



**Student / Parent
Handbook
2009-2010**

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Trinity Christian School Families Handbook

Mission and Purpose Statement:

Trinity Christian School strives to provide a nurturing environment for each student's education, growth and development. Our goal is for students to view themselves as capable and independent learners. We endeavor to provide each student learning experiences in a loving Christian atmosphere. The beliefs of each Trinity Christian School family, child, School Board and staff member will be respected as we fulfill our purpose of providing a nondenominational Christian education. While we believe God has given the primary responsibility for the instruction and development of children to their parents, we see the opportunity to work hand-in-hand as partners in the teaching and development of yours.

As a joint purpose, together with church and family, we will provide children with a Christ-centered learning experience. We are dedicated to the total education of the child - mind, body and soul. We will strive to provide for the students' spiritual, moral, social, physical, emotional and intellectual growth.

School Board Members and Contact Information **(schoolboard@trinitynorthbranch.org):**

Tim Olson (Chair):
tolson@trinitynorthbranch.org

Joel McPherson (Vice-Chair):
jmcpherson@trinitynorthbranch.org

James Robillard (Treasurer):
jrobillard@trinitynorthbranch.org

Dave Reider (Events Coordinator):
dreider@trinitynorthbranch.org

Katie Potter (Secretary):
Kpotter@trinitynorthbranch.org

Judy Feela (Devotions and Time Keeper):
jfeela@trinitynorthbranch.org

Policy Handbook For Parents, Guardians, and Students

This handbook for parents/guardians was compiled as an aid in understanding the policies and regulations of Trinity Christian School. To be effective, the school needs the wholehearted support of each and every parent/guardian. This handbook is issued in confidence with parent support and contains our school philosophy and policies. Your registration at Trinity Christian School is recognition of the responsibility of abiding by the rules and regulations of this school. We cannot include every possible rule to cover the many situations that may arise. The school will act prudently in recognizing the rights of its students and their parent/guardians. However, entrance into Trinity Christian School is by invitation and continued attendance is not a right but a privilege.

Parents/guardians are asked to read this booklet thoroughly and explain it to their children. They are asked to lead their children toward a positive interpretation of the policies and regulations.

After careful study, parents/guardians may have further questions. If they do, they are free to ask the teachers, principal or pastor about them. We welcome suggestions and recommendations.

We are very proud of Trinity Christian School. Our excellent staff provide students with a quality education. With the support of our parents/guardians, we are confident that there are hidden sacrifices of our parents/guardians and congregation members who are convinced of the value of a Christian education, the support of pastors, the dedication of the members of our School Board, and above all, the presence of the Lord among us.

Our school is not only important to Trinity Lutheran Church, but to the entire community. A place where children pursue truth and establish moral value is bound to be an asset to a community.

We ask God to bless you and your families. We realize that sending your children to a Christian School is an investment. We trust that the Christian education your children receive at Trinity Christian School makes this sacrifice worthwhile and enriches you and your children. As we begin another school year, we assure you of our very best efforts to fulfill our responsibilities. God be with you always!

List of Faculty and Staff:

Trinity Christian School	674-7042
Trinity Lutheran Church	674-7047
Fax	674-7048
Suzie Hischer	674-7047 ext. #30
Kris (Youth Ministry)	674-7047 ext. #13
School Administrator: Nichole Laven nlaven@trinitynorthbranch.org	674-7042 ext. #22
Early Childhood Coordinator: Mary Grote mgrote@trinitynorthbranch.org	674-7042 ext. #23
Office Manager and Accounts Receivable: Julie Morgan jmorgan@trinitynorthbranch.org	674-7042 ext. #15
Teachers and Aides:	
Jenny Surratt jsurratt@trinitynorthbranch.org	674-7042 Rm #108 Ext. #34
Jennifer Warner jwarner@trinitynorthbranch.org	674-7042 Rm #212 Ext. #39
Christa Weiland cweiland@trinitynorthbranch.org	674-7042 Rm #206 Ext. #40
Mike Bonach mbonach@trinitynorthbranch.org	674-7042 Rm #204 Ext. #32
Diana King dking@trinitynorthbranch.org	674-7042 Rm #110 Ext. #16
Erin Park epack@trinitynorthbranch.org	674-7042 Rm #114 Ext. #17
Sheila Bauer sheibe@msn.com sbauer@trinitynorthbranch.org	674-7042 Rm. #102 Ext. #38
Kristin Mayne kmayne@trinitynorthbranch.org	674-7042 Rm. #106 Ext. #21
Mary Grote mgrote@trinitynorthbranch.org	674-7042 Rm. #104 Ext. #35 and #23
Diane Aufderhar daufderhar@trinitynorthbranch.org	674-7042 Rm. #102 Ext. #38

Gail Paschke gpaschke@trinitynorthbranch.org	674-7042 Rm. 106 Ext. #21
Jen Abbott jabbot@trinitynorthbranch.org	674-7042 Rm. #104 Ext. #35
Kelly Ramberg kramberg@trinitynorthbranch.org	674-7042 Rm. #106 Ext. #21

Support Staff:

Kim Jacobson (Computer and Office Support)
kjacobson@trinitynorthbranch.org 674-7042

Jessi Guerin (Library and Volunteer Coordinator)
cjguerin@aol.net

George Mix and Lori Tollberg 674-7042
gmix@trinitynorthbranch.org, ltollberg@trinitynorthbranch.org

Missie Olson (Accounts Payable) 674-7042 Ext. #15

DHS 651-296-3971
651-296-5626

Don Kivimaki 674-1520
(Lunch for Elementary Students)

Transportation 674-1030
(Connie or Julie)

Calendar

Floor Plan

Absences:

Students are expected to be present and punctual for all classes throughout the school year. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism or tardiness is regarded as a serious problem. Excessive absences are detrimental to a child's education.

Tardiness:

When students are tardy they are unable to begin their day at full strength. Tardiness to school requires a note or a phone call from the parent indicating sufficient reason for the late arrival. Elementary students will be considered tardy if they arrive beyond ten minutes late. For example, if a child comes in after 8:30 a.m., the teacher will mark the child tardy. Whereas, if the child comes in at 10:00 a.m., the child will be marked partially absent as instruction has already begun. Children who leave early for an appointment or for other reasons will also be marked tardy or counted as a partial day absence. If excessive tardiness continues, a meeting with the teacher, parent/guardian, and principal will develop a plan to assist in making up these missing minutes and develop a future plan to help with each individual situation. Multiple tardies of numerous minutes during the same semester can be combined to complete an absence.

Excused:

In the event your child will not be in school during the scheduled class day, it is the responsibility of the parent/guardian to call the school office at (651) 674-7042 before 8:00 a.m. to report the reason for the absence. A written excuse with parent/guardian signature should be given to the classroom teacher and should accompany your child when he/she returns to school. Also, please check your child in at the office. If you have planned absences, please notify the office and classroom teacher in advance.

Unexcused:

Absences from school with/without the parent but without having notified the school by the next day for reasons for the absence will be unexcused. Students with multiple unexcused absences may be reported to school administration and truancy prevention processes could begin.

Make-Up Work:

Arrangements can be made with either the teacher or the office to pick up homework. It is the student's responsibility to arrange for make-up work. All make-up work must be completed according to the teachers' directions and within a reasonable time-frame. Generally, two days of make-up time is granted for each day of excused absence.

Achievement Testing:

All students in Grades K-5 are required to take a standardized achievement test in the spring of the year. The main purpose of testing is to provide academic information on each child, so that the curriculum meets the individual needs of every student. The parent/guardian will be notified of the test results in the spring.

Admission:

Trinity Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities at the school. The school does not discriminate on the basis of race, color and national or ethnic origin in administration of its educational admission policies. Kindergarteners must be 5 years-old by the first of September of the calendar year in which they intend to enroll. Parents must provide a copy of their child's birth certificate at the time of registration. Early Childhood Screening is highly recommended, but **not** a requirement to enter Trinity Christian School Program. Trinity Christian School is in compliance with Title I–IV and Minnesota Department of Human Service regulations.

Annual Meeting:

Trinity Christian School Board will provide information to Trinity Christian School families on or before May 30th to share the current status and future projections of school status. School Board members will vote at this time to approve budget for following school year.

Behavior and Discipline Policy (Elementary Grades):

Trinity Christian School believes a positive and constructive working relationship between the school, students and parents is essential to the accomplishment of the school's educational mission. The emphasis on our discipline plan is respect for one another and our gifts as children of God. We believe Jesus is the best example of how to behave. If we follow Him and live the Gospel values, we will make the right choices. The goal of our disciplinary policy is to have each student gain control of his/her behavior and accept responsibility of his/her actions. Acceptable behavior must be taught as continuously as other skills. Respecting the students and families involved, discipline matters will be discussed only with those involved. When a student behaves contrary to classroom and school rules, he/she is given a chance to change the behavior. If the behavior does not improve, the classroom teacher may decide further action is necessary. The teachers and school staff are consistent in their disciplinary actions, with the goal being to help the student move toward self-discipline. Parents are an integral part of the discipline process, and will be contacted when the matter is not successfully resolved between the student and teacher. The school administrator supports the teacher in the disciplinary role and will become involved whenever necessary. The School Board may become involved if discipline issues continue. For the elementary students grades Kindergarten through 5th grade, a universal system is in place to support and communicate this behavioral policy. Trinity Christian School prohibits the use of corporal punishment or subjection to emotional abuse.

Pink Slips:

Appropriate behavior is rewarded with a pink slip. Behavior warranting a pink slip includes but is not limited to being kind, helping others, following directions, having a positive attitude, etc.

Additional incentives can be utilized in the classroom like “prize box” or “Friday Fun”.

White Slips

At the earliest sign that a student is disrupting the classroom or the school's learning environment actions will be taken to remedy the situation immediately.

Guidelines are as follows:

1. Verbal Warning (a maximum of three in a day: Green, Yellow, and Red Light System is used throughout the elementary school)
2. Behavior form to be filled out by the student, signed by parent and then the teacher will e-mail or write a note to the parent on the weekly report or daily agenda.
3. White Slip- a specific explanation of the misbehavior to be signed and returned to school the next day. If it doesn't return then the staff and child will phone the parent/guardian and the child will miss a part of a non-academic time during the school day.
4. In severe/serious cases the white slip or consequences will be given without warning (ex: Bad language, hitting/hurting someone, destruction of property)

Consequences Within 1-Week Duration:

1. 2 white slips within one week the child will: Fill out a behavioral form during recess and a call will be placed to the parent.
2. 3 white slips within one week: For the same offense– along with the first consequence there will be a parent conference with the teacher.
3. 4 white slips within one week: The student will lose a recess and parent conference will be held with the school administrator, parents, and teacher and a behavioral contract will be created with extensive detail and timeline.
4. 5 white slips within one week: The matter will be brought before the school board for the appropriate requirement(s) to help remedy the situation which may include but is not limited to:
 - a. A parent meeting with the School Board and/or School Board Member
 - b. Parents being required to spend one or more days in class or within the building with their child
 - c. Professional counseling, testing and/or evaluation (at the expense of the parent if necessary)

Behavioral Contract:

A student is placed on a contract when he/she receives a parent teacher conference due to the chronic offense. The contract is intended to make clear to parents and students the need for improvements in behavior and to secure from the student a written commitment to change and a timeline to do so. Behavioral contracts can continue through the school year and into the next school year if necessary.

*The requirement(s) designated by the School Board must be fulfilled if the student is to be enrolled at TCS.

Examples of Behavior that Warrant A White Slip, Behavioral Contract or Disciplinary Action (not limited to)

1. Being disrespectful to others
2. Intentionally hurting others
3. Calling names
4. Physical Aggressive Behavior toward students or staff
5. Teasing/Laughing at others
6. Harassing Language or Behavior toward others
7. Interrupting others/teacher
8. Not using an “inside voice”/yelling
9. Excessive or loud talking in the bathroom or hallway that prevents progress of a transition to the next activity or is disruptive to a class that is in session.
10. Running in the classroom or hallway
11. Inappropriate language – verbal or written
12. Not using table manners (burping, playing with food)
13. Throwing rocks/snowballs on playground
14. Climbing on playground equipment not intended for climbing
15. Talking during quiet time
16. Being disruptive in class
17. Not allowing other students to join in games/activities (exclusion)
18. Destruction of school/church property

If the student continues to disrupt or refuses to conform to school policies or alternative interventions and are not currently undergoing special evaluation, the student will be given a suspension of 1-10 days from school, depending on the severity of the offense.

The last step is expulsion, a rare and serious step that must be approved by the school board. “Expulsion” means the permanent exclusion of a student from school if a student’s violation of school rules threatens to continually or, in any given instance, disrupts the daily academic process or if the student’s presence poses a danger to himself/herself or other persons or property. The principal will take the following action:

- Notify the student of the punishable violation
- Notify the parent/guardian of the student’s punishable violation
- Notify the pastor and School Board Chair of the violation and the particular circumstances.
- Arrange for a hearing with a person or persons recommended.
- The School Board Chair and Administration shall render the decision regarding expulsion following the hearing.

When a student has been suspended for what may be considered a violent act, if a second incidence occurs upon his/her return, the student will not be allowed to return to Trinity Christian School for the remainder of the year.

Locker and desk inspections:

School cubbies and desks are school property. The school may inspect the interiors at any time, for any reason, without notice and without student consent.

These discipline procedures may be accelerated if the problem is one of extreme danger such as: weapons, drugs and other serious offenses deemed as such by the teacher, school administrator, and/or School Board. Under no circumstances will any student be exempted from the disciplinary policies outlined here unless the school board has specifically approved an alternate plan of action.

Birthday / Special Treats:

Birthdays are special to students and will be recognized in the classroom. It is optional for a child to bring in a special birthday treat. Any special treats **must** be commercially prepared. Due to safety and liability concerns, homemade treats cannot be served to any student for any reason. Non-commercially prepared items will be returned home with the child.

Books and Textbooks:

Students are allowed to check out books periodically given the grade level and projects. Books are donated to the library and are expected to be returned before checking new ones out. If a library book is lost or damaged, the donation of another book or a monetary reimbursement is required.

Textbooks and workbooks are the property of Trinity Christian School and the North Branch School District. The students are expected to take care of these books. Students will be held responsible and will need to replace lost or damaged books.

Book Orders:

Trinity Christian School attempts to make available to parents as many opportunities through book clubs as combined purchasing power makes possible. Making such an opportunity available to students should not be construed as an endorsement or requirement. Order forms must be returned with a check or money order to the proper book club for the exact amount due. Avoid sending cash.

Busing, Bus Safety, and Bus Garage:

North Branch Public School provides public bus service for all students arriving for morning kindergarten, the dismissal of afternoon kindergarten students and for All-Day kindergarten through fifth grade students living within the North Branch school district boundaries. Materials will be sent to parents during the summer to make arrangements for this service. Parents are to notify the bus garage at 674-1030 and school office if any transportation arrangements change throughout the school year. All children are expected to follow the bus safety rules of the North Branch Public School District daily.

Car Riders:

Due to safety concerns of students and parents crossing the street between and in front of cars, please drive slowly, park in the lot in a designated parking spot keeping fire and bus lanes clear from traffic and enter in through the front of the building.

Also, children **must not arrive more than ten minutes prior to school starting.** If your child arrives by car, he or she must be in the building five minutes prior to the beginning of the school day.

At dismissal, it is essential if a child's dismissal plans are different than usual, a written note is to be received by the office. When calling in a change to the office, please call by 2:00 p.m. to assure your child and their teacher receive the message.

Child Abuse or Neglect:

Who Should Report:

1. Any suspected case of abuse or neglect must be immediately reported.
2. Anyone who works with children in a licensed facility is legally mandated to personally report any suspected abuse or neglect to authorities without delay.
3. If you know or have reason to believe a child is being or has been physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

Where to Report:

1. If you know or suspect that a child is in immediate danger call 9-1-1.
2. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
3. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at Chisago County Human Services or local law enforcement at (651) 213-0324.
4. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at (651) 296-3971.

Church and School Relationship:

Trinity Lutheran Church and Trinity Christian School have a close, Christ-centered, positive, integrated relationship. We believe the foundation of Christian faith, life and morality is solidly built in the early years of any child's life. The church congregation supports Trinity Christian School not only with vision and encouragement but also with prayer and with financial sacrifices. The church is an active supporter, spiritually and financially, of the school as their mission since 1985. An Integrated Advisory Team is in place to serve and assist with communication and decision making process between Church Council and School Board. Core Administration: Pastor, Principal, and Church Administrator work extensively together to achieve the best environment for all to feel welcome. Teacher and staff salaries, curriculum, materials and supplies must be funded through tuition charges and fundraising by parents of enrolled students.

Class Photographs:

Trinity Christian School offers the opportunity to have students' and class pictures taken. They are taken during the child's class session. All pricing and ordering information will be sent home to parents prior to picture day. You are under no obligation to purchase photos at any time. Class photographs are a part of the yearbooks.

Coat and Backpack Area:

All students will have an assigned area to place personal belongings such as hats, coats, and backpacks. No valuable articles should be left in these areas because they are neither locked nor secure. Outdoor recess snow clothes and boots can be kept at school over night, but should be taken home to be washed occasionally. Be sure everything is properly labeled in case anything is misplaced.

Communication:

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, purpose, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

- A. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- B. If you have met with the teacher and are not satisfied, make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
- C. Additional forms of communication include the school website at www.tcsnb.org and reference the Parent/Student Handbook as well as the school monthly newsletters.

Conferences:

Since parents/guardians are frequently the first to be aware of a child's needs, communication between home and school is essential. Conferences are held twice a year. The exact time of each conference will be arranged in advance. If parents/ guardians have concerns about their child, they are encouraged not to wait until conference time. Please contact the teacher whenever you have a concern.

Curriculum:

The foundation of Trinity Christian School is the mission and philosophy of the school. All instructional practices develop the students' spirituality, character, skills and knowledge. The philosophy of each subject area reflects the mission and purpose of the school by recognizing the individuality of each student and desired outcomes. The teachers use a variety of methods and materials to instruct, assess, and meet the individual needs of the students.

Dress Code for Preschool and Pre-Kindergarten:

Preschoolers do not wear uniforms. We believe strongly that children learn by doing. Therefore, “messy” play is frequently a part of our preschool day. Your child will be experiencing various types of paints, markers, glue, chalk and crayons. We also try to play outside, weather permitting. Please dress him/her in comfortable, washable play clothes and shoes. We do wear paint shirts, but stains often find their way through them. We want your child to be free to learn with his/her whole body and to feel comfortable.

Early Childhood Screening:

Early Childhood screening is recommended, but not required, and is available to all families through the North Branch Public School Early Childhood Program. The purpose for the screening is to identify any potential concerns or academic/social/emotional concerns to alert schools to modifications and needs for success.

Early Withdrawal / Exit Policy:

In the event a family needs to withdraw a student early, Trinity Christian School requires a two-week written notice. Forms for early withdrawal may be requested from the office manager. Parents/guardians are responsible for payment of tuition and fees based on the following withdrawal timelines:

1. August 1st – October 1st : 50% of remaining tuition is due
2. October 1st – January 1st : 75% of remaining tuition is due
3. After January 1st : The full amount of remaining tuition is due

Accounts concerning a student must be paid in full, including tuition, fees and fines before grades and transcripts will be released.

Elevator Use:

Elevator use is to be used primarily for handicap accessibility. Students will use the stairs unless an injury makes that impossible or they are directed to use the elevator. The elevator is serviced as needed to meet the necessary standards.

Emergency Information:

On or before the first day of school, every child is required to have a completed emergency health card on file. It is essential these cards be completely filled out, including a parent/guardian signature. Such signature provides permission for emergency treatments, if necessary. To help us keep an accurate file in case of emergency, parents/guardians are asked to notify the office of any address or telephone number changes, including cell phone and work numbers of parents or adults authorized to pick-up.

Field Trips:

Field trips are intended to be educational and beneficial to the students. Therefore, students are expected to participate. However, they are considered a privilege, not a right. It is possible, due to circumstances that a student will be asked not to attend. Following are the guidelines we follow when scheduling field trips:

- A note will be sent home to parents/guardians prior to the field trip briefly explaining the location and purpose of the field trip, the approximate times of departure and arrival back at school and the mode of transportation.
- In order for a student to accompany his/her class on a field trip, the signed permission slip with all information included from the child's parents/guardians is required. The use of the parent/guardian authorization form EACH TIME is required for their students to participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. We must have written permission.

Staff will bring first aid kit and emergency phone numbers on each trip. The activity fee is paid at the beginning of the year. This usually covers the cost of the field trip. Keeping safety in mind, parents may be asked to attend or make alternative arrangements for students with certain medical conditions.

Parents will provide transportation for preschoolers. All preschool parents will follow proper Department of Human Services procedures when transporting preschool children.

Field Trips may be on-site during certain days of class. If your child doesn't usually attend during the day scheduled for the field trip, you and your child are invited to attend the on-site field trip during one of the scheduled times.

Chaperones are welcome to attend. It is a wonderful opportunity to show support to your child as well as observe the class in action. All chaperones are subject to passing a background check, which is to be completed a minimum of two days previous to the field trip. Chaperones are responsible for paying their for their own field trip admission fee, unless otherwise noted. Also, field trips are typically scheduled as an enrichment activity for your child; therefore, to make sure the field trip is such, there are **no** siblings allowed to come on the field trips.

Fundraising:

Fundraising is an important role of Trinity Christian School. The money raised through the variety of fundraisers provide us with necessary school funds. In the past, fund raising has paid for additional physical education and technology equipment, specialist, transportation, library books and much, much more. The money may also be used to ensure that the school budget remains balanced. Although it is a goal of the School Board to set registration fees and tuition to meet the annual budget, it is also a goal to keep fees at an affordable rate. **Therefore, it is an expectation that all families participate in all fundraising events that benefit the student and our community.**

Grievance Policy:

We believe good communication with parents is beneficial to the children at Trinity Christian School. In the event an area of concern arises, the following procedures shall apply:

- If at all possible, complaints, disputes or disagreements should be resolved on a person to person level. If this cannot be accomplished, the person seeking relief should take the following steps.
 - Discuss the problem with the next level administration.
 - Any complaints to the School Board concerning personnel or curriculum will be taken under advisement. After consultation with the Board, the pastor may make additional recommendations on the course of action or resolution through the school administration.

All parties involved will expect the matter to be confidential in nature.

Harassment Policy:

No person has the right to harass another person in any way. This harassment may include inappropriate touching, pinching, etc of another person. It may also include verbal comments, which are hurtful or cruel put-downs. All harassment cases will be listened to and dealt with by administration. All harassment will be treated seriously. The following procedure is established to eliminate this behavior between students:

1. Communicate to the harasser verbally or in writing a) what you are feeling and b) that you expect the behavior to stop. You can get help or support from a friend, parent/guardian, teacher, principal or other trusted adult.
2. If behavior is repeated, report it to your teacher or principal as soon as possible.
3. The incident will then be put in writing and the written report will be discussed with the principal who will then investigate the incident.
4. Parents/guardians may be called and the pastor will be notified. A parent/guardian/student/school administration conference will be held.
5. Upon the investigative findings from the harasser, victim, and witnesses, disciplinary action could include any or some of the following depending on the seriousness of the behavior
 - a. Verbal warning/reprimand
 - b. Written warning/reprimand entered in student's cumulative file.
 - c. Reduction in participation during a school activity
 - d. Suspension
 - e. Expulsion
 - f. Police involvement/legal charges

Health Aide/ Health Issues /First Aid/ Screening/ Medications/ Records/

Immunizations:

Medications:

Trinity Christian School's medication policy is in accordance with the MDH recommendations: The school **will not** provide any medication (including Tylenol or cough drops).

Whenever possible, we recommend medication be given to students at home, before or after school. The MDH recommends that the school should not provide students with acetaminophen (Tylenol) or any other medication. If a child must take medication at school, a parent/guardian must use the "Permission to Dispense Medication" form. You can obtain this form from the school health office. The form for administering medication (even nonprescription) must have parent/guardian and physician signatures. This includes all prescription medications and over-the-counter medications such as Tylenol, cough medicines, cold capsules, etc. This policy is designated to provide safe administration of medication in school.

In situations involving required prescription medications needing to be administered during the school day, such as inhalers, diabetic or allergic reaction medications, administration guidelines will be followed: Medications must be administered by the school nurse or designated school personnel. Parents should bring the medication to the school office in the original container. Students may not keep medicine with them. The container will be labeled with the child's name, name of medication, dosage and frequency, name of prescribing physician and the date the medication was obtained and expires. When possible, please request a prescription in a separate container for school use.

Parents are also asked to protect their children and the health of others by keeping a child home when exhibiting signs of illness. Some illnesses, like H1N1, might include a different length of time for extended absences. Typically, the recommended signs to look for when a child has the regular flu or other illness may include but are not limited to:

1. Temperature above normal within the last 24 hours.
2. Upset stomach within the last 24 hours.
3. Intestinal disturbances, diarrhea, vomiting or nausea.
4. Undiagnosed rash, an unusual sore or impetigo.
5. Sore throat or runny nose.

Contagious / Infectious Agents

A child who contracts an illness which is considered contagious should not be sent to school until your family physician advises it is safe for the student to return. At times, notes will be sent home alerting parents to exposure to certain contagious diseases which will include some of the possible symptoms. We ask that if your child becomes ill, you promptly contact the office within 24 hours, leaving a detailed message about the illness symptoms, including fever and other important information. The school has a process in place for the control of infectious agents, which includes notifying parents of student from the infected classroom within 24 hours if a diagnosed contagious reportable disease such as lice, scabies, impetigo, ringworm or chicken pox is reported to Trinity Christian School. Additional procedures for cleaning and disinfecting the students' environment

are also in place. All adult personnel use established practices in handling blood or other body fluids.

Health Aide:

Health services are provided to Trinity Christian students via the North Branch School District. Our health aide's primary responsibilities are to provide hearing and vision screenings, maintain health records, and provide "on the spot" nursing care for illness or injury. The health aide is only available for a short time each day.

Immunizations:

We are required by the Department of Human Services to have an immunization form on file for each student by the **first day** of school. If your child's immunization form is not on file the first day of school, your child will **not** be allowed to attend until the form is in his/her file or properly documented exemptions are on file as mandated by the Minnesota Statutes 1978, Section 123.70.

Health Care Summary: Preschool and Pre-Kindergarten students are required to have on file a health care summary, signed by the child's source of medical care, within 30 days of admission, as required by Minnesota Department of Human Services.

Special Pickup:

When a child becomes ill at school, the parents will be called to pick up their child. If neither parent can be reached, the emergency numbers listed on the emergency card will be called. While waiting for the parent to come, a staff member will stay with the child in a quiet place. The school has a cot and a blanket for this purpose. Please sign your child out in the office.

Pandemic Outbreak and Plan:

If a pandemic outbreak occurs, staff and parents are immediately notified and custodial staff will take immediate precautions and follow necessary disinfecting procedures for containing and maintaining location of outbreak. Currently, the Minnesota Department of Health and Center for Disease Control are currently working to revise and make recommendations to educational facilities as to new procedures and policies that will be put in place for the current school year. Upon notification of changes, a copy of the pandemic plan will be kept in the Health office on file and the parents will receive an addendum to the parent/student handbook.

Health Screening:

Yearly screening programs provided to the elementary students via North Branch School District include vision and hearing. Screening may be conducted on-site at Trinity or at the North Branch Public School. Parent/guardian is notified when a situation needing further medical evaluation is identified.

Records:

The District Health Aide maintains a health record for each student, which is updated yearly. A Health Plan is created if a child has allergies or chronic medical conditions.

Homework:

Homework is the extension of the learning experience beyond the classroom. The purpose is to teach responsibility and foster the development of the student's study skills.

Assignments support and enrich classroom learning and help to provide a bond between the parent, child and teacher. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning. Therefore, teachers will clearly inform parents of the classroom homework policy at the beginning of the school year.

The amount of homework will vary from student to student, depending on each one's skill level and use of time.

Hot Lunch:

A hot lunch program is provided via North Branch Public Schools for Trinity Christian School elementary students', which include milk. You will receive information regarding hot lunch accounts, pricing and free and reduced lunch prices prior to the first day of school. Hot lunches will be available starting the first day of school. Lunches must be ordered each day by 8:30 a.m. If your child will be late, be sure to send them with a home lunch or call in their lunch request prior to 8:30 a.m.

Lunch money can be sent through the school office, or money can be directly deposited in your lunch account on-line through www.northbranch.k12.mn.us. If you are sending a check, please be sure to make the check payable to North Branch Public Schools with your child's full name or account number written in the memo line. Be sure to place all money in envelopes before sending it to school, with the child's name, grade, amount, and purpose of the money so that it is allocated in the right fund.

If your child should have any food allergies, be sure to let the lunch program at both Trinity and North Branch School's Food Service know about the special dietary needs and to ensure necessary paperwork is completed by your physician.

Free and Reduced Lunches:

All families who are eligible are encouraged to apply. Forms are available in the school office. You may apply for free/reduced meals at any point during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed, or receive food stamps or AFDC for your child(ren), then complete an application. In doing so, you also increase the federal dollars which Trinity could be eligible for during the school year.

Lunch Hour:

Lunch is scheduled from 11:30-11:50 for elementary students. Elementary recess follows from 12:00-12:30.

Lunchroom Rules:

- Respect the supervisors, teachers, staff and volunteers on duty.

- Do not share food with others.
- Use a quiet indoor voice when talking.
- You may get out of your seat only to empty/toss your tray when you have permission.
- Clean the area around you when you are excused.

Violations of the above rules will result in students sitting out or missing noon recess.

Preschool and Pre-Kindergarten Snacks:

As a requirement of Minnesota Department of Human Services, a snack will be provided for preschool and pre-kindergarten students during their scheduled class time, a meal will not be provided. Snacks must comply with the nutritional requirements of the US Department of Agriculture, Food and Nutrition Service, code of federal regulations, Title 7, section. 226.20.

Please inform the school and staff if your child has any dietary needs prescribed by a medical source or if your child has food allergies.

Internet Acceptable Use Policy:

With access to computers and people all over the world, comes the availability of material that may not be considered to be appropriate in the context of this program. We have a fire wall in place to filter the Internet activity. We firmly believe that world wide network has information and interaction available for educational purposes as well as material that the user may accidentally procure that is not consistent with the educational goals of Trinity Christian School. Student errors may occur in translation from chalk board to the key board. Students are expected to abide by all accepted rules of the network etiquette. These include (but are not limited) the following items:

1. All communication and information accessible via the network should be assumed to be school property.
2. Be fair to other users in the lab and be polite, cooperative and kind.
3. Appropriate care and respect is expected when in the computer lab.
4. Only academic activities are allowed in the lab.
5. Students will not reveal their personal address or phone number or those of others.
6. The network will only be used appropriately and will not disrupt other users on the network.
7. Do not use some one else's computer. Common use accounts are for approved projects only.
8. Do not use unauthorized copies of commercial software.
9. No shopping online.
10. Students on the Internet will always be accompanied/supervised by an adult.

Violating the above guidelines and prohibitions will result in losing Internet access privileges at Trinity Christian School and also will include parental notification and additional consequences. In the beginning of the year, a consent form will need to be turned in to the school before your child will be able to access the Internet

Legal and Court Orders:

Cases and custody issues are to be clearly stated within documentation provided to the school and found in the student's cumulative folder for annual review. Unless provided with alternative documentation, a custodial parent can not be denied access or academic information regarding his/her child. Unauthorized pick-ups need supporting legal documentation to support the decline of release.

Lost and Found:

The Lost and Found area is located outside the school office on the lower level. Students are encouraged to check for lost items when something is missing. All lost and found items that remain at the end of the school year will be donated to Family Pathways. Please **label all** student property, including uniforms and show and tell items.

Membership of the School:

Membership is granted to any parent/guardian of the student attending Trinity Christian School. Each family may have up to two members from the household where the student resides. Members are the only ones allowed to vote for School Board Representative and other arenas where constituencies votes are necessary for decision-making according to the rules and regulations of the School policy.

Missing Children/Missing Parent Policy:

Missing Children - If a child is missing the following steps will be taken:

1. A staff member shall stay with the remaining children.
2. The teacher and other staff members will search for the child.
3. If not found within a few minutes, emergency personnel and parents will be notified by the teacher in charge.

Missing Parent - If you are running late, please notify the school so we can assure your child you will be picking him or her up shortly. If a parent does not notify the school and does not return to pick up their child at the designated time, the following steps will be taken:

1. Parent/guardian will be called.
2. Emergency numbers will be called.
3. Local police, county sheriff or social services will be notified after all other options have been exhausted.

Newsletters:

Teachers are to provide you with a periodic newsletter that is sent home with your child. A monthly newsletter is sent home from the office in Friday Folders mid month. This has a variety of information from the Administrative team, School Board, Volunteer Coordinator, and Parent Project Team. Please read it each month to check the monthly events and those upcoming.

Non-Uniform Dress Policy:

Periodically, students are not required to wear uniforms. These days are often associated with holiday celebrations or other special events. The guidelines for these days are as follows:

- Attire must be neat with no inappropriate logos and terms.
- Out of uniform passes may not be used on days when students participate in field trips.
- No bare midriffs or back sides, no low cut tops, or spaghetti straps are allowed.
- Parents will be called if attire is inappropriate.

Official Student Records:

Official student records and report cards indicate the student’s current development, growth and academic achievement. At the end of 1st and 2nd trimester, a copy of the report card will be sent home with each student. 3rd trimester report cards are often times mailed, pending there is not an outstanding tuition balance. Parents are asked to sign the envelope and return it to school within a week. Preschool and Pre-Kindergarten families will also receive an Early Childhood Benchmark Assessment three times per year. These assessments are for the parents to keep and are also kept on record in the student’s cumulative file.

Grading System / Scale:

For elementary students the grade system is divided into two categories: Primary (Grades K-2) and Intermediate (Grades 3-5).

A	100-90	O
B	89-80	S+
C	79-70	S
D	69-60	S-
F	0-59	U

Parent Project Team:

All parent and teachers are members of the PPT and are strongly encouraged to participate. Its purpose is to work together toward the common goals of making positive contributions to Trinity Christian School. The Parent Project Team meets monthly. Special teams are formed for specific fundraising projects and events.

Parental Permission:

Before an occasion where research or an experimental procedure may be done (for example, a college student observing the class for a paper on child development) or a public relations activity (for example, a photo for the newspaper) takes place in our school, written parental permission must be received.

Personal Belongings:

Please mark all your child’s clothing and backpacks to avoid getting lost. We ask that your child not bring toys to school except on “Show and Tell” days.

Pets:

Pets, excluding turtles, will be allowed to visit at school for “Show and Tell” or “Pet Day” only. These visits must be pre-arranged and approved by your child’s teacher. All pets must have current immunizations and be healthy.

Photo and Media Waiver:

Prior to the start of the school year, parents/guardians are asked to sign a photo/media waiver. Trinity Christian School will respect parent/guardian wishes and will do it’s best to comply; however, it cannot always control outside families taking pictures and applying them to facebook and other non-school related sites. We **strongly** recommend that you, as the photographer, obtain permission from parents/guardians before posting pictures on social networks like facebook, my space, twitter, etc. that include other people’s children.

Preschool and Pre-Kindergarten:

Trinity Christian School operates a state licensed preschool for children ages 3-5. There are a variety of sessions of Preschool. Students must be 4 years of age by September 1st.

Three-year old classes:

Tuesdays and Thursdays from 9:00-11:30 a.m.

Mondays and Wednesdays from 9:00-11:30 a.m.

M, Tues., Wed. or Thursday 9:00-11:30 a.m. ***One day a week are a part of the classes above

Four-five year-old classes:

Monday, Wednesday and Friday from 9:00-11:30 a.m.

Monday, Wednesdays, and Fridays from 12:30-3:00 p.m.

Tuesdays and Thursday mornings from 9:00-11:30 a.m.

Trinity Christian School is licensed by the State of Minnesota to have a maximum capacity of 60 preschool/pre-kindergarten students at any given time. Each classroom is licensed for a capacity of 20 preschool and pre-kindergarten students.

Registration:

Registration for Trinity Christian School’s upcoming school year takes place in late January for current elementary families and early in February for preschool and open enrollment. Openings are on a first-come, first-serve basis. A nonrefundable registration fee must accompany the registration form. This fee reserves a place for that student as well as covering processing costs. Current school families are guaranteed a spot if they register during the one-week period allotted to current school families. They are accepted on the same basis as other families registering. Returning families must be paid current before registering for the following school year. Families with an overdue balance will not be allowed to register until account is paid current. Those with overdue balances are not guaranteed a spot for the next school year until paid current and registration fee is paid. When a class has reached maximum enrollment, a waiting list will be established

based on 1st and 2nd requests. As space becomes available, families will be contacted in the order in which registration forms were received.

Safety Procedures and Drills:

Trinity Christian School has emergency procedures in place. In keeping with the state regulations, each year we must have nine fire drills, three tornado drills and five lock-down drills. Maps are posted in each classroom identifying the places where the children go during drills. We have a battery-operated radio in the classroom area and in the school office. Flashlights are also located within each classroom for use by the staff.

School Board:

Six members affiliated with the church and/or school conducts month meetings, typically held on the fourth Tuesday of the month. Meetings are structured with an agenda and have an open forum section of their meetings where anyone can attend. School Board members can complete amendments which may be included in this handbook through a majority vote. Extenuating circumstances regarding withdrawal policy is decided on by the six-member School Board Panel. Parents are notified regarding any changes, and a copy of the School Board meeting minutes are available in the office.

School Cancellations:

When North Branch School District No. 138 is closed, we follow suit. Announcements are usually made between 6 – 8 a.m. and can be found at:

North Branch Public School information line: 651-674-1411

North Branch Public School website: www.northbranch.k12.mn.us

Radio Stations:

WCCO (830 AM), WCMP (1350 AM) or (100.9 FM), KBEK (95.5 FM)

Television Stations:

WCCO (Channel 4), KSTP (Channel 5), KMSP (Channel 9), KARE (Channel 11), KSTC (Channel 45)

If North Branch schools are closed, **all** preschool and elementary classes are canceled.

If there is a two-hour late start, there will be no morning preschool or kindergarten.

If there is a one-hour late start, we will have morning preschool and kindergarten.

If school closes early, an attempt will be made to notify parents.

School Hours:

School begins at 8:15 a.m. There should be NO students in the school prior to 8:05 a.m. The school day ends at 2:50 p.m. and all students should be out of the building by 3:05 p.m. unless under the direct supervision of a teacher or designated adult. The students are not to be on the school premises before or after the school day unless they are supervised. School Office hours are Monday through Friday from 8:00-3:30 on school days with variable hours on non-school days. Voicemail is available for messages before and after school hours. If you are leaving a message, someone will contact you as soon as possible. Important messages regarding absences, changes in transportation, etc. should be directed to the school office.

State and Federal Programs:

There are several state and federal programs that nonpublic students are eligible to participate in an equal basis with children who attend public school. These programs are administrated through the local public school district.

Trinity Christian School receives a minimal amount of state and federal entitlements allocated on a per pupil basis.

State Programs Include:

- A. **Education Aids for Nonpublic School Children** – provides a portion of textbook and related individualized instructional materials and health services.
- B. **Transportation** – Minnesota public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control and management of scheduling routes, bus stop locations, and discipline.
- C. **State Income Tax Deductions** – Taxpayers who itemize deductions may be eligible to deduct the cost of books, tuition, and transportation costs. This amount may vary from year to year. Please refer to your State Income Tax Manual’s directions.
- D. **Special Education Process** - A child will be admitted to Trinity Christian School if it is determined that Trinity Christian School is capable of meeting the students needs. Criteria considered in making this determination may include, but not be limited to: IEP team, student records, report cards and/or pertinent medical information. Districts shall identify students and make available special education to all who are identified as disabled, regardless of whether they attend a nonpublic school. The district must provide assessment, periodic observations, and review of progress and establish an IEP (Individual Education Plan). The special needs of students in the nonpublic school are addressed through the public school district in three ways:
 - Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the area of academic, behavior, health, speech or motor skills.
 - If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete, a meeting is setup to report on the results and possibly develop an Individual Education Plan (IEP) or 504 Plan.
 - The IEP may be written with the goals to help improve the areas of need. The services may be

direct or indirect. Indirect services are done at the nonpublic site. Direct services are done off-site and transportation is provided by the public school.

Federal Programs Include:

1. **Title I:** The purpose of Title I is to provide assistance to state and local education agencies to meet the needs of children in the areas of math and reading. Working with the classroom teachers and Title I, teachers identify students and schedules them for appropriate, consistent Title I service. Criteria for qualification includes: teacher referral, test scores, and additional criteria.
2. **Title IV:** Safe and Drug-Free Schools – Nonpublic schools receive money on a per pupil entitlement basis, for programs which address drug and safety issues.

Sports:

Opportunities are available for student to participate in various co-curricular activities through community education and the local district teams. For additional information call North Branch Community Education at (651) 674-1025.

Stewardship:

Stewardship plays a large role in creating the caring community at Trinity Christian School. We encourage all families at Trinity Christian School to steward the hours requested of each family outlined on the registration form. Each steward hour counts as \$8.00 per hour toward your stewardship fee due in January and end of school. If, for any reason, a family does not or can not complete the stewardship hours requested, a fee is in place to supplement the cost of staffing these tasks.

We have a variety of needs that can be fulfilled utilizing your special gifts and talents, within the school and your home. Chaperones, special-event helpers, office and lunchroom/playground helpers are among the available roles. Please see the “Stewardship Booklet” for more information and ideas. We ask you to sign the “Visitor Log” located in the school office each time you volunteer.

Substance and Tobacco Abuse:

Trinity Christian School wants to maintain a safe and healthful environment for all students. Therefore, no students shall use, consume, possess, buy, sell or give away alcoholic beverages, tobacco, toxic substances, and controlled substances. These substances are prohibited at all times on school property, school-sponsored events, or on a school bus. If a student is found violating this policy, the substance will be confiscated, and the student will receive a 3-day suspension. If necessary, the police will also be contacted. Students may be referred for counseling.

Technology:

At Trinity Christian School, the students will use technology to expand their knowledge base. The technology program allows students a hands-on experience in areas of

curriculum. Trinity students will continue to grow in their skills and groups. Computer time is scheduled for each age level. Technology is closely supervised and emphasis is placed on using technology as a tool for learning. Trinity Christian School is connected to the Internet. Before a student is able to use Internet, there is an Internet Use Policy that the student and his/her parent/guardian must sign. The policy and form is located in this handbook as well.

Tours:

If you know someone who would like to view our facility, please make arrangements by contacting the school office. Personal tours will be provided to the families on an individual basis.

Transfer of Records:

Student permanent records are kept on the school premises. Parents/guardians can view them by making prior arrangements with the Principal. Trinity Christian School cannot release the information except to other schools when a student transfers. Also, if there is an outstanding tuition balance the informational records cannot be released until remaining balance is paid or payment plan is in place, then records will be forwarded onto the requested destination. A custodial parent must give their permission in writing for any student information to be shared with a non-custodial parent/guardian or health care professional.

Transportation:

Those who live outside the North Branch School district may seek reimbursement for transportation costs from their district. Contact your residing school district for further information and forms necessary regarding district reimbursements for transportation.

Tuition and Activity Fees:

Trinity Christian School Board establishes a yearly tuition rate during the budget process which is finalized in May for the upcoming school year. The tuition rates represent only a portion of the actual cost of educating each student. Trinity Lutheran Church congregation members subsidize each child's education at substantial costs, with fundraising and state funds providing the remainder of the education dollars.

Parent/guardian (s) are the primary educators of their children. In justice, parents should pay a fair price for their child's education. Trinity Lutheran Church does subsidize a fair amount. When a child is enrolled in the school, a tuition contract is signed on the registration form agreeing to pay tuition according to the schedule. Prompt payment is expected. Parent /guardian (s) who are receiving the discounted Trinity Lutheran Church membership rate are expected to contribute financially to Trinity Lutheran Church at a reasonable rate of support within ones financial means.

Payment Schedule: Tuition payments are due on the 10th of the month, The activity fee is also due with the first tuition payment due August 10th. Preschool tuition is paid over 9 months, with the final payment due April 10th, and Elementary tuition is paid over 10 months, with the final payment due on May 10, 2010. Forms of payment include: money

orders, checks, and credit cards. Please **avoid** making payments in cash if possible. Automated deductions are also available. More information is available in the office.

Past Due Accounts:

When a payment is missed after 30 calendar days, **one** warning letter will be sent from the Church Administrator and a \$10 late fee will be charged. The family will be asked to contact the Church Administrator in order to remedy the situation. If no contact has been made, or the parent/guardian (s) do not respond and follow the payment policy outlined by Trinity Christian School, the child (ren) enrolled in Trinity Christian School will be withdrawn from the program at the end of the month and only allowed to re-enroll when the account becomes current. Re-enrollment will be subject to the School Board and Church Council approval.

If, at any point throughout the school year, the account becomes 45 calendar days late or greater; parent/guardian (s) will be asked to have the payments directly charged to a major credit card or Money Order paid to the School in the full amount due within 4 calendars days. If these timelines remain unmet, your child (ren) will be withdrawn from Trinity Christian School. The tuition contract will continue to be enforced during the withdrawal. **Student transcripts will not be transferred to any new academic agency until balance owed to Trinity Christian School is \$0.00.**

If a balance remains on June 30th, all outstanding balances may be forwarded to a collection agency with both parent(s)/guardian(s) names attached, unless legal documentation is provided that states with whom the financial responsibility lies prior to that date. This does not guarantee current families with an overdue balance a spot for the following school year.

At the time of registration, enrollment applications will not be accepted for the next school year unless the account is current. These applications will be held on file until June 30th. After that date, another registration may be submitted, which includes another non-refundable fee set by the board.

The expectation is the balance is to be paid in full at the end of the school year to allow for further registration. If the account should need to go into collections, it will be at the the collection fee will come in addition to the outstanding balance and will be an additional parental expense.

Uniform Policy for Elementary:

Our goal in having a dress code at Trinity Christian School is to create a learning environment where all students are equal. This promotes an atmosphere of discipline, respect, order and a neat appearance for the children and the school. The uniform gives students a sense of community and belonging. After 5 verbal reminders of violation of uniform code, a white slip will be issued as a reminder to review the Dress Code/Uniform policy.

All students (except preschoolers) are required to wear the school uniform. Special occasions when other clothing may be worn will be announced through your classroom teachers or newsletters. Uniforms may be purchased at Land's End and Dennis Uniform. Make sure you indicate that the uniforms you need are for Trinity Christian School in North Branch. A limited number of used uniforms are available at the school at no cost through donation of outgrown uniforms. The uniform exchange is located outside the school office.

Vendors for Uniforms include Dennis Uniform, Donald's Uniform, and Land's End. Please be attentive to the specific style and pattern of the uniforms.

Jewelry should be kept to a minimum and in keeping with the dress code.

Girls

- † Peter Pan Collar Blouse – White (Short or Long sleeve)
- † Jumper or Split Skirt – Ply/Cotton Plaid (No shorter than 3 .5 inches above the knee)
- † Stretch Pant – (1145) Plaid
- † Twill Pants – Navy (With or Without elastic)
- † Girls' Crew Neck Cardigan – Red
- † Unisex Turtleneck – Plain White
- † Shoes – Black Dress
- † Hosiery – White, Navy or Black Stockings, Anklets or Tights

Shorts should be sent to school to wear under jumpers during physical education class and recess.

Boys

- † Oxford Dress Shirt – White (Short or Long sleeve)
- † Twill Pants or Shorts – Navy (With or Without elastic)
- † Unisex Cardigan with Pockets – Navy
- † Unisex V-Neck Sweater Vest – Navy
- † Unisex Turtleneck – Plain White
- † Belt – Brown
- † Shoes – Brown Dress
- † Socks – White or Navy

On Friday the students may wear TCS logo red polo or sweatshirts. Order forms for these shirts are available in the school office.

Students who repeatedly ignore the guidelines will be given appropriate items to wear from the school uniform exchange or receive a disciplinary note. Parents may be called to bring appropriate attire.

Visitors:

Parents of enrolled Preschool and Pre-Kindergarten students may visit the school any time during the hours of operation. Please follow the visitor's policy and notify the office

that you are in the building and obtain a visitors pass from them.

Volunteers and Visitors:

To underscore the essential role of a volunteer and how best to model for our students, please follow the expectations below. Upon arrival:

- Be sure to check in the office and receive a visitor's badge/sticker.
- If at all possible, please give us enough notice to find another volunteer if you are unable to attend as planned.
- Volunteers are there to help all children unless directed by staff. Please try not to focus only on your child.
- If you are asked to help in another area or with an assigned group, please be flexible.
- There should be no drinking of alcohol or smoking during our school activities, on school property, or during school sponsored events.
- Dress appropriately for the particular field trip or activity.
- All volunteers will complete a criminal background check and any necessary training.
- Confidentiality is essential. Volunteers must recognize and respect Data Privacy Act. Volunteers should consider anything they see or hear while volunteering to be confidential.
- The responsibility for discipline remains with professional school staff. Behavioral issues or concerns should be reported to school staff.

Weapons Policy:

Trinity Christian School has the goal of establishing a Christian environment throughout the school in which students feel safe and secure and have a maximum opportunity to learn. In accomplishing this goal, the school takes the position of no tolerance of weapons and look-alike weapons in school, on school grounds, at school activities or events, at bus stops, or on school buses. Because the state law prohibits the carrying of any type of weapon on school grounds, no student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. "Weapons" means any firearms whether loaded or unloaded; any substance or device designed as a weapon through its use which is capable of threatening or bodily harm; or any device that is used to threaten, terrorize, or cause bodily harm. For the purpose of this policy, the term "weapon" shall include, but not be limited to firearms, rifles, pistols, guns, devices, instruments, materials, substances or their respective components or ammunitions, that is used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including replicas).

The following will take place:

- Confiscation of the weapon (if it can be done safely, or call 911 for assistance).
- Notify Principal.
- After the incident is investigated, the following may happen:
 - Notification of parent/guardian.
 - Suspension from school.

- Possible involvement of police with recommendation to charge.
- Discussion with regard to expulsion.

Yearbook:

Trinity Christian School publishes a yearbook each school year. Individual and classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place at Trinity Christian School. Notification regarding ordering information will be sent to the parent (s) /guardian (s).

2009-2010 School Year Tuition Rates

Preschool

\$40.00/month 1-day a week 2 ½ hour class (Stewardship Fee: \$24.00 or 3 hours)
 \$88.50/month 2-day a week 2 ½ hour class (Stewardship Fee: \$56.00 or 7 hours)
 \$120.00/month 3-day a week 2 ½ hour class (Stewardship Fee: \$80.00 or 10 hours)

\$30.00 Registration Fee (one time non-refundable fee due at time of registration)
 \$30.00 Activity Fee (one time fee for field trips and special events due with the 8/15/09 payment)

Payments either paid in full or over nine months from 8/10/08-4/10/09

Discounts: 15% for the 2nd child enrolled at TCS
 25% for the 3rd (or more) children enrolled at TCS

Elementary

\$200.00 per month half-day member of Trinity Lutheran Church
 \$215.00 per month half-day non-member of Trinity Lutheran Church
 \$300.00 per month full-day member of Trinity Lutheran Church
 \$315.00 per month full-day non-member of Trinity Lutheran Church

Payments either paid in full or over ten months from 8/10/09 – 05/10/10

Stewardship Fee: Half-Day Students (\$160.00 or 20 hours)
 Full-Day Students (\$ 240.00 or 30 hours)

\$175.00 Registration Fee (one time non-refundable fee due at time of registration)
 \$200.00 Registration Fee if register after May 1.
 \$40.00 Activity Fee (one time fee for field trips and special events due with the 8/15/08 payment)

Discounts: 15% for the 2nd child enrolled at TCS
 25% for the 3rd (or more) children enrolled at TCS

Membership defined by Trinity Lutheran Church.

General Disclaimer

This document is intended to provide families with a general understanding of the policies and procedures of the school. Parents and students are encouraged to familiarize themselves with the contents of this handbook for it will answer many common questions concerning the process and procedures of Trinity Christian School.

However, this policy cannot anticipate every situation or answer every question. The school administrator, school board, and church administrator reserve the right to make school decisions they believe to be in the best interest of Trinity Christian School. Given certain extreme situations, Trinity reserves the right to change or modify any portion of this handbook with or without cause or notice, and parents will be sent an addendum serving as a written notice of the changes implemented. This manual is approved by the school board as are any changes that are made to it.

Signing this General Disclaimer ensures that your family has read through the parent/student handbook and will use it as a reference and guide. Please return the General Disclaimer page to your child's classroom teacher prior to the end of September.

Parent Signature: _____

Child's Signature: _____

Date: _____

****Handbook last updated August 24th, 2009.*