



**Trailhead Christian School
2022-2023 Handbook**

**3204 Broadwater Avenue
Billings, MT 59102**

www.trailheadchristianschool.org

(406) 652-1799

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About Us

Trailhead Christian School is a kindergarten through 8th-grade school owned and operated by the Montana Conference of Seventh-day Adventists and funded by parents, the Montana Conference of Seventh-day Adventists, the Billings Seventh-day Adventist Church, and other donations. It is accredited by the North American Division of Seventh-day Adventists Office of Education and the National Council for Private School Accreditation. Trailhead Christian School is one of 736 Adventist-sponsored Elementary Schools in North America.

Faculty and Staff Directory

1-8 Substitute Teacher: Sheila Dockter

PreK-K Teacher's Assistant: Hana Dockter

Contact Info: sdockter@trailheadchristianschool.org

School Board Chair: Kayleith Pellandini

Contact Info: kpellandini@trailheadchristianschool.org

School board:

- Kayleith Pellandini
- RiChelle LaChepelle
- Ruth Tallman
- Tyrrell Lang
- Krystall Maddy
- Stephen Carlile
- Tacy Schmoling

School Hours

Monday through Thursday

8:15 a.m. to 3:15 p.m.

Friday

8:15 a.m. to 12:15 p.m.

Kindergarten Monday through Thursday

10:30 a.m. to 3:00 p.m.

Early Release Days

8:15 a.m. to 12:15 p.m.

Early Release Days occur immediately preceding a holiday. They are included on the annual calendar.

- The school opens at 8:00 a.m. It is important that students not arrive at school before 8:00 a.m. and that every student is picked up at dismissal time. These regulations are in place due to liability and insurance requirements (see insurance policy).
- In the morning, school entrance doors will be locked at 8:30 for security purposes. If you need to access the building, please ring the doorbell and a staff member will assist you.

Mission

Our mission is to lead students to know Jesus, love learning, serve others, and to live healthy.

Our Vision

Trailhead Christian School's vision is to provide a Christ-centered learning environment where students:

- develop a personal relationship with Christ
- embrace enthusiasm for lifelong learning
- involve themselves in a life of service
- strive towards physically and emotionally healthy living
- develop sound relationships with others

Core Values

Trailhead Christian School has six core values that are the basis for our school community and academics.

- Christ-centered
- Experiential learning
- Service
- Holistic health

- Safe environment and relationships

School Commitments

The faculty and staff at Trailhead Christian School commit:

- to educate your child in a Seventh-day Adventist Christian environment,
- to be a partner in the education of your child and the formation of their character,
- to hold your child's safety as a priority,
- to meet your child's learning needs if the program can reasonably accommodate them,
- to ensure your child is taught by caring, competent, qualified teachers and mentors, and
- to communicate with parents in a timely manner.

Parent Commitments

The parents of students at Trailhead Christian School commit:

- to earnestly pray for Trailhead Christian School and all students
- to pledge your participation by being a family volunteer,
- to support all school policies and monitor your child's compliance,
- to recommend Trailhead Christian School as a Christian values-based educational center,
- to meet all financial obligations in a timely manner,
- to establish communication with teachers by letting them know your preferred method of communication, and
- to seek to resolve any matters of dissatisfaction with the person(s) involved rather than spreading criticism or holding a negative attitude.

Student Commitments

Students at Trailhead Christian School commit to upholding our core values and all school policies.

Student Conduct

Trailhead Christian School aims to create a safe environment for every student to learn and grow in their relationship with Jesus. To foster this environment, all teachers and students must uphold Christian values in our school. Trailhead Christian School has a zero-tolerance policy for bullying of any kind. This includes harassment, cyber-bullying, and any other offensive behavior that could harm a teacher or student. Other Christian values are expected:

- Honesty
- Integrity
- Purity in what we say, what we see, what we read, what we listen to, and what we experience
- Health - Trailhead Christian School is a smoke, drug, and alcohol free campus

Respect for the school, teachers, and other students. We recognize that we are all learning and growing in these values, and we use every opportunity to teach and grow from our poor choices. However, if you, as students or parents, consistently choose not to uphold these values, Trailhead Christian School may not be the right fit for you. To address these issues, we will follow the disciplinary procedures on page 28.

Admission Information

Trailhead Christian School is not staffed to meet the needs of students with severe mental, physical, social, or academic challenges.

Initial Enrollment

Age: In accordance with Montana state law, by September 10, a student must be at least 6 years old to enter first grade or at least 5 years old to enter kindergarten.

Application Packet: The application packet includes the following forms.

- a) **Completed Application form**
- b) **Birth Certificate** – The school will copy the original.
- c) **Immunization record** – Parents are required to provide proof of current immunization records according to Montana State Law SB75 at the time of registration. A copy will be kept in the student’s file. If your child has a vaccination health exemption, state required forms must be completed and submitted.
- d) **Permission to Transfer Files** – Files must be transferred from previous schools before the school board will consider student admittance. The student will be formally admitted to Trailhead Christian School after the student’s files are transmitted and reviewed.
- e) **Computer Usage Agreement** – Both parents and students must agree to abide by the rules of computer usage.
- f) **Consent to Treatment** – This provides permission to give emergency medical treatment to an injured student. We will do everything in our power to keep students safe and to contact the parents in the event of an emergency.
- g) **Certificate of Health** – A certificate of health from a physician is required for all kindergarten, first grade, fourth grade, and seventh-grade students and all transfer students. This should include an eye examination. The county provides an onsite audiology exam each year.
- h) **Enrollment Fee and Tuition** – Financial arrangements must be made with the treasurer. No student will be admitted whose account from the previous school year has not been paid in full. Any request for exception will be considered on an individual basis and must be approved by the school board.
- i) **Permission to transfer academic records**
- j) **Permission/denial to take pictures of students**
- k) **Transportation Authorization Form**

Mid-Year Transfer:

Students transferring mid-year may be required to spend one school day visiting Trailhead Christian School before admittance will be considered.

Statement of Non-Discrimination

Trailhead Christian School makes no discrimination based on race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Enrollment

Upon registering, each student will be given a copy of the Trailhead Christian School Handbook outlining school policies and procedures.

To safeguard the scholastic, spiritual, and moral atmosphere, the school reserves the right to refuse admittance to any student whose presence is deemed disruptive and/or detrimental to the learning environment. When the school board judges:

- a) that it is not beneficial to the student to be at the school
- b) that their attitude, behavior, or academic achievement creates a negative influence on others; or
- c) that the student has not demonstrated the desired change in response to interventions, parents may be asked to withdraw their student from the school.

Financial Information

Trailhead Christian School makes every effort to keep the school tuition and fees as low as possible while maintaining financial responsibility.

Tuition covers only a fraction of the school cost. Members of the Billings Seventh-day Adventist Church invest a large amount of time and money to support student tuition and maintain the school property.

Parents of students accepted for admission to Trailhead Christian School are responsible for full payment of fees and tuition. Parents who are unable to pay full tuition and fees are advised to promptly counsel with the treasurer.

Tuition Schedule

Kindergarten:

Registration Fee \$350	* \$350
Tuition \$325.00/month X 10 months	\$5,250
Total annual fee \$3,600	\$5,600

Grades 1-6:

Registration Fee \$350	*\$350
Tuition \$425.00/month X 10 months	\$4,250
Total annual fee \$4,600	\$4,600

*Maximum yearly registration fees (all grades): \$650

Discounts:

- **Constituent Church Member Discount** (Billings and Bridger Seventh-day Adventist churches): \$1000 discount on tuition per student
- **Family Discount:**
 - Second child 15% discount on tuition
 - Third (or more) child 20% discount on tuition

Paying Tuition:

There are 10 equal payments made at the beginning of each month.

Payments can be made in the following ways:

- Check
 - Make payments to: Trailhead Christian School
- Online via AdventistSchoolPay.org
 - Electronic check or ACH (Recommended) payments may be made without additional fees.
 - Credit card payments are subject to an additional 3% fee.

Non-payment

If no payment has been received for 30 days, the student may be placed on financial suspension and will not be allowed to attend classes until financial arrangements have been made.

Non-refundable:

- The registration fee is non-refundable.
- Refunds for vacation periods are not allowed as the annual cost has simply been divided into 10 equal payments, not months.

Refunds

Children who withdraw during the middle of any given month may be eligible to receive a prorated tuition refund from the day the school receives a written notice that you are withdrawing your student(s). Final refund decisions are made by the school board.

Academic Placement

Each student may be tested for readiness or appropriate academic level. The following factors are to be considered in grade placement:

- chronological age
- emotional, physical, and social development
- scholastic achievement as determined by test scores
- prior school performance as evidenced by cumulative records, report cards, and conversations with personnel at the previous school attended (or assessments administered by a Trailhead

Christian School teacher, if prior school documentation is not accessible)

- teacher evaluation of academic progress; and
- teacher observation of the student's ability to reason and express ideas logically.

Retention and Acceleration

In instances where retention at a given grade level is under consideration, the teacher is to counsel with the parents and student to ensure wise placement. The teacher will also consult the North Pacific Union Conference Teacher Handbook.

When grade acceleration is being considered, the student is to be evaluated by the teacher in consultation with the Montana Conference of Education and in accordance with North Pacific Union Conference guidelines. The student must demonstrate satisfactory evidence of emotional and social readiness, as well as academic achievement. The teacher must submit a request to the Montana Conference Educational superintendent before initiating the acceleration.

Withdrawal Procedures

The parents of students who withdraw from Trailhead Christian School must:

- submit a written statement of intent to withdraw in writing
- return all textbooks & Chromebooks
- clean out desks
- pay all outstanding accounts
- return any equipment belonging to Trailhead Christian School

Records will not be released to another institution until the above requirements have been completed.

Curricula

Trailhead Christian School uses the curricula set forth by the North American Division of Seventh-day Adventists. Students will be instructed in the following areas:

- Bible
- Language Arts
- Math
- Science
- Social Studies
- Fine arts (visual arts, music, drama)
- Physical Education
- Technology

Activities

Daily Worship is held in the morning at Trailhead Christian School for all students and staff.

Chapel occurs weekly. Students come together to celebrate and learn about God. Parents are always welcome to attend and sing praises with the students, as well as listen to an uplifting message about our Savior and His love for each one of us.

Baptismal Classes: In addition to daily devotionals, weekly chapels, and other Christ-based curricula, baptismal studies are available upon request by the student or caregiver. The Pastor of the Billings Adventist Church will follow up with you, the caregiver, to discuss a path toward baptism that is best for your child. If you have any questions or to request Bible Studies for you or your student, please feel free to contact the pastor at www.billingsadventist.com – “Contact Us”.

Field trips may be planned throughout the year to complement the curriculum. Parents are required to sign and return a permission slip for each off-campus trip or activity. Please note that, at various times, there may be an additional expense relating to a field trip. Parents are welcome to participate by providing transportation and chaperoning.

Anyone who provides transportation and/or chaperoning for school activities (for children other than their own) must complete a background check and be approved to drive as required for all volunteers in Seventh-day Adventist schools. To get started with your background check and child safety training, go to ncsrisk.org

Individuals driving children other than their own for field trips must give proof of adequate insurance, a valid Montana driver's license, and follow all criteria set forth by Adventist Risk Management.

Children 5 years and under, or less than 60 pounds, must be restrained in an approved child safety restraint. Parents of students meeting these criteria will be required to provide approved child safety restraints (car seats, booster seats) for transportation to any off-campus activity. All other students must use a seatbelt. Double-buckling is not permitted.

Please, no movies or video games during local field trip transportation. Exceptions may be made for long-distance field trips. Please consult with the teacher.

Students are expected to follow all handbook guidelines regarding dress and conduct during off-campus activities. In addition, rules and regulations specific to the event or activity may be introduced. Any violation of rules specific to the venue where Trailhead Christian School is a guest will be dealt with according to the policies of the host and local authorities, where appropriate, as well as by Trailhead Christian School. Furthermore, students who misbehave on a field trip may not be allowed to participate in the next field trip(s).

Attendance by students in Grade 5-8 on overnight field trips is by invitation of the school board. Students who are on probation or who have had disciplinary issues in the past may be asked to have their parents chaperone them as a condition of their participation.

Community Service opportunities will be provided throughout the school year.

Fundraisers: To keep tuition rates as low as possible, as well as improve our school building, your student and family will be asked to help conduct fundraisers throughout the year. We ask for full participation to make these fundraisers a success.

Closed Campus

Trailhead Christian School operates as a closed campus. This means students are not allowed to leave the campus without a caregiver for any reason. Of course, if your child has an appointment, or you would like to check your student out during the school day, arrangements must be made with the teacher ahead of time. Approved volunteers should sign in and log volunteer hours.

Volunteers

All volunteers must complete a short child safety training and background check through ncsrisk.org.

Transportation

It is the responsibility of the parents or guardians to transport students to and from school.

A list of all authorized persons to pick up your child must be on file with the school office. The school cannot permit students to leave the school with an unauthorized person at any time.

All arrangements for students to go home after school with another student must be communicated in writing or text and be confirmed between the teacher and parent/guardian.

Academic Policies

Attendance

Regular and punctual attendance at all school sessions and other functions is expected and is an important component of a student's scholastic success.

According to the Montana State Code, absences are excused only for illness, medical appointments, or death in the immediate family. A written excuse signed by a parent, guardian, doctor will be required. Parents should notify the school before 8:00 a.m. on the morning of the student's absence.

If the absence is anticipated, early arrangements are to be made, before or after school hours, to obtain make-up work prior to the absence.

A student who is absent for as many as 7 days during a 9-week period, for whatever reason, may forfeit period grades unless it is evident to the teacher that the work has been satisfactorily made up. It is the responsibility of the parent or guardian to ensure that this is done. If the student has seven or more absences, the parent or guardian may be required to meet with the school board to discuss a plan to prevent additional absences. Continued absences may result in a report being filed with state truancy authorities.

Tardiness

Five unexcused tardies (during a 9-week period) shall count as one unexcused absence. Each tardy (during a 9-week period) thereafter will also count each one as an unexcused absence.

Assessment

Assessment helps the teachers know what the students' educational needs are. In addition to regular classroom quizzes and tests, standardized tests are used to assess students' achievement. In addition, TCS uses a non-standardized test, known as NWEA MAP. This is an adaptive assessment, which allows specific standards and skills to be recognized in a child's understanding and knowledge base. The NWEA MAP is given to students three times a year, dates are indicated on the School Year Calendar.

Grades

Kindergarteners through second graders focus on progressive development of the student and basic skill acquisition. Grades are designated as:

- "Needs Time to Develop"
- "Progressing"
- "Independent"

Traditional grades are assigned in Grades 3 – 5.

- A—100% - 90%
- B—89% to 80%
- C—79% to 70%
- D—69% to 60%
- F—59% to 0%

We want the emphasis to be on learning so students may be given an opportunity to make corrections for their growth and understanding. Additional credit may be given at the discretion of the teacher.

Parent-Teacher Conferences

Parent-teacher conferences will be held twice a year. Once at the end of the first grading period when NWEA MAP results are available and will be shared along with strategies for academic progress to be made. The second will be conducted at the end of the third grading period to discuss where the student has been over the course of the year and

what direction is best for the remainder of the year in addition to focusing on the upcoming school year. Additional conferences are welcomed and should be arranged outside of class time. If you have questions or concerns, make an appointment with your student's teacher.

Progress Reports

Progress reports are issued at the end of each 9-week session (academic quarter). Trailhead Christian School values open and frequent communication with parents. First-quarter reports are available at parent-teacher conferences. In addition to communicating with parents via mid-term reports, texting, notifications of missing assignments, and "good work notes," teachers are available to speak with parents at mutually convenient times after school. Parents can also see how their students are progressing by discussing their returned work with them. Parents may go online to see their students' grades in the teacher's electronic grade book. Website information and a password will be provided on request.

Cheating & Plagiarism

Cheating and plagiarism are unacceptable and may result in a failed assignment, quiz, or test. Habitual cheating may result in additional consequences.

Medical Policies

Medications

With written and signed parental permission, the Trailhead Christian School principal is authorized to administer oral or topical over-the-counter and prescription medication to students during school hours. The medication must be in the original, labeled container with the student's name printed on it. The medication name on the label must match the medication specified on the parent permission document.

All medication must be kept in the office and not with the student, in lockers, backpacks, or in hallway baskets. It is our policy that medication will be administered only when failure to receive the medication would prevent the student from attending school and/or feeling well enough to participate in learning activities.

Health Impairment

If a student's health limits them in any way, the parent must send a written note to the school. If it is a long-term or chronic condition that will affect class performance (such as requiring exemption from PE), a note from the student's physician is needed.

Injuries and Accidents

Students who have accidents involving injury or property damage while at school must report them immediately to their teacher. In the case of serious illness or accident, the school will immediately attempt to contact the parent or guardian.

It is important to keep an updated phone number on file with the teacher.

In accordance with the signed parental Consent to Treatment form on file at the school, the following may happen:

- If parents or guardians cannot be reached, and if, in the judgment of the teacher, immediate medical attention is needed, the teacher will summon medical aid.
- In the event of an off-campus accident, the teacher may take the child to the nearest medical facility to receive medical aid or summon medical aid to the student.

Insurance

Each student is covered by an accident policy, which covers a portion of medical bills incurred because of accidents at school.

Insurance coverage begins 15 minutes before school starts and ends 15 minutes after school dismisses.

Sick Policy

It is sometimes difficult to know when to keep your child home from school. If your child's energy level is down and they are not able to participate in usual school activities, including recess, he/she should not come to school or will be sent home.

Please keep your child home if he/she has any of the following symptoms:

- Fever of 100 or more.
- Vomiting or diarrhea. Children should be without vomiting or diarrhea for 24 hours before they return to school and should be free of symptoms (sore throat, rash, fever, pinkeye, etc.)
- Bacterial infections. Children treated with antibiotics for a bacterial infection should stay home for 24 hours before returning to school and should be free of symptoms.
- Chickenpox. Children with chickenpox should stay home until their sores are dry (usually 7 days following an outbreak of the rash).
- Head lice or scabies. Children with head lice or scabies must be treated with an appropriate product before they can return to school. Please notify the school if your child has head lice or scabies.
- Symptoms of serious illness. Examples would include uncontrolled coughing, difficulty breathing, wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure. Children with these symptoms should receive an evaluation from a health provider.
- Thick green or yellow nasal discharge. If the discharge is persisting longer than three days and is accompanied by any of

the following symptoms, the child should stay home: fever, persistent cough, eye drainage, or ear pain.

- COVID-19. Please follow Montana Public Health and Human Safety (DPHHS) guidelines: <https://covid19.gov>

Other Policies

Student Clothing & Appearance

Just as our Christian values influence and guide our student conduct policy; they also impact our dress code. Simple and modest is best.

For both boys and girls, jeans or pants with a short sleeve or long sleeve shirt is best. Any graphics must convey a positive message or your child will be asked to change. If in doubt, ask the teacher prior to dressing your child in it.

If girls do wear dresses or skirts, they should be close to knee length, with shorts (such as bike shorts) underneath. Tank tops, midriff showing shirts, and sleeveless shirts are not allowed. Hair, makeup, and skin should be natural. Please be aware that certain jewelry could be a potential safety hazard, especially during PE or recess.

Again, if you have any questions as to what is appropriate for your student to wear, please ask the teacher so your child is not uncomfortable if an issue arises.

Clothing for Weather

We strive to get our students outdoors every day as weather allows. Only in extreme temperatures will we not play outdoors. Therefore, during the winter, please make sure your student has appropriate clothing for the weather. Coats, gloves, hats, and snow boots are expected.

A second pair of shoes for indoors is recommended to be kept at the school during inclement weather.

Food and Drink

Each student is to have a personal, spill-proof water bottle with their name clearly written on it.

Students function much better if they eat a healthy and nutritious meal. A good breakfast will help students get off to a good day at school, and a good lunch will keep them going through the day. Please make sure your child eats breakfast and brings lunch to school. Excessive sweets are discouraged.

Personal Electronics

Mobile phones and other personal electronic devices are not allowed in the classroom. If your student has a device, they are to be turned in to the teacher upon arrival. Devices are kept in a safe place throughout the school day and will be returned to the student when they leave. If you need to speak to your child due to an emergency, you can call the school office at (406) 652-1799.

Items to be Left at Home

Trailhead Christian School is a place of learning, anything that can cause distractions to your student, other students, as well as the teacher does not need to be brought to school. Things such as distracting toys, inappropriate games, and electronics are good examples of things that cause distractions. If you have any questions if something is appropriate to bring to school, please ask. Of course, weapons of any kind do not belong on the school campus.

Lockers

Lockers are the property of Trailhead Christian School and may be inspected by faculty members at any time. Money and other valuables should not be stored in them. The school is not responsible for personal articles left in desks, backpacks, or lockers.

Property Rights

Textbooks and school computers are the property of Trailhead Christian School. Reasonable wear is expected during the year's usage.

Unreasonable wear, outright damage, or loss of a textbook, library book, or school computer, will result in the appropriate replacement charge being assessed to the student's account.

All students are expected to respect and help maintain, through daily cleaning, school property under the supervision of the teacher. Any damage done by a student to school property, including desks, textbooks, school equipment, doors, walls, etc., must be repaired, replaced, or paid for by the student, their parent, or guardian. Damage to school property is a serious offense and could result in expulsion from school.

The school assumes no responsibility for damage to, or the loss of, personal books, clothing, musical instruments, bicycles, or other personal property left by anyone on the school grounds or in the school building either during or after school hours. All personal items ("lost and found") still at school at the beginning of summer break will be given to Goodwill.

Discipline

To maintain an optimum environment for learning, it is necessary to maintain orderly conduct at all times. Respect for authority is the foundation for good discipline. The students must understand that while they are at school or any of its functions, the faculty has the responsibility to supervise their behavior. Parents are asked to help the students understand this need for orderly conduct.

When a student disregards the standards of Trailhead Christian School, the teacher will attempt conflict resolution strategies by involving the appropriate parties in the following order:

1. Teacher - Student
2. Teacher - Student-Parent
3. Teacher - Voted School Board Representatives

4. Teacher - Voted School Board Representatives-Student-Parent

The following disciplinary procedures may be employed:

- A written statement may be provided to be discussed with the parent and student stating offenses, outlining concerns, listing interventions that were attempted but were not effective, and specifying what behavior(s) need to change.
- Suspension for a period of time may be recommended by the principal and/or school board. The parents have the right to request a meeting with the school board.
- The student may be put on probation for a time to give them the opportunity to change the trend of their experience or to show that the problem was an out-of-character incident. The school board will then determine whether the student should continue enrollment at Trailhead Christian School and, if so, under what conditions.
- If a rule infraction occurs mid-semester, the school board may elect to terminate a student's enrollment at the end of that semester while allowing the student to complete courses in progress from home for the remainder of the semester.
- Depending upon the severity of the offense, and based on the student's behavior and desires, the school board may immediately expel the student from the school.
- No refunds are given if the student's behavior requires expulsion.

If the student and their parents desire the student to continue in school, they may request reinstatement and indicate how the student plans to conduct themselves differently in the future.

Phone Calls

The school phone is for business use only. Please refrain from calling teachers or students during school hours except in cases of emergency. Interruptions are very disruptive to the learning environment. Students are not to use the telephone without the teacher's permission.

Parental Custody

Trailhead Christian School wants to honor family plans and court-ordered petitions. Legal documentation must be presented at registration for our school to abide by laws and regulations set up within your family plan. Non-custodial parents or persons may have access to any cumulative records of the student, be allowed to take the student off-premise or speak to the student while on the premise, unless the custodial parent(s) have submitted, in writing by documentation from the courts a change in family plans, showing that access is denied.

Trailhead Christian School staff and faculty will comply with all existing court orders. The staff or faculty will not willingly participate in any civil actions unless petitioned by the court system. Any participation in such actions outside of the educational venue will be reviewed by the school board.

Child Abuse and Neglect

Trailhead Christian School staff are obligated, as mandatory reporters, to report any child abuse or neglect.

Conflict Resolution

The Trailhead Christian School school board encourages each parent to cooperate fully with the board and staff to help fulfill its objectives for Christian education. If problems or conflicts arise concerning students, parents, and/or teachers, the following procedures should be followed:

1. The parent is to talk with the teacher about the problem and try to resolve it.
2. If the problem is not resolved, then the parent should request a meeting with the teacher and principal.
3. If the problem is still not resolved, then the school board chairperson should be included in the next meeting.
4. If there is still no resolution, the problem is to be presented to the school board for mediation.

5. Finally, if the parent is not satisfied with the school board's solution, then the parent may contact the superintendent of education of the Montana Conference of Seventh-day Adventists.

School Closures

In the event of any school closures, TCS will notify families via text, voicemail, or through the Remind app. TCS may not always follow public school closings so please be advised. Remember, the safety of our students is always our first priority. Parents may use their own discretion in choosing to travel in inclement weather.

Emergency Procedures & Lockdowns

These procedures include any emergency actions including, but not limited to fire, earthquakes, tornadoes, etc. If students and staff are in imminent danger of serious bodily injury that requires Trailhead Christian School to take safety precautions, parents or caregivers will be notified via text and/or voice message through the Remind App.

Parents/caregivers are not allowed into the building until the conditions have improved and the proper authorities have given the approval for Trailhead administration to give clearance. Parents will be notified by text/voice message when they may pick up their children.

Asbestos

An extensive asbestos survey of Trailhead Christian School was conducted. Based on the findings, a comprehensive management plan was drafted. This management plan details the actions that the Montana Conference of Seventh-day Adventists will take regarding asbestos-containing materials found in our building.

This plan is available for inspection at our office without cost or restriction during normal business hours. If you desire to have a personal copy of this management plan, please notify the office. You will

receive a copy within 5 working days. A copying fee of \$2.50 will be assessed.