



**TWIN CITIES**  
**GERMAN**  
**IMMERSION**   
**SCHOOL**

**Family Handbook**

**2017 – 2018**

**Twin Cities German Immersion School  
1031 Como Avenue  
Saint Paul, MN 55103  
[www.tcgis.org](http://www.tcgis.org)  
651-492-7106**

# Willkommen!

The Twin Cities German Immersion School is a charter school authorized by the University of St. Thomas. This handbook is intended to serve as an informational guide for students and families. It does not encompass every situation or circumstance, but rather serves as a reference for procedures and expectations.

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## **SECTION I: Mission & Philosophy**

**TCGIS Mission:** Innovative education of the whole child through German immersion.

**TCGIS Vision:** Andere hören, andere sehen, weltoffen denken und handeln.

**The TCGIS learning environment values:**

- curiosity
- kindness
- challenge and support
- community
- intercultural engagement

### **History**

A team of dedicated stakeholders committed countless hours of time and talent to insure the gift of German language immersion for students of the greater Twin Cities. TCGIS is a tuition-free, public charter school. Its immersion program utilizes German as the language of instruction. The school opened its doors in the fall of 2005 with kindergarten and grade 1. It graduated class of 8th graders in the spring of 2013 and school year 2016-17 brought the graduation of those students from several metro area high schools.

### **Philosophy**

#### **Multilingual**

Multilingualism is a norm in most of the world, and we desire linguistic capability for our students. We believe students who know more than one language will be better prepared for life in the 21<sup>st</sup> century. Daily English instruction begins in grade 3 and in middle school our students have the opportunity to take Spanish. Students graduate from TCGIS as fluent German speakers, but more importantly, they develop the transferable skills of language learning and its cognitive benefits including non-verbal problem solving and increased flexibility.

#### **International**

Through German immersion we educate students for informed and active world citizenship. We give students the information, skills, tools and perspective necessary to prepare them to be aware of, connect with, listen to, understand and respect people with different experiences and worldviews. Our students learn and practice life-long skills of communication, negotiation, and conflict resolution. They will be able to interact and communicate as world citizens. Students will be prepared to take on the challenges in the global marketplace using their 21<sup>st</sup> century skills. We believe that the communicative focus in our curriculum will teach our students to be more responsible citizens of their families, their classrooms, their school, their communities and the world.

#### **Goals**

TCGIS students who complete our program through 8th grade will have demonstrated their ability to use their German language skills not only to speak with friends and teachers, and to communicate with native speakers comfortably and effectively. They will also be biliterate - able to interact at an academic level in a wide array of subjects. Furthermore, their participation in our capstone exchange program will provide them with a truly international, person-to-person experience in which they experience both school and family life in Germany. They will be well equipped to enter and succeed in challenging secondary school environments, including International Baccalaureate programs, Advanced Placement classes, College in the Schools programs and Post-Secondary Educational Options.

#### **Supportive**

We believe students learn best when they are known and understood as individuals. Each student at our school is accepted and challenged in the manner most appropriate for her or him. In addition, knowing the families of the students we teach and working with them as partners are essential components to the success of each student.

### **Challenging**

We believe students rise to academic challenges that are developmentally appropriate. We are committed to providing an academic environment that teaches and expects students to do their best work. We believe our students' success on standardized tests is reflective of the holistic environment in which they are nurtured and where arts and physical movement are valued, taught and integrated with reading, writing, math and science skills.

### **Differentiation**

Following the work of Rick DuFour, Bill Daggett, Ben Bloom, and other educational researchers, TCGIS staff work in professional learning communities (PLCs) using data based decision making to meet students' needs. Based on data, teachers offer enrichment and remediation within the classroom for all levels of learners. A special focus on enrichment challenges students to synthesize information and apply it to real world situations using 21<sup>st</sup> century skills.

### **Community Based**

We believe the most measurable cognitive growth occurs through social interaction. We also believe the social skills students need in order to be successful academically and socially must be taught. The social curriculum provides the foundation for the academic curriculum. How students learn is as important as what they learn. TCGIS recognizes students can only learn when they feel safe and accepted in a community. Our classrooms are united by an educational philosophy called Responsive Classroom, which serves as the foundation of the social skills curriculum.

Source: <http://www.responsiveclassroom.org/about/aboutrc.html>

### **Involved**

We believe at the heart of every vibrant school is an involved community. The TCGIS school board members, administrators, faculty and families collaborate to increase student achievement. Within the scope of the mission and vision of TCGIS, we encourage families to seek out ways to collaboratively serve students. Parents are encouraged to contact the Volunteer Coordinator to get involved.

## SECTION II: Commitments & Governance

TCGIS has an active partnership between the school board, school employees and families; together, all of us work towards building a strong community.

### *School Board's Commitment*

- Oversees governance, financial management and leadership supervision based on the school's mission, vision and strategic plan.
- Ensures effective organizational planning, provides and manages resources, and monitors and strengthens the program and services at TCGIS.
- Ensures legal and ethical integrity within the school and maintains accountability.
- Demonstrates by attitude and actions genuine concern and respect for each student, family, staff member and one another.
- Creates and reviews all school policies in compliance with the Minnesota Department of Education and the school's mission and vision.

### *Administration's Commitment*

- Create an organized, safe, and supportive learning environment for teachers, parents and students.
- Manage school affairs responsibly to ensure continued growth and progress.
- Communicate consistently and openly with teachers, parents, students and community members.
- Demonstrate by attitude and actions genuine concern and respect for each student, family and other staff.
- Abide by all school policies.

### *Teachers' Commitment*

- Partner with parents in discussions on the academic progress and conduct of students on a regular basis.
- Plan and conduct a program of instruction that captures the interest and meets the needs of each student.
- Demonstrate by attitude and actions genuine concern and respect for each student, family and other staff.
- Manage classroom routines that contribute to the immersion program and the Responsive Classroom environment.
- Teach and enforce the rules in a courteous, consistent, and fair manner, and deal with misconduct quickly, fairly and impartially.
- Abide by all school policies.

### *Parent's Commitment*

- Make sure each child arrives at school well rested, well fed, and on time.
- Pack a nutritious snack and lunch or buy hot lunch.
- Assure each child's regular attendance.
- Encourage daily effort and work for children.
- Communicate respectfully with the teacher and student about any concerns.
- As a norm of Responsive Classroom practice, please speak directly to any person with which you have a concern. If the concern cannot be resolved directly, the parties can mutually reach out to the school administration for mediation and support, or to the school board chair if the issue concerns administration.
- Read out loud to each child in English for at least 20 minutes a day, and/or provide an opportunity for each child to read on his or her own.
- Attend parent-teacher conferences.
- Become as active as possible in the life of the school by volunteering.
- Demonstrate by attitude and actions genuine concern and respect for other TCGIS students, families, teachers, support staff, administration and school board members.

- Abide by all school policies.

#### *Student's Commitment*

- Come to school ready to learn.
- Pay attention with eyes, ears, and body.
- Speak, read and write German at school with everybody.
- Do any homework every day.
- Strive for success every day.
- Demonstrate by attitude and actions genuine concern and respect for other students and TCGIS staff.
- Follow school rules.

#### **Governance**

Twin Cities German Immersion School, Independent School District 4152, is a charter school run by a Board of Directors. Board members can be teachers, parents of currently enrolled students, or community members who subscribe to the mission and vision of TCGIS. Board members meet at least once a month to discuss the agenda prepared by the Board Chair and administration. The Board's role is to set policy and initiate long term strategic planning.

All are welcome to school board meetings, though prior notification is necessary to put an item on the agenda. Board members agree to set aside personal agendas and act in good faith according to the mission of the school in making decisions. Board meeting dates, agendas and minutes are placed on the Twin Cities German Immersion School website according to statutory requirements. An annual meeting is held by the end of each school year and includes the election of new board members.

#### **Committees and Advisory Groups**

TCGIS encourages community involvement. There are many different committees and advisory groups that help improve the quality of all students' educational experience. Please contact the Volunteer Coordinator if you are interested in becoming involved.

## SECTION III: General Information

### Arrival and Dismissal Information

#### Morning Arrival

Sidewalk supervision for morning arrival is provided daily between 7:50am - 8:10am. Students arriving after 8:10 a.m. must enter through the building's Main Entrance and sign in at the Front Office (see Attendance Policy for more information on tardy procedures).

#### Dismissal

Students are dismissed from school at 3:15pm. Students remaining at school after 3:30pm without adult supervision will be directed to the foyer and/or Front Office to wait for an authorized adult to pick them up.

#### Early Release Wednesdays

Early release days occur on the third Wednesday of most months in the school year. See the [board approved 2017-2018 calendar](#) for more information.

Morning arrival is not affected by Early Release schedules.

Dismissal on Early Release days is at 12:45pm. Bus service is provided on these days. Please check the early release bus drop off times in the [2017-18 Bussing Handbook](#). Students remaining at school after 1:00pm will be directed to the foyer and/or Front Office to wait for an authorized adult to pick them up.

#### Late Pick Ups

Students are expected to be picked up no later than 3:30pm (or 1:00pm on Early Release days). If, due to unforeseen circumstances, you are unable to pick your student(s) up on time, contact the Front Office (651-492-7106) as far in advance as possible.

Any student who is not picked up by 3:45pm will be sent to Kinderclub to ensure appropriate supervision. Students using Kinderclub due to late pick ups are subject to regular Kinderclub fees, and families will be billed retroactively on our online ordering system, Boonli, as needed.

If students are habitually picked up later than 3:30pm, the School may require families set up a standing plan for after-school care with Kinderclub.

Kinderclub is available on a fee basis for after-school care. For a one-time registration fee of \$30 per year for the first child (\$10 for each additional child) and a \$15 drop-in fee, Kinderclub will take care of your students from 3:15 – 6:00 p.m. (12:45 p.m. on early release Wednesdays) as space and staffing allow.

For more information on Kinderclub drop-in care, please see the Kinderclub Family Handbook.

## **VEHICLE DROP OFFS/PICK UPS**

### **Drop Off/Pick Up Locations:**

- Van Slyke Avenue: Vehicle pickup for students grades K-2; vehicle pickup for students with K-2 AND 3-8 students riding together
- Como Avenue: Car pick up for students grades 3-8

### **Drop Off/Pick Up Process:**

See [Pick-Up/Drop Off Map](#) as a guide for dropping students off and picking them up in our two Drop Off/Pick Up zones.

- Vehicles should pull all the way forward in the drop off/pick up lanes before dropping children off/picking them up. School staff will assist in directing students from car to school and vice-versa.
- Students should enter/exit vehicle on side closest to sidewalk.
- Families using personal vehicles to drop off/pick up must utilize a school-provided vehicle window sign at the TCGIS Open House or in the Front Office.
- Please make sure any adult authorized to pick up your student(s) has a school-provided vehicle window sign. Drivers of vehicles without a school-provided window sign may be asked to report to the Front Office to show photo-id verifying they are on the student(s)' Authorized Pick Up List (see Authorized Pick Up section below).
- **USING A COMMERCIAL THIRD PARTY SUCH AS A TAXI OR UBER TO PICK A CHILD UP MAY ONLY HAPPEN WITH PRIOR NOTIFICATION. TEACHER SUPERVISORS WILL NOT RELEASE CHILDREN TO COMMERCIAL THIRD PARTIES WITHOUT CONFIRMATION FROM THE OFFICE PRIOR TO DISMISSAL. TCGIS IS NOT RESPONSIBLE FOR ANY PAYMENTS LOST DUE TO FAILURE TO INFORM THE SCHOOL IN A TIMELY MANNER.**
- To pick students up, place window sign on FRONT DOOR of the vehicle, facing toward the school with the following information for EACH student being picked up:
  - Full Name
  - Grade (K-8)
  - Class Section (A, B, C)

### **Safety Expectations:**

- Adults dropping off or picking up students should not exit vehicle unless absolutely necessary. Staff are available to help students into/out of the school building.
- Avoid parking in areas that require students to cross Como Ave or VanSlyke during drop off and/or pick up times.
- Avoid arriving for pick up before 3:00pm; if you do arrive early, you can wait at the Historic Streetcar Station or Como Park Pavilion before coming to the school.
- **Please do not idle your car while waiting for your child.**
- Cars are not allowed to park within 5 feet of alleyways and/or driveways, or in front of carriage walks and/or fire hydrants.
- During drop off, stay attentive! Watch closely for pedestrians and bicyclists!

## **WALKING DROP OFFS/PICK UPS:**

- In efforts to be a good neighbor, the school has committed to doing our best to leave at least one parking space available in front of each home in our immediate neighborhood. We also ask that drivers be mindful of not blocking street access paths. We ask that adults parking in the neighborhood to walk students to school maintain this expectation.
- Adults who wish to walk students directly to the building door may park on:
  - West Como Ave
  - Oxford Street
  - Churchill Street
  - Jessamine Ave W.
  - Parking lots between Como Park Pool and McMurray Fields.
- Adults picking students up from school on foot can retrieve students from the following locations:
  - Van Slyke Avenue (wait on sidewalk/on lawn outside of building):
    - Pick up for students grades K-2
    - Pick up for students with K-2 AND 3-8 students
  - Como Avenue (wait on sidewalk/on lawn outside of building):
    - Pick up for students grades 3-8
- If you feel your student(s) may need special accommodations/assistance during drop off/pick up procedures, please contact Director of HR & Operations Gael Braddock at [gbraddock@tcgis.org](mailto:gbraddock@tcgis.org).

#### **INCLEMENT WEATHER PICK UP PROCEDURE**

In the event of inclement weather, the school will initiate indoor pick up. In the event of a indoor pick up:

Make sure the school-provided window sign is easily visible in your vehicle.

Staff will radio a student's name and class to teachers. Students will be released only at this time.

Please do not park your car and walk in to pick up students. This creates traffic safety issues and slows the process.

Please be patient and work with staff to ensure a smooth pick up.

#### **CHANGES IN DISMISSAL PLANS**

All changes in your family's dismissal plans should be communicated using the [Daily Dismissal Change Form](#). Use this form to communicate changes in your students' after school plans.

This form should be submitted NO LATER than 6am the day of the dismissal change request. Any requests coming in after 6am the day of the change should be of an emergency nature only, and must also be communicated directly with the student's home room teacher via email.

We will do our best to accommodate all change requests, but cannot guarantee that we will be able to process any requests received after 12pm the day of a change request.

#### **STUDENT RELEASE**

The school, unless informed otherwise, presumes that custodial and non-custodial parents are authorized to pick up a student from school. It is not the role of the school to enforce custody agreements. The enforcement of court orders is the responsibility of parents. If restrictions are made relative to the drop off or pick up of a student, the custodial parent will be requested to submit a certified copy of the court order, which curtails this right.

The school cannot legally limit access to a parent if there is no copy of a court order on file at the school. Any subsequent changes to a court order will need to be acknowledged by both parents. If there is a restraining order, a certified copy must be on file with the school office. The school cannot legally keep either parent from picking up her or his student from school without having a certified copy of the restraining order from the courts. The school will not be held liable for enforcement of such orders, but will do its best in following any court order. Only a parent or legal guardian may designate another adult (over the age of 18) to pick up a student from school. Such authorization must be presented in writing and entered into the school's emergency contact database. Persons authorized by the parent or legal guardian for pickup must be able to produce a valid, unexpired, photo identification card upon request. Please refer to the following website if you have any questions. <http://www.co.ramsey.mn.us/Attorney/FTIPOverview.htm>

### **AUTHORIZED PICK UPS**

Should you wish to have any other **private party**, other than custodial guardians/parents (classmate's parent, grandparent, etc.) pick up your students, an Authorized Pick Up Form should be completed and submitted to the Front Office. Please be sure to update Authorized Pick Ups on an annual basis, and as needed throughout the school year. Make sure all Authorized Pick Ups have vehicle window signs!

**USING A COMMERCIAL THIRD PARTY SUCH AS A TAXI OR UBER TO PICK A CHILD UP MAY ONLY HAPPEN WITH PRIOR NOTIFICATION. TEACHER SUPERVISORS WILL NOT RELEASE CHILDREN TO COMMERCIAL THIRD PARTIES WITHOUT CONFIRMATION FROM THE OFFICE PRIOR TO DISMISSAL. TCGIS IS NOT RESPONSIBLE FOR ANY PAYMENTS LOST DUE TO FAILURE TO INFORM THE SCHOOL IN A TIMELY MANNER.**

### **SCHOOL CLOSING AND INCLEMENT WEATHER**

TCGIS administration will collaborate with other metro school districts and charter schools to determine school closings. The administration may decide to close school early during inclement weather. In the case of inclement weather-related driving conditions, TCGIS may start late, close early or cancel school. School closings and late starts will be communicated through multiple media sources (WCCO New Channel 4, KSTP Channel 5, Fox 9, and KARE Channel 11), as well as on the school's website. An alert via text message, email, or automated phone call will be sent via our alert system to inform families and employees of a school closing or late start according school policy. It is the responsibility of families and staff to access media outlets for up to date information. TCGIS is not responsible for media outlet failure to communicate messages.

### **BUSSING**

Below are important contacts for bussing. Please familiarize your

**JME Bus Company (bus dispatch) :**  
**612-208-0237**

If you have an immediate question about a bus's or student's location or stop time, contact JME bus dispatch *directly*.

For example, if you have been waiting for more than 10 minutes after your student's scheduled pick-up or drop-off time, or your student does not exit the bus at his/her usual stop, call JME for immediate assistance.

**Gael Braddock (on-site transportation coordinator) :**

**651-492-7106 (ext. 205)**

[gbraddock@tcgis.org](mailto:gbraddock@tcgis.org)

For non-immediate questions or concerns about internal transportation procedures or processes, please email Gael. You can expect a response to emails within two business days.

**Maja Reyes :**

**651-492-7106 (ext. 296)**

[ordering@tcgis.org](mailto:ordering@tcgis.org)

You may contact Maja Reyes at the phone extension or email above with questions or concerns regarding placing bus orders through Orderlunches.

**TCGIS Front Office :**

**651-492-7106 (press "0" at prompt)**

If you are unable to find the information you need by calling JME, please contact the TCGIS Front Office phone. A TCGIS employee will be available to answer this line any time between the hours of 7:50am - 4:45pm to assist you with immediate bussing needs.

#### **Bus Route Information:**

TCGIS offers three bus routes, our North Route (Blue Bus), Central Route (Yellow Bus), and South Route (Red Bus). Routes are reviewed on an annual basis, and are determined based on several factors including:

- Current and incoming student home addresses/pockets of high student population density
- Great River's (the school with whom we share our bus routes) student home addresses/pockets of high student population density
- Annual budget allocation for transportation
- Route distance/traffic considerations
- Expertise of JME, our transportation mapping and bussing company
- Trends from the Bussing Survey

Detailed bus route information including stop locations and maps, pick up times, drop off times, and early release drop off times can be found in the [2017-18 Bussing Handbook](#).

#### **Enrolling in Bus Service**

##### **Full Year Enrollment**

Families interested in registering for bus service beginning on the first day of the 2017-18 school year can do so by taking the following steps:

1. Complete the [2017-18 Kinderclub and Bussing Registration Form](#) for each student planning to utilize the bus service
2. Complete a [School Bus Behavior Agreement](#) for each student planning to utilize the bus service and submit to Gael Braddock (hard copies available in the Front Office). C
3. Complete an order for bus service through our online ordering system, Boonli, in August to finalize their enrollment.

## **Mid-year Enrollment**

Families who are interested in enrolling in bus service mid-year should contact Gael Braddock at 651-492-7106 (ext. 205) or via email at [gbraddock@tcgis.org](mailto:gbraddock@tcgis.org) for information on enrollment. Students must be formally enrolled and added to the bus rider list before they can begin riding the bus on a regular basis. Mid-year enrollments will be gladly accepted, pending seat vacancy.

## **PICK UP PROCEDURES**

Students should be at their pick-up (AM) bus stops *at least* five (5) minutes ahead of their scheduled pick-up times. If students are waiting longer than ten (10) minutes after the scheduled pick-up time, contact JME Bus Company (612-208-0237) directly for up-to-date information on estimated arrival time.

In the case that JME notifies the School in advance, we will notify families of late pick-up times via text message, email, and/or automated phone call through our Alert system.

## **DROP OFF PROCEDURES**

Please have a designated adult available to pick students up at their bus stops *at least* five (5) minutes ahead of scheduled drop off times. If you are waiting longer than ten (10) minutes after the scheduled drop off time, contact JME Bus Company (612-208-0237) directly for up-to-date information on estimated arrival time.

In the case that JME notifies the School in advance, we will notify families of late pick-up times via text message, email, and/or automated phone call through our alert system.

If there is no designated adult to pick up your student from the bus stop when the bus arrives, the bus driver is instructed to keep the child on the bus, finish the bus route, and return the child to TCGIS. Parents/guardians will be contacted via phone numbers listed on the student's emergency contact list, and must pick their student up at the school after the normal bus route is complete. If an adult is not available to meet the student(s) back at the School when the bus arrives, the student(s) will be sent to Kinderclub. Regular Kinderclub fees will apply, and families will be billed for Kinderclub service retroactively on our online ordering system, Boonli, as needed.

If your student does not arrive at his/her scheduled bus stop, parents/guardians should contact JME immediately (612-208-0237), and ask the dispatcher to locate the student. If the student is not on any of the bus routes, parents/guardians should contact the school immediately (651-492-7106; press "0" when prompted). A staff member will work with the bus company to locate the student and set up a plan for pick-up with the parent.

## **GENERAL INFORMATION**

### *Delays:*

Our bussing partner, JME, does its best to provide timely transportation service for our students. However, delays in pick-ups and drop-offs will occasionally occur, especially in cold months when inclement weather is more common. We thank you for your patience and flexibility with bus stop arrival and departure times. When possible, families will be notified of significant delays via text message, email, and/or automated phone message through our Alert system.

### *Designated Adults at Drop-Off:*

Unless students have parent/guardian permission to walk home from the bus stop, they should not leave the bus stop with anyone other than an adult designated to pick them up. Please make sure your students know on a daily basis who will be picking them up and remind them not to leave the bus unless their parent/guardian/designated pick up adult is waiting for them.

### *Bussing Concerns/Complaints*

If you are dissatisfied with the bussing service or wish to share a concern regarding transportation, please contact Gael Braddock by phone (651-492-7106 ext. 205) or email ([gbraddock@tcgis.org](mailto:gbraddock@tcgis.org)), who can make sure your complaint or concerned is delivered to the appropriate parties. Any voicemail or email you leave for Gael should receive a response within two business days.

## **REPORTING BUSSING CHANGES**

### **Daily/Temporary Changes:**

Daily/temporary changes must be submitted via the [Daily Dismissal Change Form](#) when your student's after-school plans change from what was entered on your monthly Boonli order.

*Examples of when to use the [Daily Dismissal Change Form](#):*

- *If your student normally rides North Bus but will ride South Bus home with a friend for one day, or temporarily*
- *If your student is normally picked up by a parent, but needs to ride the Central Bus home for one day, or temporarily*
- *If your student normally rides the Central Bus, but should go to Kinderclub instead for one day, or temporarily*
- *If your student normally goes to Kinderclub, but will ride the South Bus instead for one day, or temporarily*

### **Important Information Regarding Daily/Temporary Dismissal Changes:**

The school does *not* need to be informed of temporary AM bus changes, nor is it necessary to complete the Daily Dismissal Change Form if a student is reported absent for the day.

**ALL** dismissal changes **MUST** be submitted using the [Daily Dismissal Change Form](#)

**ALL** changes except for those of an emergency nature should be submitted **NO LATER** than **6am** on the day the change is to go into effect.

### **Short Notice/Emergency Changes**

If you must change bussing plans for your student(s) after 6am the day before a change is to go into effect, we ask that you complete the following steps:

- Complete the [Daily Dismissal Change Form](#)
- Email your student(s)' teacher directly
- Communicate the change to student(s) if possible

The School is generally able to accommodate emergency changes that are submitted by **12pm** the day the change is to

go into effect. We are unfortunately unable to guarantee that we will be able to process requests that come in after 12pm.

### **Permanent Changes**

To make a permanent bussing change, complete the [Daily Dismissal Change Form](#) indicating the day you would like the change to go into effect. Select "June 12, 2017" as the last day of the change, indicating you would like the change to last the duration of the school year. For permanent changes, please also send an email to Gael Braddock to ensure the bus company is informed of the change in your student(s)' transportation needs.

When the order window for transportation opens in Boonli for the next month, be sure to change your monthly order to reflect the permanent change in your transportation needs.

### **Temporary Riders**

If you need to add a temporary rider to your student(s)' bus (such as an exchange student or family friend), you can do so by using the [Daily Dismissal Change Form](#). Please put YOUR student's name in the "Name" in the body of the Form, and add the temporary rider's name in the notes section.

### **ATTENDANCE PROCEDURES**

Daily attendance records are part of each student's permanent record and is thus to be taken seriously. It is the responsibility of each parent/guardian to ensure their child attends school and to inform TCGIS in the event of an absence.

TCGIS strongly discourages school absence for reasons other than illness or family emergencies. While a child can make up school work, he/she will have missed daily learning experiences and German language practice that cannot be made up nor replicated at home. Educational time spent in class interacting with teachers and other students in German is essential to maintaining progress in all subject areas.

### **Minnesota State Attendance Law Summary**

As the section above explains, attendance is very important for the success of every student. Additionally, parents/guardians are advised that there are legal requirements regarding all public school students in the state. Below is a summary of basic MN Attendance Law.

- Every child 7-16 years of age must receive educational instruction and attend class regularly.
- Children under the age of 7 who are enrolled in kindergarten or higher must attend class regularly, unless the child officially withdraws from the school.
- As a MN Public Charter School, TCGIS is required to keep accurate attendance records and report them to the State each year.
- "Habitual truant" is defined in Minn. Stat. § 260C.007, Subd. 19 as a student under the age of 16 who is absent from attendance at school without lawful excuse for: seven school days if the student is in elementary school or one or more class periods on seven school days if the student is in middle school or junior high.

### **Daily Attendance Procedures**

The school day at TCGIS begins promptly at 8:15am. Students are expected to be *ready for class* and *in their classroom* by 8:15am each morning.

- A) Homeroom teachers take attendance at the beginning of each day.
- B) Parents/students arriving after 8:10am must sign in at the Front Office.
  - a. Students in KG-4th grade who are tardy must be signed in by a parent.
  - b. Students in 5th-8th grade who are tardy may sign themselves in or be signed in by a parent.
- C) Buses are scheduled to arrive at school by 8:10am. If a bus arrives after 8:10am the students arriving on the late bus must go to the Front Office to be checked in before going to class.
- D) The Front Office enters attendance records daily into PowerSchool between 9:30 - 10:30am.
- E) PowerSchool sends an automated email/telephone call or text message to parents/guardians of all unexcused students at 11:00am.
- F) The Front Office updates attendance records throughout the day according to phone calls, emails, written notes, and students signed in and out.

### **Reporting an Absence**

Parents/guardians need to notify TCGIS every day their child will be late or absent. In order to ensure accurate attendance records, parents are asked to report absences by 9:00am on the day of the absence.

For convenience, TCGIS offers three options for reporting absences:

1. Telephone – please call: 651.492.7106
2. Email - please email: [info@tcgis.org](mailto:info@tcgis.org)
3. Written Note

When reporting an absence or tardy, parents/guardians must include the following information so the Front Office can enter their child's attendance records accurately and excuse absences accordingly:

- Student's Name
- Grade/Class (1A, 4C, etc)
- Date(s) of absence or tardy
- Reason for the absence or tardy
- Parent/Guardian's Signature (Hand-written notes only)

In addition, parents/guardians may communicate directly with their child's teachers when their child(ren) are absent (to request make-up work, etc.), but must not forget to report the absence through one of the three options listed above. Failure to report the absence using one of these three options will result in your child being recorded as unexcused.

### **Excused Absences**

The decision to excuse an absence is made by TCGIS according to the guidelines approved by Minnesota State Attendance Law:

#### **Attendance Law only allows TCGIS to excuse absences/tardies for the following reasons:**

- Personal Illness – Students who are ill should not come to school.  
In the case of excessive absences, a note verifying the necessity of absence, and the ability to return to school, written by a medical professional may be required:
  - Student is gone for illness for three days in a row or longer.

- Student's sick days exceed 10 days in an academic year.

- Serious Illness in the student's immediate family
- Health care appointments (Medical, Dental, Mental Health, etc.) – Health care appointments should be scheduled before and after school whenever possible. Parents/guardians should avoid scheduling appointments during exams or finals.
- Family emergencies requiring immediate attention.
- Funeral of immediate family member, relative, or close friend.
- Religious Holidays/Cultural Observances (School must be notified in advance.)
- School related functions (i.e. – School Athletics, Field Trips, etc.)

In addition, TCGIS will allow a total of 5 excused "Family Day" absences per year for pre-approved family functions, events, vacations, etc. (See Extended/Routine Absences for more information.)

### **Unexcused Absences**

An unexcused absence or tardy is one in which TCGIS has not received a valid excuse for the absence or tardy (as outlined above in the Excused Absences section). All absences will be considered unexcused until a parent or guardian informs the school of an excused reason for absence. While the following reasons for which absences are reported, they are not considered excused under MN law:

- Oversleeping – Including sleeping in to catch up on rest after a late evening the night before.
- Losing track of time or forgetting something at home, whether the fault of the student or the parent/guardian.
- Staying home to help a parent/guardian with something.
- Missing the Bus
- Vacations (some exceptions apply – see Extended/Routine Absences)
- Traffic – Late arrivals due to accidents, weather, buses being late, or other unforeseen travel issues may be excused at the discretion of administration, but are not guaranteed.

Some absences may have been reported, but may not have been excused by the school. When this happens, parents will receive an automated email from TCGIS.

In addition, TCGIS understands that some cases of unexcused absences and tardies are uncontrollable. In such cases, TCGIS will not apply negative consequences for the absence, though it may still be recorded as unexcused.

### **Consequences for Unexcused Absences**

Unexcused absences will be monitored by the Attendance Coordinator and the Executive Director. After 3 cumulated unexcused absences, a student's parent or guardian will be notified by mail and/or email and a conference with administration may be required. If the pattern continues, further administrative action may be taken. Parents/guardians are advised that TCGIS is bound by law to report patterns of 7 or more unexcused absences to the Minnesota Department of Education (MDE). TCGIS is also required to report excessive patterns of truancy to the families home county. TCGIS will make every effort to avoid such action and parents/guardians will be notified in writing before such action is taken. Continuing patterns of unexcused absence may result in further disciplinary action.

Further information regarding Attendance can be found in the School Board Policy.

## **Tardiness**

TCGIS values regular attendance and punctuality for many reasons. Students are considered tardy if they are late to class or if they arrive to their homeroom after 8:15am. Learning starts right away at TCGIS, and repeated tardiness will negatively impact the educational experience of the child. Arriving late impacts the beginning of the child's day. It is also potentially disruptive to the education of others.

Parents/students arriving to school after 8:10am must use the building's Main Entrance and sign in at the Front Office. Students in KG-4th grade who are tardy must be signed in by a parent. Students in 5th-8th grade who are tardy may sign themselves in or be signed in by a parent. While tardiness for appointments and emergencies may be excused, repeated tardiness due to traffic, oversleeping, etc. is not. (See Unexcused Absences)

Students arriving late on a bus will not be counted as tardy, and teachers will receive notification of late busses.

## **Consequences for Unexcused Tardies**

Unexcused tardies will be monitored by the Attendance Coordinator, the Director of Student Affairs, and the Executive Director. **Four** unexcused tardies equal **one** unexcused absence. After 10 total unexcused tardies in a year a student's parent or guardian will be notified by mail and/or email and a conference with administration may be required. If the pattern continues, further administrative action may be taken.

## **Extended/Routine Absences**

A student may be gone up to five (5) days from school, per school year, for a pre-approved family activity such as a vacation. To get pre-approval from the school, you must do the following:

- The family of the student needs to notify the attendance coordinator at least one week prior to the beginning of the absence
- Assignments will be given to the student upon their return.

Routine absences (including routine early dismissals) due to non-school related events, activities, and obligations, such as sports, performances, modeling, acting, music, Scouts, etc., may also be pre-approved and excused at the discretion of administration.

## **Missed Class/Make-Up Work**

Students who are absent from school are expected to complete all missed school work and exams. In the case of a pre-planned absence, Teachers will meet with the parents/student to give a brief overview of what is missed during the absence. Assignments will be given to the student upon their return. The student will have as many days as they were gone to turn in the completed work, with a week being the maximum time given.

In the case of illness or other unplanned absence, parents/student should contact teachers as soon as their child returns to school to get make up work, turn in assignments, make up exams, etc.

## **At School**

### **Intern Program**

Every grade level and many specialists have the benefit of a native German speaking assistant. We recruit German-speaking interns who work together with the classroom teachers. Our interns will generally be young adults who are studying pedagogy or have just completed their studies and are looking for practical classroom experience. They are hosted by school families or friends of TCGIS. All school families are welcome and encouraged to invite our interns over for a family dinner or celebration, out for an excursion, or to introduce them to other young people in the area. Our

interns are only here for five months to a year and we hope to give them a well-rounded introduction to Minnesota and our way of life. For more information about hosting, please contact a TCGIS Intern Coordinator.

### **Classroom Hours**

The instructional day is from 8:15 a.m. to 3:15 p.m. There is a 55-minute period each day for recess and lunch. A daily morning and afternoon break will be scheduled at the teacher's discretion.

### **Office Hours**

The school office will be open every school day from 7:50 a.m. to 4:00 p.m.

### **Food Service**

TCGIS is committed to improving and maintaining the health of our school community by offering a nutritious lunch to all students and staff members. Our daily lunch is provided by Lancer Dining Services. Their well-balanced meals always include fresh fruits and vegetables, lean proteins, and whole grains. Lancer Dining Services believes in sourcing their products locally as much as possible, and will continue to do so throughout the 2017-18 school year.

The TCGIS Lunch Program offers following meal options:

- Regular Meal: \$3.85
- Vegetarian Meal: \$3.85
- Gluten Free Meal: \$3.85
- Cold Sandwich Meal: \$3.85
- Extra helpings of the main entrée are available for \$1.50

All meals include one carton of milk. Milk is also available to students that bring lunch from home at a cost of \$0.50 per carton.

### How to order lunch:

TCGIS has partnered with BOONLI to provide a secure, fast, and easy-to-use online ordering system that allows parents and guardians to view our lunch menu, order, prepay and manage student lunches from their smartphone, tablet or computer.

To set up an account, please go to: <https://tcgis.boonli.com>. Click on *Create an Account*. The school password is **TCGIS1**. Once your account is set up and you have linked your students to your account, you can start ordering. The order period opens around the 15th of every month and will stay open for 8 -10 days. Lunches are pre-order one month for the following month. Please contact [ordering@tcgis.org](mailto:ordering@tcgis.org) with any questions about account registration or ordering.

### Application for Educational Benefits (Free/Reduced Lunch Program):

Please know that your child(ren) may qualify for free or reduced price lunches. To apply, please complete an *Application for Educational Benefits*. A new application must be submitted each school year. An application form with instructions will be emailed to all families before the start of a new school year. A paper copy of the application form is available at our open house in August, and any time throughout the school year in the school office. You can also download these documents from our [school website](#) under Family Resources -> Handbooks & Forms -> Food Service.

As State funds help to pay for reduced-price school meals, all students who are approved for either free or reduced-price meals will receive school meals at no charge.

Applications can be submitted at any time during the school year, however to receive free/reduced school lunches for the first day of school, we would like to ask you to submit your application to [lunch@tcgis.org](mailto:lunch@tcgis.org) no later than August 15.

When a student does not pick up an ordered lunch:

If you ordered a lunch, but your child is unable to pick up the lunch for some reason, you will still be charged. If you would like, we can serve the lunch to a different child in your family at no additional cost. Please notify us as early as possible by emailing us at [lunch@tcgis.org](mailto:lunch@tcgis.org) or by calling the school's main telephone number 651-492-7106.

Lunch from Home:

For those families who choose not to order the school lunch, please pack a nutritious lunch for your child daily. Students do not have access to refrigerators or microwaves, so please plan your lunches accordingly.

Single servings of milk are available for \$0.50 a carton and can be pre-ordered through our online ordering system or will be charged to your Boonli account when not pre-ordered.

When a student forgets to bring lunch:

If a student who did not pre-order a school lunch forgets to bring lunch, TCGIS will make every effort to ensure the student has something to eat. When possible, the school will notify the student's parents so they can arrange to bring a lunch to school. If TCGIS serves the student a school lunch, parents will be charged the cost for a full hot lunch.

Class Field Trip:

As soon as we are made aware by the classroom teacher that a class is going on a field trip and will not be back in time for their scheduled lunch break, we will cancel all pre-ordered school lunches and a credit for the lunch will be applied to your Boonli account. Please ensure that your child brings a bag lunch from home for all school field trips.

Parents/Guardians Eating Lunch with Their Child:

Parents/guardians may visit and eat lunch with their child, but must follow the visitor and guest procedures. In addition, parents wishing to eat the school lunch will need to pre-order a lunch (\$3.85 per adult meal) by contacting the food service coordinator at least seven days prior to the visit. If a school lunch is not ordered, parents and guardians may bring their own lunch. Visiting parents and guardians may only share food with their own child.

Afterschool Snack Program:

TCGIS participates in the National School Lunch Program (NSLP) Afterschool Snack Program. All students participating in our afterschool Kinderclub program receive an afterschool snack free of charge. All snacks are provided by Lancer Dining Services and fulfill the federal requirements of a healthy snack.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

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

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Snacks**

Snack times are incorporated into each school day. Except in the case of special occasions such as class parties, students may not eat food in classrooms unless it is during the designated snack period.

- *Kindergarten*: Snacks are a part of both the morning and afternoon schedules for our kindergarten students. Families are expected to contribute to the rotation of snacks in the classroom. These snacks must be store-bought with limited amounts of sugar, and purchasing healthy foods is encouraged. Sign-up for a classroom snack rotation will take place during the first few weeks of school.
- *Grades 1-8*: Students bring their own snack. We rely on each family to provide a healthy, nutritional snack each day. Please realize that snack time is brief, so consider something tasty but easy. Fresh and healthy foods such as vegetables, fruit or cheese and crackers are encouraged.

### **Library**

Our school librarian maintains the TCGIS library. All students visit the school library periodically and may check out books to take home. Books are available both in English and German. Please treat books with care. There is a flat \$20 fee for lost or damaged books. Please contact the librarian with any questions.

### **Telephones and Communication Devices**

A telephone is available for student use in the school office for important and emergency phone calls only. During the school day, permission to use the telephone must come from the student's classroom teacher or a supervising adult. Students may not use school or personal communication without permission.

### **Fees**

From time to time TCGIS may find it necessary to assess fees for lost materials, damaged equipment, additional educational services, or for extra-curricular opportunities. Parents will be notified of any fees as they occur.

### **Extended Day Options**

Kinderclub is the fee-based before- and after-school care program at TCGIS. Hours of operation on school days are 6:30am-8:00am and 3:15pm-6:00pm. More information, including rates and the Kinderclub calendar, can be found in the [Kinderclub Family Handbook](#).

### **Lost and Found**

Please mark all clothing and personal items with you child's name and check Lost and Found regularly. All unmarked or unclaimed items will be donated to a charitable organization on the 15th of each month. If the 15th does not fall on a business day, unclaimed items will be donated on the last business day immediately prior to the 15th.

### **Field Trips**

Field trips are a vital part of the TCGIS experience. All field trips are intended to have a direct tie in with the curriculum. They also play an important role in our social curriculum by providing students opportunities to spend time and have fun together, thus strengthening the sense of community within the group. Our goal, however, is to build toward a consistent and fair structure in which each group of students is given parallel opportunities from year to year. The list below itemizes core field trips built into the curriculum in each grade. They may well be supplemented by additional opportunities or interchanged for equivalent opportunities scheduled by teachers throughout the year.

When students go on field trips, parents/guardians will be requested to sign a permission slip and in most cases, make a donation to cover the cost of the trip. Donations are also regularly gathered to put in a field trip scholarship fund. No student will be left out of a field trip due to inability to pay. Generosity from our parent community has kept this system in balance over the years and we project will continue to do so. Parents/guardians will receive information about how to sign up to chaperone and guidelines for chaperoning prior to field trips.

### Field trips in the Como Park Area and/or TCGIS Vicinity

TCGIS is located in the beautiful Como Park area. The Conservatory, Zoo, playing fields and parks are all within walking distance. TCGIS teachers often take students on excursions in the immediate area of the school. Parents/guardians are asked to sign a permission slip at the beginning of each academic year indicating annual permission to attend local field trips within walking distance.

### Likely Fieldtrips in 2017-18\*

KG	<ul style="list-style-type: none"> <li>• Apple Orchard</li> <li>• Fire house</li> <li>• Food Co-op</li> </ul>
1	<ul style="list-style-type: none"> <li>• Bakken Museum</li> </ul>
2	<ul style="list-style-type: none"> <li>• Fall and Spring field trips to the MN Wildlife Refuge Center</li> <li>• Gibbs Farm</li> <li>• Minnesota Historical Society</li> <li>• Theater</li> </ul>
3	<ul style="list-style-type: none"> <li>• Visit to German Days at the MN Zoo as observers</li> <li>• Planetarium</li> <li>• Theater</li> </ul>
4	<ul style="list-style-type: none"> <li>• Overnight field trip for two nights</li> <li>• Theater</li> </ul>
5	<ul style="list-style-type: none"> <li>• Daylong field trips in coordination with the humanities curriculum</li> <li>• Neighborhood Clean-up</li> <li>• Visit to German Days at the MN Zoo as presenters</li> <li>• Valley Fair</li> <li>• Afton Alps Ski Trip</li> </ul>
6	<ul style="list-style-type: none"> <li>• Paddle boat on the Mississippi</li> <li>• Biohaus at Concordia Language Village to tie in with Solar Energy Unit</li> <li>• Afton Alps Ski Trip</li> </ul>
7	<ul style="list-style-type: none"> <li>• Trips with German Exchange students</li> <li>• Valley Fair</li> <li>• Visible Heart Lab</li> <li>• Neighborhood Clean-up</li> <li>• Afton Alps Ski Trip</li> </ul>
8	<ul style="list-style-type: none"> <li>• German Students Trip to TCGIS</li> <li>• Capstone Trip to Germany</li> <li>• Afton Alps Ski Trip</li> </ul>

\*Subject to change

### Holidays

As a public school we may teach about religious traditions including holidays, but it is not our intent to engage in the celebration of religious practices. TCGIS aims to acknowledge cultural and religious holidays as a comprehensive plan that integrates the study of holidays and faith traditions into the curriculum.

### Goals:

- Create events that bring together the community. These events should grow out of a celebration of our academic curriculum and bring focus to the learning of our students. They can share food, performance and other academic and/or artistic activities.

- Expose students to a diversity of cultures.
- Ensure there is a balanced study of cultures at the school.
- Make sure activities planned for students are age appropriate and tied to curriculum goals. Themes may be restudied from year to year, but get more sophisticated to match the developmental level of students.

The following holidays may be acknowledged every year at age appropriate levels. Others might be tailored to specific aged classes in conjunction with curriculum themes:

International Peace Day	Sept. 21
Day of German Unity	Oct. 3
Halloween	Oct. 31
St. Martinstag	Nov. 11
Nikolaustag	Dec. 6 (A specifically German tradition instead of Christmas or Hanukkah)
Martin Luther King Day	Jan. 15 (celebrated yearly on 3rd Monday of January)
Valentine's Day	Feb. 14
Earth Day	Apr. 22
May Day	May 1

### **Birthdays**

Students are welcomed and encouraged to celebrate their birthdays at TCGIS. We ask the following guidelines are followed to ensure fun and safety for students.

- Students may bring a small treat to share with their classmates. We ask treats be purchased, not homemade, to accommodate the number of students with food allergies or other health issues.
- Students are invited to consider adding a book to their classroom library collection or the main library in honor of their special day. This is certainly not an expectation, but some families like this option over treats or in addition to a treat.
- Out of sensitivity to all students at our school we ask that individual birthday party invitations not be delivered at school. Please use the directory and send them to home addresses. Teachers may not hand-out individual invitations.
- If a student's birthday falls on a weekend or a day that school is not in session, the student may choose a day in close proximity to her or his actual day to acknowledge the birthday. Students with summer birthdays may choose a day such as their half birthday to celebrate.

Thank you for supporting these guidelines, which will help all of us enjoy celebrating your student's special day!

## ***Communication***

### **Front Office Communication**

The Front Office communicates important news with TCGIS families on a weekly basis during the school year through our school newsletter, the Elternbrief. The Elternbrief is sent electronically on Thursdays, and periodically during summer break. The Elternbrief should be treated as the main method of school community news and updates, and families are expected to review the newsletter on a regular basis. If you need the Elternbrief delivered in a format other than email or are not receiving the weekly email, please notify the Front Office ([info@tcgis.org](mailto:info@tcgis.org)).

If you wish to contact one of your student's teachers or the administration, you can find all staff email addresses on the School's website [Staff Page](#). For general information, please email [info@tcgis.org](mailto:info@tcgis.org) or call 651-492-7106. School personnel will make their best effort to respond within two business days.

For requests for information, such as copies of public documents or additional materials from committee or board meetings, please send requests to [info@tcgis.org](mailto:info@tcgis.org) and the school will provide the information within a reasonable amount of time (usually 7-10 business days.)

### **Parent/Teacher Communications**

Teachers communicate weekly with families in grades 1-3 through classroom email newsletters, while grades 4-8 communicate as deemed appropriate and necessary by the individual teacher .

Parents/guardians will receive formal communications about individual student progress four times a year. A goal setting conference will be held at the end of first quarter. The first semester report card will be available online through the Powerschool parent portal at the end of January. A second set of conferences will be held in March. A final progress report will be available online at the end of the school year and a certificate of grade level graduation will be issued to each student.

Parents are strongly encouraged to attend conferences. Conferences will be scheduled by appointment to ensure privacy and adequate time for all parties to prepare. In addition to these regularly scheduled conferences, teachers are available by email, and before or after school by appointment. Please contact your student's teacher at least two school business days in advance to schedule an appointment.

### **Website**

The TCGIS website, [www.tcgis.org](http://www.tcgis.org), has been developed in order to provide families, teachers and the larger community with easy access to information and communication. We encourage you to use it as a means of staying connected and informed. We also welcome feedback on the site.

### **Permanent Records**

Parents and guardians may view a child's permanent record at any time. Please give TCGIS three school business days advanced written notice, so that the records can be prepared. The Executive Director may request to be present or send designee during your review of the file.

Important information on student data can be found in our Board Policy 515: [Protection and Privacy of Pupil Records](#)

## ***Special Education Services***

TCGIS believes every student has the right to learn in a bilingual environment. Special education staff members collaborate with all stakeholders to ensure student needs are met in the least restrictive environment. These services can include specialized personnel, special instructional supplies and materials, modification to curriculum and other special accommodations. TCGIS makes every effort to support students in the general education classroom. [The Total Special Education Systems \(TSES\) Manual contains more specific information available here.](#)

### **Who should I contact if I have questions about special education?**

If you have a question regarding special education in general, it is recommended parents speak with the Special Education Coordinator. If you have a question about a special education student with an IEP, parents/guardians are asked to speak first with a child's case manager and/or other team members before bringing any issues to the Special Education Coordinator.

## ***Health and Safety***

### **Accidents**

All accidents that occur on the school grounds must be reported to the school office. Students will receive care consistent with the severity of the Injury. Minor abrasions and bumps will be cleaned and bandaged. Parents/guardians will be notified immediately when major accidents occur. The emergency medical services will be summoned in more serious situations.

### **Emergency Information Forms**

1. The school office maintains an information form for each student. A new form must be completed each school year. Please keep the information up to date on these forms. We will use them to contact you in case of emergency. Your signature on the form is critical as it allows the school authorization to secure medical attention/aid for your student in an emergency. All information on the card will be held in confidence.
2. ***Please notify the school immediately, in writing, if you change your address or telephone number(s).***
3. ***If you leave your student(s) with another person and you are out of the area, please send a note to the school office giving the name, address, and phone numbers for the temporary guardian. Also include permission for this person to check your student out of school. Please note the length of time you will be out of town. The school office will hold all information in confidence.***

### **Parent Communication in Emergency/Crisis Situations**

1. Parents/guardians will be notified of the situation and pick up procedures through the school's Alert Solutions communication system. Based on the preference that you selected in the Powerschool Parent Portal, you will receive an email, telephone call or text message. Additionally, we will post information on the school website.
2. It is important in an emergency situation for school telephone lines to remain open for communication with emergency service personnel. For the safety of students, we ask parents not to call the school, but to check their Alert Solution messages and the school's website during a crisis for information from us.

### **Student Illness Guidelines**

If a student becomes ill during normal school hours, a Health Service Associate or other trained staff will provide routine assessment and first aid; if too ill to remain at school, the Health Office will contact adult(s) in the order designated on the student's Emergency Contact list (parents/guardians will be notified first) as soon as possible. A parent, guardian, or other designated responsible adult must be available to pick up the student within one hour of phone call in the event of a serious illness or injury; this is for the health and safety of the student, as well as for the rest of the student body.

Students who show signs of a communicable condition as outlined below should not come to School, and will be sent home if symptoms develop during the School day:

- Fever of 100 F/37.7 C or higher as measured by a thermometer under the arm or orally. Children must be fever free (98 F/37 C) for 24 hours before returning to School.
- Vomiting or diarrhea. Children must remain at home for 24 hours after the final episode of vomiting or diarrhea.
- Severe or uncontrollable cough.
- A rash that may be disease-related, or for which the cause is unknown.
- Yellow or green mucous coming from the nose or mouth.
- Pink eye (conjunctivitis).
- Untreated head lice. Children may return to School after treatment.
- Too ill to participate in recess or gym class.

We ask that families report all illnesses to the Front Office by telephone (651-492-7106) or email at onset or diagnosis to assist in protecting the School community from communicable illnesses such as strep throat, pink eye, or head lice. In reports of illness, students' names shall be kept confidential and the Health Office will use discretion when informing classrooms and/or the larger student body of communicable illness.

## ***General School Policies***

### **Homework**

Homework is part of the TCGIS program. We assign homework to provide opportunities for:

Students to:

- Develop independent work skills
- Master skills taught earlier at school
- Integrate school skills into home life

Parents to:

- Learn what topics are being taught in school
- Witness skills students are learning

### **Responsibilities for Homework**

<b>Teacher</b>	<b>Student</b>	<b>Parent</b>
<ol style="list-style-type: none"> <li>1. Review homework expectations with students</li> <li>2. Give work that should be manageable within recommended time frames for student's age</li> <li>3. Provide homework in a predictable pattern</li> <li>4. Assign work that reviews skills already taught</li> <li>5. Be in communication with student and parents regarding potential individual adaptations to assignments</li> </ol>	<ol style="list-style-type: none"> <li>1. Give best effort for the pre-determined amount of time</li> <li>2. Try work yourself before asking for help</li> <li>3. Ask for help if you need it</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide student a work time and space</li> <li>2. Help student plan to structure time to include time for homework</li> <li>3. Be in communication with teacher about homework concerns.</li> <li>4. Read to your student daily in any language(yes even if they can read themselves)</li> <li>5. Write a note of explanation if student was unable to complete assignments on a given day.</li> </ol>

### **Standardized Testing**

TCGIS students participate in a variety of program-based, school-wide evaluations. The Student Oral Proficiency Assessment (SOPA) measuring German speaking and listening is given at the end of 2<sup>nd</sup> grade. The German language A1 exam from the European Common Reference is given in grade 3 and the A2 is given in grade 5. The DSD-I is given in grade 8, which opens opportunities to attend post-secondary training in Germany. State-required Minnesota Comprehensive Assessments (MCA III) are given in reading and math each year grades 3-8 at TCGIS. The Minnesota Comprehensive Assessment in science is given in grades 5 and 8. All MCA tests are administered in English. Additional districts assessments may be used to support student learning. Additionally we are administering the Formative Reading Assessment System for Teachers (FAST) three times annually- autumn, winter and spring. The reading and mathematics formative assessments assist us in early intervention helping struggling students.

TCGIS acknowledges concerns locally and nationally regarding ‘too much testing.’ The above assessments are critical in creating a complete snapshot of each child. We use multiple data points in assessing who needs interventions, what type of interventions, for what length of time and at what level of intervention intensity.

See MDE Testing Opt-out information [HERE](#).

## **The Responsive Classroom Approach**

The *Responsive Classroom* is an approach to elementary teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. *Developmental Designs* is the middle school equivalent of the approach. The goal is to enable optimal student learning. Created by classroom teachers and backed by evidence from independent research, the *Responsive Classroom* approach is based on the premise that students learn best when they have both academic and social-emotional skills. The approach therefore consists of classroom and school-wide practices for deliberately helping students build academic and social-emotional competencies.

### **Guiding Principles**

Seven principles, informed by the work of educational theorists and the experiences of exemplary classroom teachers, guide the *Responsive Classrooms* approach:

1. The social curriculum is as important as the academic curriculum.
2. How students learn is as important as what they learn: Process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, students need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the students we teach-individually, culturally, and developmentally-is as important as knowing the content we teach.
6. Knowing the families of the students we teach and working with them as partners is essential to students’ education.
7. How the adults at school work together is as important as their individual competence: lasting change begins with the adult community.

### **Classroom Practices**

At the heart of the *Responsive Classroom* approach are ten classroom practices:

1. *Morning/Advisory Meeting* - gathering as a whole class each day to greet one another, share news, and warm up for the day ahead
2. *Rule Creation* - helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
3. *Interactive Modeling* - teaching students to notice and internalize expected behaviors through a unique modeling technique
4. *Positive Teacher Language* - using words and tone as a tool to promote students' active learning, sense of community, and self-discipline
5. *Logical Consequences* - responding to misbehavior in a way that allows students to fix and learn from their mistakes while preserving their dignity
6. *Guided Discovery* - introducing classroom materials using a format that encourages independence, creativity, and responsibility
7. *Academic Choice*- increasing student learning by allowing students teacher-structured choices in their work
8. *Classroom Organization* - setting up the physical room in ways that encourage students' independence, cooperation, and productivity
9. *Working with Families* - creating avenues for hearing parents' insights and helping them understand the school's teaching approaches

10. *Collaborative Problem Solving* - using conferencing, role playing, and other strategies to resolve problems with students

### **School-wide Practices**

Schools implementing the *Responsive Classroom* approach school-wide typically adopt the following practices:

- Aligning policies and procedures with *Responsive Classroom* philosophy - making sure everything from the lunch routine to the discipline policy enhances the self-management skills that students are learning through the *Responsive Classroom* approach.
- Allocating resources to support *Responsive Classroom*'s implementation - using time, money, space, and personnel to support staff in learning and using the *Responsive Classrooms* approach.
- Planning all-school activities to build a sense of community - giving all of the school's students and staff opportunities to learn about and from each other through activities such as all-school meetings, cross-age recess or lunch, buddy classrooms, and cross-age book clubs.
- Welcoming families and the community as partners - involving family and community members in the students' education by maintaining two-way communication, inviting parents and others to visit and volunteer, and offering family activities.
- Organizing the physical environment to set a tone of learning - making sure, for example, that school wide rules are posted prominently, displays emphasize student work, and all school spaces are welcoming, clean, and orderly.

Source: <http://www.responsiveclassroom.org/about/aboutrc.html>

### **Positive Behavioral Interventions and Supports (PBIS)**

Additionally beginning in the academic year 2016-'17 and continuing in 2017-'18 we have strengthened and improved the process by which we help struggling students in areas of behavior. This PBIS framework intersects nicely with our on-going work in Responsive Classroom.

<http://www.pbismn.org/aboutpbismn.html>):

Positive Behavioral Interventions and Supports (PBIS) is a framework or approach for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is NOT a packaged curriculum, intervention or manual.

PBIS is a prevention-oriented way for schools to:

- Organize evidence-based practices
- Improve use of evidence-based practices
- Maximize academic and social behavior outcomes for students

PBIS supports the success of ALL students.

PBIS is known as SWPBS, which is short for "School-wide Positive Behavior Supports."

PBIS is based on principles of applied behavior analysis and the prevention approach, along with the values of positive behavior support.

### Alcohol and other Drugs

TCGIS prohibits the use of controlled substances, toxic substances, and/or alcohol before, during, or after school hours at school or in any other school-related location (busses, extracurricular activities, etc.). Use of controlled substances as prescribed for medical conditions by a physician do not constitute a violation of the School's Drug Free policies. Students prescribed controlled substances shall comply with the School Board Policy 516: [Medication Policy](#).

Please refer to School Board Policy 418 : [Drug Free Workplace/Drug Free School](#) for further information.

### Dress

TCGIS respects the individuality and self-expression of each student, and leaves the right to determine student dress to each family, provided dress choices meet the following guidelines:

- Articles of clothing shall not be destructive to school property
- Articles of clothing shall comply with health & safety requirements
- Articles of clothing are not contrary to the School's values
- Articles of clothing are not disruptive to the learning experience

Please review further tips and guidelines for student dress below:

1. Because TCGIS is implementing a respectful atmosphere that values tolerance and diversity, we ask that all attire be free from reference to violence (including weapons), harmful substances (including alcohol, drugs and tobacco), harassment, foul language and discrimination (gender, racial, religious etc.)
2. TCGIS expects that students will come to school appropriately dressed for learning and play. Clean, neat and simple should be the guiding principles in selecting your student's clothing. We recommend clothing that is easy to wash, easy for students to put on themselves, and that will be comfortable in the classroom as well as in PE and outdoors.
3. Students are expected to be dressed appropriately for the weather. Outdoor recess is part of students' daily routine and will take place unless it is dangerously stormy or the temperature is well below zero. All outdoor wear needs to be labeled on the inside of the item.
4. It is advisable that students keep a change of clothes in their locker in case of spills, accidents, etc. Please label these clothing items with your student's name. These items should be rotated periodically to ensure that they are appropriate for current weather conditions.
5. Outdoor items (jackets, mittens, boots, etc.) and extra clothes should be marked with the student's name to which they belong.
6. Shoes in school are required by law and prevent injury. Parents may be called to bring shoes or slippers with rubber or waterproof bottoms if their student comes to school without them. Students who do not have indoor shoes will be required to wear outdoor boots until the shoes arrive, if available.
7. Each student is required to keep a pair of indoor shoes at school for classroom use. **All shoes or slippers must have a rubber or other waterproof bottom in case of an emergency.** Students also need a pair of shoes with good ankle support and laced or with Velcro closure for PE. If desired, the same pair of shoes can be used for both. All students should come to school wearing shoes that are safe for running and climbing and should not fall off during activity (laced or Velcro closure). Occasionally gym is held outside. The student cannot use shoes used as indoor shoes for gym outside. The street shoes worn to school in that case but be able to be used for rigorous physical activity.

For more information on Student Dress, please review Policy 504: [Student Dress and Appearance Policy](#)

### **Internet Policy**

The School recognizes its role as a partner with families in teaching students the skills to be responsible users of the internet. The School will strive to maintain an internet environment which provides access to appropriate educational sites and materials for students and staff. The guidelines below define appropriate educational and ethical uses of the internet at school, identify individual student responsibilities, and outline the responsibilities of the school in carrying out these guidelines.

TCGIS staff responsibilities in regards to student Internet use are listed below:

#### Staff responsibilities:

1. Teach students the appropriate and ethical use of the Internet and email.
2. Help students understand the guidelines.
3. Help students locate appropriate sites for school use.
4. Monitor student use of the Internet and help them back out of inappropriate sites.
5. Not post any student work to the Internet without parent/guardian permission. If permission is granted, items will be considered fair use and available to the public.
6. Limit access to the Internet or the School Computer Network if the student does not follow these guidelines.

TCGIS student responsibilities in regards to Internet use are listed below:

#### Student Responsibilities:

1. Be polite.
2. Use appropriate language. That means, do not swear, or use bad language.
3. Use Internet sites that are connected to what I am studying in class or that a teacher has ok'd for my use.
4. Respect school rules and behavior standards.
5. Use the computer network in a manner that does not violate any law, regulations or copyright.
6. Accurately represent myself. That means I will use only my own name, not someone else's and never use my whole name or give my address or telephone number.
7. Send e-mail only with my teacher's permission.
8. Remember that e-mail is not private. That means my teacher or other people who operate the network can read it.
9. Respect the privacy of others. That means I will not use someone else's password or open or change anyone else's files.
10. Respect computer equipment and the use of the network and share computer resources and time with other students.
11. We may not make purchases on the internet, unless authorized by a teacher.

**Each student will be sent an internet use permission form that needs to be filled out and returned to the school. Your student will not be able to use the internet until this form is returned.**

Please see full School Board Policy 524 : [Internet Acceptable Use and Safety Policy](#) for further information.

### **Toys and Games**

Students must not use non-TCGIS-supplied toys or games during the school day without special permission from a teacher (such as, for instance, for show-and-tell).

### **Hats**

Students are not allowed to wear hats during school hours, except with the approval of the Executive Director in extenuating circumstances (medical conditions, etc.). Please contact the Executive Director if you wish to request an exception to the School's general prohibition of hats.

### **Electronic Devices**

Students must not use personal electronic devices such as cell phones, smartphones, tablets, game devices, or MP3 players during the school day without permission from a teacher or administration. If a student brings such an electronic device to school, the device must remain in the student's locker for the entire day. Teachers have the authority to confiscate a personal electronic device from a student if they see or hear it and may return it to the student at the end of the hour, or at the end of the school day. Further device related disruptions may result in disciplinary action.

### **Harassment**

TCGIS is committed to peaceful and respectful interactions between all people. Harassment and/or violence, including sexual harassment, of any kind within the community will not be tolerated. To make an official report of harassment and/or violence, contact building report takers, the Executive Director or Director of HR & Operations.

Please see School Board Policy 413 : [Harassment and Violence Policy](#) for further information.

### **Bullying**

TCGIS is committed to preventing when possible, and providing timely and effective response to incidents of bullying.

Bullying is defined as any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student or a group of students;
- damaging a student's or a group of students' property;
- placing a student or a group of students in reasonable fear of harm to person or property;
- creating a hostile educational environment for a student or a group of students; or
- intimidating a student or a group of students.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

To make an official report of bullying, contact one of the building report takers, the Executive Director or the Director of Student Support.

For further information, refer to School Board Policy 514 : [Bullying Prohibition Policy](#).

## **SCHOOL SUPPORT**

### **Fundraising**

All fundraising done by parents, students or staff at school should be done with prior approval by the director and the Fundraising and Development Committee or the Parent Teacher Organization. Guidelines for what will be approved are: school related events, topics directly related to a class project or theme of study, or support of groups in which our community members are members. The community member(s) involved need to clearly label all fundraising materials with their name.

### **Grant Writing**

Grant writing has been and may continue to be a significant source of additional funding for Twin Cities German Immersion School. We encourage parents to investigate foundations and granting institutions with which they may be affiliated through work or family. We welcome any opportunity to explore additional grants for which we might be eligible. Grant suggestions should be submitted to the Fundraising and Development Committee. Any decision to pursue a given grant must be approved the administration.

### **Parent Teacher Organization**

The PTO streamlines some of the many volunteer activities at TCGIS, to better coordinate fundraising efforts, and to provide new ways for parents to engage as our school grows from year to year. The PTO is open to all teachers and parents/guardians of students at TCGIS. Just attend a meeting and sign the roster and you will be considered a member. The PTO formally organized as a Minnesota nonprofit corporation in March 2009. For more information, go to <http://www.tcgis.org/pto.html>.

### **TCGIS Volunteering**

Parent/guardian and community volunteers are an important part of a successful school year for our students, teachers, and staff. The goal of the volunteer program is to provide opportunities that support learning and achievement of all students by coordinating engaging and effective volunteer experiences that meet the needs of TCGIS. Volunteering is also a great way to engage with and get to know other TCGIS community members. Whether you have two hours a week or two hours a year, there is a meaningful way for you to contribute to TCGIS. To find out more go to: <https://www.tcgis.org/index.php/pto-community/volunteering>

### ***Visiting the School***

1. TCGIS welcomes all families to a monthly *Kaffeeklatsch* before which parents may visit classes for the beginning of the school day. See the [TCGIS Public Calendar](#) for 2017-18 *Kaffeeklatsch* dates.
2. Parents who want to visit a classroom on an individual basis should contact the classroom teacher. To enable our teaching staff to establish appropriate classroom management procedures, we discourage visitors in the classroom during the month of September.
3. ***Twin Cities German Immersion School values the safety of the students and adults in the building. With this in mind, all visitors, including parents and regular volunteers, must report to the Front Office upon arrival. Visitors must sign in and wear a visitor's pass at all times. Visitors, including parents/guardians, may be asked to show valid photo ID and state the reason for visiting before passing Front Office.***

*Your adherence to these policies and procedures help to make TCGIS a safe and healthy learning environment for our students. Dankeschön.*

## **APPENDIX A:**

### ***Kinderclub Family Handbook***

#### **Kinderclub Program Information**

##### **Hours of Operation**

<b>Morning Care</b>	6:30am - 8:00am
<b>Aftercare</b>	3:15pm - 6:00pm

**Add-on Care**                      12:45pm - 3:15pm  
*on Early Release Days only*  
**School Release Days**              8:00am - 6:00pm  
*full- and half-days available*

## Rates

**Annual registration fee** - Kinderclub charges an annual, per child registration fee.

**Daily Tuition** includes all program supplies and a daily afternoon snack. Full-day care includes a morning and afternoon snack. Catering, however, is not available on school release days.

Click here for this year's rate schedule: [2017-2018 Kinderclub Rates](#)

## Tuition Payment & Scheduling Monthly Care

The online ordering store is how you indicate the monthly schedule you will need for your child(ren). Payment occurs at the same time. The monthly ordering window is communicated school-wide via email and in the Elternbrief.

Click here to visit our online ordering store: [Boonli](#)

For assistance with the online ordering store, email [ordering@tcgis.org](mailto:ordering@tcgis.org).

## Absences

Tuition credits will not be given for planned or unplanned absences.

## Drop-ins

Drop-in care is billed retroactively through the online store. Payment is expected to be made by the next possible monthly ordering cycle.

To schedule drop-in care, please fill out a [Daily Dismissal Change Form](#).

## Dependent Care Reimbursement

Families are able to access dependent care receipts through our online store following these steps:

1. Log in to your Boonli account
2. Click on your menu (icon in upper left)
3. Click on the Order History tab along the left side of the screen
4. Click on "View Order Details" of the transaction date for which you require reimbursement. This will provide you with the following information: dates of service provided, a description of services provided, itemized tuition amounts, total tuition amount, name of institution and program, and tax ID #

*If your workplace requires a signature on a specific form, you would need to submit your completed form to the front office for us to verify and sign. There would be a one-week processing time on this option.*

## Calendar

The Kinderclub program operates on all school days, as well as several non-school days throughout the school year. Kinderclub is closed during the summer months.

Click here for this year's calendar: [2017-2018 Kinderclub Calendar](#)

## Enrolling in Kinderclub

### Full-year enrollment

At the close of the school year, all families will receive information about Kinderclub for the following school year. Families interested in enrolling for the first time, or re-enrolling, will be asked to complete a Kinderclub Registration Form for each student planning to utilize the extended care service. Families will be asked to complete an order for Kinderclub service through Boonli in August to finalize their enrollment.

### Mid-year enrollments

Families who are interested in enrolling in Kinderclub mid-year should contact Emily Ruggles Johnson at 651-492-7106 (ext. 297) or via email at [erugglesjohnson@tcgis.org](mailto:erugglesjohnson@tcgis.org) for information on enrollment. Students must be formally enrolled and added to the Kinderclub enrollment list before they can begin utilizing Kinderclub on a drop-in OR regular basis. Mid-year enrollments will be gladly accepted, however we require a two-week processing period.

## Drop-off / Pick-up Procedures

For both morning drop-off and afternoon pick-up from Kinderclub, families must use the school's main entrance (east side of building off of Como Ave). TCGIS staff will let authorized persons in at the main entrance.

An authorized adult must sign student(s) in or out at the desk in the Commons / atrium area, and are also asked to make verbal contact with a Kinderclub staff before leaving the building. Until Kinderclub staff are familiar with authorized adults, they will ask to see picture ID at time of pick up.

### Late Pick-up Fee

A fee of \$1.00 per every minute, per child, will be assessed to your account in the event your child has not been picked up by closing time. This fee covers the school's cost of providing child care beyond usual hours of operation. The charge will be assessed for each child remaining after closing.

## REPORTING KINDERCLUB CHANGES

### Daily/Temporary Changes **for PM Kinderclub:**

Daily/temporary changes must be submitted via the [Daily Dismissal Change Form](#) when your student's after-school plans change from what was entered on your monthly Boonli order.

Examples of when to use the [Daily Dismissal Change Form](#):

- *If your student normally attends Kinderclub, but will be picked up directly after school by a parent or another authorized adult*

- If your student normally rides bus, but will drop-in for Kinderclub for an afternoon

### **Important Information Regarding Daily/Temporary Dismissal Changes**

All changes **MUST** be submitted using the [Daily Dismissal Change Form](#)

The Form must be submitted for ALL changes NO LATER than 6am on the day the change is to go into effect. Only changes of an emergency nature should be submitted after 6am.

#### **Short Notice/Emergency Changes *for PM Kinderclub*:**

If you must change Kinderclub plans for your student(s) after 6am the day before a change is to go into effect, we ask that you complete the following steps:

- Complete the [Daily Dismissal Change Form](#)
- Email your student(s)' teacher directly
- Communicate the change to student(s) if possible

The School is generally able to accommodate emergency changes that are submitted by **12pm** the day the change is to go into effect. We are unfortunately unable to guarantee that we will be able to process requests that come in after **12pm**.

#### **Daily/Temporary Changes & Short Notice Changes *for AM Kinderclub*:**

AM Kinderclub absences do not need to be communicated to the school. AM Kinderclub drop-ins, however, should be communicated via email to [kinderclub@tcgis.org](mailto:kinderclub@tcgis.org). For morning-of drop-in needs, call **651.492.7106** to confirm space availability. Phones will be staffed 6:30am - 7:30am.

#### **Sample Afternoon Schedule**

<b>3:15pm</b>	TCGIS Staff escort children to Kinderclub area(s)
<b>3:15-3:30pm</b>	Snack in cafeteria
<b>3:30pm-4pm</b>	Activity Block 1 (quiet homework space available)
<b>4:30pm-5pm</b>	Activity Block 2
<b>5pm-5:30pm</b>	Free choice time
<b>5:30-6:00</b>	Age groups combine / Play time / Pick-up

#### **Snack**

Kinderclub supplies a daily snack for children enrolled in Kinderclub. 2 snack components are always offered to the children. Sample items include but are not limited to: fresh fruit and grains, milk and cereals, cheese and crackers, veggies and pretzels, or similar. Kinderclub does not order any snack items that contain peanuts or nuts. If your child has special dietary needs you are welcome to send separate snacks for him/her. If your child has any food allergies, Kinderclub must be informed of these allergies to ensure the safety of your child.

#### **Items from home**

Toys from home are not permitted at Kinderclub, just as they are not during the school day. Please do not send personal toys to school with your child. If your child comes to school with toys, they will be asked to put them in their locker / backpack. Any toys causing a disturbance will be confiscated and returned at pick up time.

- Electronic toys (such as iPods, Nintendo DS, etc.) are also not permitted at Kinderclub.

## Student Illness Guidelines

Please note: Kinderclub follows the same guidelines as during the school day for student illness, although the threshold for calling home may be lower because we do not have a Health Service Associate on staff during program hours.

If a student becomes ill during Kinderclub hours, a trained staff will provide routine assessment and first aid; if too ill to remain at school, the staff will contact adult(s) in the order designated on the student's Emergency Contact list (parents/guardians will be notified first) as soon as possible. A parent, guardian, or other designated responsible adult must be available to pick up the student within one hour of phone call in the event of a serious illness or injury; this is for the health and safety of the student, as well as for the rest of the student body.

Students who show signs of a communicable condition as outlined below should not come to School, and will be sent home if symptoms develop during the program day:

- Fever of 100 F/37.7 C or higher as measured by a thermometer under the arm or orally. Children must be fever free (98 F/37 C) for 24 hours before returning to School.
- Vomiting or diarrhea. Children must remain at home for 24 hours after the final episode of vomiting or diarrhea.
- Severe or uncontrollable cough.
- A rash that may be disease-related, or for which the cause is unknown.
- Yellow or green mucous coming from the nose or mouth.
- Pink eye (conjunctivitis).
- Untreated head lice. Children may return to School after treatment.
- Too ill to participate in physical activities.

We ask that families report all illnesses to the Front Office by telephone (651-492-7106) or email at onset or diagnosis to assist in protecting the School community from communicable illnesses such as strep throat, pink eye, or head lice. In reports of illness, students' names shall be kept confidential and the Health Office will use discretion when informing classrooms and/or the larger student body of communicable illness.

## Severe Weather Emergencies

Kinderclub will be closed when the school is closed due to weather or other emergencies.

In case of severe weather, staff at Kinderclub follows standard procedures to ensure the safety of your child. For tornadoes and blizzards, children are led to the emergency shelter within our facilities, where we remain until the situation is safe again. For fire emergencies, children are evacuated according to the escape routes posted in each classroom. In the event that we are unable to return to Kinderclub within a reasonable amount of time, children are taken to a predetermined location and you will be contacted to pick up your child.

**For possible Kinderclub closing on a scheduled school release date, parents will be notified via email. Please check your email account on file for incoming messages.**

## Grievance Procedures

If a concern, action or event occurs which troubles you in any way, PLEASE express your concerns to us, as

we want you to feel confident in your child's success and enjoyment at Kinderclub. The proper procedure is as follows:

- 1.) Communicate the concern to staff and see if the issue can be resolved. It could be that the staff is unaware of the situation and it can be remedied relatively easily. Any issue should be addressed within one week of its occurrence.
- 2.) If you feel that your concern has still not been addressed to your satisfaction, contact the Kinderclub Director.

## Termination of Services

**Parent Termination:** If the parents/guardian would like to terminate their Kinderclub contract:

- Parents and the Kinderclub Director agree to a mutual termination date.
- Parents/Guardians must submit in writing a notice that includes the exact date of termination.
- The parents/guardian must make payment according to their contracted rate for the last billing cycle.
- The parents/guardian must pay for any outstanding fees on or before the termination date.

**Kinderclub Termination:** Kinderclub may terminate enrollment for the following reasons:

- The parent/guardian fails to follow correct Kinderclub policies and expectations as outlined in our handbook, and included in the [Kinderclub Behavior Agreement](#).
- The parent/guardian fails to pay fees according to stated policy.
- Retention of the child would be detrimental to the health and safety of the other children in Kinderclub and Kinderclub staff, or to the child him/herself due to exceptional needs for special treatment. It is noted here that Kinderclub will first make reasonable attempts to alleviate the situation before recommending termination.
- Lack of cooperation from parents to resolve differences or meet the child's needs through parents/staff meetings
- Difference of opinion and/or philosophies of appropriate child development and/or guardian techniques.
- Abusive behaviors by parents toward other children, Kinderclub program staff or other parents.
- Continuance of a child's disruptive and/or disrespectful behavior regardless of all guidance approaches.