



Trinity First Lutheran School

Parent Handbook

2018-2019 School Year

Table of Contents

PREFACE	4
PURPOSE & MISSION	5
GOALS FOR THE CHILD	5
GOALS FOR THE PARENTS/GUARDIANS	5
A BRIEF HISTORY OF TRINITY FIRST SCHOOL	5
NON-DISCRIMINATION POLICY	6
ADMINISTRATION OF TRINITY FIRST SCHOOL	6
CONTACT INFORMATION	6
HOURS OF OPERATION	7
CHILDREN’S ARRIVAL	7
TARDY ARRIVALS	7
DAILY CLOSING	8
RELEASE OF CHILDREN	8
ADMISSIONS, REGISTRATION, AND CONFERENCES	9
ADMITTANCE - REGISTRATION	9
CONFERENCES / COMMUNICATION	10
ADMISSION FORMS	11
TUITION: APPLICATION / SCHOLARSHIPS / PAYMENTS	11
DATA PRIVACY / PRIVACY RIGHTS	12
DISMISSAL OF CHILD	12
PROGRAM STRUCTURE	13
DEVELOPMENT & EVALUATION OF PROGRAM PLANS	13
RECESS AND OUTDOOR PLAY	15
REST TIME: PRE-KINDERGARTEN AND KINDERGARTEN CLASSES ONLY	15
VISITATION	15
CURRICULUM AND PROGRAM PLANS	15
KINDERGARTEN 3 TO FIRST GRADE PROGRAM PLAN	17
GRADES AND REPORT CARDS	18
HEALTH AND MEDICAL INFORMATION	19
HEALTH CONCERNS	19
HEALTH RECORDS	19

IMMUNIZATIONS	19
NOTIFICATION OF ILLNESS	19
CARING FOR A SICK CHILD	19
EXCLUSION OF A SICK CHILD	19
COMMUNICABLE DISEASES	20
EMERGENCY CARE	20
EMERGENCY MEDICAL HEALTH CARE PERMISSION	20
ADMINISTRATION OF MEDICINES	21
ADMINISTRATION OF FIRST AID	21
HAND WASHING	21
BEHAVIOR GUIDANCE	21
CLASSROOM MANAGEMENT - DISCIPLINE	21
GOAL	22
TECHNIQUES	22
CODE OF CONDUCT	23
TOUCHING & NURTURING	24
SAFETY AND SECURITY	24
EMERGENCY PREPAREDNESS – FIRE, TORNADO, AND SAFETY DRILLS	24
BUILDING SECURITY	25
RISK REDUCTION	25
VIOLENCE, THREATS AND WEAPONS	25
SUPPORTING PROGRAMS	26
ATHLETICS	26
BASECAMP - THE ACCELERATED LEARNER PROGRAM	26
FAMILY EDUCATION	26
SUMMER BRIDGE TO SUCCESS (SBS)	26
MEAL PROGRAM	27
THE TIGER CLUB – EDUCATIONAL SUPPORT AND MORE!	27
THE TREEHOUSE – LUTHERAN SPECIAL EDUCATION MINISTRIES	27
WORSHIP TEAM	27
OTHER ITEMS	28
CELL PHONES, COMPUTERS, TABLETS (ALL devices that access the internet)	28
DRESS CODE & UNIFORMS	28
FIELD TRIPS	29
LOST AND FOUND	29
PETS	29

PERSONAL PROPERTY	29
PROBATION – SUSPENSION – EXPULSION	30
RETENTION	30
SCHOOL FUNCTIONS	31
SCHOOL PICTURES	32
SCHOOL PROPERTY – TEXTBOOKS, LIBRARY BOOKS, COMPUTERS	32
SEVERE WEATHER / SCHOOL CLOSING	32
SUPPLY LIST	32
TRANSPORTATION	33
TREATS AND BIRTHDAY PARTIES	33
VOLUNTEERING – PARENT/GUARDIAN INVOLVEMENT	33
REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN	34
PARENT GRIEVANCE PROCEDURE	35
SCHOOL ORGANIZATION & STUDY SKILLS	35
TIGER CLUB HOMEWORK SUPPORT & ACTIVITIES	
FEE SCHEDULE & GUIDELINES	37

This Handbook contains guidelines and is meant to guide our decisions and actions so that they best reflect our intention to educate and care for the students and their families who are enrolled in our school. These guidelines may be changed without prior notice.

We ask that parents/guardians read through this book carefully and share any questions or concerns with the school prior to their child attending the school. Parents/guardians are asked to show their support for this handbook by signing the permission form included in the registration forms. Thank you!

PREFACE

The purpose of this book is to acquaint parents and their children with the educational programs of Trinity First School. It sets forth our objectives and philosophy of education as well as outlines our guidelines of operation. We hope that it will also inspire many to make use of the various programs of our school, which in turn will lead to a growth in grace and knowledge of our Lord Jesus.

PURPOSE & MISSION

Trinity First School is an important part of the ministry of Trinity First. Our school offers a program providing children with a wide variety of learning experiences in a safe and secure environment. The school seeks to provide quality education for children in a nurturing setting that is supportive of their families and sensitive to the cultural diversity of our community and its unique needs.

Our school offers an atmosphere of caring, Christian education, where children can explore their environment and receive guidance by participating in activities, which will allow them to experience God's love. The activities and curriculum are carried out in ways that are designed to meet the individual needs of children and prepare them for their future education. We seek to develop each child's potential by leading them to develop their talents and skills for responsible Christian living as an individual and as a member of Christ's family and our country.

GOALS FOR THE CHILD

- ❖ To provide opportunities for being with other children in a Christian setting conducive to the developmental needs of the child.
- ❖ To provide learning experiences and activities, which help each child attain a healthy self-concept and respect for others.
- ❖ To provide opportunities for students to serve God by serving others.
- ❖ To provide each child with a setting and program which maximizes growth potential in the intellectual, physical, emotional, social, and spiritual areas.
- ❖ To facilitate their education in becoming productive citizens of our country.
- ❖ To disciple the child in the ways of Jesus, sharing God's created world, His offer of Salvation and exploring a foundation of Biblical knowledge for them to pursue throughout their lives.
- ❖ To encourage and support our students to become bearers of the Good News of the Gospel to others!

GOALS FOR THE PARENTS/GUARDIANS

- ❖ To provide parents/guardians with the security and comfort of knowing that their child is in a happy, healthy, nurturing environment.
- ❖ To provide opportunities for parents/guardians to improve and build up parenting skills which promote the growth and development of their children.
- ❖ To strengthen the influence of Christ in the home and support the parents/guardians.

A BRIEF HISTORY OF TRINITY FIRST SCHOOL

The members of Trinity First Lutheran Church founded Trinity First Lutheran School in 1859. With the exception of six years during the Depression and World War II, it has continued to offer Christian education to its members as well as non-members. The importance of providing the finest Christ-centered education is emphasized by the fact that although the church and school remain in a location near the downtown area, relocating was dismissed in the face of the community need.

Because of its philosophy and methodology, Trinity First has over the past 150 years expanded its area of service to beyond the immediate community. The student body represents children and families from various racial, religious, and socio-economic areas. All of these are combined to create a vibrant learning, working, and growing atmosphere in Christ.

NON-DISCRIMINATION POLICY

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

ADMINISTRATION OF TRINITY FIRST SCHOOL

Trinity First School is a private elementary school maintained and supported by Trinity First Lutheran Church, operating as a Mission Center, a member of the Lutheran Church Missouri Synod.

The Voter's Assembly of the congregation exercises control of the worship ministry and the duly appointed School Advisory Board oversees the school ministry. The School Advisory Board, in consultation with the school principal, establishes the education policies of Trinity First. The school operates under a board-governance model.

The teachers of Trinity First are required to be licensed by the Minnesota State Department of Education. They are also required to be followers of Christ Jesus! They profess their Christian Faith and are pledged to uphold the Christian Faith and teachings as expressed through the Lutheran Church Missouri Synod. They continually work to improve their skills through continued education. We believe the commitment to further their education is one of the most important elements in the educational process. Newly hired teachers are allowed up to two years to obtain a Minnesota Teaching license assuming they need that time to actively work on the necessary requirements. All staff are required to conduct and present themselves in a manner that reflects the values and beliefs of Trinity First.

CONTACT INFORMATION

Telephone: (612) 871-2353 (612) 870-9487

Fax: (612) 871-6550

Website: www.trinityfirstschool.org

FastDirect: www.fastdir.com/trinityfirst

Email for Principal: trinityfirstschool@gmail.com

Email for School Secretary: trinityfirstsecretary@gmail.com

If you notice a missed call and message from the school, please listen to the message BEFORE contacting the school so the office may know how to direct your call. Students are not allowed to use the phone without teacher permission. Please understand that teachers may not be able to take a call during the school day. You may leave a message on their voicemail. If it is an emergency, call the school office at extension 10.

HOURS OF OPERATION

School is in session from **8:20 A.M.** to **3:20 P.M.** daily, Monday through Friday. The school year is generally 176 days.

The school calendar is published annually and shows days of operation and holidays as well as some special events. This calendar is posted on the website and is available in the main office. Any calendar changes will be shared via the school's Website and the FastDirect Communication System.

Parents/guardians may bring their child to school no earlier than 8:05 A.M. Parents/guardians must pick up their child at 3:20 P.M. in the church sanctuary.

CHILDREN'S ARRIVAL

Kindergarten 3, Kindergarten 4, and Kindergarten 5: Parents/guardians must sign their child into the classroom each morning and sign them out at the end of the day. Be sure that the teacher is aware of your child's arrival or departure. (This procedure is for the child's protection.) Parents/guardians must sign in and sign out on the designated sheet. We ask that you write down any messages for us so that the teacher is kept informed. Students arriving after 10:00 A.M. without prior clearance may not be allowed to attend.

If a child in **2nd grade through 8th grade** arrives after **8:20 A.M.**, the student must check in at the office.

If a child in **Kindergarten 3, Kindergarten 4, or Kindergarten 5** arrives after **8:30 A.M.**, parents/guardians must sign their child in at the office and walk them to their classroom.

Students arriving after 10:00 A.M., without prior clearance, may not be allowed to attend.

STUDENTS WILL NOT BE ALLOWED TO ENTER OUR BUILDING BEFORE 8:05 A.M. DO NOT HAVE THEM WALK TO SCHOOL OR DROP THEM OFF BEFORE THIS TIME. THIS IS UNSAFE!

If you are going to be unavailable for regular communication for any reason during a school day, be sure to leave a phone number where you can be reached in case you are needed for a medical emergency.

Please call the school by 8:45 A.M. if your child will not be attending that day. If your child has not arrived by 10:00 A.M., they will not be admitted that day, unless prior arrangements have been made with the teachers or principal.

TARDY ARRIVALS

2nd to 8th Grade: Classes begin at 8:20 A.M. If students arrive at 8:21 A.M. or later, they are considered tardy. If they arrive on time, but do not check into their classroom by 8:25 A.M., they will also be considered tardy. 2nd to 8th grade students must check in at the office if arriving at 8:21 A.M. or later.

K3 to 1st Grade: Classes begin at 8:30 A.M. If K3 to 1st grade students arrive after 8:30 A.M., parents/guardians must stop in the office for their child to receive a tardy pass. Children who are in grades K3 to 1st must be brought to their classroom by their parent.

If students have more than 5 tardy arrivals in a quarter. (exceptions may be made for appointments or limited family emergencies.) On the 6th tardy arrival, within a quarter, the child will not be allowed to attend school on that day.

DAILY CLOSING

Our school day closes at 3:20 P.M. and we expect all children to be picked up at this time. All children must be dismissed from the care of their teacher. Children going to the Tiger Club Program will be signed in directly to that program by their teacher.

We are strongly discouraging any early dismissal of children unless it is for an appointment. Continued early pickups may result in being released from enrollment.

Parents must go to the back of the church during the closing service 3:15-3:20 P.M. and wait for the closing prayer before signing out your child.

We will not allow parents to wait in the upper hallway or the sides of the sanctuary. This is a safety issue and we take that seriously.

A late fee is charged after closing time and after one hour of sending a child home from school during the school day. Late Fees must be paid before the child returns to school the following day.

Late Fee of \$2.00 per child between 3:25 and 3:30 P.M.

Late Fee of \$5.00 per child for every half hour segment

(3:31 – 4:00 P.M., 4:01 - 4:30 P.M., 4:31 - 5:00 P.M., 5:01 - 5:30 P.M.)

Late Fee of \$10.00 per half hour after 5:30 P.M.

If an emergency delays you and you are going to be late picking up your child, please call the school before closing time. We suggest you carry the school contact information with you at all times. You will still be charged the late fee, but the teacher can then make plans for your child's care until you arrive in case there is a conflict with their schedule. If a family has more than 5 late pick-ups in a quarter, the late fee will be increased to \$10.00 for every 30 minutes (a max of \$15 per 30 minutes per family.) Continued late pick up may affect a child's enrollment in the school.

In the event that your child is still at the school after closing and we have not heard from you, we will take the following steps (in order):

1. Attempt to reach you at home, work, or school.
2. Call the people listed on the Emergency Authorization Card.
3. Put your child in the care of our Tiger Club IF the program believes they are able to add a student for the day (depends on the number of students and volunteers each day). You will be charged for this in addition to the late fee.
4. Call the authorities and child protection if the child has not been picked up by 6:00 P.M.

A staff member shall remain with the child until the situation has been resolved by one of the above means. A record of such an event shall be noted in the child's file.

RELEASE OF CHILDREN

At the time of enrollment, parents/guardians will provide us with the names and telephone numbers of persons authorized to drop off / pick up the child. It is the parent's/guardian's responsibility to notify the program of any changes in this authorization.

If someone other than the authorized person (as indicated on child's emergency card) is to pick up the child, we require notification via a written note or phone call verified by more than one staff person if possible. We will check identification if we are not familiar with the person who is to pick up your child.

Students who walk to and from school must present the school office with written permission that clearly shares with us all necessary details so we can be assured of their safety.

Parents/guardians must inform us of any changes as to how their child will leave school each day.

If we have not heard from the parents/guardians and another parent, adult, or the student says there is a change of plans, we **MAY NOT** be inclined to follow this directive. Calling near the end of the day may not allow for the message to be received so please plan well in advance!

Sometimes circumstances are such that we ask a student to be picked up before the end of the school day. Reasons may include illness and behavior that affects the class or needs more serious school reaction. **Parents have one hour to pick up their child from the school office. Late fees will apply for students not picked up by that time.**

*It is mandatory that we have your current address, phone numbers, emergency contact names and information and email addresses at all times.
THIS INFORMATION MUST BE KEPT CURRENT.*

ADMISSIONS, REGISTRATION, AND CONFERENCES

ADMITTANCE - REGISTRATION

In order to enroll, a meeting and school tour with a parent/guardian and the principal is required. If the principal believes that Trinity First School is a good fit for all involved, admittance will be accepted. A non-refundable registration fee may be received at this time.

Registration Fee: \$130.00

Discounts are offered during early registration times beginning in December for returning families and January for new families. Fees are also on a sliding scale based on income.

Enrollment is open to all children qualified for Kindergarten 3 through the 8th grade provided the student has been accepted for admittance. Priority is given to the children currently enrolled for a period of time before outside applications will be taken. Each classroom is designed to serve the needs of the children, promoting social, academic, and spiritual growth as well as promoting healthy lifestyle choices.

Class size limits will be enforced to ensure that the best possible education is available to the students and to account for the school's classroom size and teacher-student ratios. We may further limit the enrollment size of a classroom due to the needs of that particular classroom.

The recommended classroom size limits are as follows:

Kindergarten 3	18	Must be 3 by September 1
Kindergarten 4+	20	
Kindergarten 5	20	
First Grade	20	
Second Grade	20	
Third Grade	20*	
Fourth Grade	20*	
Fifth Grade	20*	
Sixth Grade	20*	
Seventh to Eighth Grades	20*	

Exceptions may also be made if all students returning register in the first month of registration and this causes the number to exceed the limit. *Exceptions to admittance may be encountered due to needs of the classroom and situations, which might involve a child who presents a challenge for which the school is not equipped and for which the teachers have not been trained. It should be noted that

Trinity First is not equipped to handle severe academic or discipline problems. This guideline ensures that each child will receive the best possible education necessary for its successful intellectual, spiritual, social, and moral growth.

Every child entering school is considered to be on a one-month probationary period regardless whether they are new or returning students. This gives each child time to adjust and time for the faculty to ensure the child's needs are being met in the classroom and that the program and the child are compatible. The school reserves the right to recommend that the parents/guardians find another school at anytime during the school year.

Children are enrolled in the grade appropriate for their age and their academic history. Other factors may include their abilities and experience in an academic setting. Children are also enrolled according to their genders at birth and are expected to use the corresponding facilities and dress code.

Medical evaluations and immunization records (children are to be fully immunized unless there is a medical exception) will be required of all students entering Kindergarten 3, Kindergarten 4, & Kindergarten 5, and the 7th grade before they begin school.

Families enrolling a child at Trinity First for the first time in grades one through eight must present their last report card as evidence of their grade standing and an up-to-date completed health and immunization form. All official records will be transferred directly to us after parents/guardians have signed the Release of Records form provided by Trinity First.

CONFERENCES / COMMUNICATION

In addition to the required pre-admission conference, parent conferences are required twice a year, in the fall and spring of the year for all children enrolled. These conferences are not meant to be the sole times parents/guardians and teachers connect for the purpose of supporting our students. Indeed, these conferences should be seen as times set aside for encouragement, continued planning and building better home-school relationships.

We encourage parents/guardians to contact the teacher with any concerns throughout the year. It is best to contact the teacher in order to set up an appointment if you think it might require more than a few minutes, so both parties are prepared to give the situation their full and best attention. If a concern continues, the parents/guardians are encouraged to contact the principal. A meeting will normally be held between the parent/guardian, teacher, and principal in order to share viewpoints and ideas and bring resolution and ease to all involved.

The best way to contact your child's teacher is generally through FastDirect email, leaving a message on voicemail, or sending a text. Please understand they may not be able to respond right away if you drop by without an appointment. If you have not heard from the teacher in a day, please notify the school office. We believe communication is extremely important!

Before the school year begins in August, a time is scheduled for the teacher to visit the family at school or at the child's home. During this time, parents/guardians and children meet with the teacher and receive school schedules, calendars and important information for the coming school year. Home visits are a very positive component to the beginning of the school year. A visit is beneficial to parents/guardians, child, and teacher.

Parents/guardians are kept informed of activities through the FastDirect Communication system (text and email), or note sent home. Trinity First students should have a **Take Home Folder** and/or **Homework Book** as well as a **backpack** to share notices, notes, and homework. **These should be checked daily by parents/guardians!**

Parental involvement is necessary in the success of the school. We believe that building and maintaining a positive relationship between home and school will lead the children to a successful school experience. Parents/guardians are encouraged to share time and talents, go on field trips and visit the program. We welcome your suggestions and participation in events and activities.

Feedback from parents/guardians is very important to us, and will be sought on a regular basis. If you as a parent/guardian have an idea about how we can better serve you and our community, please feel free to share!

ADMISSION FORMS

The following forms are required to be filled out fully each year before a child can be admitted into the school:

- ❖ Fast Direct Registration:
 - o Child's name, birth, and current address
 - o Parents'/Guardians' name and address of the parents/guardians responsible for the child
 - o Telephone numbers where a responsible friend or relative may be reached during the day if the parent cannot be reached; **we need at least two people**
 - o Names of persons AUTHORIZED to take the child from the school and their phone number
 - o Name, address and phone number of health care source to be called in case of an emergency
 - o Names of persons NOT AUTHORIZED to take the child from the school
Where there is a court order against any individual picking up a child, the parents or legal guardians are asked for a copy of the information to be kept in the child's file.
- ❖ Permission Form
 - o Health statement and immunization date records – new each year. Immunization records are to be new each year only for those entering Kindergarten 3, Kindergarten 4, and Kindergarten 5, and 7th grade.
 - o Permission Notice: Signed authorization, giving permission to the school to use your child's picture in publicity and presentations to obtain operation and scholarship funds. This form is also used for blanket permission for field trips although the school sends out permission slips for each trip during the year. The form further informs parents/guardians that by signing the form, they are in agreement with the statements shared in this handbook.
 - o Late Policy Summary Form
 - o Health and Textbook/Instructional Aid Requests
 - o Tuition & Fees – to qualify for tuition and fees tiers

Prior to the written informational forms, a **pre-admission** conference will take place between the principal, parents/guardians, and the child. This is done to ensure that the school is good fit for the family.

TUITION: APPLICATION / SCHOLARSHIPS / PAYMENTS

Trinity First School is financially supported by the freewill offerings of our donors and Trinity First Lutheran Church, tuition collected from its families, and other grants and donations. The cost of education for each child at Trinity First is over \$8,000. We charge much less. Here is our tuition plan.

1. Parents complete the tuition application process and turn in their income verification.
2. Tuition is assessed per family – no more individual rates. **ALL TUITION IS DUE 4/15/19**
 - a. Families that would have qualified for free meals will be charged \$800 per family*
 - b. Families that would have qualified for reduced priced meals will be charged \$1000 per family*
 - c. Families that would not have qualified will be charged \$2000 per family*

Families that do not pay their balance by April 15, 2019 will not be allowed to finish the school year

3. Families are offered the path to Zero Tuition by following the Parent-Participation Program.

	Tier 1	Tier 2	Tier 3
Annual Tuition	\$2000	\$1000	\$800
Discounted Early Enrollment Forms & Requirements	-\$75	-\$100	-\$130
Parent Teacher Conference Credit	-\$50	-\$75	-\$100
Choir Events Credits	-\$40	-\$60	-\$80
Referral Credits	-\$100	-\$150	-\$200
Parent Education/Life Group Credits	\$40 per class attended		
Volunteering Credits	-\$15 to -\$30 per hour depending on tasks		

DATA PRIVACY / PRIVACY RIGHTS

Before you provide the school with information, please know that information you provide is generally considered private information and needed only to provide the right and proper service for your child. You have the right to refuse to give us any information, but this may cause a delay or cut in the services to be provided; we may not be able to provide service to you without much of the information we ask.

Information you share may be shared with other staff and organizations that provide you with services. Only the appropriate, necessary information will be shared with Community Services Department, Children and Family Services Department, Food and Nutrition Services through the State of Minnesota & the U.S. Department of Agriculture (for the food program), Department of Human Services for the daycare license and the school board of education. You will be asked for written permission to share any personal data with any other agency not otherwise stated. The information you give us will be used to provide the service you requested or investigate the situation you report. Records concerning your child: enrollment forms, health records, observation records and written parent/teacher conference reports and all other information about your child is confidential information and will only be accessible to you, the principal, your child's teachers, and a person designated by the state licensing department to review our records for licensing purposes. The School requires written permission from the child's parents/guardians before information will be shared with anyone other than the above listed people. Records may be shared with another school without written consent if a student transfers to that school. However, we ask the parent/guardian to share that information with us and will call a parent/guardian to confirm if another school requests school records.

DISMISSAL OF CHILD

Trinity First makes every effort to provide a program that meets the needs of every child. However, at times it may be impossible to meet the needs of a child and family. If after working with the child and the family, we do not believe it is in the child's best interest to remain at the school, we will ask the family to make other arrangements for care. The principal may require a parent/guardian to take his or her child out of the program if the parent/guardian refuses to work well with the teacher, school administration, and/or the guidelines and policies as described in this handbook. If teamwork is lost we cannot provide the education that relies on such partnerships. Poor attendance could also be grounds for dismissal.

SCHOOL RECORDS

A complete scholastic, attendance, behavior, and health record is kept on each student in the school's permanent file. The primary purpose is to assist school officials in providing a student with the best possible education now and in the future. These records are the property of the school. Parents/guardians may gain access to their son/daughter's permanent file by request. Parents/guardians should allow a few days for this process to be completed as copies are made of the file for the parent/guardian. A minimal administrative fee is charged for these copies. When transferring into Trinity First, we ask that you complete and sign a *Transfer of Records* form. When leaving our school, your child's new school will request the forwarding of your child's records from us. We ask that the tuition be fully paid at this time.

PROGRAM STRUCTURE

We are a Christian elementary school that begins to work with families when their children are aged three (3). Our school operates in a unique format and our younger children are fully integrated into educational development structure. The purpose in this structure is to allow us to begin to build relationships with families in the early years, offer support, address the strengths and challenges of each student early in their schooling, and allow for early identification of needs while children are very young. Our prayer is that we may work together in support of the children and the home to provide the best education that we can offer. We operate our regular school days from late August to late May or early June. Our Pre-Kindergarten class holds a daycare license through the State of Minnesota Department of Human Services (DHS.) While we do not operate as a daycare, we maintain this license at this time.

DEVELOPMENT & EVALUATION OF PROGRAM PLANS

The principal of the school reviews the program plans one month before the anniversary of its opening date on an annual basis. The principal reviews the plan with the faculty; obtaining their evaluations of the plan and suggestions they might have for additions to, deletions from and/or rearrangements of all program plans. The principal makes any revisions in the written plans deemed necessary. At the heart of all of our plans is the objective of sharing the Love of God through Christ Jesus in all we do.

The faculty, together with the principal, also work on preparing the educational curriculum plans. Each teacher presents a yearly curriculum plan and submits weekly lesson plans. The faculty also meets in smaller groups to work on continuing curriculum and program planning ideas.

ATTENDANCE AND ABSENCE

Regular school attendance is important to school success. A child should miss class only during illness or injury, family emergency, or an important event. Parents/guardians should weigh carefully their requests to have children excused from school. While death in the family, student illness, or an occasional medical appointments are acceptable and understandable reasons for absence, family vacations, trips and/or non-health related absences are discouraged if they are frequent and/or interfere in the child's educational progression within the classroom.

- When a student is absent, the parent/guardian should notify the school office prior to 8:45 A.M.
- A note signed by the parent/guardian indicating the nature and date of the student's absence should be sent with the student upon his/her return to school.
- If the school does not receive a phone call or written excuse, the absence will be treated as unexcused. Excused absences will be at the teacher's discretion.
- When a student has an appointment (doctor, etc.), the parent/guardian **MUST** notify the office and the child's teacher in advance. A written note stating the time and reason for leaving as well as transportation arrangements are helpful for us to assist you in getting your child ready to go and ensure their safety. If we do not hear from you directly, we will not be able to respond to your needs – we do not take information from the children.

- No student in 2nd through 8th grade will be admitted to school after 8:20 A.M. unless the parent/guardian signs the student into school in the office.
- No student in K3 through 1st grade will be admitted to school after 8:30 A.M. unless the AND escorts their child to the classroom.
- Any student who is missing for ten (10) consecutive days without notification will be removed from enrollment at the end of the 10th day. Students may be dismissed for a poor attendance rate, at the discretion of the principal and teacher.

Tardiness: Students are expected to take responsibility for being on time to school. We want our students to value punctuality as it is a necessary trait for a successful career. Obviously, parents/guardians play a big role in this so their assistance in teaching the importance of punctuality is greatly needed. *See page 7 for more information.*

Tuancy: Children who are absent without proper excuse more than seven (7) days per quarter will be reported to the proper authorities (may also be reported to Child Protection for Educational Neglect). Minnesota State law requires that all children, between the ages of seven and sixteen, who are mentally and physically fit, attend school every day that school is in session. Too many absences result in requiring the family to provide medical verification and dismissal if no valid reason is received.

Chapel/Worship Services

We believe that Christians should consider all of life as worship and praise to God. Trinity First provides students and faculty, as the body of Christ, the special privilege of weekly worship services on Thursday and daily devotional times. Efforts are made to have the children take an active part in the service. The message endeavors to emphasize some practical lessons in Christianity, which the children can apply in their daily lives. All children are required to attend our chapel services. Each day the students are also required to take part in religious instruction and memory work.

Parents/guardians, relatives and friends are invited and encouraged to attend our chapel services. A chapel offering is collected weekly and is given to various Christian agencies throughout the United States and the world.

Our students are also asked to sing at supporting congregations several times during the year. We go as a whole-school choir and sing during their worship services.

HOMEWORK

Homework can be any planned extra learning, which is done without teacher supervision. **However, it is usually work that was not completed during the school day.** Progressively, more homework might be required as the child approaches the upper grades. However, if you are ever concerned about the amount of homework, please be encouraged to talk to the teacher! Sometimes the teacher is unaware of how much a child may be working at home.

Parents/guardians are encouraged to use homework as an opportunity to work with their children in teaching them how to manage their time and responsibilities and also to get more involved with their schooling. **It is expected that each child come to school with any homework completed.** Grades for incomplete homework may decrease with the number of days taken to make up the work. Students who are not seen as using their time wisely during class work-time or have come to school with their homework not completed may be required to do the work during recess or other free times during the school day. Teachers have the right to withhold credit for work that is not done on time. Older students may be sent home if they come to school unprepared with their work. Each classroom will have specific expectations for schoolwork.

Reasons for Giving Homework

- Completion of work assigned during the school day

Benefits of Homework

- Foster independent learning
- Encourage growth in responsibility for preparation and practice
- Bring home and school closer together
- Encourage interest

Content of Homework

- Types of homework may include: required assignments, writing, reading, study, drill, memorization, make-up work (corrections), special projects, survey/interviews, research and note-taking

Environment for Homework

- Quiet, free from distractions
- Comfortable desk/table and chair
- Good Lighting

RECESS AND OUTDOOR PLAY

All of our students are provided recess and play times. These are unstructured times; children are encouraged to engage in physical activities but it is not mandatory. Our school offers a gymnasium and an outdoor playground. Students are taken outside to play each day, but are also allowed time to play in our gym. **Parents/guardians are expected to provide their child with a pair of gym shoes to keep at school that does not leave black marks on the floor.**

Outdoor play is a very important part of your child's day. The fresh air and movement is something that each child needs daily for general well-being and healthy development. In winter, we will go out as long as the temperature or wind chill is 0 degrees Fahrenheit or above. It is our policy that children who are well enough to come to the program are well enough to go outside.

You can help your child enjoy this time outdoors by being sure that he or she is dressed appropriately for the weather conditions. In winter, this includes boots, hats, mittens, snowsuit or snow pants with coats. **Having these items at school is a requirement.**

Recess/Playground Safety Expectations

- Students must play safely. Pretend fighting or wrestling is not allowed. They may not climb on fences or on the outside of the playground equipment or use any equipment outside of its intended use or directive.
- Students are expected to go outside with their class so they should be dressed appropriately. Children who are too ill to play at recess should not be in school unless a doctor has cleared a child for attendance but excludes recess.
- Students must promptly follow directions given by a school adult.
- Students are expected to share the equipment and space. They are to treat each other respectfully.
- Students may not leave the defined play area without permission.
- Students may not throw gravel, woodchips, snowballs or any other object that is not part of our play equipment.

REST TIME: PRE-KINDERGARTEN AND KINDERGARTEN CLASSES ONLY

All children under the First Grade participate in a time of rest or sleeping. Each child will be expected to remain quiet during rest time. Restful music is played during this time and a staff member may give backrubs to those resting children wanting one. *We suggest that each child bring a small blanket for naptime.* They will be sent home every Friday to be washed; however, you may take it home more often if you wish.

VISITATION

We allow parents to visit their child's classroom. It is courteous for parents/guardians to arrange this with the teacher ahead of time and be sensitive to the needs of the teacher and the classroom. Visiting parents/guardians must check in at the office first.

Visitors, other than parents/guardians, are allowed guided tours of our program. Our students help share our unique school with these visitors and it gives them a chance to practice their public speaking and presentation skills!

We generally do not allow friends or other family to visit the classrooms during the school day.

CURRICULUM AND PROGRAM PLANS

The children of our school are presented carefully planned and enriching curriculum that is reviewed and structured to meet their needs. Understanding that we all learn differently, at different rates and have differing strengths and weakness, we strive to present our curriculum through differentiated instruction. This means that each teacher takes the time and care to plan lessons that will help students build knowledge, understanding, and skills according to their unique needs.

The cornerstone of our curriculum is our belief that God created our world and sent His only son Jesus to save us. Our faith in our Triune God (Father, Son and Holy Spirit) guides our planning, instruction and classroom management. Faith development is not isolated during religion class, chapel or Jesus Time. We want our students to understand God's love for all people and what He has done for us through Jesus Christ. Through activities, discussions, relationships, and more, we want the children to: see themselves as God's children, enjoy worship, see their world as God's creation and grow in a desire to care for it, learn to love and care for others and discover how God has gifted each of them.

Trinity First School also presents a curriculum that sees the diversity of people as a fact of life that is part of God's beautiful gift to humanity. We do not set aside special times to honor one group over another. We have a multicultural perspective to help children understand and respect the many cultures and ethnicities within our school and our world.

Below is a brief summary of the elementary-level curriculum topics. For a more detailed look at each grade's curriculum and program plan, the teacher should be contacted directly. Each year they prepare a yearly curriculum plan that outlines the subjects and concepts to be addressed. Our leveled Kindergarten classes work toward developing the knowledge, understanding, and skills necessary to approach this curriculum in more detail as they get older.

RELIGION

Worship Experience
Bible Study
Memory Work
Luther's Small Catechism
Church History
Life Values Application
Solving
Volunteer and Service Opportunities

MUSIC

Appreciation
Singing (Choir)
Music Theory
Performance

ART

Appreciation
Drawing
Painting
Spatial Relationships
Crafts

MATHEMATICS

Basic Math Skills
Geometry
Number Use
Drill Work
Pre-Algebra
Problem

GENERAL KNOWLEDGE

Research
Computer Skills
Data Interpretation
Discrimination of Information

SCIENCE

General Science
Experimentation
Natural Sciences
Physical & Life Sciences

SOCIAL STUDIES

Home-Community Living
Geography
Current Events
History Cultural Awareness
Map Skills Citizenship

PHYSICAL EDUCATION

Skill Development
Rhythmic Activities
Group Games
Physical Fitness
Health and Wellness

LANGUAGE ARTS

Reading Readiness
Reading and Literature
Handwriting Spelling
Grammar Punctuation
Phonics Writing

KINDERGARTEN 3 TO FIRST GRADE PROGRAM PLAN

Our Program Plan for young learners addresses the above through a more hands-on approach. We believe that play is a child's work and the most natural way to learn. Our classrooms are designed to draw out and guide the overall development of your child. We are supporting families to help build a foundation for the children on which to grow. We address the social, emotional, creative, spiritual, mental, and physical areas of human development to promote growth to support them during this special and critical time of their life!

Grouping – There are certain predictable sequences of growth and change that take place in a child's life. We recognize these stages and have prepared the learning environment accordingly while at the same time understanding the needs of each individual student. Each child is a unique creation of God and our curriculum and interaction is responsive to the individual needs.

Language Statement – Language is how we communicate and is essential for learning as it is the foundation for listening, speaking, reading, and writing. We provide an environment filled with printed language so the children become aware of the meaningful use of language and develop along predictable sequences for speaking, reading, and writing. Our environment includes such things as:

labels	records	journal	tapes	show and tell
calendar	singing	taped stories	discussion	dramatic play
puppets	dramatic play	flannel boards	telephones	books
signs	charts	paper	pictures	writing center

Learning Centers – We divide our classrooms into areas called learning centers. These areas are set up and changed frequently and we encourage our children to explore each center. These centers provide self-directed learning opportunities where each child can explore their own special interests at their own pace. They are also used for expanding and practicing the knowledge, understandings and skills presented in large group times.

Art & Writing: Fine motor activities and materials for fun, learning, and creativity.

Dramatic Play: Gives children an opportunity to play make-believe and use their imagination. Also gives a chance to practice communication and learn to play together.

Math & Science: Patterning, sorting, graphing, counting, measuring, and experimenting

Puzzles & Games: Working together, following rules, learning colors, shapes, and more

Blocks & Manipulative: One of the best ways to build math skills! Constructing, building, designing, comparing, adding, subtracting, fine and large motor skills

Library & Listening: Books to look at, read, listen to while it plays on tape.

Sensory Table: Provides different experiences using their senses to explore. Also practicing measuring, apportioning, dividing, scrubbing, floating, and mixing

Music – We provide many opportunities to sing, dance, and play instruments while exploring rhythm and melody.

Large Motor/Physical Education – Working on developing large muscles and skills in many ways: ride bikes, explore space with the parachute, play ball, use bean bags, work on balance, and play organized games. This is a great time to work on how to play together.

Religion/Jesus Time – Faith development is the core of our school and is incorporated throughout our day. However, each class sets aside a time to focus on Biblical instruction.

Subject**Publisher**

Religion	One in Christ CPH (alternating curriculum)
Mathematics	Math Connects: McGraw Hill
Reading	Silver Burdett Ginn or independent novel guides (various publishers)
English	Shurley English
Social Studies	MacMillan/McGraw-Hill
Science	Discovery Works: CPH
Spelling	Houghton Mifflin
Handwriting	Handwriting without Tears (gr. K-1) Concern Group (gr. 2-8)
Music/Art/Physical Education	various curriculum and program plans

May alternate subjects each quarter, i.e., teach science 1st quarter and social studies the 2nd

ONLINE LEARNING DAYS

During the school year we will have several online learning days. Please see the most recent school calendar for these dates. These are days designed for learning at home. We have a two-fold purpose for these days. 1.) That students will become familiar and proficient with online learning as a form of education. 2.) Students in high school and college will be required to access work online and to submit their work in the same manner. We want to better prepare our students for this format of learning.

GRADES AND REPORT CARDS

The main purpose of grades is to inform teachers and parents/guardians of student progress and performance and to help identify challenges and highlight strengths. They can also be a motivating factor to the students.

Grading is done generally in two ways: subjectively (teacher judgment based on experience and comparison to other peer-level work) and objectively (numeric based grading on points.) A combination of this can also be used.

Report cards are meant to help share the progress of the grades from quarter to quarter throughout the year. They are informative, but do not tell the whole story. It is critical that parents/guardians reach out to their child's teacher in order to gather meaning behind the grades. On-going communication helps parents/guardians use grades and report cards as a tool to help their child grow stronger academically.

Our grading scale is based on percentages for the third through the eighth grade in most subjects:

100-98% - A+	89-87% - B+	79-77% - C+	69-67% - D+	59%-lower - F
97-94% - A	86-84% - B	76-74% - C	66-64% - D	
93-90% - A-	83-80% - B-	73-70% - C-	63-60% - D-	

Grade Point Averages (GPA) will be used to track overall academic progress and participation in athletics.

Our grading scale for Kindergarten through the second grade is as follows:

When using a numeric system for grades such as math and spelling, the teacher may use a system with percentages. This grading system also works well on a subjective level.

90-100% - E	E = Excellent
80- 89% - S	S = Satisfactory
70-79% - N	N = Needs Improvement
Lower - U	U = Unsatisfactory

The above scale is also used for the upper grades that are not based on points but more on participation, completion, set rubrics, etc. For example: music, art, physical education.

HEALTH AND MEDICAL INFORMATION

HEALTH CONCERNS

Prior to admission into Kindergarten 3, Kindergarten 4, & Kindergarten 5 classes and 7th grade, the child must have a physical examination and must have received proper immunizations. These children are required to have a Health Care Summary signed by the child's source of medical care. Up-to-date immunizations or a form indicating an exemption for medical reasons (signed by a doctor) are required and the form must be turned in by the first day of enrollment.

It is the parent's/guardian's responsibility to inform the school of any special medical conditions, needs or allergies for their child. These children are required to have an individual care plan completed so their particular needs can be met.

HEALTH RECORDS

A Minneapolis Public School Nurse maintains health records for the children. The Nurse manages a file for each student that tracks immunizations and health care needs and special medical conditions. This nurse also works with the teachers to guide them in any special care required. The nurse also conducts health screening annually.

Kindergarten 3 and 4 students do not have a separate health record maintained at the school. However, their immunizations and health care summaries are checked and kept in each child's file. The parent/guardian and teacher work together to design a health care plan for students that require special care.

IMMUNIZATIONS

Minnesota State Law requires full immunizations (based on age) for all children. Students will not be admitted to school without an up-to-date record of immunizations signed by their health care provider. Please refer to the immunization chart at the back of the handbook. Trinity First Lutheran School requires full immunizations with only verified medical exemptions allowed.

NOTIFICATION OF ILLNESS

If a child becomes ill during the day, the parent/guardian will be contacted immediately.

Arrangements must be made to pick the child up from the school within one hour. Late fees will apply if after that time and must be paid before the child can return to school.

Parents/guardians are required to leave at least 2 emergency contact numbers besides their own phone number.

CARING FOR A SICK CHILD

A sick child will be placed on a mat or a cot in a quiet corner of the room or in the main office. This child will be with a staff member at all times.

EXCLUSION OF A SICK CHILD

A child will not be admitted to the school if he or she displays the following symptoms without pain or fever-reducing medicine:

Nausea or vomiting	Chills	Diarrhea
Face, flushed or pale	Ear ache	Fever over 100 degrees
Joints red or swollen	Coughing	Eyes, inflamed or swollen
Communicable diseases	Sore throat	Headache, severe

Symptoms such as coughing, sore throats, flushed or pale, etc. are evaluated by the degree to which they affect the child's comfort and performance at school. For example: colds bring on a cough and as long as the child appears comfortable and not in distress and the cough is not constant, the child may be allowed to attend. A child's age also plays a role in whether the child can attend school – how well a child can maintain and manage him/herself.

A child may return to school after being absent due to an illness when their temperature has remained normal for a 24-hour period without fever-reducing medication. A child may not have had diarrhea or vomiting for 24 hours. This is to prevent the child from having a relapse and becoming more ill than the first time and also help prevent the spread of illness to other children. If any symptoms occur during the day, the parent/guardian will be contacted immediately.

COMMUNICABLE DISEASES

Parents/guardians must notify the school within 24 hours, during the school's opening hours, when a child is diagnosed by the child's source of medical or dental care as having a contagious disease or condition, including lice, scabies, impetigo, ringworm, chicken pox, or influenza. For illness such as strep-throat, the child must be on antibiotics for 24 hours before returning to school.

The school will send home written notice to parents/guardians of exposed children the same day a parent/guardian notifies the school their child has a contagious disease. Parents/guardians will also be notified by word of mouth by a staff member when the child is picked up in the evening.

In cases such as head lice, our goal is to prevent its spread, support the families in this endeavor, and to inform the children and families exposed about how this is NOT a situation that should in any way reflect poorly on a child. Cleanliness does not prevent a person from getting head lice and no one should be treated poorly because of it. We will work with families to ensure that by the time the child returns to school, the lice and nits are not present.

EMERGENCY CARE

First aid will be provided to an injured child. In case of an emergency, every effort will be made to contact the parent/guardian or designated adult responsible for the child. If neither can be contacted, 911 will be called and transportation may need to be provided by the local emergency resource, with a staff person accompanying the child to the hospital if possible. Should the child's health be in immediate life-threatening danger, 911 will be called immediately and then the parents/guardians will be notified.

Parents shall provide emergency phone numbers and contact information for themselves and at least two other individuals. Health Care Provider contact information must also be included.

EMERGENCY MEDICAL HEALTH CARE PERMISSION

An emergency medical health care permission card signed by the child's parents/guardians, with emergency phone numbers on it, shall be kept on file at all times. This form shall be taken along with the child in the event the child needs emergency medical care. The emergency cards will be taken along on any field trip. **Please notify the office IMMEDIATELY if any numbers change.**

ADMINISTRATION OF MEDICINES

No medication will be administered without the following requirements:

- ❖ Written permission signed by the parent/guardian and the doctor's authorization must be on file at the school before administering prescriptive and non-prescriptive:
 - o Prescribed Medicine, including Epi-Pens – doctor's note required
 - o Inhalers / nebulizers – doctor's note required
 - o Sunscreen lotions and bug repellants (only considered for use on special field trips)
- ❖ Non-prescriptive medicines, sunscreen lotions and insect repellents must be administered according to the manufacturer's instructions unless written instructions are provided by a licensed physician or dentist.
- ❖ The school must have written instructions to follow from a licensed physician or dentist before administering any prescription medication. Medication with the child's name and current prescription information on the label will provide the required written instructions.
- ❖ All medication must be in the original container labeled by the pharmacy and will be stored according to the directions on the container in an area inaccessible to the children.

ADMINISTRATION OF FIRST AID

- ❖ First Aid will be administered by a staff member who has been trained and certified in First Aid.
- ❖ Minor cuts, scratches, scrapes, and burns will be cleansed with water and a protective bandage will be applied. Parents/guardians will be notified of the event when the child is picked up at the end of the day. The incident will be recorded in an accident log.
- ❖ When a child displays symptoms of fever, listlessness, or complains of feeling ill, the child will be permitted to lie down and rest on a cot where a staff member can observe the child. Parents/guardians will be called and a notation made in the daily log.
- ❖ In cases of more serious and life-threatening injuries, emergency care will be provided. 911 and the parents/guardians will be called immediately.

HAND WASHING

Each child will wash his/her hands with soap and water after the use of the toilet and before eating a meal or a snack. The teachers and all staff are required to wash their hands before and after assisting a children with personal needs, administration of medication, and assisting with their snacks and meals.

BEHAVIOR GUIDANCE

CLASSROOM MANAGEMENT - DISCIPLINE

A successful classroom is realized when the teacher has clearly taught and demonstrated the expectations for positive behavior within the classroom and the school. We call this approach *Positive Behavior Support (PBS)*. Using PBS methods of classroom management, the discipline used will focus on communication, understanding, stressing positive behavior, verbalization, and redirection or possible removal from a negative situation. Physical punishment will not be used. No child will be demeaned, left unsupervised, shouted at, or denied food for inappropriate behavior. No child will be punished for lapses in toilet training; however, frequent toilet accidents may result in a child being removed from the program for more sufficient toilet training at home.

GOAL

The goal of using Positive Behavior Support techniques in our school is to help children develop safe and appropriate ways of interacting with others and with the environment.

One of these goals of discipline is to help children develop tools to problem solve. Discipline is the external tool to help children develop internal control. Children learn by experimenting, testing limits, and experiencing the consequences of their behavior.

In the process of setting and enforcing limits, our teachers assist the children in developing self-control and respect for the rights and property of others. Children need to learn the rules of getting along in a group, and adults need to balance the need for individual rights and self-expression with the needs of the group. Rules and limits in a school setting are likely to differ from those in a child's home because of the need to protect the rights and safety of our all our children.

Children new to the school are not expected to immediately understand or fully comply with all the rules. Rather, they are reminded and redirected.

TECHNIQUES

Positive Behavior Support guidance and discipline techniques that will be used with the children include:

- ❖ setting clear and enforceable limits
- ❖ teaching the rules of the school and classroom
- ❖ practicing following the expected behavior of the school and classroom
- ❖ modeling acceptable behavior
- ❖ structuring the environment and schedules to maximize good behavior
- ❖ recognizing the children's efforts
- ❖ redirection
- ❖ good timing of teacher intervention
- ❖ giving the children an opportunity to choose

Children may be invited to work independently for a short time in order to regain self-control and in those cases, the child has an open invitation from the teacher to return to the group when he/she feels ready. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age and maturity. In extreme cases (crying fits, temper tantrums, hitting...), the child may be removed from the classroom and sit with another staff member. A child may be sent to the office for assistance with calming down, thinking and evaluating the situation and planning how to re-enter the classroom in a positive manner. This will be recorded in a log, and the parent/guardian will be informed. Occasionally, we will call the child's parent/guardian for support, guidance, reinforcement, or consequence as we see our role in guiding our children as a partnership with the home.

We will use natural consequences and techniques such as timeout and loss of privileges for children who are not showing a positive response to the techniques listed above. We believe natural consequences play an important role in healthy development.

Each classroom has established rules and expectations for their own environment. However, the school has one main expectation that is taught to all children. This rule is:

KEEP YOUR HANDS AND YOUR BODY TO YOURSELF AND YOUR NOSE OUT OF OTHER PEOPLE'S BUSINESS!

Students of all levels are taught this basic expectation and experience has shown the faculty that if this one rule is followed, discipline issues drop dramatically. We expand on this rule and demonstrate it in many situations.

We teach the following steps to positively handle potentially negative situations:

These steps are:

1. **Overlook it.** Ignore the situation, turn away, walk away.
2. **Talk it out.** Use positive and respectful words to handle the situation such as "Please do not take my pencil."
3. **Get Help.** Go find a teacher and share your concern with them, telling them that you are trying to follow the path to work out a situation. We work to teach our children the difference between tattling and reporting to get help.

We follow the following steps in guiding our children to successful school behaviors:

Teach Practice Enforce Repeat!

It is the policy of our program that teachers will record disciplinary actions that result in a direct action and consequence by the staff in a classroom log and that these actions can be reviewed with a parent/guardian at any time. This does not include minor actions that take place in the normal course of the day while working with children.

All forms of corporal punishment are prohibited. Corporal punishment includes, but is not limited to, rough handling (roughly grabbing and jerking) or roughly pulling of arms, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.

Staff members will not subject a child to emotional abuse or withhold or threaten to withhold food, light, warm clothing or medical care as punishment for unacceptable behavior.

The staff will use no physical or mechanical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.

While working with a child in a corrective situation, they will do so with a firm, respectful and encouraging manner showing a willingness to forgive and support the child.

As in all areas of our school, parent communication and cooperation are essential when helping our students conduct themselves respectfully, productively and with integrity.

Teachers rely on the support of the parents to teach positive behaviors within a classroom and are ready to offer their support to the parents as well!

CODE OF CONDUCT

To assist the family in understanding the behavior expectations of our school, we have made the following list. Students at Trinity First School will:

- Obey (listen and do) and respect the authority of adults in our school and in their homes.
- Leave the school building ONLY with permission during the school day and ONLY WITH an authorized adult at the end of day (unless they are given permission to walk home).
- Walk around a group of people talking and say, "excuse me."
- We can choose our feelings, so choose to be thankful and look on others with best intentions.
- Use words such as "please", "thank you", or "no, thank you" frequently.
- Treat other students with respect, tolerance, and patience.
- Use only language that they would comfortably share in the presence of Jesus.
- Be considerate of others in actions and speech.
- When shaking hands, do so firmly and with eye contact.

- Let your words be truthful and let your actions follow your words.
- Turn in only original work. Allow others to do the same by not sharing work.
- Treat the property of others, the teachers, and the school with respect lest you have to replace it.
- Treat the bodies of others with the greatest respect, as they, like you, are the Children of the King!

TOUCHING & NURTURING

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and only occur with their permission. Staff members are sensitive to the children's responses and requests for physical interaction and model appropriate nurturing touches. Except for safety or cleansing, children will always have the right to refuse touch. Children are also taught to respect adults' and other children's touch preferences. It is our policy to inform parents/guardians of the nature and type of routine physical contact that your child will experience. Please feel free to discuss or question anything you read in this document.

- ❖ **Nurturing touch** is necessary for every child's emotional growth. Affectionate nurturing touch includes: hugging, patting on the back, for our very young children it includes holding on the lap, carrying, or rocking. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is kept to a minimum because of its potential for getting out of hand.
- ❖ **Personal care touch** includes cleaning, dressing, and nap time routines, and is done in a gentle and respectful manner. It will also include face and hand washing, assisting with toileting (only very young Pre-Kindergarteners *and only if* there is an accident with toileting), examining rashes and unusual marks, nose blowing and assisting with necessary clothing changes. First aid is administered as gently as possible and is always accompanied by verbal explanation and appropriate comfort.
- ❖ **Physical interaction** is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught through modeling and verbal guidance to use words rather than physical interaction to settle their differences with others.

SAFETY AND SECURITY

Keeping children safe is our number one job. Trinity First has put in place the following procedures to help achieve a safe setting for our children and staff. This is not an exhaustive listing and we work continually on evaluating our facilities and procedures to provide a safe place for children to learn and grow.

EMERGENCY PREPAREDNESS – FIRE, TORNADO, AND SAFETY DRILLS

A chart for exit procedures is placed at the door of each classroom. This chart includes the regular exit routes for fires as well as designated tornado shelter areas. Each teacher explains the procedures for each drill and takes them through the drills for practice. In all situations and whether it is a real event or a drill, the teachers are expected to take the emergency cards for every student in their care with them to their designated place of safety.

Fire drills will occur once per month. Tornado drills will be practiced in August, September, October, March, April, and May. Safety drills will occur five (5) times during the school year.

If we need to evacuate our school, we will use the Marie Sandvik Center (next to our old playground on Franklin Avenue) or Community Emergency Services (CES – located across the street from our sanctuary on the corner of 19th Street and 11th Avenue).

BUILDING SECURITY

Trinity First School maintains a locked facility. Visitors must ring a doorbell that is answered in the office and then proceed to the office to check in. All those entering the building must be cleared to enter the building. If the staff does not recognize the person at the door, they will come to the door or use the intercom to decide if they can be allowed into our building. If you, as parents/guardians of one of our students, are not recognized right away, please do not be upset but instead be glad that we are cautious.

Parents/guardians and families may not use our building place as a meeting place for others outside our school. Unless a person has business with our ministry, they will not be allowed to enter.

Parents/guardians are NOT ALLOWED to open the doors for others to enter unless they are 100% certain the person/family is a part of our school and are certain they are in good standing. It is better to be rude than to allow someone you may *think* okay. If you are in any way unsure, PLEASE do not open the door. This is shared with all families so do not be insulted if someone closes the door to you! Again, instead choose be thankful for the vigilance! It is helpful and encouraged for you to introduce everyone on your emergency contact card to the staff of the school. It is also good to introduce yourself to other families in the school. Together, we can better see to the safety of the children.

If you let someone in inadvertently, please guide him/her to the office. Do not leave them alone.

Students are NEVER allowed to:

- **open the doors for others to enter!**
- **exit the building at the end of day without an authorized adult.**

Keep your child safe before school by: (1st to 8th graders only. Students in our Kindergarten 3, Kindergarten 4, and Kindergarten 5 classes must always be brought to their child's teacher and signed in.)

- **NEVER DROPPING THEM OFF BEFORE 8:05 AND ALWAYS MAKING SURE THEY HAVE SAFELY ENTERED THE BUILDING.**
- **DO NOT DRIVE AWAY UNTIL YOU KNOW THEY ARE SAFELY INSIDE!** We will have you return to school to sign them in and take them to class IF it is after 8:20 A.M.
- **Waiting in the back of the church for closing to end before picking up your child.** Taking a child out during the end of the day transition does not allow for teachers to be mindful of the location and safety of their students.

RISK REDUCTION

Our Kindergarten program has prepared and annually reviews a Risk Reduction Plan. This plan carefully assesses the risks their students may face while at school and shows how we can respond to create a safer environment. This has become an important part of our annual reviews for the entire school but is written mainly for our very young students. This document is available for you upon request. Your assistance in keeping our school a safe place is always welcomed!

VIOLENCE, THREATS AND WEAPONS

In order to provide a safe environment at our school, Trinity First School will not tolerate any violence or threat of violence on our property or at a school function. We define violence as verbal or non-verbal behavior, physical actions, or threat of actions that may cause harm to self or to others. We may view the presence of a weapon as a threat of action that may cause harm. Students, families, staff, and visitors are not allowed to bring weapons to school.

Consequences to violent behavior including threats and bringing weapons to school may result in expulsion from our school and the involvement of the Minneapolis Police. We will endeavor to treat every situation with reason and caution.

SUPPORTING PROGRAMS

The following programs support the daily programming of the school and the students and families who attend. More information on each of these programs is available through the office.

ATHLETICS

An invitation is made to all students who meet eligibility requirements to try out for the school teams. We offer athletic teams based on our resources at the time, the number of students, and the willingness of parents/guardians to assist.

Students must have grades and conduct in keeping with participation; meaning their teachers must grant approval based on how the student is doing in the classroom. Their continued participation also depends on their maintaining their required grades and playing and competing with a Christian attitude.

The main objectives stressed in our athletic programs are for the student to:

- recognize the human body as a gift from God
- cultivate such traits of Christian character as courage, loyalty, cooperation, self-discipline, and sportsmanship
- maintain mental, emotional, and physical fitness

Trinity First School is a member of the Twin Cities Lutheran Athletic Conference. An athletic fee is charged for each sport.

BASECAMP - THE ACCELERATED LEARNER PROGRAM

The Accelerated Learner Program (ALP) is designed for students who thrive on extra challenge. This program workS with students who have been selected to participate based on their test scores and teacher referrals. Through the support of the program, students in ALP create learning goals and are equipped and encouraged to meet those goals.

FAMILY EDUCATION

Family Education nights offer an opportunity for fellowship, supportive parent programs, and a satisfying meal. Generally held on the first and third Tuesdays, Family Education nights begin at 5:00 P.M. with a meal. Activities for the children are planned during the parent education program.

Many families find it convenient to have their children attend Tiger Club (after-school care) until the program begins. However, parents/guardians are expected to give a minimum of one-day notice.

Parents/guardians who attend Family Education Nights are eligible to receive a credit toward their tuition account.

SUMMER BRIDGE TO SUCCESS (SBS)

The SBS program is a summer enrichment program open to all children (not just our students) who are entering the 1st through the 8th grade. This program operates three (3) weeks during the month of June on Tuesdays, Wednesdays, and Thursdays. This is a full-day program that focuses on reinforcing academics in the morning and allows for exploration of other interests and activities in the afternoon. The children take a field trip each week, get to make crafts, and are served breakfast and lunch. The entire program is Christ-centered so it resembles a mix of Vacation Bible School (VBS), summer school, and summer camp all in one program!

MEAL PROGRAM

Parents are required to provide meals for their children. Students should eat a healthy breakfast at home. DO NOT send food for your child to eat as they enter the building. Lunches should be nutritious. We will provide support and training for parents who wish to learn more about providing delicious, nutritious, AND affordable meals! Students are not allowed to call home for meals after 10:00 A.M. Students are not allowed to have "fast-food" brought in for lunch. More information will be provided outside of the handbook.

THE TIGER CLUB – EDUCATIONAL SUPPORT AND MORE!

Tiger Club works to assist Trinity First families by providing homework help, enriching activities, and more. Parents/guardians must register their children for this program by completing the proper form and notifying the school office. Space for this program is limited and preference is given to families whose schedules do not allow them to pick up their child at 3:20 P.M.

The hours of the program are from 3:20 P.M. to 5:00 P.M. or 5:30 P.M. (depending on fees and the age of the child).

Payment is required BEFORE use. The payments are based on the number of days in a quarter and parents/guardians must pay for every day in that quarter even if their child does not attend each day. This is due to our need to pay workers to care for the children, even when your child does not attend. Payment is due a week before the start of each quarter of school.

The Tiger Club is open on most full days of school unless otherwise noted. Certain events such as our Christmas Program and Fall Festival may cause us to cancel service on those days.

THE TREEHOUSE – LUTHERAN SPECIAL EDUCATION MINISTRIES

Lutheran Special Education Ministries (LSEM) has a contract with Trinity First School to provide special education and support services to our students. This program is an integral part of Trinity First School and works with students who have been referred to the program by the parent/guardian and teacher. Trinity First and LSEM understand that some children just need an extra hand in order to move ahead academically, behaviorally, or socially; this program does just that.

We call our program ***The Tree House*** and our students view this program as a fun place to go. We work hard to eliminate discrimination against students who need this valuable service. One way we have combated that is to open up the Tree House to students who would not otherwise qualify for service. The teacher of this program has led book clubs for interested students and allows some of our students to bring friends during various times. All new students may be asked to go through testing at the Tree House – parents are asked to sign a separate permission form for this testing. Students in grades one through six are given the DIBEL tests two to three times each year to map progress.

The Tree House provides services for students with Individual Education Plans (IEP) and other plans that focus on student achievement. Students who are recommended to the program do not always need to have an IEP. Some students may be allowed for services for up to two years without the formalized testing required.

Testing services are available free from Minneapolis Public Schools at the parent's/guardian's request. Testing may also be available through LSEM for a fee. We work closely with our Minneapolis Public School Special Education liaison to provide the care and support our students and their parents/guardians may need.

WORSHIP TEAM

Trinity First offers a student Worship Team for the cost of \$30 a semester. There will be auditions the first month of school. All students from grades 5-8 that maintain at least a C average are eligible to audition for Worship Team.

OTHER ITEMS

CELL PHONES, COMPUTERS, TABLETS (ALL devices that access the internet)

Students are NOT allowed to have possession of cell phones. If a parent/guardian wants their child to have a cell phone, the parent must turn in the phone to the main office at the start of the day. The phone will be returned at the end of the day to the parent or the child if given permission. If a teacher discovers the phone, it will be confiscated and returned directly to the parent/guardian only. Repeated offenses may cause disciplinary action.

In some cases, a student be be allowed to bring a laptop or tablet computer to school. The classroom teacher is the one who makes this decision. If permission is granted, the school will ask the parent/guardian to sign consent to allow us to have full permission and control over what is on the computer so that we may be assured of proper content, safety, and security.

Trinity First School is not responsible for any personal property, including technology items, brought to school.

DRESS CODE & UNIFORMS

All students in our younger classes (K3 to 1st) should keep a complete set of clothes at the school in a plastic bag. This should include socks and underwear. This should also be replaced as they become soiled.

All student clothing (shirts, pants, sweaters, sweatshirts, shoes, outside wear, etc.) should be labeled with the child's name.

Kindergarten 3 and 4 children should wear clothing that is comfortable and appropriate for play and messy experiences.

Kindergarten 5 through Eighth Graders are required to wear their school uniform. Trinity First has chosen to have its students wear uniforms because of the many benefits they offer such as:

- increased expectations of the students by themselves, the parents/guardians, and the teachers
- reduction in negative comparisons between students
- affordable way to clothe children
- take away morning hassle of what to wear
- help build school pride

Required Uniform Components

Official Uniform Shirt – for sale through Donald's or French Toast

Blue Jeans or shorts – girls may also wear a dress or skirt that is available for purchase through Donald's or French Toast. No khakis, colored jeans, or jeggings.

Length for shorts - Mid thigh - at the discretion of the staff .

Length for skirts – 6" above the knee (adult hand width)

Tennis Shoes – non-marking only

Optional Uniform Components

Official Spring Musical or Summer Bridge to Success T-shirts (or other school-sponsored shirt)

Official Sweatshirts or Sweaters – purchased through Donald's or French Toast!

Solid Navy Blue or White long sleeve shirts may be worn under uniform shirt

Navy Blue or White tights or leggings – under skirts only, no leggings under shorts!

Outside Wear

Unless the temperature is below zero or it is raining, the children will spend some time outside every day, and should be properly dressed for the weather (i.e. hats, mittens, snow pants and warm coats when it is cold and boots in wet or snowy weather).

Dress Guidelines for All Students

Girls should wear shorts under dresses or skirts. Boys may not wear dresses or skirts or skorts. All clothing must be in good repair and clean.

No sagging pants – belts must be worn if sagging.

Wear non-marking tennis shoes. Flip-flops, wedges, heels, and sandals are NOT allowed. Winter boots are only allowed outside; only tennis shoes should be worn inside.

No child is allowed to wear make-up. Fake, acrylic nails are not allowed.

No Uniform Days

Students who have followed the dress code are allowed to participate in our monthly No Uniform Day. These No Uniform Days will be posted on FastDirect. The guidelines for our dress code still are enforced (no sagging pants, flip flops, etc.) and we insist on clothing that is modest and reflects Christian values.

FIELD TRIPS

First-hand experiences are a very important part of our program. Opportunities for educational trips are frequently available. Parents/guardians will be notified a minimum of one week in advance of a trip. Parents/guardians need to give consent for any field trip by signing a student's permission form. The form will include the following information:

- Date, departure time, and approximate return time
- Cost of trip (if any) including transportation
- Type of transportation: bus, light-rail, car, walking
- Location and purpose of the trip

If the parent/guardian does NOT grant permission, it is expected that the parent/guardian keep their child at home either for that day or just the duration of the trip (whichever the teacher requests).

LOST AND FOUND

A lost and found box will be provided during the school year. This box will be emptied each month. Any items found will be placed in this box unless they are considered valuable. Valuable items will be stored in the school office. After one month, items may be given away or disposed.

Labeling your child's clothing and items is a great way to prevent their items from being discarded or lost.

PETS

Pets are not allowed to be brought to the school.

Occasionally a teacher will have a classroom pet. This can be a great way to teach responsibility, nutrition, and more. A classroom pet can also be a great source of enjoyment.

PERSONAL PROPERTY

Students are strongly encouraged not to bring personal items to school unless they have the permission of the classroom teacher. Every year students suffer the loss of personal property through carelessness and/or theft. We ask for the cooperation of families to help eliminate this problem. The following guidelines will help:

- Do not bring valuable property to school. If allowed to by teacher permission, the items should be kept with the teacher.

- Do not bring money to school. Parents/guardians, please do not send money with your child for any school bills such as tuition or meals. Money for field trips and other needs for school should be kept with the teacher and clearly and securely labeled.
- Mark your property. Students often lose their property by misplacing it. Having the name clearly written in permanent ink will help return the item to its owner.
- If someone is seen acting in a suspicious manner around property that does not belong to him/her, the incident should be reported to the teacher immediately. This is an act of responsible citizenship and will help in the protection of your property.
- Fidget Spinners ARE TOYS unless they are first approved by the teacher & are used correctly as defined by the child's teacher.

Trinity First School is not responsible for any personal property brought to school. The staff of Trinity First reserve the right to search any personal property of the students for which they are responsible.

PROBATION – SUSPENSION – EXPULSION

Academic Probation – A student who is holding a 69% or below grade average in two or more subjects may be placed on Academic Probation until the specified subject grades are above 69%. The child's teacher, along with the principal, may make exceptions due to ability levels and effort. This probation will affect co-curricular activities.

Behavioral Probation – A student who has had repeated disciplinary issues will be placed on probation for a specified amount of time, usually one quarter at a time, until the behavior improves. Should the problem continue, the student may be referred for expulsion from school. However, the school will work on creating a behavior management plan with the parents/guardians and the child. As long as there is progress and the parents/guardians and child are fully cooperating, we will continue working with the child to help support more positive behavior. In these situations, it is our joy to work through them successfully! The grace and mercy shown to us by our Heavenly Father are mirrored best when we work through these challenges!

Athletic Probation – A student who is showing poor sportsmanship, missing practice and/or games or is otherwise referred for Athletic Probation may not participate in the sport for a specified amount of time. Continued problems that are not resolved will result in removal from the team.

Suspension – A student may be suspended (not allowed to participate in the classroom) due to behavior concerns:

1. In school: The student stays with the office for a specified amount of time and is required to work or do chores or both.
2. At home: The student is sent home for a specified amount of time.

If a child is exhibiting such behavior as to disrupt the school environment or jeopardize the safety of the student or others, a parent/guardian may be required to come and pick up the child from school. We expect the parent/guardian to come with little delay.

Expulsion – Unfortunately, there are times when a removal from enrollment becomes necessary. These situations are done on a case-by-case basis. Several factors are studied before the final decision is made by the principal. These factors may include: impact on the classroom, teaching time spent on the situation, likelihood of improvement, parent/guardian and student cooperation, and demonstration of trust.

RETENTION

Trinity First does not support retaining a student unless all other avenues for success have been tried, the situation has been fully evaluated, and the parent/guardian, teacher, and principal all agree it is the best choice.

Retention, having a student repeat a grade level, may be used to provide an opportunity for a student to better reach his or her potential in school.

Students who are demonstrating work below grade level are offered support to help them gain the skills, knowledge, and understanding they need. We carefully monitor the situation to see how the student responds to the interventions and adjust accordingly. While documenting all these actions, the teacher and parent/guardian may request additional testing to see if there is an underlying challenge that could be addressed through special education. If so, those students may be given an Individualized Education Plan (IEP) that gives a more detailed plan to follow. Some students may have learning challenges that will make it difficult for them to attain grade level scores at the same time as their peers. We all learn differently and have different gifts and different challenges!

However, some students may have challenges that may not require special intervention for the long-term but would benefit from receiving more time in the situation (grade level) to catch up. For instance, if a student has missed a great amount of school, they may have such large gaps in their learning that repeating a grade may help them fill in the needed knowledge, skills, and understandings. For some students, it may be a social issue where they may be younger (in age or maturity) but are expected to progress in all other areas just fine.

Both of the above situations (gaps in learning due to missing school or social/emotional maturity) can sometimes benefit from retention as long as the teacher, parent/guardian, and principal agree that the child can be expected to reasonably progress along with his/her peers.

Consideration shall be given to all the following areas:

- Physical, social, and emotional maturity
- Age of the student
- Likelihood of positive impact after two years
- Capability of the student
- Classroom performance in curriculum areas
- Attendance – students who have missed an excessive amount of school
- Test results
- Attitude and work habits
- Health
- Previous retention
- Parental input, preference and support

The following procedures should be followed:

- The classroom teacher will notify the parents/guardians in writing of deficiencies and recommend a conference if the teacher suspects the student is not progressing over and above classroom interventions (by the end of the first quarter).
- Before the end of the third quarter, the classroom teacher will submit to the principal the name of a student who should be considered for retention.
- The principal will call for a meeting with all the teachers who are working with this student and the teacher of our Tree House (Lutheran Special Education Ministries). This should be done no later than the spring conference.
- The parent/guardian may request a meeting with this team if they disagree with the recommendation or for more information.
- The principal will notify the parents/guardians, in writing, of the final decision.

SCHOOL FUNCTIONS

Students attending any school function outside the school day are expected to maintain the standards for conduct set forth during the school day. Christian behavior, school pride, good sportsmanship, and loyalty are emphasized and must be observed during sporting events. Any school event, such as an athletic game, is a great way for us to witness about how we respond to God's love for others and us.

Students are expected to attend with their parents/guardians. Parents/guardians, your support of our expectations are greatly needed. While on our property, even when a child is with you, we still want to maintain a safe and orderly environment that follows our school day expectations. Students who have missed school due to illness or an unexcused absence may not attend school functions on that same day.

SCHOOL PICTURES

Trinity First School contracts with a professional photography company each year to take student and class pictures. Generally, this is done in fall. Parents/guardians may purchase pictures from the company. The Fall Picture day will be a NO UNIFORM DAY. However, students must wear their uniform on Re-Take day and change for their school pictures.

SCHOOL PROPERTY – TEXTBOOKS, LIBRARY BOOKS, COMPUTERS

Trinity First School teaches students the concepts of responsibility and respect in many ways. One of the ways we put this into action is by expecting our students to help take care of the school facilities and its contents.

Our school is gifted through the selfless donations of many groups and individuals. We show our thankfulness and gratitude for this by caring for everything with which we have been entrusted. Our students are expected to do the same.

If a student makes a mess, they are expected to clean it up or clean up another area when that makes the most sense.

If a student damages or loses something, they are expected to provide restitution by either paying for its repair or replacement or providing a service, for example, cleaning or fixing something else, to compensate for the loss or damage. Our goal is to teach the concept of responsibility for the loss, NOT to collect money or free labor. This also can help us teach natural consequences.

If an item that has been damaged or lost by a student has a value that needs to be replaced, we will ask for cost reimbursement. For example, when a student loses a spelling book or library book, they will be asked to reimburse the school at replacement cost.

Students are expected to take care of the textbooks, workbooks, library books, computers, and other items lent to them for their use. While we ask the students to take responsibility, ultimately, it is the parent/guardian who will be assessed the cost of repair or replacement. Parent/guardian cooperation in teaching the concepts of responsibility (i.e. daily habits for homework and bringing everything to and from school safely,) and respect (taking care of the items given to us) will help us teach the children these important lessons.

SEVERE WEATHER / SCHOOL CLOSING

School will be canceled for the following conditions:

- Hazardous driving conditions
- Severe cold – below 20 degrees below zero
- School Facility Conditions – parking lot not plowed, electrical outage, other damage or conditions that prevent the school from operating

Notification will be made through FastDirect and over the following media stations: WCCO Channel 4, WCCO Radio 830, KSTP Channel 5, and KMSP TV-FOX 9. Since weather and driving conditions can vary throughout the Metro area, parents/guardians should always use their best judgment whether or not to send their child to school.

If severe weather or facility issues develop during the school day, we may close early. In this situation, parents/guardians will be called to pick up their children immediately.

SUPPLY LIST

All students attending Trinity First School are required to bring with them certain supplies for school. This *Supply List* is shared with parents/guardians upon enrollment or by the beginning of the school year. It is important that children come to school fully prepared. However, if you have difficulty obtaining the items due to cost or if you cannot find a specific item, please do not hesitate to share this with the school. We receive donations of school supplies for this purpose and are happy to help.

TRANSPORTATION

Trinity First School provides transportation through the Minneapolis Public Schools when it fits our school day schedule. This is for Minneapolis residents only who reside within certain boundaries within South Minneapolis. If you are interested, please note the following:

- A written request must be received in the school office with all the necessary information.
- Parents/guardians should allow approximately 2 weeks for the service to begin.
- Riding the school bus is a privilege, not a right. Behavior issues may result in the loss of this transportation.

Field Trips: For most of our field trips, Trinity First School rents a bus and driver.

Athletic Trips: Parents/guardians, Staff and Coaches may drive the students but only with full parent/guardian permission. Parents/guardians are encouraged to drive their own children when possible.

Parent Carpools: Trinity First does not take responsibility for arranging or managing family car pools. We strongly recommend that all parents/guardians who take part in sharing rides get to know the other families involved and discuss any risk factors, schedules, communication plans, costs, and insurance. We must have a written notice from the families involved in sharing rides. All adults involved must be listed on the student's emergency card authorizing them as someone who can pick up the student(s) involved.

TREATS AND BIRTHDAY PARTIES

We are happy to help you celebrate your child's birthday in school as long as you secure teacher permission. Please follow the instructions below:

- **Request permission a minimum of one week in advance.**
- Make sure to bring only items that the teacher has approved and are not homemade. There may be students with allergies or other health needs that need to be addressed. Also, some treats are more difficult than others to share as a treat at school.
- Bring any serving items needed for the treat to assist the teacher (serving utensils, napkins, plates, etc.)
- Do not bring items that need preparation until you can be there to do this for the class. Again, the teacher will work with you in advance to let you know what can and cannot be brought.
- **We do not host birthday parties at school, only the sharing of a special treat to celebrate the event. No balloons or other party materials may be brought to school.**
- Students may not distribute birthday party invitations to their classmates at school unless all the children in the class are invited and then only with the teacher's permission.

VOLUNTEERING – PARENT/GUARDIAN INVOLVEMENT

Parent/guardian involvement is vital to the success of our school and makes a positive impact on the child! There are many ways to be involved, but the most important way is to frequently talk to your child's teacher (in person, by phone, email or text!) Parents/guardians may also be eligible to earn tuition credit for their volunteer hours! Please see the office for more details.

Parents/guardians can volunteer as a positive way to stay connected. For example, a parent/guardian may help with:

- Field trips
- Classroom Parties
- Teacher needs – correcting, supervising small groups
- Special events such as the Fall Festival, Christmas Program, Musicals
- Facility Care
- Food Program – serving meals, helping with clean-up

Trinity First may do background checks on parent/guardian volunteers as they do with other volunteers. A \$10.00 fee is charged for this check. This is done in order to protect the safety of our students' environment and to be in compliance with State Law. If you have been convicted of a crime, you are asked to go through a *personal* interview with the principal of the school.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or 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

- If you know or suspect that a child is in immediate danger, call 911.
- 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.
- 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 612-348-3552 or local law enforcement at 612-673-5703.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-296-3971.

What to Report

- Definitions of maltreatment are contained in the *Reporting of Maltreatment of Minors Act* (Minnesota Statutes, section 626.556) and are available in the school office.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
 - An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents/guardians of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents/guardians with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

PARENT GRIEVANCE PROCEDURE

In the normal course of events if the parent has a concern about their child's teacher or the classroom, they should meet first with the teacher involved. If the parent is still unsatisfied, it is a good time to call the principal to share the concern. Many times the principal will call a meeting with all involved to discuss the concern. It is through prayer and discussion that the best resolutions are met!

Any parent/guardian having a grievance with the schools program should verbalize this grievance to the appropriate staff member with whom they have the grievance. The staff member shall investigate and respond to the grievance, working out a resolution with the parent/guardian within a reasonable time period. Should the grievance not be resolved satisfactorily, the parent/guardian should share this concern with the principal. The principal will then respond to the parent/guardian within 10 days with the results of his/her investigation of the matter and the resolution of the grievance.

If the grievance has not been resolved within a reasonable amount of time, the parent/guardian can give a written grievance to the School Advisory Board. The School Advisory Board shall act upon and respond to the grievance at their next board meeting unless the grievance is of such a serious matter as to require the convening of a special board meeting. The Board shall share with the parent/guardian their response to the grievance. As in all conflict situations, we wrap them in prayer, listening intently to the concern, and attending to misunderstandings and work toward a peaceful and acceptable resolution.

For students in Kindergarten 3 and 4 – should the above steps not render a solution and the problem is of a serious nature such as threatening the safety of the child/children, the parent/guardian can call the Department of Human Services at 651-431-4660.

SCHOOL ORGANIZATION & STUDY SKILLS

BEING ORGANIZED

Before Leaving for School

- Complete all your homework in a quiet area.
- Make sure you have all your homework, books, and supplies ready for the morning.
- Get a good night's sleep, a minimum of 8 hours per night.
- Allow plenty of time to get ready in the morning and get to school.

Getting Ready for Class

- Be on time for class. This means be at your desk ready to go at 8:20 A.M.
- Take out needed materials, including completed assignments.
- Make sure your pencils are sharpened and you are ready to work.

Before Going Home

- Check your assignment book to see what homework is assigned and what needs completing.
- Gather all needed books and materials you will need to do your homework. You will NOT be allowed to come back to the classroom to get missing items!

TEST PREPARATION

Prepare

- Know what will be covered on the test.
- Know what kind of test will be given: multiple-choice, essay, true/false, etc.
- Gather the materials to be reviewed: textbooks, notes, handouts, lists, etc.
- Study over a period of days in order to avoid cramming.

Review

- List the topics you will need to study.
- Predict what the teacher will ask.
- Review all materials gathered: frequently and repeatedly.
- Ask for help at home to be quizzed.

GENERAL TEST-TAKING TECHNIQUES

- Read or listen to directions carefully.
- Find out if there is a penalty for guessing; if not, attempt every question.
- Work straight through all the items on the test.
- Do not spend too much time on any one question.
- Return to the questions you were unsure about after you have completed the test.
- Note that information in one question may suggest answers to other questions on the test.
- On a matching test, read all the choices before making a decision, then match those you know first. Know if each item is to be used only once.
- On fill-in-the-blanks, make sure the answer fits logically and grammatically into the blanks. Sometimes the length of a blank may tell you how many words are in the answer.
- For true/false tests, read the entire statement before answering. Recognize that if any part of it is false, the entire statement will be false. Watch for signal words such as all, none, always, never, etc., which do not allow for any exceptions. Words such as generally, probably, and same do allow for exceptions.
- For multiple-choice tests, read the main statement or question carefully and look for clues that may signal the correct answer. Use the process of elimination and always pick the one that fits best.

TIGER CLUB HOMEWORK SUPPORT & ACTIVITIES **FEE SCHEDULE & GUIDELINES**

Tiger Club is a faith-based, homework support and activity program offered to students of Trinity First Lutheran School. This program operates as funds and workers are available. We have been blessed for many years to see the Tiger Club grow and change and are happy to offer this to our school families. Families must prepay for this activity club for each quarter of the school year, due a week before the first day of the quarter.

In the tradition of the ministry of Trinity First School – the cost of 'membership' is the lowest possible cost. All fees must be paid in advance and late pick-ups will result in removal from the Tiger Club Program.

Standard Fee Schedule – Per Child Per Quarter

- Bus Riders - \$25.00 per quarter
- 4:30 Pick Up - Referred Homework Students (free), Siblings \$40 each per quarter
- 5:00 Pick Up - \$80.00 per quarter
- 5:30 Pick Up - \$100.00 (not for K3, K4, K5 students) per quarter

The Membership Fee per Quarter – paid in advance

1st Quarter (Aug. 20 to Oct. 26) 45 days

2nd Quarter (Oct. 29 to Jan. 15) 44 days

3rd Quarter (Jan. 16 to Mar. 20) 44 days

4th Quarter (Mar. 21 to May 31) 44 days

Late Pick Ups

Students need to be picked up on or before the ending of the time slot they chose. For instance, students signed up for the 5:00 P.M. ending must be picked up at or before 5:00 P.M.

More than 3 late pick-ups in a quarter will cause the fee to be increased to the higher fee of \$100.00 per quarter. If late pick-ups occur more than this and/or they occur after 5:30pm, the program will no longer be made available to your family for the remainder of the quarter. Students who stay beyond the allotted time require us to pay more staff more hours and put an undue burden on the program that is solely designed to assist working parents.

Free Service for Family Nights

Families who wish to attend our Family Nights may have their children attend Tiger Club without charge on the evening of the event. All we ask that you notify your child's teacher one full day in advance and that you complete a Tiger Club registration form for our records.

Exclusions

A student may be excluded from Tiger Club due to negative or hard to control behavior in school or in the Tiger Club program.

IMMUNIZATION CHART

Are Your Kids Ready?

Minnesota's Immunization Law

Immunization Requirements The following immunizations are required beginning Sept. 1, 2014. To enter into child care, early childhood programs, and elementary or secondary schools (public or private), children need to have certain immunizations. Use this chart as a quick reference to determine which vaccines are required for enrollment. See below for exemption information.

Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years ² For Kindergarten	Age: 7 through 11 years For 1st through 6 th grade	Age: 12 years and older For 7 th through 12 th grade
Hepatitis A			
Hepatitis B	Hepatitis B 3 doses	Hepatitis B 3 doses	Hepatitis B ³ 3 doses
DTaP/DT	DTaP 5 doses 5 th shot not needed if 4 th was after age 4 Final dose on or after age 4 years	At least 3 tetanus and diphtheria containing doses	Tdap ⁴ At age 11-12 years
Polio	Polio 4 doses 4 th polio not needed if 3 rd was after age 4 Final dose on or after age 4 years	Polio At least 3 doses	Polio At least 3 doses
MMR	MMR 2 doses	MMR 2 doses	MMR 2 doses
Hib <i>Haemophilus influenzae</i> type b			Meningococcal ⁵ At age 11-12 years
Pneumococcal At age 2-24 months			
Varicella ¹	Varicella ¹ 2 doses	Varicella ¹ 2 doses	Varicella ¹ 2 doses

Immunizations recommended but not required by the Immunization Law:

Influenza Recommended annually for all children age 6 months and older	
Rotavirus Recommended for infants	Human papillomavirus Recommended at age 11 years

¹ If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form.

² First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten.

³ An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.

⁴ Proof of at least three doses of diphtheria and tetanus vaccination needed. If a child received Tdap at age 7-10 years another dose is not needed at age 11-12 years. However, if it was only a Td, a Tdap dose at age 11-12 years is needed.

⁵ A booster dose is required at age 16 years or three years later if the first dose was given between age 13-15 years.

Exemptions To go to school in Minnesota, students must show they've had these immunizations or file a legal exemption with the school.

Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

Looking for Vaccination Records? For copies of your child's vaccination records, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 1-800-657-3970.

MINNESOTA MDH DEPARTMENT OF HEALTH
Immunization Program
PO Box 64975
St. Paul, MN 55164-0975
651-201-5503 or 1-800-657-3970
www.health.state.mn.us/immunize

For a parent-friendly chart of immunizations needed for kids from birth to age 16 see, "When to Get Vaccines" available to download from www.health.state.mn.us/divs/idepc/immunize/schedules.html

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