



Elementary 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

August, 2011

Dear Parents,

Welcome to a new year at Trinity Oaks Christian Academy! We count it a privilege to partner with you in training your children to know, love, and serve Jesus Christ.

This handbook is designed to give you important information about the policies and procedures at Trinity Oaks which directly affect you and your life here at the school. It is our hope that the information contained in these pages will help you understand how things operate, what our expectations of students and parents are, and whom to contact for help and information. If you have any questions, need additional information, or if something is unclear, please do not hesitate to contact me.

Because this handbook is revised annually, we trust that you will take the time to carefully read over these policies and guidelines, as some may have changed. Your support in following these guidelines will help us maintain an orderly and supportive atmosphere as we partner together.

Please keep this handbook handy so that it can be used as a reference throughout the school year. The Parent Handbook is also available as a .PDF file on the school website, www.trinity-oaks.org.

We look forward to a great year!

Paul Wrobbel, Ed. D.
Head of School

YEAR VERSE 2011-2012

"Do not let this Book of the Law depart from your mouth; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful. Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the LORD your God will be with you wherever you go."
Joshua 1:8-9

Elementary HANDBOOK

2011-2012

TABLE OF CONTENTS

| | |
|--|----|
| ANTI- BULLYING COVENANT/PEACE MAKING | 3 |
| ARRIVAL AND DISMISSAL | 3 |
| Arriving at School Late (Tardiness)..... | 3 |
| Leaving School Early..... | 4 |
| ATTENDANCE/ABSENCE | 4 |
| Make-up Work for Absences | 4 |
| Pre-arranged Absences | 4 |
| Unavoidable Absences | 4 |
| After School Activities..... | 5 |
| AWARDS | 5 |
| BEHAVIORAL EXPECTATIONS OF STUDENTS | 5 |
| BIRTHDAYS | 6 |
| CARE OF SCHOOL PROPERTY | 6 |
| COMMUNICATING WITH THE FACULTY AND ADMINISTRATION | 7 |
| CONDUCT/DISCIPLINE..... | 7 |
| ELECTRONIC DEVICES..... | 8 |
| Cell Phones | 8 |
| Electronic Organizers..... | 8 |
| Other Electronic Devices..... | 8 |
| EMERGENCY CLOSINGS OF SCHOOL..... | 9 |
| EMERGENCY INFORMATION/CONSENT FORMS..... | 9 |
| FIELD TRIPS | 9 |
| FINANCES AND TUITION | 10 |
| Financial Aid Fund | 10 |
| Tuition and Contributions | 10 |
| Tuition Payment Plans | 10 |
| Tuition Refund..... | 10 |
| Ways to Reduce Tuition and Benefit Trinity Oaks Christian Academy..... | 10 |
| GRO'ZONE/ASSEMBLIES | 10 |
| GUM | 11 |
| HEALTH | 11 |
| Allergies (Life-threatening)..... | 11 |
| Dispensing Medications..... | 11 |
| School Physicals & Immunizations | 12 |
| Proof of Dental Exam | 12 |
| Proof of Eye Exam | 12 |
| Sports Physicals | 13 |
| Vision and Hearing Screening | 13 |
| HOMEWORK | 13 |
| H.O.P.E. (Husky Organization of Parents and Educators) | 14 |
| ILLNESS | 14 |
| INJURIES/FIRST AID | 14 |
| INTERNET USE POLICY | 14 |
| LUNCHES..... | 15 |
| MATH PLACEMENT | 15 |
| MISSION..... | 15 |

| | |
|--|----|
| PERSONAL PROPERTY | 16 |
| PHILOSOPHY OF EDUCATION | 16 |
| PLAYGROUND RULES | 16 |
| PRINTING OF STUDENT WORK | 17 |
| REPORTS TO PARENTS | 17 |
| Report Cards..... | 17 |
| Mid-quarter Grade Notices..... | 17 |
| Co-curricular Eligibility..... | 17 |
| ROOM PARENTS | 17 |
| SCHOOL/HOME PARTNERSHIP | 18 |
| Newsletters..... | 18 |
| School Correspondence..... | 18 |
| School Website..... | 18 |
| Scheduled Events..... | 18 |
| Parent-teacher Conferences..... | 18 |
| Ad hoc Meetings..... | 18 |
| E-mail..... | 19 |
| Voicemail..... | 19 |
| SCHOOL HOURS | 19 |
| Regular Daily Schedule..... | 19 |
| Late Start Mondays..... | 19 |
| SCHOOL PUBLICATIONS | 19 |
| SCHOOL SUPPLIES | 19 |
| SECURITY | 19 |
| Building Access..... | 19 |
| Classroom Interruptions..... | 20 |
| Emergency Preparedness..... | 20 |
| Visitors..... | 20 |
| SPECIAL SERVICES | 20 |
| Learning Disabilities..... | 20 |
| STANDARDIZED TESTING | 21 |
| STANDARD OF WRITTEN WORK | 21 |
| Neatness..... | 21 |
| Format..... | 21 |
| Grammar, Spelling, and Punctuation..... | 21 |
| STATEMENT OF FAITH | 21 |
| STUDENT CONTESTS AND ACTIVITIES | 22 |
| Athletics..... | 22 |
| Music..... | 22 |
| STUDENT PICTURES | 22 |
| TELEPHONE USAGE | 22 |
| TRANSPORTATION | 22 |
| WARDROBE & GROOMING | 23 |
| Wardrobe..... | 23 |
| Specials Days..... | 24 |
| Grooming..... | 24 |

APPENDIX

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

The following handbook describes the beliefs and policies of Trinity Oaks Christian Academy established to accomplish our mission. Each family attending the school must read this handbook and sign and return the acknowledgement form.

ANTI-BULLYING COVENANT/PEACE MAKING

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 student and parent 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. (11:50 a.m. for afternoon pre-K) to facilitate student preparation for the 8:25 a.m. start of the school day. Students in preschool and pre-K should go directly to their classrooms. Students in grades K – 5 arriving between 8:05 a.m. and 8:20 a.m. should proceed directly to the lunchroom to wait for their teacher to escort them to the classroom at 8:20 a.m. Students arriving between 8:20 a.m. and 8:25 a.m. should go directly to their classroom. Student arriving after 8:25 a.m. should stop in the office to obtain a tardy slip prior to going to their classroom.

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

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.

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.

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 for his/her safety.

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 preschool through 5th grade who are not in their classroom seats by 8:25 a.m. are considered tardy and must sign in (or have their parent sign them in) in the office before proceeding to their classroom. To minimize the disruption of a tardy student entering the classroom parents are asked not to accompany tardy students into the classroom. Afternoon pre-school, pre-kindergarten, and kindergarten students should be in their seats by 12:00 p.m. Tardies are recorded and reported on report cards and permanent records. Students habitually arriving in classrooms late are disruptive to the educational environment. Arriving late due to an appointment or extenuating circumstance is still recorded as a tardy. Any student arriving after 11 a.m. will be marked ½ day absent.

Leaving School Early

Leaving school property between 8:25 a.m. and 3:00 p.m. will occur only after the office staff and homeroom teacher have been notified either by a note or a phone call. If a student must leave school for any reason (e.g., doctor's appointment, lunch, or sickness), the parent or designated adult must come to the office to pick up and sign out the child. Upon return to school, the parent or designee should sign the student in on the list in the office. Students are 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 sizeable and important task, we must insist that parents and students follow these guidelines and family responsibilities carefully.

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. (12:30 p.m. for afternoon Pre-K class.) 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 (100 or above) and/or vomiting should be symptom free without medication (including fever-reducing medications) for 24 hours before returning to school. Please help others stay healthy by observing these guidelines.

If the student is absent in excess of two (2) days, parents should make arrangements for the child's work to be sent home. We appreciate the fact that most parents pick up work for children who are ill at home or arrange for it to be sent with another child. Please indicate what arrangements you would like made for homework when reporting your child's absence. This allows teachers time to prepare, at a time that will fit into their schedule, the necessary materials to be sent home at the end of the school day.

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/her make-up assignments and complete them by the deadline. A student should arrange his/her time to care for this and see his/her 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.

After School Activities

Any student arriving after 11:00 a.m. or departing before 1:00 p.m. will be marked ½ day absent, and is therefore ineligible to participate in any after school 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. When at a school activity, students should remain on school property until picked up. **Students should be picked up within fifteen minutes of the conclusion of school, games, practices, or other activities.**

AWARDS

Near the end of the school year, Honors Convocation is held for students in grades 1-5. Various awards are given in the areas of academics, physical fitness, technology and music. Parents are welcome and encouraged to attend.

BEHAVIORAL EXPECTATIONS OF STUDENTS

Students of all ages 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 primary importance. Many problems arise not from what is done but from how it is done. Because Trinity Oaks is a Christian school, we expect students to evidence biblical attitudes and virtues.

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.

The teaching and modeling of these guidelines are part of our mission in equipping the next generation. We recognize, however, the difference between "behavior" and "heart." Transformation of the heart is an enduring process in which one is radically transformed and does not revert back to one's previous condition. Only God brings about lasting transformation in a person's life (Romans 12:2, 2 Corinthians 3:18). While we cannot transform the heart or even know what the heart is actually thinking or feeling, we can control, or at least regulate, the outward manifestation of that. In other words, we can and will expect that our students conduct themselves in a manner that shows respect for both adults and peers.

Parents, as our partners in this mission to equip the next generation to impact the world for Christ, we need your prayers and your support. Please review these expectations with your children and help us by reinforcing these guidelines at home.

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.

The school encourages each child to donate a birthday book to the school to help foster good reading habits and build up the school library. We suggest that you write in the front cover, "John Doe presents this book to the grade 4 class on his 10th birthday." As a part of the birthday celebration, the teacher will acknowledge the donation and may read part or the entire book to the class. Please talk to your child's teacher if you would like title suggestions.

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 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.).

COMMUNICATING WITH THE FACULTY AND ADMINISTRATION

We invite you to call, email, 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 email. 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 school hours when they desire to be attentive to the students. Please do not call teachers or administration at home unless it is an emergency.

CONDUCT/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, or the nature of the offense warrants, the following detention may be applied:
 - A student in the primary grades may be kept after school by the classroom teacher approximately 15 minutes upon notification of parents.
- **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.

ELECTRONIC DEVICES

Cell Phones

Cell phones must be kept turned off during school hours. If a student has his/her cell phone turned on during school hours, the phone will be taken away and retained by the Head of School until the student and a parent comes 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 such as 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 a 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. Booster seats are required of every child weighing less than 80 pounds or under eight years of age while in field trip transit. See www.carseat.org. Chaperones and other adults must not interfere with the flow and structure of the field trip as led by the Trinity Oaks teacher.

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

Chaperone/student ratios will vary by age and destination. They may approximate the following:

PK = 1:2 Grades 1-5 = 1:4
K = 1:3

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'Zones are held Wednesdays in the rooms and time indicated below.

10:00 a.m. Pre-K a.m. and Kindergartens (music room)
1:40 p.m. Pre-K p.m. and Grades 1 and 2 (music room)
2:15 p.m. Grades 3-8 (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 objection and/or documentation by a physician 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, reading out loud, 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:

| | |
|-----------------|---------------|
| Kindergarten | 10 minutes |
| 1st and 2nd | 20 minutes |
| 3rd and 4th | 30-40 minutes |
| 5 th | 50-60 minutes |

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.

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 and programs 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 as emergency contacts on RenWeb) 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, for stomach ailments – 24 hours after vomiting/diarrhea.

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 guidelines for the appropriate use of the Internet while safeguarding students from contact with unacceptable and unwholesome material. Students in grades 3-8 and their 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.

LUNCHES

Students bring sack lunches that are eaten in the school cafeteria. NO refrigeration is provided. All students are also encouraged to bring a nutritious snack and water. 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 placements must be considered from the perspective of their support of the school mission and what is appropriate for the student in question.

In grades 3 and 4 students will be aided in transitioning to the accelerated intermediate and Junior High math program by receiving instruction at a level appropriate for their level of ability.

To identify students who need additional challenges in math other than those provided by their current grade level math course, two or more of the following conditions must apply:

1. Pretest at the beginning of the year using the appropriate pretest or an “end-of-year” summative achievement test for the grade level in question. Students receiving a 90% or higher will be considered for advancement to the next grade level.
2. Standardized test scores at the 9th stanine will initiate an investigation into the possibility of math acceleration.
3. Parents may write a letter, citing the reasons why they are requesting math acceleration for their child.

The Head of School and Dean of Students will examine all evidence, including grades, test scores, and parent, student, and teacher input. For the lower grades, schedules will need to be examined and parents informed of the options and possible challenges. The Head of School and Dean of Students will make a recommendation for appropriate placement. Parents will make the final decision on whether they want their student accelerated in math.

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.

PLAYGROUND RULES

Students need to remember the importance of treating one another with kindness, courtesy, and respect. We must encourage students to treat each other in the manner they would want to be treated at all times. They are expected to have fun and play within the rules. Students should do their part to see that the playground is kept clear of litter and help bring in playground equipment. The following rules are guidelines for the safety of Trinity Oaks students while on the playground:

- Stay on school property
- One at a time, feet first on the slide
- No running between or under the swings, winding or twisting the chains, or jumping off
- Standing on top of playground equipment
- No tackle football, rough-housing
- No throwing stones, snowballs, dirt, wood, asphalt, etc.
- Single file lines when entering or leaving the building
- Quiet and respectful of other classrooms in the hallways

Outdoor recess will occur unless the outside temperature is below 15 degrees F (including wind chill). Students are expected to have appropriate winter attire (boots, gloves, snow pants, etc.) every day during the winter season.

Winter Sledding Rules

- Sleds must be made of flexible or bendable plastic, not metal, with capacity for no more than 2 riders.
- No snowboards
- There will be absolutely NO standing allowed while sledding down the hill.

PRINTING OF STUDENT WORK

Due to the high cost of printing supplies and the ever-changing issues of software compatibility, unless specific permission has been granted by the teacher, all printing of student work should be done at home.

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

At the mid-point of any quarter, if a student is earning a below than satisfactory grade (for first grade this is an "I," for grade 2-8 this is a "C-" average or below) in any subject, a mid-quarter grade notice will be sent home. 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.

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.

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. 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 | • TRIP Order Form |
| • Health Examination Form | • Medication Permission Form |
| • Dental Exam Form | • Vision Examination Form |
| • Parent Handbook | • 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 K-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.
Fred Flintstone
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 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.

Athletics

Grade 5: Trinity Oaks provides athletic opportunities for boys and girls in grades 5. Interscholastic basketball is offered for boys and girls in grades 5. Girls volleyball is offered in grade 5.

Grades 2-4: Intramural basketball is offered each spring to any interested students in grades 2-4.

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 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

1. **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.
2. **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.
3. **Sweaters:** Navy, wine, or burgundy (cardigan, pullover, or vest) available from Dennis or Land's End.
4. **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.
5. **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).
6. **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.
7. **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.
8. **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.

9. **Jumpers:** (girls PK through 5th grades only) Solid jumper in Navy or Khaki. Plaid Jumper in Classic Navy Plaid available from Land' End School Catalog. Dennis jumpers may be worn for the 2011/12 school year. Jumpers may be no more than 2" above the knee. Shorts (bike shorts, spankies, etc.) must be worn under all skirts and jumpers.
10. **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.

PLEASE SIGN AND RETURN THIS PAGE TO THE OFFICE BY FRIDAY, September 9, 2011.

I have read the Parent Handbook. I understand the expectations for students and parents, and I will support these policies and procedures in dealing with my son/daughter.

Date

Parent's Signature



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.

