campus. Occasional days are designated "minimum days" and will be announced via Gradelink or faculty/school email as far in advance as possible. On such days, supervision by school staff ends 30 minutes following the last class.

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 and a text through the Remind app. when a closure or delay occurs.

ABSENCES

Parents and students are encouraged to acknowledge the uniqueness of classroom learning; therefore, daily attendance is expected of all students enrolled at TLS. A school calendar is published no later than June for the coming school year, enabling the parents to develop family plans so students do not encounter conflicts.

Personal trips and vacations, medical appointments, etc. should be scheduled at a time when they do not conflict with school classes. In the rare instance where this scheduling is not possible, authorization from the parent should be sent to school office via email, phone call, text, or written note at least a day in advance of the absence.

ABSENCE 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:

1. In case of a fever, the student must hold a normal temperature, without medication, for 24 hours before returning to school.
2. 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.

CALL-IN PROCEDURE

When a student is going to be absent, the parent must report the absence to the school office and the homeroom teacher between the hours of 7:45 a.m. and 9:00 a.m. If the parent does not call, the school will call the parent to check on the absence.

ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

To be eligible to participate in or attend extra-curricular activities, such as field trips, athletic practices, or contests held on a school day, the student must be in attendance at school for at least two full periods of their school day.

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 for a single class during a semester for whatever reason (whether preventable or not), he/she will come under review to determine whether or not he/she will receive credit for the class or classes. This is true whether the absence is excused or unexcused by the parent.

TARDIES

Being punctual is usually a matter of attitude, courtesy, and respect. It is an important habit to develop while growing into adult responsibilities and lifestyle patterns. We expect parents to recognize this as well and team with the school in encouraging the practice of being on time for class as it will serve the student well in adult life.

Students must be in their assigned rooms with materials needed for class before the bell rings to be counted as on time. If they are not, they are tardy. Additional rules may also be announced by the individual teachers for their classes.

TYPES OF TARDIES

Excused – A tardy with a pass from a teacher or the office is considered excused. In the case of first hour tardies, a note or verbal communication from a parent or from an adult carpool driver is necessary for the tardy to be excused. If the tardy is to be excused, the excuse must come within 24 hours of the tardy.

Unexcused – Any tardy without a pass from a teacher or a note from a parent is considered unexcused.

ACADEMICS

SCHOLASTIC STANDARDS

ACADEMIC INTEGRITY

Some school students in 1st-5th grades, based on academic achievement, may be placed in a math class that is above or below grade level. Testing is done at the beginning of the school year to determine placement.

It is integral to Christian ethics and the entire educational process that students do their own work with uncompromising honesty. Two serious areas of infringement of this are: a) cheating (by using the work of another student in homework, papers, and exams), and b) plagiarism, which is stealing or passing off the ideas or words of another as one's own. Students are to ask teachers when there is the least doubt about how an assignment is to be completed.

Violations of academic integrity are to be handled with normal disciplinary procedures (see p.12). In some cases, it may be necessary to convene a review committee of peers, teachers, and parents to determine how a matter of academic integrity is to be handled or resolved. If a student is caught cheating, in addition to a 0% for that assignment, an academic integrity contract is sent home and placed in the student's file. This contract defines the specifics of the incident. If there is a 2nd incident, continued enrollment at TLS would be in jeopardy.

HOMEWORK POLICY

Homework is an important part of the educational program and is assigned on a regular basis. It is used for enrichment, reinforcement, and extension of school experiences. Homework helps students become self-directed, independent learners and improves their academic achievement. It is directly related to learning success. Homework should be completed before the start of the school day. Grade penalties will be given for late/missing assignments.

Cooperation between parents and the school is necessary for effective home study. Parents are encouraged to take an interest in the homework activities by providing conditions conducive to good study habits. Each teacher will explain to students their homework plan and grading policy at the beginning of the semester.

For every day absent, each student may receive one day to make up missed assignments. **No homework will be given in advance due to vacation or any known preplanned absence. Teachers may be available for some tutorial assistance.**

It is the student's responsibility to seek out the appropriate teachers to receive and hand in assignments.

GRADING POLICY

PROGRESS REPORTING

Grades are one measure of student achievement and are based on pre-stated learning objectives and expectations.

Please note that teachers are required to update grades weekly.

All work for any “incomplete” received on a report card at the end of a grading period due to excused absences must be made up within two weeks following the end of the grading period under ordinary circumstances. If the work is not made up, the “incomplete” becomes an “F”. Teachers are encouraged to contact parents when they deem it necessary that a student and parent need to be made aware of improved or declining progress. If for any reason a parent or student does not understand the homework assignment or grades posted, they are encouraged to contact the teacher for clarification.

GRADE POINT AVERAGE

Grades are issued every quarter.

Course work is graded in the following, traditional manner:

A	Superior	90% and above
B	Above Average	80%-89%
C	Average	70%-79%
D	Below Average	60%-69%
F	Failure	59% and below
O	Outstanding	
S+	Satisfactory Plus	
S	Satisfactory	
P	Progress Being Made	
N	Needs Improvement	

PARTICIPATION IN PROMOTION CEREMONIES (5th GRADE)

Participation in the TLMS promotion for students going into 6th, 7th, and 8th grades is optional, but highly encouraged.

SCHOOL-WIDE MATERIALS POLICY

Students are expected to come to class prepared based on the teacher’s requirements for class. Excessive damage, wear and tear, or loss of learning materials and equipment belonging to the school will result in fines or replacement fees as determined by the administrator.

CONDUCT AND DISCIPLINE POLICIES

TLS expects a high level of personal accountability from its students. The following are a few areas which call for definition because the good order of the school and the welfare of the student body is involved. Students who wish to have the benefits that result from attending TLS must live within the following policies and procedures established for the school.

EXPECTATIONS FOR STUDENT CONDUCT

CONDUCT AND PERSONAL DEVELOPMENT

Each student is expected to exhibit evidence of Christian character in all aspects of his/her life. Students are to cooperate in maintaining order in the school and in the classrooms. Care of books and other instructional material is expected. Students have the responsibility to avoid any behavior that is detrimental to themselves or other students. At the discretion of the Principal, a student may be dismissed from school for serious misconduct.

RESPECT FOR TEACHERS, STAFF, AND ADULT VOLUNTEERS

Students have the responsibility of showing respect for teachers, staff, and adult volunteers. Students must obey directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.

RESPECT FOR OTHER STUDENTS

Students have the responsibility of recognizing the rights and human dignity of fellow students and must show concern for and encourage achievement in others. Hazing and cyber bullying will not be tolerated. Students who engage in such behaviors will be disciplined through the school's disciplinary procedures.

RESPECT FOR SCHOOL PROPERTY

School equipment, furnishings, desks, and chairs must be used properly and are not to be moved from their assigned rooms without permission of a teacher. Students who cause damage or unnecessary maintenance in these areas and additionally to outside property and landscaping will be assigned work and/or fines and will be charged the cost of repair or replacement.

DISCIPLINARY PROCEDURES

Because school is an organization in which prescribed objectives are to be accomplished during a set amount of time, maintenance of order through discipline is important. Furthermore, our school understands discipline as a positive activity which demonstrates care and concern (Proverbs 19:18, Hebrews 12:11). Disobedience will be dealt with in the following manner at TLS:

DETENTION

A 30-minute, before or after school detention program is provided by the faculty as a means of discipline which may be effective in helping students to manage their time and behavior well.

Parents will be notified by the teacher or administrator the day detention is assigned. In addition to a verbal notice on the day of assignment, both students and parents will be notified in writing. If a student is unable to attend his or her assigned time because of a prior non-school-related obligation, the family must communicate with the Principal prior to the date the detention is to be served. No special considerations will be made for students on extra-curricular teams. A “no-show” for the assigned detention day will also result in an additional detention. School-wide offenses which result in detention include but are not limited to public display of affection, insolence, disrespect, violations of academic integrity, inappropriate language, class disruption.

Detentions may also be assigned based on individual teacher’s classroom management styles or in conjunction with other disciplinary procedures listed elsewhere in the *Handbook*. Detention activities include positive participatory tasks such as homework, campus clean-up, office assistance, etc.

Detention assignments do not necessarily require official notices or go on student records unless a Major Disciplinary Notice is also written. A student may receive two detentions per semester as warnings before a Major Disciplinary Notice is applied to the student record. Upon the third detention assigned in a given semester, a written Major Discipline Notice will be given as a “1st Offense” (see below).

The following consequences will result from a student accumulating more than two detentions per semester:

1. Following the third detention, an official Major Discipline Notice is written and placed in the student’s file. *(This step is equivalent to 1st Offense)*
2. Following the fourth detention, the student will serve a one-day on-campus suspension. The student will be required to attend a conference with the parents and Principal on the day the suspension is served. A second Major Discipline Notice is written and placed in the student’s file. *(This step is equivalent to a 2nd Offense)*
3. Following the fifth detention, the student will serve a two-day off-campus suspension. The student will be required to attend a conference with the parents, administration, and faculty to determine if the student will be eligible to continue at TLS. A third Major Discipline Notice is written and placed in the student’s file. *(This step is equivalent to a 3rd Offense)*

MAJOR DISCIPLINE NOTICES

A Major Discipline Notice is written and placed into the student record for variety of behavior problems of a serious or repeated nature in order to document the problem and seek a change toward a positive direction as soon as possible.

1st Offense: A Major Discipline Notice will be written and placed in the student's file. A copy of the discipline notice will be sent home. If only one Major Discipline Notice is obtained in a school year, it will be removed at the end of the year.

2nd Offense: Another Major Discipline Notice will be sent home and the student will be placed on disciplinary probation. The student will be required to attend a conference with the parents and Principal. Suspension will be considered.

3rd Offense: Another Major Discipline Notice will be issued. A conference attended by the student, parents, and Principal will be held to determine if the student will be eligible to continue at TLS.

SUBSTANCE ABUSE

The use, sale, distribution, possession, or being under the influence of tobacco, alcoholic beverages, marijuana, narcotics, any un-prescribed drug, or drug paraphernalia on the school grounds, within one block of the school grounds, or at any school activity, is cause for immediate suspension or expulsion from TLS, without the above three step process.

APPEAL PROCESS

At TLS, it is desired that everyone receives satisfaction regarding their concerns and questions. To capitalize on the expertise of the various school personnel, for maximum efficiency, and to follow the directives of our Lord in Matthew 18, a structure is in place for responding to questions and concerns. The first level of contact should be with the individual most directly involved in the matter under questions. If discussion and repeated contact with that individual does not bring about satisfactory understanding, then the Principal should be consulted. If conferring with the Principal does not bring satisfactory results, then the matter may be referred to the Executive Director & Head of Schools for resolution.

STUDENT ACTIVITIES

Organized student activities support the academic mission of the school and are a vital component of the student's training and preparation for participation in a democratic form of government. Such activities are a privilege, as academics should be the first priority of a student. Therefore, in addition to a wide choice of curricular experiences, a variety of co-curricular and extra-curricular activities are available for all students. An extra-curricular activity is an activity the school sponsors which is not mandatory, not a part of course requirements, and is not required for graduation.

ATHLETICS

As Christians, we know that God has not only given us the ability to reason and think, but also a physical body. For students who enjoy athletic competition, TLS provides a program that presents opportunity for participation in individual and team sports.

The TLS Saints are committed to the highest standards of sportsmanship, both as participants and spectators. This means modesty in victory, graciousness in defeat, and respect towards officials and opponents by participants and spectators is expected.

The school offers basketball through COBO (Central Oregon Basketball Organization) for 4th and 5th grade school students.

CHAPEL

Chapel is held weekly on Friday mornings in the gym. Services are often student led and attendance is required. Parents are welcome to attend.

FINE ARTS

Numerous performance groups and activities are available as student interest and talents provide. A middle school musical is produced every fall with 5th-8th grade students participating. An elementary musical is produced every spring with K-4th grade students participating. There is also a K-12th grade Christmas Festival every December.

FUNDRAISING

For the purpose of coordination and suitability, all student sales or fundraising activities must be cleared through school administration. All funds held by the organizations are accounted for by the individual treasurers and turned in to the school office as collected. Such monies are used only for organization, school-related functions, or charity donation.

LUTHERAN ELEMENTARY SCHOOLS TOURNAMENT (L.E.S.T.) FOR 5TH-8TH GRADES

Our school participates in L.E.S.T. each school year in February during Presidents' Day weekend from Thursday through Saturday. Tryouts and practices begin in the fall and continue until L.E.S.T.

L.E.S.T. is a ministry of Concordia University-Portland, Oregon in partnership with elementary schools of the Lutheran Church Missouri Synod. The L.E.S.T. is based on the values of Christian education that emphasize the love and praise of God, thankful use of personal talents, and service to others. The primary goal of the L.E.S.T is to provide an organized structure to promote fun, skill development, fair play, and fellowship among Lutheran elementary school youth through academic, athletic, and recreational activities.

The tournament offers a variety of individual and team events that facilitate participants emotional, intellectual, physical, and spiritual growth. The events that TLS has participated in the past are: girls and boys basketball, swimming, dance, knowledge bowl, spelling bee, art, chess, drama, math, science, robotics, drama, music, and more.

DRESS CODE

At TLS, 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 TLS 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 stated here 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
 - Gray – denim, cotton, or corduroy
 - Navy – cotton or corduroy
 - No cargo, rips, or holes
 - Shorts must be no shorter than 2 inches above mid-knee
- Girls:*
 - Skorts and skirts may be black, khaki, gray, or navy in color and must be no shorter than 2 inches above mid-knee – cotton or corduroy
 - Tights/full length leggings worn with skirts and skorts must be black, gray, navy, red, or white
 - No cargo, rips, holes, stretch, or jeggings (tight-fitting pants)
- Belts are recommended, but not required.
- Red, navy blue, or white polos are standard dress for PS-8th grade, the Trinity logo is required for high school.
 - Polo shirts **with the Trinity logo** can be purchased in the school office or through Tommy Hilfiger, Lands' End, or N the Zone Ink/Eye of the Needle. You may also purchase a solid polo in one of the listed colors and take it to N the Zone Ink/Eye of the Needle to have the Trinity logo embroidered at your own expense.
- White or charcoal oxford shirts for boys and red or white poplin shirts for girls are optional (High School only)
 - Oxford and poplin shirts will still be available to order through the school.
- Tuesdays – Free Dress (**High School only**) – please see standard of dress below
- Fridays – Spirit Wear – students may wear any “Trinity Lutheran” shirt with jeans (or uniform bottoms) or their normal uniform.
 - Trinity shirts include those sold in the office, class shirts, or athletics/music/other Trinity activity shirts.
- On home sports game days, **high school** students may wear Spirit Wear.
- Red, navy blue, gray, or white Trinity Lutheran sweatshirts or solid color sweaters or sweatshirts in the colors listed above 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, unless indicated by staff.

The following list comprises specific standards of dress that are NOT ACCEPTABLE at TLS at any time, including designated free dress days.

- Tank tops, muscle shirts, or sleeveless athletic jerseys for boys and girls

- Oversized baggy pants or shorts. All pants are to be worn at the waist at all times for both boys and girls
- For Girls: Immodest and/or revealing garments; low necklines; backless, sheer, or bare midriff shirts, blouses or dresses; excessively tight or short shorts, skirts, or pants. Skirt and short length must extend to no more than 2 inches above the knee; sundresses or tops exposing undergarments, or anything sold as an undergarment worn as an outer garment
- No jeggings
- Athletic wear – unless it is purchased from the school
- 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 or house slippers (shoes must be worn at all times)
- Hats, bandanas, hoods (from sweatshirts/jackets), 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)
- Visible tattoos or body piercings, other than girls' earrings, are not allowed

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. Facial hair should be neatly trimmed.

PERSONAL HYGIENE

Good personal hygiene should be maintained by regular showering and clean clothes, including PE uniforms/clothing 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.

ON-CAMPUS PROCEDURES

CAMPUS

CLOSED CAMPUS

Students are not to leave campus from the time they arrive until their school day is finished, unless they are excused/signed out by a parent.

While students are on campus they are to be under supervision at all times.

Once a student leaves campus following his/her last class, he/she is expected to go straight home or to another designated location of which his/her parents are aware. Except for official school sponsored activities, students may not return to campus during the same day once they have left.

LEAVING SCHOOL GROUNDS

Students who must leave because of illness or for special reasons may not leave school grounds without checking out in the office. No permission will be given to leave without the permission of the student's parent or guardian. Parents picking up students during the school day must sign the student out in the office.

CLASSROOM VOLUNTEERING

TLS values our volunteers. All volunteers need to complete a Volunteer Release form and contract prior to volunteering. Once a volunteer is approved, contact the teacher prior to coming to volunteer. All volunteers need to check in at the reception desk to sign in and receive a volunteer badge.

VISITORS/ALUMNI VISITING THE CAMPUS

Students desiring to have a visitor on campus must make arrangements with the Principal in advance. Visitors to the school campus or school events are subject to the same rules as the students. Visitors must check in at the office when they arrive and will be asked to wear special identification. Any visitors coming on campus for lunch must eat in the communal lunch area.

TRANSPORTATION

BICYCLES

Students are encouraged to ride their bicycles to and from campus, but not on the campus during school hours. Bicycles are to be placed in a bicycle rack. Locks are encouraged.

TRAVEL TO OFF-CAMPUS EVENTS

Students who leave campus to attend off-campus events sponsored by the school travel between the school and the event without the responsibility of and supervision from the school. It is the responsibility of parents to arrange for transportation.

Parents sign a form giving permission for the school to arrange and provide transportation for field trips, athletic events, etc. Even when these arrangements are facilitated by the school, parents may make requests regarding transportation.

All parents wanting to drive students to off campus events must fill out the Volunteer Release form and the Driver Information form one week prior to the planned event. These forms are available in the office. A current copy of a driver's license and automobile insurance are also required of field trip drivers.

When a student arrives at a school-sponsored event in which he/she is a participant, he/she is considered under the authority and supervision of the school representative on site as long as he/she is in attendance.

Students who attend off-campus events as spectators must follow handbook procedures so as to be good representatives of TLS.

MISCELLANEOUS

BIRTHDAY PARTIES/INVITATIONS/SPECIAL OCCASIONS

Birthday parties may be celebrated in the classroom at the discretion of the teacher. You may purchase treats to bring for the class. Homemade treats are not allowed.

When children are hosting parties outside of 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 student will receive the item while leaving school for the day.

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 TLS 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

All students who participate in school-sponsored field trips must travel on public or commercial transportation, school buses, or adult-driven cars. Other arrangements must have approval from the Principal. For a field trip that extends beyond the sponsored class's meeting time, students must receive prior approval from parents as well as the teachers whose classes they will miss by filling out the Field Trip Permission Form provided by the sponsor. In addition, students are responsible for all work missed while attending a field trip, and they are expected to be prepared for the following day's classes. During field trips, all school rules will apply.

All parents wanting to attend a field trip must fill out the Volunteer Release form and the Driver Information form one week prior to the planned trip. These forms are available in the office. A current copy of a driver's license and automobile insurance are also required of field trip drivers.

For your child's safety, we ask that siblings not attend field trips. Please make sure your child has the appropriate car seat. Oregon Booster Seat Law states that children over 40 pounds must use a booster seat to 4'9" tall or age eight and the adult belt fits correctly.

LOCKERS

Each student in K-5th grade will be assigned a locker. All personal belongings must be kept inside the locker. Lockers belong to the school and the school reserves the right to conduct unannounced locker inspections from time to time whether the student is present at the time of inspection or not. The school is not responsible for large items, such as guitars, etc. which may not fit in lockers or any other items left outside of lockers. Belongings that are left on the tops of lockers, in the restrooms, or in the hallway will be collected and sent to lost and found.

LUNCH PROCEDURES

Trinity's Hot Lunch Program is provided for us by the Bend/La Pine Public School District. "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, \(AD-3027\)](#), visit any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider."

Hot lunch and milk or juice tickets can be purchased in the school office.

- When the student has two (2) lunches or milk punches remaining, the parent will be notified by the office.
- Free and reduced lunch applications are available in the school office. Please read the application carefully and if you feel you might qualify for the free and reduced program, complete an application and return it to the school office.
- Menus are available at the beginning of each month.
- Students are only allowed to borrow lunch credits from siblings.

- Students should bring their own lunches if they are not participating in the school's hot lunch program.
- The consumption of caffeinated energy drinks and soda is strongly discouraged.

No food or beverages (except at the discretion of the teacher) are allowed in the classrooms, hallway, or office. All food and drink should be opened and consumed in designated areas. Lunch, snack, and beverages should be kept in students' lockers until lunch time or after school.

Students may occupy classrooms during the lunch period only if a teacher is present for supervision.

Students are to eat lunch and snacks in the designated lunch areas. All trash is to be placed immediately in the proper trash containers.

MEDICATION

All medication, prescribed and non-prescribed i.e.: cough drops, will be stored and dispensed out of the school office. An authorization form signed by both the physician and parent will be on file in the office. Medicine should be in the original container, labeled with the student's name, a recent date (within 6 months), written directions (including times), and the physician's name.

NUISANCE ITEMS

Nuisance items such as, but not limited to laser pens, noisemakers, voice recorders, skateboards, and water guns are not to be on campus during the school day. Such items will be confiscated by school personnel and must be picked up from the school office by a parent.

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. Oregon Booster Seat Law states that children over 40 pounds must use a booster seat to 4'9" tall or age eight and the adult belt fits correctly.

SCHOOL SUPPLIES

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

USE OF TELEPHONE

Student calls may be made from the office with permission and must be done between classes or at lunch, not during classes or study hall. No cell phones are allowed.

YOU ARE A CHILD OF GOD AND YOU ARE CALLED TO SHINE HIS LIGHT WHEREVER YOU GO, WHETHER THAT IS ON THE TLS CAMPUS OR NOT. AS A TLS STUDENT, YOU ARE AN AMBASSADOR OF OUR SCHOOL AND FOR CHRIST EVERYWHERE YOU GO.