



Jr. High Student / Parent Handbook

2011-2012

Trinity Oaks Christian Academy



"...like a tree firmly planted by streams of water, which yields its fruit in its season"
Psalm 1:3 (NASB)

TRINITY OAKS CHRISTIAN ACADEMY

Welcome to Junior High, 2011-2012!

I am excited to have you as part of our junior high this year! The faculty and staff want your junior high experience to be a memorable one in which you acquire new skills and knowledge, experience personal growth, and mature in your relationship with the Lord Jesus Christ, within a positive context of shared experiences and fellowship.

In order for learning and growth to take place, it is important that the junior high environment be one that is safe and supportive. Trinity Oaks Christian Academy has established the guidelines found in this handbook in order to foster this safe and supportive environment. These guidelines pertain to all school activities, and are to the benefit of all students. Junior high students *and* parents should read this handbook and sign and return the back page by Friday, September 9. Please keep this handbook throughout the year so that it can be used as a reference. The Junior High Student Handbook is also available on our school website, www.trinity-oaks.org.

God's Word contains specific commands for all of us. Both our actions and attitudes are subject to the Lordship of Jesus Christ. A disciplined life shows proper respect and love for God, neighbor, and self. Each student attending Trinity Oaks is expected to be obedient, respectful to teachers and staff, considerate of other students, and responsible for the care of property, supplies, and equipment.

Within this framework, you can experience the freedom to grow into the young adult that God has called you to be.

I look forward to a great and memorable year in junior high!

Paul Wrobbel, Ed.D.
Head of School

JUNIOR HIGH HANDBOOK

2011-2012

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APPENDIX

- Sample Peacemaking Covenant**
- Technology Resources & Student Acceptable Use Policy**

The following Junior High Handbook describes the beliefs and policies of Trinity Oaks Christian Academy established to accomplish our mission. Each family with a junior high student attending the school must read this handbook and sign and return the acknowledgement form.

ANTI- BULLYING COVENANT/PEACEMAKING

In the spirit of Christian love and acceptance, Trinity Oaks has embraced the attitude and policy of no bullying. We believe that every child at Trinity Oaks is of utmost value to God and us. Each parent and student will review and agree to our Anti-bullying Covenant – see Appendix. If for some reason there is a breakdown in the Anti-bullying Covenant, the rules of the Conduct Policy apply.

ARRIVAL AND DISMISSAL

Timeliness is an important social skill for future success. Parents have the opportunity to model this skill twice a day at arrival and dismissal.

The school door opens at 8:05 a.m. to facilitate student preparation for the **8:15 a.m. start** of the school day. Students should go directly to their classrooms.

The dismissal bell rings at 3:00 p.m. and students are supervised through pick-up until 3:15 p.m. At 3:15 p.m. students who have not been picked up are taken to the office and parents are asked to come to the office to retrieve their children.

Students leaving early must be signed out by an adult in the school office.

If students are allowed to walk or ride bicycles to school alone, parents must send a written note to the school office. A faculty member will escort the student across the street at a designated location. Once the child has left the Trinity Oaks property, the school is no longer liable.

Parents who plan to pick up children during school hours should send written notification to the school office. The office will then notify the classroom teacher. Parents are required to notify the school office if a child is to be picked up by someone other than the child's parent.

No student should ever be in the building after 3:15 p.m. without adult supervision. A student should never be roaming the building. When children accompany parents in the building after school hours, they must abide by the same rules that apply during school hours.

Arriving at School Late (Tardiness)

Students in 6th to 8th grades who are not seated in their classroom seats by 8:15 a.m. are considered tardy and must sign in (or have their parent sign them in) in the office and obtain a tardy slip before proceeding to their classroom. Tardies are recorded and reported on report cards and permanent records. Students habitually arriving in classrooms late are disruptive to the educational process. Students who have three unexcused tardies in one quarter will serve a detention following the third (and each subsequent) tardy in that quarter. Detention Notification Forms are prepared weekly and sent home to advise parents of any day(s) that the student will be kept late due to tardiness. Any student arriving after 11 a.m. will be marked ½ day absent and therefore ineligible to participate in any co-curricular activity that day (unless the absence was pre-arranged).

Leaving School Early

Leaving school property between 8:15 a.m. and 3:00 p.m. will occur only after the homeroom teacher and

office personnel has been notified. If a student must leave school for any reason (e.g., doctor's appointment, lunch, or sickness), the parent must come to the office to pick up and sign out the child. In case of an appointment, the child must bring a note from a parent in advance and sign out in the office. Upon return to school, the student should sign in on the list in the office. When at any school activity, students should remain on school property until picked up. Students are also not to leave school early or arrive late due to private lessons. Any student departing before 1:00 p.m. will be marked as ½ day absent.

ATTENDANCE/ABSENCE

One of the keys to successful academic achievement is regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances. Because monitoring and keeping attendance records for students is a sizable and important task, we must insist that parents and students follow these guidelines and family responsibilities carefully.

Any student arriving after 11 a.m., leaving before 1 p.m. or off campus for more than three hours during the school day will be marked ½ day absent and will therefore be ineligible to participate in any co-curricular activity that day (unless the absence was pre-arranged).

Make-up Work for Absences

All make-up work is the specific responsibility of the student, whether the absence is due to sickness or is planned. Upon the day of his/her return to school, the student will verify all work he/she missed. Students who are sick may call for make-up work **after the second** day of an illness.

The numbers of days allowed for missed work is equal to the number of days the student was gone. (If one day, the work will be completed by the second day the student is in school, etc.) Long-range assignments are due on assigned dates or immediately upon return.

If the first day of the student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher. If the student was absent only one day before the test, he/she is still responsible to take the test on the day of his/her return. The teacher will determine whether the exam will be taken during the regular class time or at an alternate time.

Pre-arranged Absences

Trinity Oaks seeks to provide ample time during the academic year for vacations. It is our expectation that parents will plan vacations and other planned-for absences during scheduled school breaks.

If a parent chooses for a student to miss school, the following procedures should be followed:

1. Parents are to notify their child's teacher and the administration in writing at least one week prior to the absence.
2. The student must arrange to come in before or after school to make up tests or lab work. Missed quizzes and tests are to be completed in consultation with each teacher by the end of the first week back at school.
3. All pre-assigned work will need to be completed upon the student's return to school and attached to the assignment sheet. Any additional work missed during the absence will be due within one week of the student's return to school. Also, please remember that when a parent removes a student for a pre-arranged absence, the parent is responsible to ensure that the student completes all pre-arranged and make-up work.

Unavoidable Absences

If your child must be absent, it is the responsibility of the parents to notify the school office no later than 9:00 a.m. Voicemail is available 24 hours a day. Use ext. 10 to report absences. PLEASE DO NOT ASK FOR HIM/HER TO BE EXCUSED FOR REASONS OTHER THAN SICKNESS OR EMERGENCY. Students who are sick should not be sent to school until fully recovered. Students who have been sick with a fever and/or vomiting should be symptom free without medication, including fever-reducing medication, for 24 hours before returning to school. Please help others stay healthy by observing these guidelines.

If a junior high student is absent in excess of two (2) days, parents or students should take appropriate actions to obtain assignments. Daily homework will be posted on RenWeb for each subject by the end of the day. For work completed during class, students or parents should email the appropriate teacher. Parents may then come by school to pick up any instructions sent to the office and to retrieve workbooks out of the student's bin in the junior high wing.

When a student is absent due to illness, medical appointments, or death in the family, he/she will have the same number of days to make up missed assignments/homework. A short illness (four days or less) does not extend the deadline on a long-term assignment or weekly tests. Unit tests and long-term assignments (if missed) must be made up as soon as possible, but always within a week of return to school.

It is the responsibility of the student to obtain his make-up assignments and complete them by the deadline. A student should arrange his/her time to care for this and see his teachers well before the deadline if he/she needs help on assignments. This may require his/her meeting with teachers after school. In the case of a younger child, it may be appropriate for the parent to be involved in this process.

AWARDS

Near the end of the school year, an Honors Convocation is held for students in grades 6-8. Various awards are given in the areas of academics, physical fitness, technology, and music. Recognition is given for those on the Junior High Honor Rolls and the American Legion Awards. Valedictorian/Salutatorian and Husky Award are also presented. Parents are welcome and encouraged to attend the Honors Convocation ceremony.

BIRTHDAYS

Birthdays are significant, for the Scripture teaches us that our life is from God (Acts 17:28) and that we are to number our days correctly that we may gain a heart of wisdom (Ps. 90:12). If parents choose to send in birthday treats, parents are asked to clear treats with the classroom teacher to avoid problems arising from dietary restrictions. To assist us with dietary supervision, please no home-prepared treats. Commercially packaged treats are acceptable.

CARE OF SCHOOL PROPERTY

Students should respect and care for school property both inside and outside of school buildings. Students should deposit all trash in receptacles. Good stewardship begins with an awareness that all we have is God's provision.

Books will be issued to each student. All books should be covered within the first week of school and remain covered throughout the school year. Brown paper grocery bags make excellent, long-lasting book covers. Adhesive backed covers are not acceptable. Students are expected to exercise utmost care for their

texts and other materials supplied by the school. Fines will be charged at the end of the school year for excessive wear and tear as follows:

- No charge is made for normal wear.
- \$1.00 minimum fine – page torn (but not missing), pages dirty.
- ¼ the replacement value of the book – many pen/pencil marks in book and/or excessive dirt.
- ½ the replacement value of the book – minor water damage, excessive wear and tear so that the binding is beginning to loosen and the edges are frayed.
- ¾ the replacement value of the book – excessive wear and tear so that the book needs to be rebound; back binding may be broken or there is excessive water damage.
- Full replacement value of the book – book lost; book damaged in such a way that it cannot be reused (water damage, page missing, etc.).

CO-CURRICULAR ACTIVITIES

Students and parents should carefully consider the number of co-curricular activities in which a student should participate. In order to participate in any co-curricular activity such as an athletic practice, game, or school organization (Student Council, Huskies in Action), a student must not be absent for any part of the day of the activity. Any student arriving after 11:00 a.m. or departing before 1:00 p.m. will be marked ½ day absent, and therefore ineligible to participate in any co-curricular activity that day. The only exception is in the case of a pre-arranged absence such as a dental appointment, etc., or as the result of direct, personal consultation, (not by note), between a parent and teacher or coach. **Students should be picked up within fifteen minutes of the conclusion of school, games, practices, or other activities.**

Athletics

Grades 6 through 8: Trinity Oaks has a developing athletic program for boys and girls in grades 6 through 8. This includes boys' and girls' interscholastic sports such as basketball, volleyball, and cross-country. Girls also have the opportunity to participate in cheerleading.

Sports Physicals

A sports physical is designed to identify any physical conditions that would limit a student's participation in sports, and must include both the physician's and parents' approval of participation. Each student who plans to participate in a co-curricular sport must have a current sports physical on file in the school office. Sports physicals are good for one year from the date of the exam and must cover the entire period that a student is involved in a sport. Students may not participate in practices, or play in any sport if a current sports physical is not received by Trinity Oaks. All coaches are required to enforce this policy. Parents should be aware that practices for some sports (cross-country and volleyball) typically begin prior to the first day of school.

Huskies in Action

Huskies in Action is an organization that serves the Trinity Oaks community. Among the varied duties of the Huskies in Action, these students assist with admission open houses, conduct tours for prospective new families, and help host Grandparents' Day. Huskies in Action also provide leadership for the monthly Monday Morning Kick-off, the annual Veteran's Day Program and the Honors Council. Interested students may apply each fall for membership.

Music

Music is very important at Trinity Oaks Christian Academy. We have a dynamic vocal and instrumental music program. Various ensembles perform both within and outside the school during the school year. The instrumental music program provides students in grades 4-8 the opportunity to participate in beginning, intermediate, and advanced band and strings as appropriate.

Student Contests and Activities

Students at Trinity Oaks compete in various intra-school and inter-school scholastic competitions. These include ACSI Student Activities, Illinois Math League, Geography Bee and the Illinois Grade School Music Association contests.

Student Council

The Student Council is made up of a president, vice-president, secretary, treasurer and representatives from each junior high homeroom. Elections are held within each homeroom for homeroom representative and across the junior high student body for officer positions. Student Council meets weekly to organize social and service activities for junior high students.

Co-curricular Eligibility

Academic achievement is a priority at Trinity Oaks Christian Academy. Grades for all students who participate in co-curricular activities (athletics or school organization) will be reviewed weekly (usually each Monday morning) by the administration and coaches/activity director. To remain eligible for co-curricular and athletic programs, students must maintain a "C" average or better in each subject area. Ineligibility will begin the day after the grade report is issued and will last until the average is raised to a "C" average for each subject area. Participation in practice sessions during the ineligible period is at the discretion of the coach. The student will be ineligible until the student provides the coach/activity director with a note from the classroom teacher that the proper level of academic achievement has been achieved.

If a student has any incomplete work when eligibility is reviewed, s/he will be ineligible until all work is completed and the student has a signed note from the teacher to give to the coach/activity director. Ineligible students may again participate in activities whenever the average of all subjects is "C" and all missing work is completed and verified in writing by the teacher.

Detentions may not be deferred because of participation in co-curricular activities. At the discretion of coaches/activity directors, students may be permitted to participate in that day's activity after the detention has been served.

Co-curricular Fees

To help offset the costs of interscholastic sports, a \$80 fee will be charged for each sports team that the student is a member of.

COMMUNICATING WITH THE FACULTY AND ADMINISTRATION

We invite you to call, e-mail, or write the classroom teacher or administration in circumstances such as the following:

- A. When a problem arises or when a crisis occurs at home, which may cause a child to be distracted in school.
- B. To check facts when you hear a rumor from students or parents.
- C. When you have a question or would like a conference with a teacher or the administration.

All teachers have voicemail and e-mail. At the beginning of the school year, each teacher will inform parents of their personal communication preferences.

The administration and teachers are committed to keeping the lines of communication open with parents. To discuss a concern parents may schedule an appointment with their child's teacher or the administration. Please do not disturb the teacher's duties at the beginning and end of the day or during class when they desire to be attentive to the students. Please do not call teachers or administration at home

unless it is an emergency.

CONDUCT EXPECTATIONS & DISCIPLINE

Students are expected to behave in a manner that promotes God's glory, a good learning environment, physical well-being, and personal growth in grace. Students' attitudes are of prime importance to the teachers and staff at Trinity Oaks. Many problems arise not from what we do but how we do it. Because Trinity Oaks is a Christian school, we expect students to evidence biblical attitudes.

In order to provide a consistent framework across the school of what our expectations are for student conduct, the following guidelines have been developed for Trinity Oaks students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

- Look at someone when they are talking to you or you are talking to them.
- Don't walk away when someone is talking to you or you are talking to them.
- Don't interrupt when someone is talking to you.
- Don't interrupt a conversation between other people; wait until they have finished before speaking.
- Don't walk between conversing people.
- Don't argue with an adult.
- Use proper language:
 - say "thank you" when you are given something;
 - say "please" when asking for something;
 - say "excuse me" when you bump into someone or need to pass someone in close confines; and
 - respond to any adult's question by addressing them by their name or "Yes, ma'am" or "No, sir." Nodding of the head or any other form of yes or no is not acceptable.
- During discussions, be respectful of other students' comments, opinions, and ideas.
- When you cough, sneeze, or burp, turn your head away from others and cover your mouth. Afterwards, say, "Excuse me."
- When walking in the hallways, talk in quiet voices so as not to disturb other classes.
- When entering a classroom, do so quietly so as not to disturb those who may already be working.
- Treat all property (school's, others') as you would want others to treat your belongings.
- Clean up after yourself; if you spill something, clean it up or ask for help in doing so.

In the classroom, students are expected to sit properly, contribute to class discussion, and refrain from unnecessary disturbances of any kind. Students should talk only when they have been recognized by the teacher. Talking out of turn is selfish and discourteous.

At Gro' Zones, chapels and assemblies, students will enter quietly and remain quiet as they listen and act appropriately when participating in programs. *At games and assemblies*, booing, whistling, and stomping are not to be done. Spectators at games should remain on the bleachers, except at halftime and between games.

In hallways, loud talking and disruptive behavior are not appropriate. Students should respect the rights of students who are in class. Students are encouraged to develop friendships with members of both genders. In all relationships, respect and consideration are required.

Student behavioral problems are dealt with by teacher intervention, detention, loss of privileges, parent conferences, counseling, probation, suspension, and/or expulsion from Trinity Oaks.

General Classroom Expectations

- Be prepared:

- Be ready to discuss the assigned material.
- Plan ahead! Take needed materials to class including pencils (sharpened), pens, notebook, textbook, etc.
- Be on time for all classes.
 - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the working world.
- Complete all in-class and homework assignments by their due dates.
 - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.
- Be courteous.
- Pay attention.
- Visit the restroom during passing periods or ask for permission before the class begins (preferred).
- Treat people and their property with respect.
- Don't talk out of turn.
- Ask permission to leave the classroom.

Discipline

As Christian parents and educators, we discipline our children because we love them and it is our scriptural mandate. “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it” (Hebrews 12:11). The ultimate goal for each student is self-discipline. Therefore, we train our students to be accountable for their words and actions.

Rules and standards of conduct expected from students at Trinity Oaks are necessary to help promote a safe school environment that pleases God and reflects our commitment to apply Scripture to everyday situations. The student application signed by each parent says, “We support the authority in the school to discipline our child as necessary. We further agree that we will cooperate and discipline our child in the home as needed.” It is understood that the school and home cooperate as partners in the implementation of disciplinary measures. With this in mind, the teachers, dean of students, and head of school will carefully evaluate each incidence of student misconduct and will take the disciplinary action it deems necessary for the good of the student and the school. It is the responsibility of the dean of students to keep the head of school informed of discipline problems.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (2 Timothy 3:16,17). In keeping with this scriptural mandate, there are three aspects to discipline: instruction, admonition, and correction. The majority of disciplinary actions will be handled within the framework of the classroom through personal conference, detention, and communication with parents. Suspension or expulsion for any of the serious offenses as defined below will be determined in consultation between the teacher, administration, and parents. Other offenses may be referred to the administration for further review and/or action.

According to the nature of the offense, one or more of the following sequences will be utilized:

- **Interview** - In minor and/or first offense situations, the teacher will speak to the child in the spirit of wisdom found in Proverbs. This will be done in a manner so as not to embarrass or single out the child. However, there are times when a child may need to be addressed in front of the entire class. Parents will be notified of student misconduct.
- **Detention** - If the misconduct persists, unfinished or careless work becomes a habit or the nature of the offense warrants, the following detentions may be applied:
 - For students in grades 6 through 8:

- First offense – lunch detention
 - Subsequent offenses – long enough to discourage repetition.
- After school detentions will be served the day following the offense to allow parents to be notified of the detention and make arrangements for their child to be picked up after the detention. Parents may request the rescheduling of a detention due to an unavoidable conflict such as a dental appointment, however, participation in after-school activities is not an acceptable reason to reschedule a detention.
- **Communication with parents** - If the child's misconduct continues to persist, or if the seriousness of a first-time offense warrants it, a letter or telephone call will be made to the child's parents. A record of this will then be filed in the child's folder. A conference with the parents may be requested at this time.
- **Parent conference** - If a phone call or letter does not resolve the child's misconduct, a conference with parents to define a disciplinary plan will be required. This conference may or may not include the child.
- **Suspension** - This penalty is especially applicable to older children. A student may be suspended at the discretion of the administration for a brief time.
 - The parents will be called before the student is sent home.
 - The Chair of the Board of Trustees will be advised.
 - The student will be re-admitted following a conference with the parents. (NOTE: In extreme circumstances, such as disrespect to an adult, severe defiance or swearing, a student may be suspended immediately at the discretion of the administration.)
- **Expulsion** - A child will be expelled from the school only by majority vote of the Board of Trustees. In arriving at its decision, the board shall consider the statements of the child and his/her parents, and the recommendation of the school head and the child's teachers.
- **Honors Council** – See Honor Code

ELECTRONIC DEVICES

Cell Phones

Cell phone use is prohibited during school hours. Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. Cell phones must be turned off and kept out of sight. If a student has his/her cell phone in sight or turned on during school hours, the phone will be taken away. The confiscated phone may be examined and will be retained by the Head of School until the student and a parent come to claim it.

Electronic Organizers

Electronic organizers may be used in the classroom, however, the use of such devices for voice or data communication during school hours is prohibited.

Other Electronic Devices

Any other electronic devices like; music/sound equipment, electronic games, and laser pens are not to be used during school hours or at school functions unless the teacher has given permission for a special occasion. Any student violating this policy will have the item taken away and retained by the teacher until one of his/her parents comes to school to claim it.

EMERGENCY CLOSINGS OF SCHOOL

In the event that school is closed, a special announcement will be made over major radio and television stations. The message on the school voicemail will also reflect open or closed status. Information

regarding school status is also available over the internet at www.emergencyclosings.com and on the school website, www.trinity-oaks.org. If school is open during severe weather and a family decides to keep their children home, no attendance penalty will be assessed.

EMERGENCY INFORMATION/CONSENT FORMS

Each enrolled student must have updated demographics, medical information, and family information on RenWeb. Access RenWeb via the school website link, and enter your email address and password to log in. Click on “Web Forms” then “Family Demographic Form” and update the following information:

Student Demographic Form	Emergency Contacts
Student Medical Form	Grandparents
Custodial Parent Form (both parents)	

It is the parents' responsibility to keep RenWeb updated with current demographic, emergency, and medical information for their student(s). We will be referring to this information as necessary throughout the school year.

FIELD TRIPS

Teachers are encouraged to take advantage of learning situations beyond the confines of the classroom walls. One of the more common forms of broadening learning experiences is through field trips.

Each field trip will have well-established educational objectives and goals. Though highly regarded in the end, field trips are a parental option. Students who stay behind will be given alternate assignments, which are designed to provide a learning experience similar to that of the trip itself. Each classroom is encouraged to create and conduct two curriculum-driven field trips per year. A signed permission slip is required for each field trip. During every field trip, the students are required to remain with their class group and wear the field trip polo shirt.

Parents are encouraged to participate in field trips by assisting in driving and/or supervising the activity. Teachers have authority for all directions given to the children. **Siblings are not allowed** to accompany parent, brother, or sister on Trinity Oaks field trips.

Any expense for a field trip will be the responsibility of those students going on the field trip. When a bus is called for, we would ask that the fee for the bus be divided among the students. In the case of bus transportation, students should always ride the bus. Exceptions should be rare and documented. Drivers and chaperones are asked to review a written set of guidelines before escorting students on a field trip. Driver information is required in the office before each field trip. Chaperones and other adults must not interfere with the flow and structure of the field trip as led by the Trinity Oak's teacher.

When driving on a field trip at least one cellular phone per vehicle is desired.

Chaperone/student ratios for junior high students will be approximately 1:6.

FINANCES AND TUITION

Financial Aid Fund

Each year, a significant amount is budgeted to provide financial aid to qualifying families for the school year. Call the school office to receive information on financial aid or to request an application.

Tuition and Contributions

Tuition and fees do not cover the cost of providing a Trinity Oaks education. Approximately 15% of all educational expenses come from contributions made to the school. We strongly encourage each family to prayerfully consider what portion of their financial resources God would have them donate to this purpose.

Tuition Payment Plans

Full tuition is due on August 1. Semi-annual payments are due August 1 and January 1. Monthly payments are permissible on a ten or eleven-month payment schedule. **A service fee of \$15 per month will be charged for the monthly payment plans.** The first payment on the ten-month plan is due August 1 and payment will be collected through May 1. The first payment on the eleven-month plan is due July 1 and payment will be collected through May 1. If tuition is not paid by the 15th of each month, there will be a late payment fee of \$20. Automatic draft is available for either the 10 or 11-month plan.

Tuition Refund

In the case of involuntary withdrawal (e.g. job transfer, death, etc.), tuition adjustments, if any, will be determined by the Head of School on a case-by-case basis. Registration and re-enrollment fees will be forfeited. All withdrawals, whether before the school year or during the school year, must be made in writing and shall be effective when such notice is delivered to the school.

Ways to Reduce Tuition and Benefit Trinity Oaks Christian Academy

There are several opportunities available for families to reduce tuition. Please inquire about our tuition assistance, Each One Reach One, and TRIP gift certificate programs. Trinity Oaks participates in a number of programs that will earn money for the school when you shop at local stores. These programs include Market Day and stores such as Target and Office Max.

GRO'ZONE/ASSEMBLIES

Gro'Zone (chapel) services are held weekly. A spirit of reverence should be maintained in all Gro'Zone services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Special interest chapels and assemblies are planned for various grade levels and sometimes for the entire student body. Parents are always welcome to attend. Unless otherwise advised, Gro'Zone is held Wednesdays for Grades 3-8 at 2:15 p.m. in the gym.

GUM

Gum is not to be chewed on school property including the gym or at any school activity, including field trips.

HEALTH

Allergies (Life-threatening)

Trinity Oaks has developed a set of guidelines to assist faculty and staff in balancing the safety of students with life-threatening allergies with the rights of other students. Because the most common of these life-threatening allergies are based on food items commonly found in the classroom, we desire to attempt to reduce the risk of accidental exposure to these foods by working with students, parents, and physicians to provide a safe educational environment for food-allergic students.

It is the responsibility of the parents of children with life-threatening allergies to notify the school of their

child's allergies and to complete and submit to the school office a Food Allergy Action Plan form on an annual basis. All parents and students are asked to respect any modifications made in classrooms to ensure the safety of fellow students.

Further details regarding this policy may be obtained from the school office.

Dispensing Medications

There is no nurse on duty at Trinity Oaks Christian Academy. Therefore, whenever possible, medication **should be administered at home**. However, we realize that under certain circumstances, it is in the best interests of the student to take medication(s) during the school day. Only those medications that are necessary for the educational and health interest of the student will be administered at school. A doctor must prescribe medications administered at school.

Medications to be administered must be brought to the office by the parent and include written instructions from the physician. **Students are not to bring or carry medications with them to school.** In order to insure compliance with the rules for administering medication at school, the medicine to be administered is to be in the original container properly labeled with the student's name, directions for administration, (including the dose), and the physician's name and phone number. Exception: prescribed asthma inhaler. In order for a student to carry an inhaler at school, written permission from the parent and physician must be on file in the office. The student is responsible to notify the school office immediately following each use of an asthma inhaler.

Parental request/permission forms for the administration of medication must be on file in the school office. The student is responsible for coming to the office to take the medication. The parents of the student must assume responsibility for informing the school of any change in the child's health or change in the medication.

All medications to be administered to students shall be stored and dispensed under the supervision of the school head. Only personnel designated by the school head are to administer these medications. All medications administered will be recorded in accordance with the established procedures.

Students requiring injections, with the exception of EpiPens, must be able to administer their own medication or the parent will need to be responsible for its administration. Proper disposal of syringes requires using appropriate biohazard containers.

In the case of a potential anaphylactic reaction, parents will be required to provide the school with an emergency kit containing medications that would treat the child's allergic reaction (such as an EpiPen) for both the homeroom teacher and the school office.

Over the counter medications such as cough drops, Tylenol, cough syrups, etc., are not to be sent to school with the student. Students who require the use of such medications will be expected to have a doctor's order to receive them. Use of such medications at school is highly discouraged.

Non-prescription pain relievers will not be dispensed to any member of the student body. If a student requires occasional Tylenol for minor aches and pains such as those caused by braces, menstrual cramps, etc., a doctor's authorization will be required. All over the counter medications must be in their original packaging and properly labeled as a prescription would be.

The school retains the discretion to reject request for administration of medication. No medication or preparation (prescribed or over the counter) shall be administered by school personnel unless and until the aforementioned requirements are met. Trinity Oaks Christian Academy or its employees are not responsible for any errors in administering medication.

Unused portions of medications left at the end of the school year, and not picked up within 30 days, will be properly disposed of.

School Physicals & Immunizations

Illinois School Code requires that all children have a medical examination by a physician prior to entering school for the first time and at the beginning of kindergarten, sixth and ninth grades. The Code requires that the physical be dated no more than one year before the first day of school for that grade, however, due to the changing nature of medical conditions; it is preferable that the physical be obtained within six months prior to the first day of school. A report of the examination is to be on file in the student's permanent record. The cost of this examination is to be paid by the parents.

Students are required to be current with immunizations. Any student who is not immunized shall have on file a letter of religious/moral objection and/or documentation of a medical reason for not being fully immunized prior to the start of the school year.

The health/immunization record of every student is to be reviewed annually by appropriate personnel.

In compliance with state and local school district policies, students who do not meet physical and immunization requirements by the first day of the school year will be excluded from school attendance on that day and will continue to be excluded until such requirements are met.

Proof of Dental Exam

Effective July 1, 2005, all students in the state of Illinois entering kindergarten, second and sixth grades in any school (public or private) must furnish proof of a dental examination prior to May 15 of that school year. This examination must have been completed within the 18 months prior to the May 15 deadline. Failure to provide this documentation will result in the withholding of the student's final report card. The state approved form may be obtained from the school office, on our website, or your dentist.

Proof of Eye Exam

Effective January 1, 2008, all Illinois children entering kindergarten or upon first entry into an Illinois school (public or private) beyond kindergarten are required to have an eye examination. Each child must present proof of an eye examination by an optometrist or medical doctor who performs eye examinations, as specified in the Illinois Department of Public Health administrative rules, prior to October 15 of the school year. This examination must have been completed within the 12 months prior to the October 15 deadline. Failure to provide this documentation will result in the withholding of the student's report card. The state approved form may be obtained from the school office or on our website.

Sports Physicals

A sports physical is designed to identify any physical conditions that would limit a student's participation in sports, and must include both the physician's and parents' approval of participation. Each student who plans to participate in a co-curricular sport must have a current sports physical on file in the school office. Sports physicals are good for one year from the date of the exam and must cover the entire period that a student is involved in a sport. Students may not participate in practices, or play in any sport if a current sports physical is not received by Trinity Oaks. All coaches are required to enforce this policy. Parents should be aware that practices for some sports (cross-country and volleyball) typically begin prior to the first day of school.

Vision and Hearing Screening

Vision screening and hearing tests are administered in recommended grades in cooperation with the McHenry County Health Department. Referrals will be made to parents when difficulties are revealed through testing.

HOMEWORK

The education of the child is a joint effort between home and school. Each student spends time at school learning with the guidance of the teacher and needs to spend time at home working with parents. Since we believe that the major responsibility for educating the child rests on the home, we ask parents to cooperate with us in this process.

Values of homework include:

- Providing review and practice for skills
- Teaching independence and encouraging self-discovery
- Development of time management and organizational skills
- Fostering of good work habits which will last a lifetime

Homework is a reinforcement of daily work. Teachers may allow the students time in class to begin assigned work. In some cases, work will need to be taken home and finished. Students will need to spend time at home studying for tests, working on projects, memorizing Scripture, etc. Because each student is an individual and has needs that vary, some students will spend more time doing homework than others. In grades where students have more than one teacher, the teachers will endeavor to coordinate the homework schedule. The following chart should serve as a guideline for the average time spent each night on homework:

6th	50-60 minutes
7th and 8th	1 to 1 1/2 hours (i.e., 15-20 min. per subject) **8 th grade students taking high school level courses (foreign language, algebra and geometry) may have up to 2 hours

Since students attend a variety of churches and participate in a variety of church and community related events, Trinity Oaks is not able to reduce the homework load on activity nights. Please plan your schedules accordingly.

Homework is due at the beginning of each class period. If a student fails to turn in a completed assignment on time, he/she has until 3:00 p.m. of the following day to complete it for a late grade (maximum 70% of original grade). If the assignment is not completed on the second day the student receives a "0."

Grades on major assignments (assignments which constitute 10% or more of the student's total quarter grade) will be lowered one complete letter grade for each day the work is late (A to B, C to D, etc.). If there is a legitimate excuse for incomplete work, the student must tell the teacher before the assignment is collected and have a note from his/her parent. **Major assignments must be turned in, even if the grade penalty is such that the student would receive an "F" for that assignment.** If a major assignment is still due at the end of the quarter the subject grade for that quarter will become an "F."

HONOR CODE

Trinity Oaks Christian Academy has an Honor Code that seeks to promote moral behavior among our junior high community. The purpose of this policy is to protect and guide students as they strive towards ethical integrity. It also seeks to balance discipline with mercy and grace. The Honors Council is comprised of select students from the junior high Huskies in Action. The purpose of the Honors Council is to uphold the honor system and promote and encourage moral standards, Biblical principles, and integrity in the life of believers within our junior high community.

Each student is under obligation to the community not to lie, steal or cheat. When this obligation is

ignored, a violation occurs. When a student has been accused of a violation, the student, his or her accuser, and/or teacher then report to the Dean of Students the violation. Upon receiving a report of an alleged violation, the Dean of Students will investigate and determine if it is necessary for a student to appear before the Honors Council. The Honors Council will be assembled at the earliest possible time. An attempt will be made to notify the parent of the hearing, but they are not to participate. The Honors Council will give a recommendation to the Dean of Students regarding the status of the alleged violation. The Dean will then pass on the decision to the Head of School for final approval. The decision will then be communicated to the student and the parents.

An Honors warning indicates that the Honors Council and the administration have reason to believe that an aspect of the honor system has been violated. A behavior may remain a warning if the area in question is not sufficiently clear or it may become an Honors violation.

An Honors violation indicates that the Honors Council and administration have evidence that a student has violated the Honor Code. The evidence is clear and convincing. Violations are dealt with on an individual basis but may include the following consequences:

1. 1st offense: Recommendation of 1 day of in-school suspension. All of student work is to be completed within the school setting, in isolation from his or her peers.
2. 2nd offense: Recommendation of 1 or 2 days of out-of-school suspension. Students complete assignments in the home environment.
3. 3rd offense: Recommendation of expulsion.

The Honors Council may, on occasion, require additional consequences or may alter recommendations in lieu of special circumstances.

Violations are cumulative during the entire junior high years of attendance.

Honor Code Violations

Students should not lie or attempt to deceive any member of the Trinity Oaks community.

Students are to respect all individual and communal property, and are to have permission to use items belonging to other members of the school and faculty.

As a matter of integrity, Trinity Oaks expects as a matter of personal honor, that students read in their entirety books selected for required reports.

Parents may advise students on homework or projects, but should not do the work for the student. By submitting any assignment, the student is making the statement that the work is original and completed by the individual. A violation of the spirit of this will be considered an honor violation. See section on academic dishonesty.

Within the spirit of the Honor code is the idea that every member of the Trinity Oaks Community should have the integrity to claim responsibility in promoting and upholding the Honor System, and is therefore required to report any violations to the administration. Parents, by signing and acknowledging that they have read the student handbook and discussed it with their student, agree to promise to abide by the Honor Code and uphold its principles.

Academic Dishonesty

During the first week of classes, the junior high teachers will clearly define honest academic work by discussing expectations and honest effort. Teachers will inform the students of their procedures and

practices relating to tests, homework, and class work. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own or plagiarize material that is not their own. Students must conduct themselves with the highest standards of personal integrity and must resist peer pressure to violate standards. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations of the teacher. The teacher shall guide all students in understanding when collaborative efforts are not appropriate.

Examples of academic dishonesty may include, but not be limited to, the following:

- Communicating with another student during a test or quiz;
- Copying from another student's test or quiz;
- Allowing a student to copy from one's test or quiz;
- Using unauthorized notes or devices during a test or quiz;
- Obtaining a copy of and /or information about a test or quiz without the knowledge and consent of the teacher{i.e. sharing information about a test or quiz with a student who has not yet taken it};
- Submitting falsified information for grading purposes;
- Submitting an assignment, paper, or project that is not the student's original work;
- Copying another person's assignments;
- Allowing another student to copy one's assignments;
- Changing answers and seeking credit on an assignment or test after the work has been graded and returned;
- Using electronic devices in violation of guidelines established by the teacher;
- Misusing the school computer system which is used for student, staff, or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word, rearrangement of words, or rewording without documentation. Material taken from another source without adequate documentation may include, but not be limited to, the following:

- Failing to cite with quotation marks the written words or symbols of another author;
- Failing to cite the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;
- Failing to cite another whose works are paraphrased or summarized;
- Presenting another person's work or ideas as one's own in essays, poems, music, art, computer programs, or other projects; and
- Copying or paraphrasing ideas from study aids without documentation.

The following procedures and consequences will be followed for incidences of academic dishonesty in keeping with the Honor Code.

1. The teacher will report any incident of academic dishonesty to the student, Dean of Students, and the parents.
2. Consequences for Academic Dishonesty:
 - a. 1st offense- A zero will be given for academic work; and the student will have to appear before the Honors Council.
 - b. 2nd offense- A zero will be given on academic work; the student will meet with the Honors Council and a decision as to type of school suspension will be recommended.

In the case of plagiarism:

- a. 1st offense: The student will rewrite the assignment. Only half credit will be given and the student will appear before the Honors Council.
 - b. 2nd offense- The student will be given a zero, and is also required to rewrite the assignment, and appear before the Honors Council.
 - c. 3rd offense- The student will be given a zero on the assignment, rewrite the assignment, and appear before the Honors Council to recommend the type of suspension the student will serve.
3. Additional offenses will be dealt with on an individual basis with increasing severity.
 4. In a case where an assignment was to be rewritten, the student will fail the class for the quarter if the rewrite is not complete.
 5. The listed “offenses” apply to all the student’s classes, count as separate offenses, and are cumulative. The Dean of Students will keep track of the offenses and maintain the records on those students charged with academic dishonesty.

This Honor Code is adapted from The Covenant School in Charlottesville, Virginia, and also Wheaton Christian Grammar School, in Wheaton, Illinois.

H.O.P.E. (Husky Organization of Parents and Educators)

The purpose of H.O.P.E. is to serve our school community by building a closer relationship between parents and educators, for the benefit of students, through a Christ-centered environment. H.O.P.E. sponsors a variety of activities to enhance and support the education of the children attending Trinity Oaks Christian Academy such as the Race for Education, Market Day and TRIP. Other H.O.P.E. sponsored activities include participating in holiday parades and the annual school picnic. All school parents are encouraged to participate in H.O.P.E. activities.

ILLNESS

If a student becomes ill during the school day, parents (or other names listed on the emergency record form) will be notified. Students are not permitted to call home and request a parent to take them from school. No student may be taken from school without notification of the administrator or his/her designee. Parents must sign out their child at the school office before leaving the building.

Students who demonstrate symptoms of communicable diseases will be sent home. Parents must report the diagnosis of communicable diseases (i.e. measles, strep throat, chicken pox, head lice, etc.) to the school so proper notification can be made to the school community.

Since office personnel are trained primarily for administrative rather than health issues, parents are asked to help children understand that the office is not a place for “hanging out,” avoiding class work, or resting. Please keep in mind that children are asked to stay home until fever free without fever-reducing medication for 24 hours before returning to school.

INJURIES/FIRST AID

Any injury/accident is to be reported to the school head or his/her designee immediately so that proper first aid can be administered and reasonable follow up pursued. The parent shall pay expenses incurred for first aid.

During the school day, minor injuries are bound to occur. Office personnel are equipped to offer band-aids and ice to students who receive/report minor injuries.

Accidents or scenarios requiring greater first aid will be handled by the direction of the school head or his/her designee by involvement of the 911 emergency system. In the event of such an accident/injury, parents will be notified.

In order for parents to be notified immediately, it is important that all contact data be correct and be kept updated on the emergency section of the student's demographics form on RenWeb. If neither parent can be contacted, your doctor will be called, and, if necessary, the head of school will see that your child is taken to the hospital.

INTERNET USE POLICY

This policy was developed to set goals for the appropriate use of the Internet while safeguarding students from contact with unacceptable and unwholesome material. Students and parents are required to sign an Internet User Agreement annually for their children to have access to the Internet at school. The Internet is for educational purposes only. (See Appendix for more details.) Students may only use computers when a teacher, staff member or other designated adult is in the classroom.

LUNCHESES

Students bring sack lunches that are eaten in the school cafeteria. NO refrigeration is provided. Microwaves are available for heating lunches unless notice is given in advance (limit three minutes, no "cooking" of frozen or boxed foods). Soda is not available for lunch. Milk will be available to order in advance, and water will be available to purchase daily. Students also have the opportunity to enjoy a pizza lunch on Fridays. Sign-ups for pizza lunch are held at the beginning of each semester. We encourage students not to forget their lunch as no food will be prepared by a Trinity Oaks Christian Academy staff member or volunteer.

MATH PLACEMENT

Of primary concern is our responsibility to Trinity Oaks Christian Academy parents and students in providing an exceptional educational program. Therefore, all math placement procedures must be considered from the perspective of their support of the school mission.

For junior high students at Trinity Oaks, we have various options for mathematics (see below). In order to help us place each student in the class that is most appropriate for them, we use three different pieces of data. The first is the Orleans- Hanna Algebra Prognosis Test which is given at the end of the school year to fifth and sixth grade students. (The Orleans- Hanna Algebra Prognosis Test is specifically designed to be a predictor of student success in first year algebra. A majority of students who score at or above the 80th percentile on this prognostic test should be successful when taking first year algebra.) We also take into account the current year's Stanford Achievement Test scores in the area of math, and finally, we take into consideration the previous year's math teacher's recommendations. Our desire is to ensure appropriate placement in the area of math and feel that by using these three pieces of data we can make the appropriate placement recommendation.

A letter is sent to parents in June indicating the recommended placement for their child in 6th, 7th and 8th grade math. Parents are asked to confirm the recommended placement or they may discuss the placement recommendation with administration.

Option 1

6th Grade – Math 1
7th Grade – Math 2
8th Grade – Math 3 (Pre-Algebra)

Option 2

6th Grade – Math 1
7th Grade – Math 3 (Pre-Algebra)
8th Grade – Algebra

Option 3

6th Grade – Math 1
7th Grade – Algebra
8th Grade – Geometry

Option 4

6th Grade – Math 3 (Pre-Algebra)
7th Grade – Algebra
8th Grade – Geometry

MISSION

The mission of Trinity Oaks Christian Academy is to partner with the Christian home and church in the training of children, maximizing their potential to lead Christian lives according to biblical standards.

Trinity Oaks will accomplish this mission by:

- Providing a challenging Christ-centered environment.
- Instilling Christ-like character and conduct in students through training, example and study of God’s Word.
- Teaching an approach to life from a biblical perspective.
- Encouraging the development of each student’s God-given gifts and talents.

PERSONAL PROPERTY

Trinity Oaks assumes no responsibility for personal items that are brought to school.

PHILOSOPHY OF EDUCATION

“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely Christ, in whom are hidden all the treasures of wisdom and knowledge.” (Colossians 2:2, 3)

A Christian philosophy of education must begin, have as its continual frame of reference, and end with the eternal God. Based upon the assertions listed in the STATEMENT OF FAITH, CORE VALUES, and DISTINCTIVES, it is possible to establish certain definitive statements in regard to the educational process. Christian education will recognize that:

1. God is the ultimate source of all truth (John 14:6); therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Psalm 14:1, Romans 1:18-32). Any distinction between “sacred truth” and “secular truth” is, therefore, a false dichotomy.
2. A differentiation must be made between human knowledge (1 Corinthians 1-2, James 3:15) and Godly wisdom (1 Corinthians 1-2, James 3:13 & 17), acknowledging that the source of all true wisdom and understanding is God Himself (Proverbs 1:7, 9:10, 15:33).
3. The purpose of Christian education is to guide the student to the awareness of his/her need of a personal saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the

student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Romans 12).

4. The process of Christian education requires the natural integration and consistent application of God's Word into every area of the child's life so that he may achieve his maximum individual learning potential: academic, extracurricular, administrative, etc. (Ephesians 4:4-6).
5. While Scriptures permit Christian parents to delegate the authority to teach their children, God's Word holds parents responsible for the Godly education of their children (Deuteronomy 4:10, 6:6-7, 20:17-18, Psalm 106:34-37, Jeremiah 10:2, Matthew 12:30, 2 Corinthians, 6:17, Ezekiel 33:5, Proverbs 22:6). Trinity Oaks Christian Academy partners with the home and church in the fulfilling of this God-mandated mission to parents.

Therefore we desire to establish a school that will promote reverence and love for the Lord and one another, encouraging inquiry into all areas of creation and culture from a Christian worldview as we prepare students to serve the Lord in their society.

REPORTS TO PARENTS

Report Cards

Report cards are issued four times during the school year. The grading system is explained on the report card. Parents may arrange conferences regarding grade reports by calling the teacher.

Mid-quarter Grade Notices

For students in grades six through eight, mid-quarter grade notices for all academic subjects (regardless of current standing) are produced on RenWeb. Parents will receive an e-mail to inform them that mid-quarter grade notices are available. This will give parents ample opportunity to encourage the student and allow time for the student to improve the grade before the end of the grading period. Parents with questions should feel free to contact the classroom teacher.

Honor Rolls

Honor Roll is based on grades earned in all subjects. A student on the High Honor Roll must have a G.P.A. of 3.6 or higher and no grade lower than a "C." A student on the Honor Roll must have a G.P.A. of 3.0 or higher and no grade lower than a "C."

Names of all Honor Roll students will be submitted to the local newspapers after each grading period. At the Honors Convocation, a certificate and an honors pin will be awarded to each sixth, seventh, and eighth student who has made the Honor Roll for at least three grading periods.

Co-curricular Eligibility

Academic achievement is a priority at Trinity Oaks Christian Academy. To remain eligible for co-curricular and athletic programs, students must maintain a C average or better in each subject area. If a student's grade drops to a C- or less, he or she will be ineligible until the classroom teacher verifies the proper level of improvement has been achieved.

RENWEB

RenWeb is an internet-based service through which families can access school information, grades, and homework assignments for their 6th-8th grade student(s). Teachers update grades on a weekly basis and

homework assignments on a daily basis (or as needed).

ROOM PARENTS

The role of a room parent is to partner with the Trinity Oaks faculty member. Each teacher works independently and may contact a room parent regarding help with, but not limited to the following:

- Class parties
- Special events/outings
- Special projects
- Any other classroom needs that arise

A room parent may charge an individual student \$2.50 per school wide classroom party, those parties being Christmas and Valentine's Day. The Junior High will only participate in a Christmas party. It is up to the discretion of the room parent if they wish to collect an additional \$2.50 towards a teacher's birthday celebration. The room parent is to be the steward of the funds collected. It is also encouraged to ask parents for donations (paper products or other store bought items) to help reduce costs.

SCHOOL/HOME PARTNERSHIP

The key to any successful partnership is communication. Communication works two ways— Trinity Oaks will make every effort to communicate openly with parents and ask that parents do the same. Please keep teachers informed of any concerns you may have and any unique situations of which they should be aware. A variety of methods are available to facilitate this communication:

Newsletters

A great deal of information about what's going on at school is sent home with your children in classroom newsletters and the weekly Parents' Page. Be sure to look for and read these publications.

School Correspondence

Important announcements or information for parents from the administration are occasionally sent to homes through the mail, by e-mail or by student mail carriers.

School Website

Trinity Oaks is endeavoring to make more effective use of the Internet, a technology that is free and with which our school community is becoming increasingly comfortable. We would encourage you to check our website, www.trinity-oaks.org, for information about what's going on at school. For the convenience of school families, the following forms are now available from the school website:

- School Supply List
- Health Examination Form
- Dental Exam Form
- Parent Handbook
- TRIP Order Form
- Medication Permission Form
- Vision Examination Form
- Co-curricular Permission Form

Scheduled Events

Events such as Back to School Nights provide opportunities for parents to receive information about the school and their child's classroom. The Board of Trustees may also schedule Town Hall Meetings in order to communicate and discuss important topics with school parents. H.O.P.E. also schedules various activities to help facilitate home/school communication.

Parent-teacher Conferences

Parent-teacher/parent-teacher-student conferences are held on both a formal and informal basis

throughout the year. One individual conference will be planned after the first quarter and an opportunity for a follow-up conference will be made available after 2nd quarter. Special conferences should be held frequently when children are having difficulties, or whenever parents feel the need to discuss any concerns or issues with teachers. These may be requested by the parent or by the teacher.

Ad hoc Meetings

Teachers are available to meet with parents Monday through Thursday from 3:15-3:30 p.m. in their classrooms. Parents are always welcome to “drop in” for a chat.

E-mail

All faculty and staff at Trinity Oaks have an e-mail address, formatted as follows: first initial last name @trinity-oaks.org. Thus, the e-mail for Barney Rubble would be brubble@trinity-oaks.org. E-mail can provide a convenient and confidential avenue of communication between parents and teachers or administration. Teachers check their e-mail on a daily basis.

Voicemail

Voicemail is available 24 hours a day for all full-time faculty and staff. Every effort will be made to return calls promptly.

SCHOOL HOURS

Regular Daily Schedule

Preschool (M/Wed)	8:25 a.m. – 11:25 a.m.
Pre-K a.m. (Mon/Wed/Fri)	8:25 a.m. – 11:25 a.m.
Pre-K p.m. (Mon/Wed/Fri)	12:00 p.m. – 3:00 p.m.
Morning Kindergarten	8:25 a.m. – 11:25 a.m.
Full-day K – 5 th grade	8:25 a.m. – 3:00 p.m.
Jr. High (6 th – 8 th grades)	8:15 a.m. – 3:00 p.m.

Late Start Mondays

The second Monday of every month, September through May, school will start at 9:30 a.m. All grade levels will conclude their day as if it were a regular daily schedule.

SCHOOL PUBLICATIONS

Every Friday the school office publishes the Parents’ Page electronically and e-mails it to all families. Correspondence between the office and families is sent home weekly in a white Tyvek envelope which is to be returned to the school office each Monday morning.. Other memos are sent home to the parents via the children, saving us countless dollars in postage. Please see that your child understands the importance of getting these items to you promptly. Children should be instructed not to open mail that is addressed to parents. We also mail a quarterly publication called The Oak Leaf. The annual yearbook is distributed in late May.

SCHOOL SUPPLIES

Student supply lists are posted on the school website in July.

SECURITY

Building Access

Trinity Oaks endeavors to provide a safe and secure environment for students, faculty, and staff. The security of your children depends upon the consistent enforcement of procedures put into place for their protection. Access by non-students to the school building from 8:00 a.m. to 3:30 p.m. on school days is restricted to those displaying appropriate identification. Visitor badges may be obtained by signing in at school office and should be worn and clearly visible at all times. When leaving the building, please be sure to sign out and return your visitor badge. It is imperative that we know who is in the building so that they may be accounted for in the event of an emergency situation.

Classroom Interruptions

Please be sensitive to not enter classrooms during instructional time unless previous arrangements have been made with the teacher. Lunches, musical instruments, and any other items being dropped off for your child should be left in the office. If a message needs to be delivered to your child please contact the office.

Emergency Preparedness

Trinity Oaks recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and those emergencies are best met by planning and preparedness.

The school has a system of emergency preparedness which ensure that:

- The health and safety of students and staff are safeguarded.
- Students are helped to learn self-reliance and trained to respond sensibly to emergency situations.
- The time necessary for instructional purposes is not unduly diverted.
- Minimum disruptions to the educational program occur.

Regular fire, tornado, and lockdown drills are held and individual room instructions for such drills shall be issued and reviewed each year.

Other provisions for the health and safety of the students when deemed necessary shall be made by the administration.

All threats to the safety of the Trinity Oaks Christian Academy facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency response.

The Head of School and/or his/her designee shall develop a plan for the handling of emergencies, which includes a plan for the prompt and safe evacuation of the school, if necessary.

Visitors

Trinity Oaks/Harvest alumni and friends may visit during the lunch hour only. Students, however, are not allowed to have visitors at the school without parental consent. Special cases must have pre-approval from the teacher and the Head of School. All visitors must sign in at the office and obtain a visitor's badge.

SPECIAL SERVICES

Special services are provided through Cary District 26, and arrangements are made through consultation and referrals with Trinity Oaks classroom teachers and the administration. For more information contact the Head of School.

Learning Disabilities

The Discovery Center is an individualized program that helps students overcome learning disabilities to become successful, independent learners. This Trinity Oaks program uses the model developed by the National Institute for Learning Development (NILD). Since 1973, NILD Educational Therapy™ has been helping students reach their full potential for learning. In the Trinity Oaks program, qualified educational therapists provide individualized and intensive mediated instruction for each student, based on his or her specific needs. More information is available from the Head of School.

STANDARDIZED TESTING

Students in grades 6-8 will be tested annually using a standardized testing service. These results will be made available to parents and used as guidance in educational placement.

STANDARD OF WRITTEN WORK

Neatness

- All assignments must be completed neatly. All written assignments such as reports, themes, and research papers in the upper grades should be written in ink (in cursive) or typed. Math assignments should be completed in pencil.
- An assignment that is not completed neatly will be returned to the student to be redone.
- Each teacher will make a major emphasis on neatness at the beginning of the school year and enforce it throughout the year.

Format

- The student's name, subject and/or class, the date, and/or assignment should be in the upper right-hand corner of the page.
John Smith
U.S. History
October 6, 2005
p. 27 Ques. 1-8

Grammar, Spelling, and Punctuation

- Correct usage in these areas is expected in all written work.
- The grade will be lowered if there are errors.
- A paper may be required to be rewritten if the errors are excessive.

STATEMENT OF FAITH

WE BELIEVE in the Scriptures of the Old and New Testaments as inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

WE BELIEVE in one God, eternally existing in three persons: Father, Son and Holy Spirit.

WE BELIEVE that Jesus Christ was begotten of the Father, born of the Virgin Mary, and is true God and true man.

WE BELIEVE that man was created in the image of God, that he sinned and thereby incurred not only

physical death, but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature.

WE BELIEVE that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.

WE BELIEVE in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.

WE BELIEVE in “that blessed hope,” the personal and imminent return of our Lord and Savior Jesus Christ.

WE BELIEVE that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

WE BELIEVE in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

STUDENT PICTURES

Student pictures are taken shortly after the school year begins and may be purchased by parents.

TELEPHONE USAGE

The office phone may be used by students for **urgent or school-related calls** to home/parents. The office phone may not be used to arrange after school activities by students. Students must ask permission to use the office phone and provide a reason why they need to use it.

Parents may relay emergency messages to students by calling the school office and leaving a message with the secretary. Messages left in this manner will be received by students before dismissal.

TRANSPORTATION

Trinity Oaks Christian Academy does not provide transportation for its students. Due to problems with scheduling, Trinity Oaks Christian Academy does not utilize public school bus services. Car pool information is available to parents of currently enrolled Trinity Oaks Christian Academy students.

WARDROBE & GROOMING

Trinity Oaks Christian Academy’s wardrobe was established to provide a consistently attractive and neat appearance for all students and to avoid peer pressure in matters of dress. All students in grades pre-k through 8th grade are expected to follow these guidelines while on the school campus during the school day and on field trips unless directed otherwise. If a student is improperly dressed, a change of clothing will be required. Parent(s) will be contacted, and the student will wait in the office until a change of clothing is brought to school. Our goal at Trinity Oaks is not to inconvenience parents at home or at work during the school day, therefore parents should make themselves familiar with the Wardrobe and ensure that their child is appropriately dressed before leaving home each day.

Special dress days (i.e. formal chapel, theme days,) will be announced in the School Calendar or Parents’

Page. Selected items can be purchased from Dennis, Land's End or on your own, as long as the style, color, and fit match those of the approved uniform companies. The administration will make the final determination regarding suitability of garments. In addition, the following guidelines apply:

Wardrobe

- **Footwear:** Dress shoes (black, navy, or brown leather or canvas shoes) or traditional athletic shoes. All shoes must be a full back shoe with a completely closed front. The athletic shoe may be any color. The athletic shoes must be of the lace-up or Velcro variety. The athletic shoe cannot contain roller skates, lights or any other devices.
- **Legwear:** Socks (crew or knee length) must be: solid navy blue, white, or khaki. If you wear tights or pantyhose they must be solid navy blue, white, or skin toned.
- **Sweaters:** Navy, wine, or burgundy (cardigan, pullover, or vest) available from Dennis or Land's End.
- **Sweatshirts:** Classic Navy, embroidered with the Trinity Oaks logo through Land's End, or Navy ¼ zip with Trinity Oaks logo. Sweatshirts must worn with a polo shirt underneath.
- **Shirts: Colors and styles:**
Polo Shirts (boys and girls): Plain front – no pocket, logo (except TOCA logo) or embroidered graphic, long or short sleeves.
White, Classic Navy, Gray Heather, light blue and burgundy (these can be purchased from any vendor). Wine purchased from Dennis. Maize must be purchased from Land's End. (Light blue, burgundy, wine and maize will be discontinued after the 2011/12 school year.)
Oxford Shirts short or long sleeves (boys or girls): White or light blue (these can be purchased from any vendor). Oxford shirts must be worn tucked in.
Blouses short, 3/4" or long sleeves, Peter Pan or Oxford collars: White or light blue (these can be purchased from any vendor).
- **Pants:** Khaki or navy (these can be purchased from any vendor). Twill material, pleated or flat front (dress style slacks with slit pockets, no jean style khaki). Full elastics waist optional for PK through 1st grade.
- **Shorts:** (May be worn 1st and 4th quarters.) Navy or khaki purchased from Dennis or Land's End. No cargo pockets allowed. Shorts may be no more than 2" above the knee.
- **Skorts:** Solid Navy or khaki Pleated Twill, Short or Long Chino, must be purchased from Land's End. Skorts may be no more than 2" above the knee.
- **Skirts:** (girls 6th through 8th grade) A-Line or Pleated Navy, Khaki or Classic Navy Plaid purchased Land's End School Catalog. (Dennis skirts will be discontinued after the 2011/12 school year.) Skirts may be no more than 2" above the knee. Shorts (bike shorts, spankies, etc.) must be worn under all skirts and jumpers.
- **Belts:** Black, navy, or brown. Required in grade 2-8 on pants/shorts that have loops.

Specials Days

- **Formal Chapel:** 1st Day of School, Grandparents' Day, Veteran's Day, Christmas Gift Chapel, National Day of Prayer, and Honors Convocation. Additional days may be announced during the school year.

- PK – 5th Grade Girls – White or light blue or Peter Pan or Oxford collar shirts. Navy, Khaki or plaid jumpers. Tights or knee socks. No athletic shoes.
 - Grades 6-8 Girls – White or light blue Peter Pan or Oxford collar shirts. Formal chapel skirt required. No athletic shoes.
 - Boys – Blue or White Oxford shirt, tie, navy or khaki-colored long twill pants, tie, belt and socks. No athletic shoes.
- **Theme Days:** Occasionally there will be special theme/jean days throughout the school year.
 - **Field Trip Wear:** For easy recognition, Trinity Oaks requires that each student wear a short sleeved, navy blue polo shirt in field trips. The school name is screen printed on the front. The cost for the shirt is \$15 and it is available for purchase in the school office.

Additional Notes

1. Polo shirts may be worn “untucked.”
2. On Theme Days jeans may be worn only with the appropriate theme top. Jeans better defined as denim means denim pants, capri and shorts (1st and 4th quarter only) are permissible (no skorts or skirts).

Jeans restrictions:

- Dark blue/indigo color only (no faded, bleached jeans)
 - Straight leg or conservative boot cut – no flared, designer jeans
 - No low rise/hip huggers – jeans must have a natural waistline
 - No flowers, decorative stitching or accessorizing on legs or pockets
 - Jean shorts must be traditional cut (No cargo type clothing.)
 - No frayed, torn, or patched jeans allowed
3. All pants must sit on the natural waistline.
 4. No frayed, torn, or patched pants are to be worn to school.
 5. No torso skin may be exposed in any posture.
 6. No intentionally oversized or tight-fitting clothing or cargo pants or shorts.
 7. No layered look – i.e. no long sleeve shirts worn under short sleeve shirts. no camis or undergarments visible at anytime.
 8. Hats may not be worn during the school day.
 9. Outerwear may not be worn in the classroom, except for wardrobe approved sweaters and sweatshirts.

Grooming

Hair is expected to be clean, neat and of modest length and style. For girls this includes avoiding extremes in cut or color. Boys are to have eyebrows and earlobes fully exposed. Hair should not extend below the top of the collar and “tails” are not acceptable. Body piercing (except for the lower lobe earring for girls), tattoos and drawing and writing on one’s body are not acceptable.



Appendix

Trinity Oaks Christian Academy Peacemaking Covenant Students

We are using **Galatians 5:22** as our basis for understanding how God wants us to deal with our actions as they refer to bullying.

But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

We, the students of Trinity Oaks Christian Academy, agree to join together to promote peacemaking at our school.

We believe that everyone should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, and nationality.

Bullying behavior can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this covenant, we, the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a teacher.
5. Be alert in places outside of the classroom such as bathrooms, halls, and playgrounds.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and teachers to help the school deal with bullying effectively.
9. Provide a good role model for younger students and support them if bullying occurs.

Drive out the mocker, and out goes the strife; quarrels and insults are ended. Proverbs 22:10

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Signed by: _____

Print Name: _____

Date: _____

Trinity Oaks Christian Academy

Technology Resources

Student Acceptable Use Policy

Trinity Oaks Christian Academy provides computer equipment, computer services, and Internet access to students for educational purposes in keeping with the School's mission of "offering an exemplary education based on biblical values to children of Christian families, equipping them to be lifetime followers of Jesus Christ."

"Technology Resources" Defined

- The term "technology resources" shall be given the most expansive definition necessary in order to effectuate the intent of this policy. "Technology resources" includes, by way of example but not limitation, all TOCA owned or provided computers (whether desktop, PC, laptop, handheld or other), all associated hardware and peripherals, servers, printers, Internet connections (whether phone lines, cable, T-1, DSL or other), Internet use via TOCA connections (whether phone lines, cable, T-1, DSL or other, and whether using TOCA provided equipment or personal equipment brought onto TOCA property), operating systems, software, network(s), e-mail, and LCD or other projectors.

General Policies

- Conduct when using technology resources is to be reflective of and consistent with the highest Christian ethical and moral principles and precepts, be consistent with the high standards of character and conduct expected of all TOCA students, and be in compliance with all TOCA policies and with all applicable laws.
- The use of TOCA technology resources is a privilege and not a right. The privilege to use TOCA technology resources may be revoked for any student who abuses or misuses any technology resource. That which constitutes abuse or misuse shall be determined within the sole discretion of TOCA. Abuse or misuse shall include, at a minimum, causing damage to the equipment or a violation of any of the policies set forth in this policy statement.
- An "Acceptable Use Agreement" must be understood and signed by both student and parent/guardian before using TOCA technology resources. Renewal of that agreement is required at the beginning of each school year.
- Students should expect no privacy as to any information stored on any TOCA system.
- TOCA makes no guarantee that its technology resources will be error free or without defect. TOCA will not be responsible for any loss or damages resulting from the use of TOCA technology resources, including loss of data. However, periodic backups will be made to attempt to preserve student work.
- These policies may be amended from time to time. The interpretation, application and enforcement of these policies is within the sole discretion of TOCA.

Network and Internet Access

- TOCA Internet access has been established for educational purposes only and to support classroom activities. It shall not be used for public access, public forum, or any other private, unauthorized, commercial, political or illegal use.
- TOCA students are permitted to access the Internet using TOCA technology resources only if they have agreed to and signed the “Acceptable Use Agreement.”
- A TOCA faculty or staff member must be present and be directly supervising all students using Internet access.
- Internet access is only permitted during school hours or during sessions explicitly approved by and directly supervised by a faculty or administrative staff member.
- Students are not permitted to use instant mail or participate in “chat groups” unless the “chat group” is expressly set up by and directly supervised by a faculty or administrative staff member in conjunction with class work or course activity.
- Internet “surfing” or accessing sites not in keeping with the highest moral and Christian standards is not permitted.
- Students will not post contact information (e.g., address, phone number, etc.) about themselves, TOCA, or any other party.
- Students may not agree to meet with anyone met online.
- Students are not to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on any and all uses of the Internet, whether in application to public or private messages or materials posted to the Internet.
- Students are not permitted to download or copy materials from the Internet without permission from a faculty or administrative staff member.
- TOCA is committed to providing Internet filtering software or strategies for the purposes of blocking inappropriate material on the Internet.

Computer Use and Care

- Students must have faculty or administration permission prior to using lab or classroom computers and peripherals.
- Computers in offices are not intended for student use. Students of TOCA staff members may be permitted to only use their parent’s office computer.

- Students must have faculty or administration permission prior to connecting any personally owned, portable electronic device to any TOCA system or peripheral.
- Students are expected to treat all computer equipment with care.
- Students may not install or delete any software on any TOCA computer unless part of classroom or instructional activity.
- Students are not permitted to change screen saver, computer desktop arrangements, or any other system, software or hardware configuration without approval from faculty or administration.
- LCD projectors are to be used only under the direction and supervision of faculty or administration.
- No food or drink is permitted in the computer labs or near classroom computers.

Security/Protection/Copyrights

- Students are responsible for their individual user folder and all activity under their assigned user folder. Permission should not be given for other students to enter their individual user folder.
- Students will not attempt to gain access to any computer system for which they are not authorized, will not use another person's user ID or password, nor misrepresent his/her identity in the use of any technology resource.
- Students will not attempt to destroy data by creating and/or spreading computer viruses or by any other means. All users will promptly report to faculty or administration any indication they may detect that a virus is present in any TOCA system.
- Students will not interfere with or disrupt another technology user's work or the proper function of information processing and network services or equipment.
- Students will only create folders within their individual user folder for the purpose of organizing school related academic work. No other nicknames, surnames, usernames, or pseudonyms will be permitted.
- Students will not use technology resources for any purpose that violates federal or state laws.
- Students will not reproduce and/or distribute copyrighted materials without appropriate authorization.
- Students are expected to report any suspected misuses of TOCA's technology resources to faculty or administration.

Personally Owned, Portable Electronic Devices

- Students are not permitted to connect personally owned, portable electronic devices to school computers or the TOCA network
- TOCA reserves the right to review files on any personally owned, portable electronic device brought into the school.

Web Posting

- In the future, students may have the ability to publish to the TOCA website. Students may publish to non-TOCA websites as a part of a structured project activity under direct supervision of the classroom teacher. A “Permission to Use, Post/Publish on Website” agreement must be completed by the student’s parent/guardian before publishing is permitted.
- Faculty members are responsible for monitoring the content of the web pages their students create and post to any website during classroom activities.
- Students and their work will be identified by first name only. No other nicknames, surnames, usernames, or pseudonyms will be permitted.
- A student’s full name, age, phone number, street or e-mail address should not be posted to any website at TOCA.
- Names of students will not be printed as captions next to photographs.
- Content posted to any website must be appropriate and accurate.
- TOCA shall have the right to post on its website, for informational, promotional and other legitimate purposes, such things as photos of students, photos depicting life and events at TOCA and student works (which works shall be selected within the discretion of TOCA), and no further or specific consent of the student, parent or guardian shall be required for such postings.

E-mail

- Students are not permitted to maintain or access personal e-mail accounts from TOCA facilities or through TOCA technology resources.

