



*Train A
Child
Center*

Family handbook

Christian Educational Resource Center

Contents

MISSION STATEMENT	3
DOCTRINAL STATEMENT OF FAITH.....	3
NOTICE OF NON-DISCRIMINATION POLICY	4
APPLICATION PROCESS.....	5
POLICY REGARDING ALTERNATIVE LIFESTYLES.....	5
PROGRAM FEES	5
<i>Financial Aid</i>	6
<i>Collection Procedures</i>	6
<i>Fee Schedule</i>	6
ACADEMIC PHILOSOPHY.....	6
<i>Standardized Achievement Testing</i>	6
CURRICULUM.....	7
PARENT PLANNING AND TRAINING.....	7
PARTICIPATION POLICIES AND INFORMATION.....	7
<i>Participation Benchmarks</i>	7
<i>Addressing Excessive Absence</i>	8
<i>Parental Participation in Programming</i>	9
APPEARANCE POLICIES AND INFORMATION	9
<i>Corrective action for appearance issues</i>	9
DISCIPLINE POLICIES AND INFORMATION	9
<i>Corporal Punishment Statement</i>	10
<i>Chemical Abuse Policy</i>	10
<i>Building Rules</i>	11
<i>Grounds For Dismissal</i>	11
<i>Sexual Misconduct Policy</i>	11
<i>Physical Relationship Guidelines</i>	12
GRIEVANCE/APPEALS PROCEDURE.....	12
BUILDING SCHEDULE AND FUNCTIONS	12
<i>Office and Building hours</i>	12
<i>TACC Hours</i>	13
<i>Visitors</i>	13

<i>Closing TACC (Emergency</i>	13
<i>Fire Drills and Tornado Drills</i>	13
<i>FIELD TRIPS</i>	13
<i>HEALTH AND MEDICATIONS</i>	14
<i>Illness during Programming</i>	14
<i>Immunizations</i>	14
<i>Injury</i>	15
<i>Medication -- prescription and non-prescription</i>	15
<i>SAFE ENVIRONMENT POLICY</i>	15
<i>Access and Transportation</i>	15



PURPOSE STATEMENT

- To create a healthy, structured environment that facilitates development of life skills within families.
- To develop the character of the next generation of Christian leaders
- To facilitate the training of the next generation in life skills as well as traditional educational skills in a wholesome Christ centered environment.
- To promote Biblical ethics as the necessary key to real success in life

MISSION STATEMENT

The Train a Child Center (TACC) is established to help families become Christ centered in all their activities and take responsibility for the development of Christian culture within their home and in the community. TACC focuses on the development of the next generation and their spiritual, educational, and moral skills, helping families be fully involved and responsible for the development of their children into the honorable vessels in the service of God.

Proverbs 22: 6 (KJV)

Train up a child in the way he should go, And even when he is old he will not depart from it.

TACC is established to help parents facilitate the development of their children in their moral and spiritual foundation as well as the traditional educational disciplines. This philosophy flows from the conviction that **with a sound moral and spiritual foundation, all doors are open for achievement and fulfillment in this life.**

This is accomplished through establishing a Christian school where individual families partner with each other and TACC to provide for the education of their children. TACC not only provides the environment for this education to take place but also many of the resources such as curriculum, testing, technology, and learning tools helpful in parent involved education and development.

TACC is a ministry of and to the body of Christ. As such **TACC is respectful of a wide breadth of Christian doctrine** establishing as prerequisites for participation only the essentials of Christ as Savior, the Bible as divinely inspired, God as originator, supporter, and sovereign over all.

DOCTRINAL STATEMENT OF FAITH

1. We believe the Holy Scriptures, the Old and New Testament, to be the verbally inspired Word of God in their entirety. We believe that the Old and New Testaments are the only authority in the matter of faith, daily life and final destiny. (Psalm 19:7-11; I Peter 1:23; II Peter 1:21)

2. We believe in the one true God; who is the intelligent, sovereign, spiritual and personal Being; perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate from and above the world as it's Originator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as Father, Son, and Holy Spirit. (Genesis 1:1; Exodus 15:11; Deuteronomy 6:4; Psalm 83:18; 139:7-9; Matthew 3:16-17; 28:19; John 10:30; 15:26; II Corinthians 13:14).

3a. We believe that Jesus is the eternal Son of God. He became man, having been conceived by the Holy Spirit apart from a physical father and was born of the Virgin Mary, in order that He might reveal God and redeem sinful man. (Luke 1:35; John 1:1, 2, 14).

3b. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead. (Romans 3:24-25; Ephesians 1:7; I Peter 1:3-5: 2:24).

3c. We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God. Where, as our High Priest, He fulfills the ministry of Representative, Intercessor and Advocate. (Acts 1:9-11; Romans 8:34, Hebrews 7:25; 9:24; I John 2:1-2).

4. We believe that man was created by God from the dust of the earth in God's image, that he sinned and thereby incurred not only physical death, but spiritual death, which is separation from God. As a result of Adam's sin all people are born with a sin nature, which makes them sinners in thought, word and deed. (Genesis 1:26-27; 2:7; Ecclesiastes 7:20; Romans 3:10-12; 3:23; 5:12).

5a. We believe that the only escape from the penalty and power of sin is to receive the Lord Jesus Christ by faith; He is our Sacrifice and Substitute, having suffered the wrath of God for us; and His blood cleanses us from all sin. (Luke 13:3; John 1:29; II Corinthians 5:21; Ephesians 2:8-9; Hebrews 9:26; I John 1:7).

5b. We believe that the unsaved, even though they may have never heard the Gospel, are still lost, and that it is the tremendous responsibility of every child of God to do all to see that the lost hear the Gospel, which alone can save when acted upon in faith. (Mark 16:15-16; John 3:18; 14:4; Acts 4:12; Romans 1:18-20).

6. We believe that all who have been saved by faith in Jesus Christ shall be raised from the dead into God's presence; and that all others shall be raised from the dead into judgment. (I Corinthians 15:20-23; I Thessalonians 4:13-18; Revelation 20:11-15).

7a. We believe that the Holy Spirit is a Person who convinces the world of sin, of righteousness, and of judgment; and He is the Supernatural Agent in regeneration, immersing all believers into the Body of Christ at the moment of salvation, living in them and marking them for the Day of Redemption. (John 3:5-6; Romans 8:9; I Corinthians 12:12-14; Ephesians 1:13-14).

7b. We Believe that the Holy Spirit is the Divine Parent who guides believers into all truth; and that it is the privilege and duty of all the saved to be filled with the Spirit, living daily yielded to His guidance and control. (John 16:13; Ephesians 4:30; 5:18; I Thessalonians 5:19)

8. We believe the Christian experience of righteousness is threefold:

1. That our standing in Christ is perfect (II Corinthians 5:21; Hebrews 10:10-14);
2. That our daily walk is not perfect, but we must endeavor to grow through God's grace. (II Corinthians 7:1; Philippians 3:10-14; II Peter 3:18);
3. That we shall all be made perfect like Christ when we shall see Him face to face. (I Corinthians 15:51-53; Philippians 3:20-21; I John 3:2).

9. We believe that it is the obligation and privilege of the saved to witness by life and by word to the truths of Scripture and to seek to proclaim the Gospel to all mankind. (Matthew 28:19-20; Mark 16:15; Acts 1:8; II Corinthians 5:19-20).

NOTICE OF NON-DISCRIMINATION POLICY

The Train a Child Center will enroll families of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to families at the center. It does not discriminate on the basis of race, color gender, national and ethnic origin in administration of its programs, employment policies, scholarship programs, and other Center administered programs.

The Train a Child Center's role is to work in conjunction with the home to mold families and especially children to be Christ-like. On occasion the atmosphere or conduct within a particular home may be in opposition to the Biblical lifestyle. This includes, but is not necessarily limited to sexual immorality, alternative lifestyles, or non-support of the moral principles of the Bible. In such cases the TACC reserves the right within its sole discretion to refuse to admit an applicant or to discontinue services to a family.

APPLICATION PROCESS

1. Application Procedure: An application form will be sent upon request. The application form must be completed and returned to TACC. Upon acceptance of the application form an appointment will be made for personal interviews with the family if it has not already occurred.
2. Academics: Placement, advancement, and/or retention are determined by parents but input is available from administration is recommended.
3. Acceptance: The initial acceptance of enrollment is approved by the TACC administrator and confirmed by enrollment in the program and adherence to its policies.
4. TACC board approval: The operating board of the TACC has oversight of all admissions into the program and appeals may be made of disputed enrollments.
5. Probationary period: All new students will be initially enrolled for a probationary period of 4 weeks during which their participation in and integration with the program will be evaluated for final approval by the board.
6. Non-discrimination: TACC will not discriminate against any participant because of race, color, nationality or denominational affiliation.
7. Fee: The registration fee of \$200.00 is non-refundable.

POLICY REGARDING ALTERNATIVE LIFESTYLES

The Biblical and philosophical goal of TACC is to help develop children into mature, Christ-like individuals who will be able to exhibit a Christ-like life. All participants are expected to exhibit the qualities of a Christ-like life and to refrain from activities or behaviors that dishonor Christ. Thus, the TACC retains the right to refuse services to any family or child who does not agree with the TACC Statement of Faith or is unwilling endeavor to lead a lifestyle inconsistent with those beliefs.

PROGRAM FEES

There are three payment options for paying program charges. The option used will be chosen by the family when enrolling. Parents may change their payment options with written notification to the program administrator prior to their payment due date with no penalty. After the payment due date changes may still be requested to the payment plan but applicable late fees will be applied.

The three options are as follows:

Yearly Plan

1. Fees are paid in full by September 30th of the current Calendar year.
2. If payment is not made by September 30th then a late fee of \$20.00 shall be applied to the account on the 1st of October and an additional late fee of \$20.00 shall be applied on the first of every month thereafter until the balance is paid in full or until the account is switched to another payment plan.

Semi Annual Plan

1. Fees are to be paid in two equal payments due by September 30 and February 28 of that program year.
2. If fees are not paid by these dates, a late fee of \$20.00 will be applied to the account on the first of the month following the payment due date. An additional late fee of \$20.00 will be applied to the account on the 1st of every following month in which the full amount of the semiannual payment is not paid.

Monthly Payment Plan

1. Fees may be broken out into a 9 or 12 month payment plan in which parents make equal monthly payments until the balance of the account is paid in full. Payments will be either by EFT, credit card, or will be submitted in the form of post dated checks at the time of entrance into the program.
2. Payments will be deposited on the 5th of each month. If a payment is rejected then a late fee of \$20.00 will be applied to the account on the 6th and will be paid first before applying future payments to the account balance. If all charges are not paid by the 5th of the following month then an additional late fee of \$20.00 will be applied to the account on the 6th of each month in which the account is delinquent.

Note: Any banking fees incurred by the program due to bounced checks or other rejected forms of payment will also be paid by the family

Financial Aid

1. Applications for financial aid must be submitted annually before August 30th.
2. If the family's accounts are not paid in full by July 15 then further financial assistance will be unavailable.
3. Assistance will be awarded by the TACC board based on need and fund availability.
4. Financial assistance only covers fees for the current program year and may not be applied to amounts previously charged.

Collection Procedures

Accounts in Default

If at any time an account has had late fees applied for three consecutive calendar months the account will be considered in default and administration will send a letter demanding payment from the family within 15 days of the date of the letter. If payment is not received in this time frame then the parents will be informed that their family may not participate in the program until the account is paid in full or other written arrangements are made with administration.

Catastrophic situations and special situations

Administration may enter into an agreement that modifies the procedures listed in this section of the Family Handbook. This may be done solely at the discretion of administration and for the purpose of addressing uncommon financial and family problems, as well as catastrophic situations. No agreement modifying these procedures will be considered in force unless it is in writing and signed by Administration and the parent(s). All such agreements may be reviewed, modified, and or canceled by a majority vote of the TACC board. Any modifications to charges already made to the account must be approved by the TACC board. I.e. forgiveness of late fees or past due amounts. Administration may at its discretion, waive late fees that have not yet been charged so long as a payment plan has been signed and agreed to prior to the date that late fees would be applied.

Dismissal

If a family voluntarily exits from the program before the program completion date full payment of program fees will be due immediately if not already paid. Fees already paid are forfeit. If a family is dismissed from the program involuntarily, a fair refund will be determined by administration for the rest of the program year. Settlements can be disputed to the TACC board.

Fee Schedule

TACC annual program fees are: \$2500.00

Registration fee (non-refundable):\$200/ child (This will be credited toward fees. It is **not** an additional fee)

Families may receive a credit of \$125.00 per day of parental involvement in the program up to \$500.00 per child. Credits will be made to the account at the end of the TACC year providing involvement met the required levels.

ACADEMIC PHILOSOPHY

Academics, along with spiritual growth, are at the very core of the educational and Spiritual Development at the TACC. The intent of administration is to provide the best atmosphere and assistance possible for the learning process to occur within the family and the body of Christ. Every effort will be made to facilitate learning and development for parents and their children. Parents will be the primary educators but TACC will be held responsible for facilitating parental teaching, coaching, and mentorship of their children.

Standardized Achievement Testing

Standardized achievement tests are administered annually in the spring of the year to all school age participants. Normal programming will not be scheduled on these days and homework will be kept to a minimum. Achievement test data is placed in each participant's cumulative file and used to ascertain appropriate placement and educational programming. A copy of test results will be given to parents.

These test results will be used to track school age children's progress in academic disciplines.

CURRICULUM

The following curriculum will be used in TACC programming:

- Alpha Omega Ignitia www.aopschools.com
- Teaching Textbooks (www.teachingtextbooks.com)
- Apologia (www.apologia.com)
- www.Khanacademy.org

While the above list represents the primary curriculum used at the TACC other elements can and will be added to the program as needs and specialized outcomes are identified.

PARENT PLANNING AND TRAINING

Since parents are encouraged to be involved in their children's education, planning is essential to a positive educational and training outcome. Therefore TACC will provide training and planning sessions specifically for the parents involved in the program. There will be a planning and training seminar that will be held one week prior to the start of programming for children. Included in this seminar will be:

- Familiarization with the curriculum used at TACC
- Planning and goal setting for the children and parents
- Overview of specialized training in cognitive skills
- Listing parent abilities, skills, and resources as well as establishing break out dates for field trips or special training days to take advantage of skills present within TACC participants. IE farm day, carpentry day, bee keeping etc.
- Familiarization with TACC programs and policies

There will also be parent training events scheduled throughout the program year in order to provide feedback, continued training, and collaboration to enhance program and review effectiveness and build a wholesome community environment for program participants.

PARTICIPATION POLICIES AND INFORMATION

In order to help families establish a developmental environment that promotes mental, spiritual, and moral development, TACC requires participation in its scheduled programming. Failure to meet the minimum requirements of participation hinders the effectiveness of the program not only for the student who misses the program days but also for all participants as the school environment is disrupted by frequent unexpected lapses in attendance. Additionally, fulfilling the commitment to be a part of the TACC school and the relationships it represents needs to be a high priority in order to engender the trust, and mutual commitment to each other, that is essential to fulfilling our mission to raise a righteous generation.

Therefore the TACC has established the following Participation benchmarks:

Participation Benchmarks for Parents and Children

Each student is expected to attend the program at the designated starting time each program day. If a participant is unexpectedly absent for any reason, the **parent/guardian** is required to inform TACC directly.

Scheduled Family Absences

Scheduled family absences are acceptable when arrangements are made in advance with the program administrator.

- Families wishing to be absent from the program should submit the dates of the planned absence at least 1 program day and preferably 1 program week ahead of the scheduled absence.
- Dates should be submitted in writing when possible.

Unexpected Absence:

1. To excuse an absence because of illness or unexpected circumstance, a call must be made to the TACC by 10:00 a.m. on the day the participant is absent. Please note that if your child is gone more than one day, a call must be made each day, unless the absence has received prior approval.
2. Any absences that are longer than 3 consecutive days should be discussed with TACC administration.

Unaccepted Absences

An unaccepted absence is any absence where the family did not call TACC by 10:00 a.m. on the day of the participant's absence. Each unaccepted absence is 2 absence events. Otherwise an absence event is any absence that is 1-3 days in length consecutively. 3 days absent continuously is one absence event if it is for unavoidable reasons or is preplanned by the family and approved by administration.

Excessive Absences

Five absence events or 10 days per quarter will be considered excessive absence. Additionally, more than 8 absence events or 15 days within a semester will be considered excessive absences. Once either of these thresholds has been reached, any further absences without verified extenuating circumstances will be treated as qualifying for the first corrective benchmark.

Tardiness

Punctuality is a vital character trait that must be instilled in our school age participants to help them realize a higher degree of personal excellence and success in life. A "tardy to TACC" is not only disruptive to programming and office functions, but can be potentially embarrassing to the participant.

School age participants arriving after 8:25 a.m. will be counted tardy and must report directly to the administrator before beginning program activities. Tardiness will only be excused for medical and dental appointments, bad weather in the area or acceptable extenuating circumstance as defined by the administrator.

Addressing Excessive Absence

The following are disciplinary steps taken for repeat offenses over the full program year.

1st benchmark (see absence policy)

1. A special conference will be set up with the administrator to discuss the issue.
2. Corrective consequences will be discuss and decided upon for current and future absences
3. The second benchmark will be discussed

2nd benchmark (1 additional unexcused absence)

1. Second special conference will be held with the administrator
2. Strong consequences will be set for continued absence problems including a benchmark for removal from the program.

3rd benchmark (established as part of the 2nd benchmark)

1. The TACC board will be informed and the student will be suspended from the program for 3 months
2. Meeting can be set up to discuss benchmarks for reentry into the program at the family's request

Parental Participation in Programming

For the TACC to be successful, parents must not only agree with its policies, but also personally model Christ and a Biblical lifestyle in their home. Educationally speaking, parents have a responsibility for creating a home environment where learning receives major emphasis. Parents are encouraged to provide this atmosphere if they expect to get the most out of a TACC experience for their students.

TACC believes that direct involvement in the TACC is the best way for parents to become familiar with TACC. Taking a personal interest has a two-fold result. This interest will bring about an increased sense of responsibility in the participant's education as well as direct improvement in their child's education.

APPEARANCE POLICIES AND INFORMATION

APPEARANCE PHILOSOPHY/PARTICIPANT

Man looks at the outward appearance, but God looks at the heart. I Samuel 16:7b. We dress and conduct ourselves in good taste with modesty, dressing appropriately for the occasion. Parents have the prime responsibility to bring their children to the TACC with correct dress and grooming. Clothes should be clean and in good repair. Clothes with pictures, logos, quotes, or words must be consistent with Christian values. Administration and then the TACC board have sole authority to determine whether clothing and any messages or graphics are consistent with Christian Values. Children may bring outdoor clothes for recreation times.

Corrective action for appearance issues

If a participant is dressed inappropriately for the occasion, the following actions will be taken:

Participant will be asked to change dress in a manner that corrects the inappropriateness of the clothing. If participant's dress is deemed to be offensive or grossly inappropriate administration will require a change of clothes. The participant will be segregated from the program until appropriate attire is obtained.

DISCIPLINE POLICIES AND INFORMATION

Discipline Philosophy

The home and the TACC should be consistent in their disciplinary philosophy in order to be effective. It is the goal of the TACC to implement a philosophy that is consistent with the Word of God. Each family participating in the TACC program is expected help maintain order and a positive educational environment. Therefore a generally agreed upon disciplinary framework is necessary.

The TACC's general disciplinary guidelines are as follows:

- a. The TACC views discipline as that which Biblically reproves, corrects, instructs and encourages the participant so that their life will come to reflect the character of the Lord Jesus.
- b. When it is appropriate, Biblical counseling and prayer with the participant will be practiced.
- c. TACC families will seek to use the Bible to properly instruct and guide the school age participants into the truth about themselves and their actions so that they are free to love and obey God.
- d. TACC participants and facilitators will endeavor to implement a preventative disciplinary environment by proper program management, planning, organization and leadership.
- e. Most of the disciplinary situations are minor and easily handled by the parents or facilitators with little disturbance.
- f. Some situations may require consequences, such as think time away from regular program activities, removal of privileges or benefits and physically exerting exercises. (Push ups, sit ups, jumping jacks etc.)
- g. In the event that a participant purposely defaces or destroys TACC property or the property of another family participating in the program, the parents will be required to pay for damages and students will make a public apology.

GENERAL BEHAVIOR

TACC strives to maintain an atmosphere that is conducive to learning and demonstrating Christian behavior. Therefore, we expect reasonable and cooperative conduct at all times. This includes before programming begins, during the TACC day, after school programming, and at all TACC functions.

The underlying philosophy of TACC stresses obedience to God, to all authority, to parents, and to the general educational concept of discipline. When rules are clearly defined, the participant then knows what behavior is expected from him/her. At times, the rules need to be amended, modified, reiterated, and reinforced. The joint input from all TACC participants and facilitators helps make the formulation both fair and realistic.

ASSERTIVE DISCIPLINE

TACC utilizes an assertive discipline system for all participants. This system is a TACC wide plan which governs participants' conduct.

There are five basic assertive discipline techniques. Research has proven that these techniques are necessary for effective child program management. Because of their importance, facilitators and parents should learn these techniques and use them regularly.

1. Post basic rules of conduct.
2. Give specific directions for each situation.
3. Provide positive reinforcement for appropriate and on-task behavior.
4. Provide disciplinary consequences for disruptive or continually off-task behavior.
5. Develop individualized discipline plans for participants with severe behavior problems.

Corporal Punishment Statement

Corporal punishment is not administered at TACC by any staff member or administrator. We recognize that corporal punishment can be supported Biblically as a model of discipline. Nevertheless, it is our position that parents should be the ones to choose if, when, and how to employ this method. TACC reserves the right to use physical restraint if it is required in order to mitigate violent or rebellious behavior.

Chemical Abuse Policy

It is TACC's purpose to provide as much assistance and support as possible to the participant and family in the event of any kind of chemical use. Chemical use is defined as any use of chemicals that alter the normal function of the body. This includes marijuana, inhalants, depressants, stimulants, narcotics, hallucinogens, alcohol, tobacco, and any abuse of over-the-counter medications (caffeine pills, etc.). It is TACC position that the consequence for a participant who uses and/or distributes should relate to how repentant they are.

TACC will measure repentance on the basis of the participant's admission. A participant who realizes his/her mistake and seeks help will have a different consequence than the participant who admits to use only after being told of testimony or evidence confirming their use or distribution. If a participant refuses to admit use or will not submit to the following guidelines, they will be asked to leave the program.

Level 1 - Admitting to action of own free will:

1. Participant will have 1day suspension from programming.
2. Participant must talk to a pastor or a licensed chemical dependency counselor.

Level 2 - Called into the office and assisted towards admission of use:

1. Participant will be suspended from programming for 3 days.
2. Participant must talk to a pastor or a licensed chemical dependency counselor.
3. Possible legal involvement as appropriate.

Level 3 - Admitting to use only after evidence is produced or having witnesses testify of their use:

1. School age participants suspended for 1 week or removal from the program at administration's discretion
2. Participant receives counseling from a licensed chemical dependency counselor.
3. Legal involvement as appropriate.

Building Rules

1. Walking is the only acceptable means of transportation in the building.
2. Speak in a conversational tone.
3. Keep hands, feet, and objects to yourself.
4. Speak respectfully to all.
5. Treat TACC property with respect.
6. Gum chewing is prohibited at all times.
7. Use of personal music players, personal video players, electronic game devices, and laser devices are prohibited during educational programming. The use of cellular phones and pagers are not allowed. Discretionary use will be allowed upon approval by administration.
8. During programming children and parents should not leave the building or property without informing and in the case of children, getting approval of administration.

Consequences

First offense: warning

Second offense: warning and corrective action (physical exercise, extra work, etc.)

Third offense: alone time apart from programming

Fourth offense: consequences conference with parents

Severe disruption: Administrator action and conference with parents

Grounds for Dismissal

The TACC reserves the right to dismiss or deny re-admission of participants for reasons the administration determines necessary. Grounds for dismissal may fall under the following categories:

1. Participant has moved through the discipline plan without positive change.
2. Attitude incompatibility - uncooperative spirit, rebellion towards discipline, sowing discord, etc.
3. Chronic unexcused absences or tardiness.
4. Lack of parental cooperation or a Biblical lifestyle incompatibility.
5. Repeated Sexual immorality.
6. Cases of repeated chemical abuse.
7. Unanimous decision of TACC board

Sexual Misconduct Policy

Sexual harassment is a form of sexual discrimination which violates Minnesota Statute 363.01-363.14, the Minnesota Human Rights Act and Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 u.s.c. 2000e, et., seq. Sexual violence is also a violation of these same statutes and may represent a criminal law violation. The following sections are required and worded according to the applicable laws of the land. We, of course, believe the higher law is God's Word.

It is the policy of TACC to maintain a learning, volunteering, and working environment, free of sexual harassment and sexual violence. TACC prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any participant, employee or volunteer of TACC to harass a participant, employee or volunteer through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any participant, employee or volunteer of TACC to be sexually violent to a participant, employee or volunteer.

TACC will investigate all complaints, either formal or informal, verbal or written, of actions or statements which may constitute sexual harassment or sexual violence, and will discipline any participant, employee or volunteer who sexually harasses or is sexually violent toward a participant, employee, or volunteer of TACC. TACC also reserves the right to discipline any participant, employee or volunteer for sexually related statements or conduct which do not constitute sexual harassment or sexual violence, but nonetheless are inappropriate.

Physical Relationship Guidelines

It is the position of TACC that friendships and strong relationships are important aspects of a participant's life. TACC encourages good and healthy friendships among its school age participants.

We believe that relationships between members of the opposite sex should be known by the highest qualities of Christian love and friendship. There is to be no inappropriate physical contact between male and female school age participants during the TACC day and at TACC functions/events. Such contact includes any kind of touch that can convey the physical intimacy associated with courting.

Consequences

1. First offense - verbal warning
2. Second offence – corrective consequences (Extra assignments, physical exercise, etc.)
3. Subsequent violations -
 - A. referred to administrator, conference with parents.
 - B. possible withdrawal from programming.

Probation

Where a pattern of serious infractions has not developed, and there is evidence of sincere repentance (and restitution where applicable), it is the administrator and TACC board's prerogative to choose final probation rather than dismissal. School age participants on final probation, and their parent/legal guardian(s), will be informed that repeated infractions will result in immediate and final dismissal or expulsion.

Dismissal

In the event the administrator and TACC board determines that it would be best for a participant not to continue at TACC, the parent/legal guardian(s) will be asked to withdraw the participant (dismissal).

GRIEVANCE/APPEALS PROCEDURE

Unfortunately, even as Christians, there is disagreement and, at times, conflict. The following procedures should be followed to facilitate a quick and Godly resolution; they are based on Matthew chapters 5 and 18:

School age participants/Parents/Administration

1. Remain calm.
2. Do not try to discuss the situation during programming time.
3. Set an appointment with administration to discuss the situation privately.
4. Pray together.
5. Remember to be respectful.
6. Listen with an open mind to what the staff member has to say.
7. If you feel the issue was not resolved, set an appointment with TACC board.

BUILDING SCHEDULE AND FUNCTIONS

Office and Building hours

Tuesday through Friday 8:00 a.m. - 3:00 p.m.

Mondays by appointment

Closed on Holidays

TACC Hours

8:30 a.m.	Chapel (required)
9:00 a.m.	TACC educational day starts
2:30 p.m.	TACC Primary programming ends
2:30 p.m. - 3:00 p.m.	TACC assistive extra study and activity time
3:30 p.m. - 5:30 p.m.	After School programming, tutoring, and activities as available

Visitors

Prospective school age participants

Prospective students may visit the TACC during normal TACC hours with prior permission from the administrator.

Requests for participant visits must be scheduled through the administrator's office at least one day prior to the visit.

Program Visitors

All visitors must register at the office upon entering the building.

Lunch visitors

Parents, legal guardians, grandparents, and siblings are welcome to eat lunch with their child/sibling.

Closing TACC (Emergency)

Late start and TACC closing

TACC will follow the recommendation of the Kasson School district for emergency and inclement weather closings and delays. Tune in to radio or the web for announcements from the Kasson School District.

Late starts will be voluntary. Administration will start programming at regular times but students who arrive late will not be penalized.

Early Dismissal

TACC will dismiss early due to inclement weather. A phone tree system will be put into place after TACC starts.

Fire Drills and Tornado Drills

Fire and tornado drills are held at regular intervals throughout the TACC year. Instructions are posted defining the procedure for exiting the building in case of fire and inclement weather.

FIELD TRIPS

In addition to school age participants' studies, a number of field trips may be scheduled throughout the year. These trips are designed to be educational and enjoyable. School age participants are expected to conduct themselves in a Christ-like manner. As Christ's ambassadors, our conduct is a reflection of Him.

School age participants must have a signed permission slip before they will be permitted to participate in the field trip unless parent/guardian is accompanying them. Verbal permission will not be accepted, unless approved by the administrator. There is no supervision available at TACC for an elementary participant not attending a field trip.

The cost for transportation will be included in the overall event fee. Fees are not refundable.

HEALTH AND MEDICATIONS

Emergencies

An emergency card is to be completed by the parent/legal guardian for each family and is to be on file at the start of the TACC year. It is the responsibility of the parent/legal guardian to inform the TACC immediately of changes in contact information (home/job/cell phone numbers, address, etc.).

Illness during Programming

School age participants who become ill during the TACC day will be referred to the TACC office. Parents / guardians will be required to take the child if the child is determined to be seriously ill.

The following guidelines will be employed in the determination:

1. Elevated temperature (greater than 100 degrees Fahrenheit)
2. Vomiting, nausea, diarrhea, sore throat
3. Discharge from any body opening
4. Sore indicating impetigo or ring worm
5. Rashes from unknown causes
6. Pale or listless

School age participants must remain at home for a minimum of 24 hours after the last episode in the following cases:

1. elevated temperature (greater than 100 degrees Fahrenheit)
2. Vomiting
3. Diarrhea.

Serious infectious or communicable diseases (i.e. chicken pox, head lice, etc.) must be reported to administration.

Immunizations

Parents are encouraged to consider having their students immunized according the recommendations and requirements of Minnesota Law. Minnesota State Law requires all students starting school in pre-kindergarten to have the following immunizations:

- 4 DPT (diphtheria, pertussis, tetanus)
- 1 MMR (measles, mumps, rubella)
- 3 IPV (inactivated polio vaccine)
- 1 HIB (Haemophilus influenza)
- 1 Hepatitis B
- 1 Varicella (chicken pox) or evidence of the disease
- 1 Pneumococcal conjugate vaccine DCV, if under 5 years of age

Minnesota State Law requires all students starting school in kindergarten to have the following immunizations:

- 5 DPT (diphtheria, pertussis, tetanus)
- 4 IPV (inactivated polio vaccine)
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B
- 1 Varicella (chicken pox) or evidence of the disease

Students who cannot be vaccinated for medical reasons, or whose parents are conscientiously opposed to immunization, may receive a legal exemption.

Injury

Parents/legal guardians must have adequate medical insurance or assume financial responsibility for such injuries. In the event of a participant injury an accident report will be completed and given to the parent/legal guardian. A copy of the accident report will be included in the participants file.

Medication -- prescription and non-prescription

Medications can only be administered by parents or legal guardians of children. If a child requires medication during TACC programming and the parent/guardian is not available express permission must be granted by the parent in order to administer any medications.

SAFE ENVIRONMENT POLICY

The TACC requires that all those working closely with the children involved in programming submit to a background check. This includes parents of children involved in the program who choose to also work with children from other families.

It is TACC policy that no child shall be allowed to be alone with an adult unless the area they are in has visible access to the main area of the TACC and others are able to observe the interaction. The only exception to this rule is if the adult is the parent of the child.

Access and Transportation

Any person, other than the parent/legal guardian, requesting permission to remove a participant from the TACC premises must have a court order or written permission from the parent/legal guardian to do so.

Only members of the juvenile division of the local, county, or state police will be allowed to question pupils and will be done only in the presence of the administrator. All other police or public officials requesting contact with a participant must do so at the participant's home.

Participant Transportation. TACC is under the assumption that school age participants will be transported by their parents. If there are changes, the TACC will have to be notified either by a note or a call to administration.