

TRINITY'S LEARNING RESOURCE CENTER, INC.

“Providing Direction for the Next Generation, Affecting Generations to Come,
And Equipping them for Success”

**PARENT INFORMATION
PARENT / STUDENT HANDBOOK
PROGRAM
POLICIES AND PROCEDURES**



PARENTS,

Thank you so much for allowing us to equip your children for successful living. We take it quite seriously and consider it an honor and privilege. The information included in this packet is very important and will help ensure a great learning experience for your child/youth.

Please read through it carefully.

Trinity Learning Resource Center Team

Foreword

Trinity's Learning Resource Center is a 501(c)(3) non-profit corporation and was founded in 1999 to provide low-cost training, education, and direction for youth and young adults (8-18 years), in the areas of basic life skills, life planning and financial literacy. The techniques and instructions of this program will promote learning, develop the skills, the attitudes and habits that lead to successful living (building successful, stable lives and communities), to combat and prevent community deterioration and juvenile delinquency.

More and more families struggle to survive in settings where debt and poverty, violence, the lack of knowledge concerning basic life skills and life planning are common. The current trends in our families are changing, with the rise in company down-sizing and lay-offs, consumer debt on the rise, single parent households increasing and dual household employment a necessity. As a result, violence among youth has escalated. Many young people lack the opportunities or direction by which to acquire the skills, attitude, and habits that lead to success in school, productive employment, strong stable lives and communities.

In order to meet the need of our communities, we have developed "low-cost" training programs in order for all youth and young adults in the community to take part. Our program operates solely on fund-raisers and the generous donations of others that recognize our youth are the next generation of leaders, who need the direction, skills, and attitudes that will assist them in becoming successful individuals. With the support of our donors, volunteers and parents, we will accomplish the goal and vision to see these young people leading creative and productive lives.

Carlton E. & Kerry L. Dasher
Founders

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OFFICE HOURS

Trinity's Learning Resource Center, Inc. office hours are 9:30 a.m. to 4:30 p.m. Monday – Thursday, 9:30 a.m. to 12:00 noon on Friday's and class hours will be scheduled for 19+ (Tuesday evenings 5:00 p.m. to 6:00 p.m., and Youth 8-18 years and Parent Enrichment Classes (Tuesday evenings 6:00 p.m. to 7:30 p.m.). Office Phone number is (623) 512-4852. Fax (623) 687-9464. Email address: www.trinitydebtmgmtsvcs.org/TLRCIntro.html.

EDUCATIONAL PROGRAMS

Trinity's Learning Resource Center's provides training in Basic Life Skills, Life Planning, and Financial Literacy. In addition, this program involves community service, which will teach our children about giving back to the community. These programs run 24 weeks, with additional courses/programs available and re-enrollment encouraged especially for younger students.

Graduates of the program who are 15+ years of age, who have demonstrated in class, at home, and in school responsibilities, can take part in our Youth Employment Referral Program that assists them in obtaining employment with businesses in the surrounding communities.

Graduates of the program who are 18+ years of age can participate in our Entrepreneurial Training Program that will show them step-by-step how to start and manage their own successful businesses.

ATTENDANCE

Attendance is very important and is a requirement for graduation; participation in field trips and other activities is contingent upon consistent attendance and participation in training sessions.

Student may not miss more than three (3) class sessions. Excused absence is for extreme emergencies and or illness (that of student or parent). If parent knows they will not be able to bring student, parent can arrange to have youth picked up from our Certified Transportation Volunteers. If there is an emergency situation and a student is unable to attend class, it is the responsibility of a parent/guardian of minor students, and the responsibility of legal aged students to call the Administration Office before 5:45 p.m. the day of class at (909) 841-9739 (Mrs. Dasher's Cell phone). When calling in an excused absence, please leave the student's full name and the reason for absence.

Exclusions/Consideration for Absenteeism:

Absences that are excused: Illness or extreme personal emergency. Parents are responsible to contact the Administration Office as to the cause for absence prior to class session.

If a student misses a fourth class, youth will be released from the program and may re-enroll the next session.

Tardy Policy: Tardiness indicates a lack of planning and preparation and communicates to our youth that promptness is not important. It also fosters class disturbances, and may decrease in teacher's instructional time. Please be sure to attend class on time. Punctuality is part of the grading system. Being prompt is extremely important to the development of your child's success and character.

If your child is tardy more than twice, the parents/guardians will be asked to have a conference with both instructor and Program Director to help correct the tardy problem.

Student Sign-in: All students must be signed in by Parent or Care-Giver (12 years and under). Students 13+ years must sign in each class session to obtain points for attendance.

HOLIDAYS

The following holidays are customarily observed by Trinity's Learning Resource Center and the office will be closed on these days:

New Year's Day

Martin Luther King Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

PARENT VISITATIONS

Parent visitations are welcomed. Please let the instructor know that you will be visiting the class prior to class commencing. Parents are asked not to interrupt the class session given by the instructor.

FIELD TRIPS/ACTIVITIES

Trinity's Learning Resource Center believes that it is important to spend time with the students outside the classroom setting where positive peer relationships/student-instructor relationships can be cultivated.

Families and Parents are encouraged to join our field trips and other outings/activities.

1. Parents will receive an annual Field Trip Itinerary.
2. Permission slips will be required for all field trips/activities. Permission slips will be given out one (1) month prior to the event.
3. Permission slips must be turned in at least two (2) weeks prior to the event, in order to accommodate transportation needs. Students, who do not turn permission slips in by the deadline, will not be allowed to participate in that event.
4. Only students who consistently attend and participate in the training sessions, in accordance with the Attendance Policy, will be able to attend field trip activities.
5. All instructions and rules are to be followed by students during all activities.
 - A. All students are to meet at departure destination at the designated time.
 - B. No student should participate in holding of hands, horseback riding, or intimate activity of any kind.
 - C. Violation of these rules will be subject to the following:
 1. The individual(s) parent(s)/guardian(s) will be immediately notified and are responsible for picking them up at that time, from the field trip site.
 2. Such action will be documented on an Incident Report Form and submitted to Administration, which will determine if counseling with the Director is required, and if participation in future events will be forfeited.
6. Parents/Guardians are responsible to pick up their children/youth at the Learning Center after each activity. Directors and staff will not be responsible for transporting students home.
7. No youth or young adult shall handle funds raised during a scheduled fundraising event. This will be the responsibility of adult volunteers/staff. Students will only be responsible for funds collected for their personal sales of fundraisers. All funds collected by students must be turned into their instructor in a sealed envelope with their name and the amount enclosed.

STANDARDS OF CONDUCT/DISCIPLINE CODE

General conduct: All students are expected to conduct themselves according to the enrollment agreement. Anyone violating the Learning Center's Policies and Procedures will be subject for removal from the program. Disruptions of any kind will not be tolerated.

Preparation: All students are responsible for coming to training prepared. Prepared means having two (2) writing instruments (pencil and pen), notebook with paper, booklet, assignments, and any other material provided by the Learning Resource Center. No excuse will be accepted. If student comes unprepared, they will lose points for not being prepared. No backpacks or any other type of concealing bags are allowed in the Learning Resource Center under no circumstances, unless class assignment requires backpacks.

Student Pick-up: All students must remain inside the Learning Center building until an authorized person picks them up. Authorized persons are noted on student enrollment applications. All authorized person(s) must come inside to sign student(s) out.

If student needs to be signed out and picked-up early, parents/care-givers must advise the Instructor or Aide prior to class session, in order to minimize class disruptions.

Dress code: All students are required to wear their Trinity's Learning Resource Center T-shirt provided. Shirts of any kind with pictures or words are not allowed.

Girls/Young Ladies are not permitted to wear short-shorts/skirts, low-cut or revealing tops, or tube tops. All applicable females must wear a bra. No bandanas or scarves relating to gang involvement.

Boys/Young Men are not permitted to sag their pants or have one leg pant rolled up. No bandanas, scarves, or head wraps relating to gang involvement.

Students are not permitted to wear pants of any kind with holes in inappropriate places.

No gum, candy, food or drinks: Students are to refrain from eating food during class sessions. The only food permitted will be during class parties, or snacks provided from the Learning Resource Center.

Restroom visits: All students are responsible to use the restrooms and get water prior to class or after class. Using the restrooms and getting water during class is not permitted, except in extreme emergency situations, or at break time. Restroom visits will be limited to one person at a time. Restroom visits will be monitored.

Cell phones/pagers/electronic devices: In today's society, cell phones and pagers have become a big part of our lives. Trinity's Learning Resource Center recognizes the need and convenience of these devices, but prohibits them in the classrooms. All cell phones must be left with parents/care-givers. TLRC phones are available in case of an emergency. If a student is found in violation, the device will be confiscated and given to the parent/guardian with a verbal warning. If the incident happens a second time, device will be confiscated and not returned until the end of the Program term. Parents and youth accept this condition. Enrollment in this program constitutes your agreement to this policy. TLRC understands the desire for these devices, but see that these are distractions [a subtle thief to what your youth are learning] while in attendance. A distracted mind cannot receive or retain what you are attempting to learn.

Smoking/Alcohol: Smoking & drinking of alcohol is prohibited in Trinity’s Learning Resource Center or around the perimeter of the facility at all times. Violators will be written up and a parent conference will be scheduled.

Discipline: Trinity’s Learning Resource Center is committed to maintaining a safe and proper learning environment for all students/trainees and instructors. The Board has an established discipline policy that prohibits possession of weapons or dangerous objects on premises or at any related event. The policy is designed to keep our learning center, students and staff safe.

It is vital for you and your student to know that possession of any weapon or dangerous object will result in immediate termination from the program.

Anyone having information concerning the presence of a weapon in the Learning Center or on the premises should immediately report that information to an instructor or administrator, so that appropriate action can be taken. The “Code of Silence” which frequently inhibits such reporting, endangers the safety of your student as well as all students and staff.

It is also our policy to provide an instructional environment free of sexual advances, requests for sexual favors, and other verbal or physical contact constituting sexual harassment as prohibited by law. Students in violation of this policy will be subject to discipline, including expulsion.

Board Policy states:

“The Executive Director shall recommend a pupil’s expulsion for any of the following acts, unless the Executive Director finds and so reports in writing to the Executive Committee that expulsion is inappropriate due to the particular circumstances which shall be set out in the report of the incident.”

- Forgery
- Profane language (cussing and inappropriate slang).
- Defiance of Authority
- Disorderly conduct, including profanity, verbal abuse, and obscene behavior.
- Fighting or causing physical injury to another person, except in self-defense.
- Possession of any firearm (even a look-a-like), knife, explosive, pepper spray, or other dangerous objects, chemicals or devices (will also be reported to the police)
- Possession of drugs, alcohol, paraphernalia (will also be reported to the police)
- Robbery, theft, or blackmail (will also be reported to the police)
- Destruction or defacement of property (will also be reported to the police)
- Sexual Harassment/Battery – Committed or attempted to commit (will also be reported to the police)
- Harassment, threaten, or intimidation of a student who is a complaining witness or witness in a disciplinary proceeding.

PROVISIONS FOR COMPLAINTS AND APPEALS

Complaints related to problems should be heard and resolved as close to the source of the problem as possible. The following procedure will be utilized:

1. Complaints are to be submitted in writing to the Program Administrator. The Program Administrator shall investigate the complaint, ensuring that due process is followed, and renders a decision in a timely manner.

2. If there is a disagreement with the decision of the Program Administrator, the complainant shall be advised that the decision can be appealed. If such an appeal is made, the Executive Director will investigate the complaint: determine if due process, board policy, and administrative directives have been followed, and will render a final decision.

RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS, TEACHERS AND ADMINISTRATORS

Rights and Responsibilities of Students:

Rights:

- To remain enrolled in program until removed under due process conditions as specified in the Parent/Student Handbook.
- To be informed in class of Learning Resource Center rules and regulations.

Responsibilities:

- To attend training sessions regularly and to behave in such a manner conducive to a positive learning environment.
- To obey the Learning Resource Center rules and regulations.
- To respect the rights of the Learning Resource Center personnel and fellow students.
- To be prepared for class with the appropriate materials and work, be diligent in study.
- To refrain from the use of profane, vulgar, and slang language.

Rights and Responsibilities of Parents:

Rights:

- To be informed of the Learning Resource Center's policy, rules and regulations related to their children.
- To be informed of all facts and action's related to their children.

Responsibilities:

- To visit the Learning Resource Center periodically, and to participate in conferences with instructor as necessary.
- To provide supportive action by making sure that their children arrive to the Learning Resource Center on time and have adequate nutrition and are wearing appropriate clothing before coming to the Learning Resource Center.
- To be familiar with the Learning Resource Center's policies, rules and regulations.

Rights and Responsibilities of Teachers:

Rights:

- To expect students to put forth and participate in class.
- To expect students to behave in a manner which will not interfere with the learning of other students.
- To have parental support related to the Learning Resource Center programs.

Responsibilities:

- To conduct a well-planned and effective classroom program.
- To inform parents through progress reports, report cards, and conferences about the progress, citizenship, and general behavior of their children.
- To initiate and enforce the Learning Resource Center's rules and regulations.
- To hold students in strict accountability for their conduct on the premises or during related activities.
- To confiscate prohibited items and turn them into Administration.

Rights and Responsibilities of Administrators:

Rights:

- To hold students in strict accountability for any disorderly conduct on the premises.
- To take appropriate action in dealing with students guilty of misconduct.
- To recommend suspension and/or expulsion as the situation demands.

Responsibilities:

- To provide leadership that will establish, encourage, and promote exemplary teaching/facilitating and effective learning.
- To establish, publicize, and enforce the Learning Resource Center's rules that facilitate and promotes learning, provides direction, develops the skills, the attitudes and habits of good citizenship among students and staff.
- To keep record of, and report to all appropriate agencies/authorities, all crime and violence that occurs at the Learning Resource Center or related events.
- To request assistance from the Executive Director in matters concerning serious behavioral, emotional, health, or attendance problems.
- To grant access to student records by parents/legal guardian or others with proper authorization.
- To return confiscated items along with written notice, unless prohibited by law, to the parents of the offending youth. If offense is committed after warning, the youth will be suspended from the program.

CONDITIONS FOR DISCIPLINARY ACTIONS

Definition of Possible Disciplinary Actions

Conference – A formal conference is held between the student, a Learning Resource Center official, which is witnessed by instructor or instructor's aide. During the meeting the student is directed to correct the behavior. Recorded in student's record.

Parent Involvement – The parent/care-giver is notified and called to a conference with The Learning Resource Center official and instructor or instructor's aide. Recorded in student's record.

Suspension – Suspension shall be imposed only when other means of correction fail to bring about proper conduct. Suspension means removal of student from the program until the next term.

Expulsion - Expulsion is the removal of the student from the program. Student's desiring to return to the program must undergo a formal review by the executive committee. The decision to re-admit student rests solely on the investigation of this committee.

CONDITIONS FOR SUSPENSION OR EXPULSION

The Executive Committee declares the following as improper student behavior, and students who exhibit such or similar behavior while on Trinity's Learning Resource Center, Inc. premises, or during activities away from the premises related to attendance are subject to suspension and/or expulsion when the student has:

- Caused, attempted to cause, or threatened to cause physical injury to another person.

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, pepper spray, or other dangerous object.
- Unlawfully possess, used, sold, or otherwise furnished (offered, arranged or negotiated to sell) or have been under the influence of any controlled substance (i.e., alcoholic beverage or an intoxicant of any kind), or any drug paraphernalia.
- Committed robbery or extortion.
- Caused or attempted to cause damage to the Learning Resource Center property or private property.
- Stolen or attempted to steal property (Learning Resource Center property or private).
- Possessed or used tobacco, or any products containing tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Disrupts training activities or otherwise willfully defied the valid authority of instructors, administrators, or officials engaged in the performance of their duties.
- Knowingly received stolen property belonging to the Learning Resource Center property or private.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or committed sexual battery.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a disciplinary proceeding.
- Committed unwelcome sexual advances, request for sexual favors and/or other verbal or physical conduct constituting sexual harassment as prohibited by law.
- Caused or attempted to cause, threatened to cause, or participated in an act of hate.
- Engaged in harassment, threats, or intimidation, directed against a student or group of students.

Note: The parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for Trinity's Learning Resource Center or who willfully cuts, defaces, or otherwise injures in any way any property of any center employee, shall be liable for all damages so caused by the minor. The parent or guardian of a minor shall be liable to Trinity's Learning Resource Center for all property belonging to the center loaned to the minor and not returned upon demand of an employee of the center authorized to make the demand.

GENERAL STUDENT EXPECTATIONS

Students are expected to respect themselves, others and others' property. The Learning Resource Center rules and regulations are established to maintain an atmosphere and environment conducive to learning. All students shall comply with these rules and regulations, pursue completion of the Learning Resource Center programs, and submit to the authority of the Learning Resource Center personnel. Those students who fail to comply with these established rules and regulations will face disciplinary actions such as counseling, suspension, expulsion, or arrest when the laws are applied.

Participants and spectators carry responsibility as representatives of the Learning Resource Center and community. All rules and regulations of student conduct apply at all activities.

PARENT VOLUNTEERS & NEEDS

We welcome volunteer assistance and support from you, our parents. You can assist by completing our Parent Volunteer form following, so that we can see where your efforts might best suit the needs of the Learning Resource Center. Your efforts are greatly appreciated!

Volunteer Needs:

- Office Work – Clerical/Administrative (data entry, typing, photocopying, errands, etc.)
- Fundraising – Special Events/Benefits
- Special Committees – Marketing/Public Relations/Advertising
- Field Trips – Chaperons & Car Pooling
- Transportation - Bus/Van Drivers

Donations Needed:

- Student/Program Supplies
 - Binders (White) 1-1/2 with clear view
 - Copy Paper
 - Line Paper
 - Ink Cartridges – Lexmark #28 & 29, 14 & 15
 - Mailing Envelopes (Regular Letter Size)
 - Mailing Envelopes (Large 9" x 12")
- Student Classroom Incentives & Awards (Gift cards, small gifts for treasure box)
- Graduation Awards
- Bus/Van Fund
- Building Fund