



HOLY TRINITY PRIVATE SCHOOL

Школа во имя Святой Троицы

Parent / Student Handbook

**2020-2021
Academic Year**

ROBC Holy Trinity Private School (HTPS)
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Handbook will be periodically revised. Please check HTPS website for the most recently updated version,
www.holytrinityschool.us

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*ROBC = Russian Old Believer Community

INTRODUCTION

We welcome you to Holy Trinity Private School (HTPS). Our Administration and Board have assembled a staff of teachers who are committed to the Lord Jesus Christ, who will support the Russian Orthodox Christian home, the Russian Orthodox Christian church and the Russian Orthodox Christian school. The purpose of this handbook is to give parents general guidelines for an orderly parent/school relationship. It is understood that this handbook cannot possibly address every situation or circumstance that may arise at Holy Trinity Private School. Therefore, this handbook serves as a guide and HTPS reserves the right to make decisions after careful prayer and fact gathering to make final decisions that will uphold and maintain the philosophical position of the school. After reading, please share with your child and then keep for future reference. We look forward to this school year and trust God will richly bless you and your family.

Who We Are

From refugees to community leaders, the history of the Russian Old Believers is one of survival, courage, and determination. During World War I, groups of refugees escaped Russia in order to protect their faith – seeking a better future for their children.

With nothing more than the clothes on their backs and a hopeful dream of freedom, they traveled to countries like China, Turkey, Kazakhstan, and South America – until that dream led them to America in the 1970s.

Now, in 2020, their grandchildren honor their sacrifice and courage by upholding their long-protected traditions. The ROBC have dedicated their community service, youth program, and private school (Holy Trinity Private School), to doing just that. It's because of the sacrifice of those that took that fateful journey not so long ago that we are privileged to serve our community as the ROBC.

Mission Statement

The mission of Holy Trinity Private School is to protect and preserve our Orthodox Old Believer faith, practices and traditions, and to make disciples of Jesus Christ.

Vision Statement

Students at Holy Trinity Private School will be grounded in their understanding of the Old Believer community history in context to Russian Orthodox faith and will be challenged to achieve academic excellence while providing a lifelong service to God, to the Old Believer community, and others as practitioners of true Christianity.

Core Values

Community - *And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the Day approaching.* (Hebrew 10:24-25)

Love - *Be devoted to one another in love. Honor one another above yourselves.* (Romans 12:10)

Humility - *...in humility value others above yourselves.* (Philippians 2:3)

Respect - *...do to others what you would have them do to you...*(Matthew 7:12)

Statement of Faith

God

We believe that there is only one God, who exists eternally in three Persons: Father, Son, and Holy Spirit.

Jesus Christ

We believe that Jesus Christ, the eternal Son, is the perfect expression of God and the only way to Him. He was begotten of the Holy Spirit, born of a virgin, true God and true man, lived a sinless life, died for our sins, rose from the dead, and now sits at God's right hand.

Mankind

We believe that all men and women are created in the image of God, yet have sinned and fallen short of His expectations. They are therefore separated from Him and completely unable, on their own, to bridge that relational distance.

Bible

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.

Salvation

We believe that Jesus Christ so loved the world that He lived a perfect life for us and died as a sacrifice for our sins. For all who believe and follow Him, He agrees to substitute His life for ours so that we can experience restoration with God, forgiveness without exception, and freedom to walk in wholeness and health.

Future Things

We believe that Jesus Christ will come again to judge the living and the dead. Those living in relationship with Him will enjoy eternity in His presence, while those without faith will be separated from Him forever.

GENERAL SCHOOL POLICIES AND PROCEDURES

School Hours and Daily Schedule

<p>Daily School Hours: 9:00 am -- 3:30 pm</p> <p>Daily Schedule:</p> <p>8:45-9:00 am Doors open</p> <p>9:10 am Students are marked tardy</p> <p>11:45-12:45 pm Lunch, Recess and Study Hall / Quiet Time</p> <p>3:30 pm Student dismissal</p> <p>3:46 Late fee (\$1 per minute) if student(s) are not picked up by 3:45pm</p>	<p>School Office Hours: The school office is open from 8:00 am – 4:30 pm Monday through Friday.</p> <p>Principal Hours: The principal is on campus daily and is available for drop-in during the day and by appointment only before/after school.</p> <p>Teacher Hours: Teachers are on campus from 8:00 am to 4:30 pm.</p> <p>To speak with a teacher, email them or leave a message with the school office to arrange a time. Teachers will reach out during their planning time or before/after school.</p>
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Dates of Interest

Meet the Teacher Days (By Appointment Only--To Be Determined).....	October 6
First Day of School.....	October 12
K-3 Grades Soft Start.....	October 12 and 13
Conferences.....	December 15, 16; April 14, 15
Break (Fast Free Week).....	February 22-26
Easter week.....	May 3-7
Last Day of School for Students (tentative).....	June 17

No School Days (Religious Holy Days, US Holidays, Teacher Work Days, etc.):

October 14;
November 11, 26, 27;
December 4, 25;
January 1, 6, 7, 8, 14, 18, 19;
February 15, 22-26;
April 7, 30;

May 3-7, 21, 26, 31;
June 10

Drop-Off / Pick-Up Policy

Overview: Our first priority is the safety of the students and it is important that we all take this matter seriously. Our second priority is a smooth, efficient, flowing, drop-off and pick-up procedure.

Please be sure that any driver dropping-off or picking-up your child is aware of the following procedures and is prepared to work with us in guarding your child’s safety.

Procedure

Drop-Off: The school doors will open at 8:30 am for student arrival. School begins at 9:00 am. Doors will be locked at 9:10 am, which is the time students should be in their classroom or designated area. There will be grace given the first month of school as we all get into a routine.

Pick-Up: The school day ends at 3:30 pm. Any students not picked up after 3:45 pm will be considered late and parents will be subject to late fees.

- **Pick-Up Designees:** Only names listed on the child’s Registration Form (section titled “Pick-up”) will be allowed to pick-up a child. Please arrange this with the front office beforehand so that unexpected confusion and disputes are kept to a minimum. Parents must notify the office if anyone **other than those listed on this form** will be picking up a student. We will not release students without this notice.
- **Early Pick-Up:** If you need to pick-up your child outside of normal pick-up times, please call the school ahead if possible and sign into the office.



Drop-Off / Pick-Up Lane Guidelines:

- Enter the parking lot SLOWLY from RAMBLER DRIVE, turning left using the entrance past the MAILBOX. Follow the indicated route, staying right. If you are the first car, please pull all the way up

to the office entrance (STOP SIGN) with the sidewalk (labeled LOAD/UNLOAD) on the right side. The closer you get to the office area, the more cars can fit in the student loading/unloading area, and the faster our line will move!

- Wherever your place in line, please pull up as close as you safely can to the car in front of you. When dropping off, children will exit from the right side of the vehicle. When picking up, children will be escorted to the designated vehicle. Please try to load your children as quickly and safely as possible.
- If the line is to the street when you arrive, please DO NOT BLOCK roads!
- Please remain in your vehicle while in the drop-off/pick-up lane. Do not pull around loading vehicles – please wait patiently for them to move.
- Do not double park or impede the flow of traffic in the parking lot. If you need to come in the building, please park in the parking lot at the back of the school and walk around to the front entrance.
- NO Cell Phones (including hands-free devices) may be used while student pick-up is in progress.
- We kindly ask everyone to be as patient as possible in the drop-off/pick-up lane, especially in the first few weeks of school, as everyone will be getting used to the process. Late pick-up fines will not be applied during the first month of school.

Carpooling is strongly encouraged to minimize traffic.

Parents must follow this procedure at all times. Failure to comply will be subject to HTPS's Non-Compliance Policy.

Visitor Policy

Anyone who visits Holy Trinity Private School during regular school hours will be required to report directly to the office just inside the main entrance and sign a Visitor Log with arrival and departure times. This applies to parents as well. Only paid staff members of HTPS are exempt from this policy.

Attendance Policy

Parents, in cooperation with the school, are responsible for the regular attendance of the students in order to support the academic mission of HTPS. Regular attendance is required of all students by the school laws of the State of Oregon. Absences and tardies adversely affect instructional time.

Reporting Process: Parents must notify (either by phone, email, or written note) the school by 8:30 am if their child will be tardy or absent from the school that day. Punctuality and attendance are of vital importance to the mission of Holy Trinity Private School. In accordance with state law, HTPS will monitor student attendance and maintain records of such in each student's permanent file.

Naturally, there will be times when a student arrives late, due to unforeseen circumstances, or is absent due to an illness or family emergency. In those cases, the following apply:

- **Tardiness:** Students need to arrive by 9:00 am and are marked tardy if not in their classroom or designated area by 9:10 am. Any student arriving in their classroom or the designated meeting area after 9:10 am, according to the school clock, will be deemed tardy. Parents bringing students to school after 9:10 am will be required to park their vehicle and escort their student to the front office to be signed in. We will lock all outside doors at 9:10 am.

- **Excused/Unexcused Tardy:** Prompt arrival is of huge importance to your child and the general success of each classroom. Attendance will be taken promptly at 9:10 am and students who are not in their classroom or designated meeting area by then will be marked absent. If a student arrives after 9:10 am, the absent designation will be changed to tardy. An excused tardy must meet the guidelines below.

Examples of excused tardies:

- Doctor's appointment
- Religious-related observances
- Pre-arranged travel

Validity of the excuse will be determined by the administrative assistant and principal. While we understand that as a commuter school traffic can be problematic, we are not able to consider traffic related tardies as excused. Whether excused or not, *continued* tardiness is disruptive to the learning process and is unacceptable.

Consequences for Tardiness:

1. Tardies are recorded on the student's permanent record. Tardies cause a disruption in the classroom routine and interfere with the learning process of all students.
2. Each child that is late will be required to take a tardy slip to the classroom teacher; they will not be admitted to class after 9:10 am without one, regardless of the reason.

Pick-Up Tardies: The school day ends at 3:30 pm. Parents will pick-up students outside their classroom doors. Any students not picked-up by 3:45 pm will be considered late and parents will be subject to late fees. Late pick-up fee is \$1 per minute after 3:45 pm. If you arrive late, you will be required to sign your child out from the office. After 4:10 pm we will call emergency contacts.

Absence: A student is considered absent if they miss more than half of the school day. Absences, whether excused or unexcused are recorded on the student's permanent record. Absences fall into three categories:

Excused Absence: If a student will not be attending classes on a particular day, parents must notify the school office staff (email or phone) by 8:30 am, who will then notify the child's teacher.

Examples of excused absences include the following:

- Student illness (or exposure to COVID-19)
- Funeral or family emergency
- Pre-arranged travel
- Religious-related observances
- Court appearance

Unexcused Absence: If a child is not present and no written explanation is given, it will be considered unexcused.

Pre-Arranged Absence: The HTPS calendar provides a layout of the school year which helps families plan vacations accordingly. However, occasionally it will be necessary for a student to miss school due to a pre-arranged circumstance. Please notify administrative staff at least one week prior to the

requested absence. Knowing about an absence in advance allows the teachers to prepare a packet for the student to complete so they are not as behind upon their return to school.

Consequences for Absences:

1. Absences are recorded on the student's permanent record.
2. After the 2nd consecutive unexcused absence in a month, the principal will conference with the parent.
3. Continued unexcused absences will be handled according to the HTPS's Non-Compliance Policy.
4. By state law, a school may remove a child from their rosters after ten consecutive days of unexcused absences. In this case, tuition may not be refunded.

General Guidelines for Absent Work

At HTPS, we see continuous school attendance as vital to each student's development. It is expected that each student will attend school at scheduled times, except for illness or family emergency. When a student is absent for even one day, their "catch-up" time can be difficult because upon their return, they now have 2 days' worth of work to complete. If an unusual circumstance requires that a student miss a number of school days, the following guidelines apply for excused absences:

1. It is understood that teachers will continue to present new materials while students are absent. All work that is missed, whether through absence or tardiness, is the responsibility of the student to make up. HTPS will provide a study hall during the lunch hour.
2. Assignments/work will not be given ahead of time, unless pre-arranged, and at the discretion of the teacher.
3. Missed assessments will be made up, either before, during, or after school, at the teacher's discretion. Students may also take advantage of the study hall during lunch hour.
4. The parent and student have the following responsibilities:
 - a. To check in with the teacher about what material the child missed on that day. Therefore, the student is accountable for information that was taught, regardless of whether or not they were present. Parents need to go over material with students so that they do not fall behind.
 - b. To pick up any assignments in the school office/classroom.
 - c. To ensure that all assignments are completed on time.
5. Student's homework will be graded as if the student had been in attendance.
6. Make-up work must be returned 1-day after returning to school.
7. Teachers reserve the right to reduce points on assignments returned later than the above guidelines. Grades may be lowered or other actions taken for unexcused absences.

POLICIES AND PROCEDURES FOR SCHOOL SAFETY

School Safety and Emergency Preparedness

1. **Supervision:** Supervision for students begins at 8:30 am and concludes at 3:45 pm. For their safety, students are not to arrive on the school campus before 8:30 am or remain after 3:45 pm. After 3:45pm students are to be picked-up in the school office. The school maintains a state of security at all times; parents and visitors must be “buzzed in” by a staff member, outside of pick-up and drop-off times.

2. **Emergency School Plan:** In the case of emergency situations requiring the evacuation of the school and school closure
 - Parents should not call the school so the phone will be available to emergency personnel. The school’s Crisis Response Plan will activate and members will contact parents by phone and email.

 - Stay Calm. The school will take care of your child until you come.

 - Tune in to local radio or TV news broadcasts.

 - Plan ahead of time who will come to school to get your child in an emergency. Parents or an authorized pick-up person must sign out when taking students home.

3. **School Lockdown:** In some situations it may be necessary to lockdown the school. Pursuant to police recommendations, the following procedures will be implemented for a school lockdown:
 - Exterior and/or classroom doors will be locked and blinds will be closed.

 - No one will be permitted to enter or leave the building.

 - Students will stay with the teachers. No student will be allowed to walk through the building alone.

 - Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

 - Parents should not call the school so the phone will be available to emergency personnel. The school’s Crisis Response Plan will activate and members will contact parents by phone and email.

Lockdowns are practiced and discussed twice a year minimum.

4. **Fire and Earthquake Drills:** Fire drills are held monthly. Drills and instruction on fire emergencies include routes and methods of exiting the school building. Additionally, drills and instruction on

earthquake procedures are held quarterly and include instruction on "Duck, Cover, and Hold-on" followed by immediate evacuation when appropriate.

Door Policy

For campus safety and building security, all outside doors are kept locked at all times aside from pick-up and drop-off. Children are not allowed to open and exit outside doors without direct parent or teacher supervision. This is a school-wide safety rule that parents must support! By training students not to open the door from the inside, it reinforces the essential safety lesson of not opening doors to strangers. This also reminds children that the parking lot is not a safe place for them without an adult.

Important note: If you need to enter the building and someone from the office is not readily available, please DO NOT wave a student over to open the door. If they were to follow your direction (even if they know you personally) they would be violating an HTPS safety rule! Instead, please wait and an adult will return shortly. You can call: 503-874-1548 (HTPS office).

Field Trip Policy

Field trip locations and dates will be determined based on restrictions regarding COVID-19 for the 2020-2021 school year.

In the event of a field trip: A completed/signed permission slip MUST be turned into the office by the specified deadline in order for your child to attend a field trip. Students without permission slips will be assigned to another classroom for the duration of the trip, or not allowed to attend school if the entire faculty is participating in the event. Students are expected to conduct themselves with the same HTPS standards as on school grounds:

- Be Safe
- Be Responsible
- Be Respectful
- Be Kind

If a child demonstrates behavior on campus that shows the teachers and staff they may have difficulty conducting themselves in an appropriate manner off campus, alternative arrangements will need to be made for the child's safety. A parent/guardian may be required to accompany the student in order for them to attend the field trip.

ACADEMIC POLICIES

Biliteracy

Students enrolled at Holy Trinity Private School will have an opportunity to learn three languages: English, Russian, and Church Slavonic, daily. Please note: the quantity of time spent in each language may vary slightly, however both English and Russian languages are continually developed on a daily basis.

Curriculum

Holy Trinity Private School's curriculum consists of a variety of Christian-based texts that aligns with the Old Believer Christian philosophy. The curriculum is not based on one publisher nor does it follow a specific textbook from start to finish.

A broad based explanation of our curriculum is given by subject below:

- Reading is taught from a biblical perspective through a Whole Language approach with emphasis on comprehension and phonics.
- Math focuses on the ability to use tools, hands, and minds to solve equations and problems with an emphasis on the mathematical orderliness of the universe as a characteristic of the God of Creation.
- Science presents a biblical perspective of how God has designed the science of the universe and connected the unfolding of human activity on earth.

Homework Philosophy and Guidelines

Your children spend approximately six hours a day working hard in class to sharpen their academic skills. We would like home time to include more opportunities to interact as a family: pray together, cook together, work together, and play together. Home environment is an essential place where children acquire executive skills and background knowledge that enables them to succeed in school. Therefore, Holy Trinity Private School will not be giving its students homework.

However, HTPS highly encourages daily reading (To, With, and By):

Parent reads TO the child (story, Bible, cookbook, etc.);
the parent reads WITH the child (story, prayer, etc.);
and the child reads BY themselves, every day.

What does the research say?

(The following quotes come from a summary of research published by the Center for Public Education)

- "There is no conclusive evidence that homework increases student achievement across the board."
- "When parents and children conflict over homework, and strong negative emotions are created, homework can actually have a negative association with academic achievement."
- "Studies have shown that older students (middle and high school students) gain more academic benefits from homework than do younger students."
- "The standard, endorsed by the National Education Association and the National Parent-Teacher Association, is the so-called "10-minute rule" -- 10 minutes per grade level per night."

Alternate Activities to Promote Learning and Holistic Growth:

- Pray and read the Bible, Psalms
- Make and eat dinner together
- Create and nurture a home garden
- Play a game with a peer, sibling(s) or parent(s)
- Go for a walk or ride a bike
- Play an instrument or a sport
- Complete acts of service or chores to help around the house

What if I want my child to do more academic work at home?

Ultimately, our mission as a school is to support you and your child. If you would like to do more academic work with your child, please speak to his/her teacher.

Student Progress/Parent Reporting

Progress Reports/Report Cards: A student progress report is used to demonstrate each students' academic progress, study skills, habit development, and behavior to the parents. Final report cards are sent at the end of the school year.

Conferences: Parent/Teacher Conferences are held formally in the Fall and Spring. The purpose of conferences is to discuss student academic progress, areas of strength, room for growth, social interaction, and spiritual development.

Conferences dates are listed on the Student Calendar and are an important part in supporting your child's education. Every family is expected to attend. Make-up conferences will not be scheduled for non-emergency reasons. Please respect the teachers' valuable and limited time by scheduling and attending your conference on the designated days.

Parents and teachers may also request conferences as needed to address specific issues. Time to talk to the teacher needs to be scheduled in advance so that the teacher can devote his/her full attention to parent concerns. Please do not attempt to have conversations with the teachers during drop-off or pick-up times as the teachers need to be fully responsible for the students under their care. Planning a private meeting time ensures student confidentiality as well. Please discuss classroom/student concerns with the teacher first before bringing them to the administration.

Grades: Based on teacher observation, anecdotal notes, informal and formal class quizzes and assessments.

Promotion, Retention, and Acceleration of Students

1. Promotion: A student satisfactorily completing each grade's work will be promoted to the next grade at the end of the school year.

2. Guidelines for Retention of Students: The teacher in consultation with the administration, other advisory staff, and the parents makes recommendations for retention of students. The decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal. In all cases, parents are expected to seek outside academic evaluation/support if requested by the teacher/administration so as to best serve the student.

3. Accelerated Placement: With our individualized approach to instruction, we naturally differentiate instruction to the needs of each child. Most of our curriculum is designed to have flexible grouping and is scored on a continuum of standards and skills, allowing us to challenge each child. In the areas of math and reading, our grade groupings are more concrete. In these core areas, if a child demonstrates accelerated knowledge or ability, his/her teacher may request a placement test in order to accelerate their placement into the next grade level.

CODE OF CONDUCT

Dress Code

Holy Trinity Private School enforces an appearance policy that adheres to our Old Believer customs and traditions. Students should be clean, well-groomed and appropriately dressed for school each day. All clothing should be clean and fit in a neat and tidy manner.

Please label ALL sweaters, jackets, and other removable items for easy identification.

Overall School Appearance Policy

1. **Dress neatly with a tidy appearance:** Boys shirts belted, shoes tied, no holes/tears or loose hems in clothes, clothing appropriately sized for the wearer. No clothing or accessory should interfere with school activities. If so, they will be asked to be removed or covered with a jacket/coat.
2. **Be clean and well-groomed:** Maintain well-groomed hair. Be modest. Perfume/cologne is not allowed.
3. **Hats:** Students are not to wear hats while inside the school buildings.
4. **Shoes:** Students must come to school wearing appropriate shoes. Shoes must have a closed-toe and closed heel and provide adequate support and sturdiness. Students (1st grade and above) must be able to put on and TIE (if shoes with laces are worn) shoes by themselves. The best shoes for school are athletic-type shoes, like running or all-sport shoes. Socks must be worn with all shoes.

<p>Girls Dress Code:</p> <ul style="list-style-type: none"> ● Russian dresses - elbows covered if possible (if not, please provide a sweater) ● Length to be past the knees ● Hair needs to be up and away from the face 	<p>Boys Dress Code:</p> <ul style="list-style-type: none"> ● Russian shirts ● Belts must be worn over shirts ● Neat and clean pants ● Hair cannot cover the eyes or face
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School Spirit Days: Once a month we will offer an opportunity for students to participate in a spirit day. Dates and themes will be published on our online calendar and emails. Students can dress according to the theme selected.

Please Note: School Spirit Days still follows the guidelines of the overall school dress code requirements above.

Discipline Policy

The purpose of discipline is to provide an atmosphere conducive to learning. Appropriate discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

HTPS Safety and Security Rules: All school rules related to safety and security are in effect at all times. Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning. This includes disobedience and disrespect.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.
6. School furnishings and equipment are to be respected. Any student who vandalizes or damages school property beyond normal wear and tear is liable for replacement or cost of all damages done.

Core Beliefs that Guide Enforcement of School Rules and Expectations: We see each student as one who bears the image of God, and one who, therefore, is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with personal beliefs.

Love and Logic Core Beliefs for Holy Trinity Private School:

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.

- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible. HTPS does not condone corporal punishment.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a "due process" hearing whenever consequences appear to be unfair.
- School problems will be handled by school personnel.
- Criminal activity will be referred to the proper authorities.

Love and Logic Rules for Holy Trinity Private School

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problem for anyone, you will be asked to solve that problem.
4. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences appear not to be fair, request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.
6. We realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should the student be unable to eliminate the behavioral problems, the student will be at risk for expulsion.

Physical Restraint: In situations where a child is screaming, pinching, biting, kicking, or hitting, the child is saying to us, "Help me, I'm out of control." We can help the child by stopping the behavior and then giving her/him the opportunity to regain her/his self-control. Holding the child and offering physical comfort and/or removing her/him from the situation would be the first action taken. Intervention and physical restraint may be used if needed for a child who is risking the safety of the group, his own body, or the safety of the staff member.

Oregon law permits a teacher, administrator, school employee, or school volunteer to use reasonable physical force to restrain a student when and to the extent the individual reasonably believes it necessary for such purposes.

Grievance Policy

The Grievance Policy for HTPS is in keeping with its mission: to protect and preserve our Orthodox Old Believer faith, practices and traditions, and to make disciples of Jesus Christ. As hard as the HTPS students, teachers, and parents will strive to communicate and resolve issues effectively, mistakes will inevitably be made as we are not perfect.

As adults, we realize that our behavior sets an example for our children whom we are seeking to teach wisdom and virtue. Concerns, therefore, should be addressed to the persons directly involved and not roundabout through others who are not involved in the situation. As an HTPS community of parents, teachers, staff, board, and students, we will seek to avoid the sin of gossip and always seek to forgive and love our neighbors as ourselves. Failure to comply with this Grievance Policy will be subject to discipline from Holy Trinity Private School.

Items Not Allowed on Campus

Under Oregon State Regulations, tobacco products and other controlled substances are NOT allowed on or near Holy Trinity Private School grounds.

It is a criminal offense to possess a firearm in a private school building with some exceptions. (Or. Rev. Stat. §§166.360; 166.370)

Electronic Equipment, Valuables and Toys: Electronics and any personal effects, such as phones, radios, pagers, CD players, iPods, laser pointers, games, jewelry, watches and/or toys are not to be brought to school unless authorized by the teacher for specific purposes. The school is not responsible for any lost, stolen, or damaged personal items. Cell phones are not to be used during school hours for any reason and must remain in your child's backpack at all times.

FOOD POLICIES

Food Allergy Policy

We recognize that food allergies are present in a percentage of the school's student population. The foods most likely to cause allergic reactions are peanuts, sesame, and tree nuts. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences. Holy Trinity Private School has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

Accommodations:

If/when an allergy is identified on campus, HTPS will send the appropriate information home regarding restrictions towards foods being brought to school.

- Parents must make sure a Medical Information and Consent Form and written protocols for students with allergies are on file, along with the proper medications as prescribed by his/her physician. These protocols should be designed to avoid exposure to foods to which the student is allergic. The School board and staff will work with parents to implement reasonable protocols submitted by parents. Information pertaining to a student's allergies will be shared with faculty, staff, and volunteers who have contact with the student.

HTPS will keep an epinephrine pen / defibrillator on campus for emergency treatment.

HTPS will provide training and education for staff regarding:

- Foods, insect stings, medications
- How to administer an epinephrine auto-injector in an emergency

Parent/Student Responsibility:

- Parents of students with allergies must submit protocols to the school office designed to avoid exposure to certain foods.
- Parents of students with life-threatening allergies must provide Holy Trinity Private School with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events.
- Parents of students with severe food allergies or multiple food allergies may be required to provide meals or snacks for their children.
- Parents are responsible to educate their child about managing his/her allergy at school, including, but not limited to, identifying "safe foods" and following the General Student Checklist below.

General Student Checklist: (modified for age appropriateness)

- Take as much responsibility as possible for avoiding allergens.
- Do not trade or share foods.
- Wash hands before and after eating.

- Learn to recognize the symptoms of your allergic reactions.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Take more responsibility for your allergies as you get older.
- Develop a relationship with the school staff to assist in identifying issues related to the management of your allergies while in school.

Holy Trinity Private School cannot guarantee that a student will never experience an allergy-related event while at school. We are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.

Food Sharing and Celebration Policy

Sugar has a direct effect on a child's ability to learn, thus we ask that you limit school celebrations to a student's Name Day. Please notify the teacher prior to this day to make arrangements. We ask that treats be individual servings (cookies, brownies etc.) to limit the handling of these items and aid in the speedy distribution. Parental help in serving and cleaning up after a birthday celebration is greatly appreciated.

All shared food must meet the policies regarding food allergies below. Due to the many different food allergies students suffer from, it is necessary that food being supplied by parents/guardians for the purpose of sharing with the student's classmates must not contain the allergen that affects those allergic.

1. Products may not contain the allergen that affects those allergic.
2. In compliance with Oregon Health Regulations, shared foods must be commercially prepared and packaged, in an unopened container with an ingredients label.
3. Homemade foods ARE NOT allowed due to the state regulation stated above.

Alternative celebration idea: Donate a book, a puzzle, or a brain game to the classroom in honor of your child's birthday. See the school office for a special dedication label to affix inside.

Lunch Policy

Due to COVID restrictions, lunch will take place in the classrooms. Students will need to bring their own lunches/snacks daily. Donations of snacks are highly encouraged in each classroom. For questions on acceptable snacks please see your child's teacher.

Please note: Currently due to COVID, HTPS will not have a microwave or refrigerator for student use. Parents are expected to pack any utensils needed, as the school does not supply these items.

MEDICAL AND INCIDENT POLICIES

Illness or Accident

Home is the best place for a sick child. In the event a student becomes ill or is seriously hurt at school, every effort will be made to contact the parent, guardians, or other designated person(s). (An emergency contact form was filled out upon registration.) PLEASE KEEP THE EMERGENCY INFORMATION UPDATED BY INFORMING THE OFFICE OF ANY CHANGES.

We will also call E.M.S. if the injury or illness is of a very serious nature which requires immediate medical attention. The office calls home for any head injuries, other serious injuries, bee stings, and illness with a fever, nausea or vomiting as a matter of routine.

When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and or receive medical attention. If the child is unwell as determined by the school, the parents are required to pick them up immediately or a listed emergency contact alternative will be contacted for pick-up.

Routine treatment of minor abrasions may be handled by the teachers or office staff, as both can supply band aids. All staff are CPR, First Aid, and Epi-Pen trained.

Consider keeping your child at home with the following symptoms:

- Severe chest congestion (deep, heavy cough) with or without a runny nose
- Nausea
- Exhaustion preventing participation in activities
- Redness of either eye
- Rash

Do NOT send your child to school with the following symptoms: (within the last 24 hours)

- Fever of 100.4 degrees or greater (oral or axillary temperature)
- Chills
- Shortness of breath or difficulty breathing
- Vomiting
- Severe diarrhea (3 or more loose or watery stools within the school day)
- Redness of either eye with discharge
- Sore throat with elevated temperature
- Open draining sore that cannot be covered
- Rash with fever

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up. A child may not return to school until at least 24 hours have passed after a fever has broken naturally (without medicine) and other symptoms have subsided (unless a note from their health care provider is provided to the school). This helps minimize the spread of communicable diseases in the school setting.

Medication Administration

Prescription/non-prescription medication: Required medications will be administered by the office personnel only. An authorization for medication form must be on file in the school office before any medication may be dispensed. Students may not carry medication of any kind on school property. Exceptions to this may include an emergency inhaler which has been approved by doctor and/or parent.

All medications including pain relievers, cough drops, etc. must be brought in by the parent/guardian, and in the original container. Please do not send your student in with the medication.

Immunization Requirements and Exclusion

Immunizations are required for attendance at all preschools, elementary, middle and high schools in Oregon, whether public, private, charter or alternative schools.

However, if your child is not vaccinated, the law does allow for exemptions with proper documentation. Parents can learn more at

<https://www.oregon.gov/oha/PH/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/Sc hExemption.aspx>. Parents are responsible to keep their student's school immunization record up-to-date.

The Oregon Department of Health and Human Services requires schools to submit paperwork on student immunization status each January.

Students with incomplete or missing immunization records will be excluded from school starting on the Statewide Exclusion Day (Typically the 3rd Wednesday in February) until resolved. Additionally, Oregon State Law (Senate Bill 895) requires schools to share their immunization and exemption rates for each vaccine required for attendance.

Pediculosis (Head Lice)

Holy Trinity Private School, maintains a nit-free policy. All students, regardless of home conditions, are susceptible to head lice. Our goal is to keep children in school, ready to learn, while following safe, recognized health practices. If you find that your child has lice, please contact the school office so that we can notify the community regarding the possible presence of lice.

Students with suspected cases of head lice will be referred to school staff for assessment. Any student found with live lice or nits (lice eggs) will be sent home until the measures below have been completed. Instructions for detecting and treating pediculosis (head lice/nits) can be found online at <http://www.cdc.gov/parasites/lice/head/treatment.html>.

Returning to School: The parent shall accompany the student to school where the student will be screened for lice. If live lice or nits are still present, the student will return home with the parent.

FINANCIAL INFORMATION

Fundraising

Since tuition covers only part of the total cost of education, parents are encouraged to involve themselves in activities to help the school, including fundraising projects. We at Holy Trinity Private School see ourselves as a natural extension and fulfillment of the primary parental roles of education and Russian Orthodox Old Believer Christian formation. Consistent and enthusiastic participation and involvement of the parents strengthens the academic program and ensures smooth operation of the school. Our staff and our parents make the difference and are the key to achieving our Goals, fulfilling our Mission, and achieving our Vision.

Background Checks: It is the policy of HTPS that the safety and wellbeing of our students be of utmost importance. To that end, we require all parents and volunteers spending time with the students to submit to a background check, once every 3 years. HTPS will not assume the cost associated with screening service. Notify the office of your interest in volunteering at your earliest convenience.

Please note HTPS reserves the right to immediately revoke permission of a volunteer if HTPS feels that said volunteer is not conducting themselves in a manner (or is presenting material) that does not accurately represent the mission and goals of the school.

Tuition Policy

Holy Trinity Private School operates solely on revenues received from tuition and fundraising. Tuition rates are established by the CEO board and are based on the budgetary requirements of the school. Therefore timely tuition payments are required. The initial tuition is due October 11, prior to the start of the school year. You will receive a 5% discount if the full balance is paid upfront prior to the first day of school.

Alternatively, should a family desire to pay the tuition on a monthly basis, monthly tuition payments are due on the 1st day of each calendar month. Accounts become past due if unpaid by the 10th of the month and will incur a late payment fee of \$50.

For accounts that are past due by 30 or more days, the school reserves the rights, in addition to any other remedies, to withhold grade reports, refuse to provide services to the student and/or expel the student.

Midyear Enrollment: New students enrolling in HTPS after the school year has started will be billed for the remainder of the year (prorated, and if the Pay in Full option is chosen). Families selecting to use the Monthly Payment option will be billed upfront (prorated) and in full monthly payments beginning on the first of the next month.

Check Policy: Checks can be made payable to "ROBC HTPS". Checks not honored by the bank are not considered as payment and are subject to a returned check fee.

Credit Card Policy: HTPS's tuition fees are payable by cash, check or PayPal as outlined above. However, should a family desire to use an accepted credit card for payment of tuition, the cardholder will be charged a

3% processing fee. Students are considered enrolled for the entire year. Therefore, no tuition reductions will be made for extended absences, regardless of the cause of such absence(s).

Withdrawal Policy

Parents must officially notify the school office prior to withdrawing a student from classes. The office will prepare the required withdrawal forms.

The student is considered a full-time student whether in attendance or not until the formal withdrawal process has been completed.

If a student leaves for any reason, the remainder of the month will be prorated to avoid extra payments. Notification of a student's withdrawal must be made in writing and become effective once the school has received the written withdrawal notice.

Scholarships for Tuition Assistance

The School Board of Holy Trinity Private School understands that some families need financial assistance for tuition payments and strives to meet those needs as best as it can. Every family registered in the school is eligible to apply for need-based tuition assistance, if available.

The school board works continually to balance the needs of parents with the budgetary needs of the school. Scholarship money (when/if available) that is used for tuition assistance is derived solely from gifts and therefore, limited. The school board will make tuition assistance available based on numerous factors including, the need for assistance, income, etc.

Please contact HTPS office staff for more information on scholarships and tuition assistance.

MISCELLANEOUS

Weather Related School Closures

In the Pacific Northwest we can often expect inclement weather during the school year. Since we are a small school and cannot publish our weather-related closure schedule with the local media, we will do so via FlashAlert.net, text, WhatsApp and email. We will not contact you by phone. HTPS will post notification of school closures by 7:30 a.m. Our weather-related school closure schedule will coincide with the local Silverton and Woodburn School Districts. If Silverton/Woodburn schools are closing, HTPS will close also. HTPS will notify you on FlashAlert.net if there is a need to delay the opening of school due to bad weather.

If we encounter hazardous driving conditions after school is in session, HTPS will contact you via FlashAlert.net. Please have a contingency arrangement in place in the event that inclement weather necessitates an early school dismissal. This includes an alternate pick-up arrangement in the event that you cannot leave work immediately.

HTPS understands that weather conditions can vary depending on where you live in the Willamette Valley area. Your safety is very important to HTPS. If you experience hazardous road conditions in your area and do not feel you can safely drive your child to school, please contact HTPS as soon as possible so we can notify the teacher and excuse your child for the day.

Snow Day Make-Up Policy

Oregon State law (as of 2015) requires school age children to have 900 hours of instruction a year. We will need to regain those valuable hours if the number of days lost due to weather related closures is greater than five per academic year. Possible make-up days are reflected on the school calendar each year. These make up days are optional for preschool students.

School Communication and Family Information

In order to maintain regular communication, please make sure you add @holytrinityschool.us to your "safe senders" list in your spam software/program. HTPS will be communicating through multiple platforms such as: email, letters home, text message, etc. Please indicate your preferred mode of communication upon registration.

Nondiscrimination Policy

Holy Trinity Private School admits students of any race, color, national and ethnic origin. All students are entitled to the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or scholarship programs.

While Holy Trinity Private School is an Orthodox Old Believer School, it welcomes students from all faith backgrounds. However, non-orthodox students should know that all who enroll at Holy Trinity Private School

agree to participate in the activities and classes during the school day, including Russian and devotional classes.

Policy Handbook Agreement

Our board and school administration have created this Holy Trinity Private School handbook as a guideline for our parents and students. In the spirit of cooperation, parents agree to read this handbook and discuss it with their child(ren). As a Russian Orthodox Christian family, you agree to follow and uphold the school policies and practices at all times while on the school property.