



TRINITY OAKS
CHRISTIAN ACADEMY

Elementary
Parent Handbook
2018 - 2019



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

TRINITY OAKS CHRISTIAN ACADEMY

May, 2018

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, parents are expected to read this handbook and sign and return the back page with your Summer Paperwork on June 29, 2018. We trust that you will take the time to carefully read over these policies and guidelines, as some 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!

A handwritten signature in black ink, appearing to read 'Paul Wrobbel'.

Paul Wrobbel, Ed. D.
Head of School

ELEMENTARY HANDBOOK

2018-2019

TABLE OF CONTENTS

ACCREDITATION	4
ARRIVAL AND DISMISSAL	4
Arriving at School Late (Tardiness).....	4
Leaving School Early.....	5
ATTENDANCE/ABSENCE	5
Make-up Work for Absences.....	5
Pre-arranged Absences.....	5
Unavoidable Absences.....	6
After School Activities.....	6
AWARDS	6
BEHAVIORAL EXPECTATIONS OF STUDENTS	6
BIRTHDAYS	8
CARE OF SCHOOL PROPERTY	8
COMMUNICATING WITH THE FACULTY AND ADMINISTRATION	9
CONDUCT/DISCIPLINE	9
Definition of Serious Offenses.....	10
Harassment/Bullying.....	11
Definitions.....	11
Application.....	12
Responsibility of Students:.....	12
Responsibility of Parents:.....	12
ELECTRONIC DEVICES	12
Cell Phone and Electronic Device Guidelines.....	12
Other Electronic Devices.....	13
EMERGENCY CLOSINGS OF SCHOOL	13
EMERGENCY INFORMATION/CONSENT FORMS	13
EXTENDED CARE	13
FIELD TRIPS	14
FINANCES AND TUITION	14
Financial Commitment.....	14
Tuition Assistance Fund.....	14
Tuition and Contributions.....	15
Tuition Payment Plans.....	15
Late Tuition Payments and Delinquent Accounts.....	15
Tuition Refund.....	15
Ways to Reduce Tuition.....	15
GRO' ZONE/ASSEMBLIES	15
GUM	15
HEALTH	16
Forms.....	16
Medical Exam and Immunization Requirements 2018-2019.....	16
Examinations.....	16
Immunizations.....	17
Signatures.....	17
Sports participants (grade 5 only).....	17
Local (In-State) Transfer Students.....	18
Out-of-State Transfer Students.....	18

Vision and Hearing Screenings.....	18
Concussions	18
Concussion Document for Sports Participation	18
Concussion Protocol After a Concussion Diagnosis.....	18
Allergies (Life-threatening)	19
Medications	20
Prescription Medications:	20
Over the counter medications	20
Asthma Inhalers:.....	20
Diabetes Medication:	21
Medical Excuse from P.E. Class	21
HOMEWORK	21
H.O.P.E. (Husky Organization of Parents and Educators)	22
HOUSE SYSTEM	22
ILLNESS	22
INJURIES/FIRST AID	23
INTERNET USE POLICY	23
LOCKERS	23
LUNCH	23
MATTHEW 18 POLICY	24
MISSION	25
NON-DISCRIMINATION POLICY	25
PERSONAL PROPERTY	25
PHILOSOPHY OF EDUCATION	25
PHOTO-VIDEO CONSENT – TRINITY OAKS	26
PHOTO-VIDEO CONSENT – PERSONAL SOCIAL MEDIA SITES	26
PLAYGROUND RULES/RECESS	26
PRINTING OF STUDENT WORK	27
REPORTS TO PARENTS	27
Report Cards.....	27
Mid-quarter Grade Notices	27
Co-curricular Eligibility (5th Grade Students Only).....	27
ROOM PARENTS	27
SCHOOL/HOME PARTNERSHIP	28
Newsletters	28
School Correspondence	28
School Website	28
Scheduled Events	28
Parent-teacher Conferences.....	28
Ad hoc Meetings.....	28
Email	29
ParentsWeb/RenWeb	29
Social Media	29
Voicemail	29
SCHOOL HOURS	29
Regular Daily Schedule	29
Late Start Mondays.....	29
SCHOOL PUBLICATIONS	29
SCHOOL SUPPLIES	30
SECURITY	30
Building Security Guidelines for All Students, Parents and Guests.....	30
Classroom Interruptions	30
Emergency Preparedness.....	30
Student Supervision.....	31
Visitors.....	31
SPECIAL SERVICES	31

Learning Disabilities	31
STANDARDIZED TESTING	31
STANDARD OF WRITTEN WORK	31
Neatness	31
Format	32
Grammar, Spelling, and Punctuation	32
STATEMENT OF FAITH	32
Statement of Final Authority on Matters of Faith and Conduct	32
Statement on the Sanctity of Human Life	33
STUDENT CONTESTS AND ACTIVITIES	33
Athletics	33
Music	33
STUDENT PICTURES	33
TELEPHONE USAGE	33
TRANSPORTATION	33
Students Walking or Bicycling	33
WARDROBE & GROOMING	34
Wardrobe	34
Specials Days	35
Grooming	35
WEAPONS (real, replica, or toy)/ DANGEROUS ITEMS/ SAFETY	36
APPENDIX	
Technology Resources & Student Acceptable Use Policy	

The following handbook describes the beliefs and policies of Trinity Oaks Christian Academy established to accomplish our mission. The intent of this handbook is to give general guidelines for students and parents. Nothing in this handbook shall be deemed to create contractually or legally enforceable rights. The administration reserves the right to modify, amend, discontinue, or vary the policies or procedures contained in this handbook at any time during the school year. Each family attending the school must read this handbook and sign and return the acknowledgement form annually.

ACCREDITATION

Trinity Oaks Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and AdvancED (NCA CASI).

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 8:25 a.m. start of the school day. Students in preschool through 5th grade should go directly to their classrooms. Student's 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 3:10 p.m. At 3:10 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. **Any student who cannot be picked up by 3:15 p.m. will need to enroll in Trinity Oaks Christian Academy Extended Care Program. Your account will be billed accordingly.**

If students are allowed to walk or ride bicycles to school alone, parents must send a written note to the school office. 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. 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 10 a.m. or leaving before 2:00 p.m. will be marked ½ day absent. To help students prepare and be ready for the school day, it is strongly suggested that students be in their

classrooms a minimum of three minutes prior to the beginning of homeroom.

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 2:00 p.m. will be marked as ½ day absent.

ATTENDANCE/ABSENCE

One of the keys to successful academic achievement is regular, daily attendance at school. Missed classroom teaching and learning activities can never truly be replaced. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. School attendance policies are designed to encourage a high value on education. Even the absence of one or two days can have a surprisingly disruptive impact on academic 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 absent. (If one day, the work will be completed by the second day the student is back 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 teacher will use his or her discretion regarding the issuing of homework prior to the trip. 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. 450 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 10:00 a.m. or departing before 2:00 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, art, music, physical fitness and technology. 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.

- Treat others with kindness and respect at all times. Students will refrain from physical interferences such as hitting, poking, tripping and the like.
- Be a positive influence in the lives of those with whom you associate. This means that students will refrain from unkind or vulgar words, insults, threats or any unkindness toward others.
- Respect authority by obeying instructions from faculty and staff promptly and willingly. Avoid displaying any negative tone or attitude.
- Speak truth and avoid any appearance of dishonesty in all dealings with adults and fellow students. Avoid such things as stealing, lying, cheating, and deception.
- Conduct yourself in a manner that does not distract or detract from the learning of others or themselves.
- Flee from the presence and association of any inappropriate or illegal activities. This includes but is not limited to activities such as: possession and use of alcoholic beverages, controlled substances or pornography (print or virtual).
- 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
 - respond to any adult's question by addressing them by their name or "Yes, ma'am" or "No, sir."
- 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. Students should have permission before using items belonging to other students or teachers.
- Clean up after yourself; if you spill something, clean it up or ask for help in doing so.
- Do not enter areas of the school designated as off limits or for teacher and staff only.

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 acceptable behaviors. 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.

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. Parents must communicate with the classroom teacher in advance of birthday celebrations. This allows teachers to plan and advise parents of any allergies.

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.

Off Campus Parties - No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be distributed on campus for off campus birthday parties unless the whole class or all of the students of one gender are invited.

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. Any abuse of school property will result in the assessment of fines, and payment will be expected for any damages. Fines must be paid before the release of students' report cards.

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 textbooks and other materials supplied by the school. Fines will be charged for excessive wear and tear as follows:

- \$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 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.

"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, communication with parents and detentions. 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.
- **Communication with parents** - If the child’s misconduct continues to persist, or if the seriousness of a first-time offense warrants it, written communication or a 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.
- **Detention** - If the misconduct persists, or the nature of the offense warrants, the following detention may be applied:
 - A student in the elementary grades may be kept after school by the classroom teacher approximately 15 minutes upon notification of parents.
- **Parent conference** - If a phone call or written communication 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 (1 to 5 days).
 - 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, etc., 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.

Definition of Serious Offenses

Trinity Oaks’ students are expected to Walk Worthy (Eph. 4:1; Col. 1:10; 1 Thess. 2:12) of the Lord in their daily conduct, work, and relationships with students, and teachers and staff. Respect, obedience, and common courtesy are considered normal and expected behavior. When inappropriate behavior occurs, reconciliation will be sought in a biblical manner. Inappropriate behavior is defined as willful disobedience, defiance of authority, and/or disrespect shown to students, parents, and faculty and staff members.

While it is nearly impossible to provide an exhaustive list of rules and behavioral expectations there are certain behaviors which demand specific attention. These include but are not limited to:

- Willful defiance or disrespect to any school personnel.
- Willful destruction or defacement of school property.
- Inappropriate communication such as taking the Lord’s name in vain, profanity, obscene gestures, and vulgar or offensive speech or conduct.
- Verbal abuse, threatening language, intimidation, or placing in danger (pushing, shoving,

- fighting, or hitting) the health and/or safety of others.
- Any form of dishonesty, including but not limited to lying, cheating or plagiarism.
- Theft.
- Use, sale, possession, or distribution of tobacco products, alcohol, or drugs.
- Possession or use of a weapon such as a knife or gun.
- Possession or distribution of pornographic images or literature, or provision to another student of access to a pornographic website or images.
- Any other behavior in action or words that is willfully antagonistic to the basic goals and objectives of the school and has an adverse effect on other students.

Students are expected to cooperate with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, it may result in disciplinary action including but not limited to suspension or expulsion. The Head of School or his designee, will investigate these more serious offenses. The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the circumstances involved. Parents will be notified and it is expected that parents will participate in the dialogue regarding the situation and in the necessary instruction, admonition, and correction of the student.

The Head of School, or school administrator, will immediately notify local law enforcement officials of firearm or battery incidents at the school. They will also notify such officials of verified incidents involving drugs in the school. Additionally, the Head of School, or school administrator, will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS). Trinity Oaks Christian Academy may also make reports to the police of other incidents when deemed in the best interest of the school or school community.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. Trinity Oaks is committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change.

Harassment/Bullying

We believe that every person at Trinity Oaks is of utmost value to God and us. As a school we are committed to maintaining a culture in which all individuals treat each other with dignity and respect. The desire of Trinity Oaks is to provide an educational environment that is free from all forms of intimidation, humiliation, exploitation, harassment and abuse. This includes sexual and/or electronic harassment that is based on gender, race, color, national or ethnic origin, age or disability. The school includes bullying in its definition of harassment. Every person who is a part of Trinity Oaks has the responsibility to respect and care for each other and to behave in a nonthreatening fashion.

As a school community, we expect all incidences of harassment to be reported promptly. Harassment will not be tolerated, nor will reprisals against any student who makes a harassment complaint. Harassment will be addressed in accordance with the school's discipline policy. The administration will investigate and take appropriate action to correct and prevent any violation of this policy with reasonable promptness and in such a way as to prevent retaliation and preserve confidentiality to the greatest extent possible.

Definitions

Verbal Harassment. Derogatory descriptions or stereotypical classifications concerning an individual based on gender, race, color, disability, ethnic or national origin, age or disability. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such violations.

Physical Harassment. The use of pushing, shoving, kicking, pinching, or other unwanted physical contact as an intentional act to impede normal movement in an effort to intimidate.

Visual Harassment. The use of obscene gestures or display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any individual.

Sexual Harassment. Sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting.

Electronic Harassment. This Harassment/Bullying policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture, text, social media, and/or voice messaging), or other communication devices, and communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

Bullying. Bullying is a repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm, distress, upset, frighten, or threaten another person(s). Bullying is conduct of a physical, verbal or written nature that interferes with a student's educational opportunities, benefits, performance, or with a student's physical or psychological well-being.

Application

The student Harassment/Bullying policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to and/or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition.

Additionally, as a Christian school, the school expects that Trinity Oaks students will conduct themselves in a Christ-like manner as a Christian role model at all times. Conduct violating these biblical standards at school or during school-sponsored events, activities, or functions is subject to appropriate action by the school.

Responsibility of Students:

- Refuse to be involved in any harassment situation.
- Take some form of preventative action if present when harassment occurs.
- Report the incident or suspected incident to a teacher or staff member to help break down the code of secrecy.

Responsibility of Parents:

- Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, damaged clothes, or bruising.
- Advise their child to tell a staff member about any incidents of harassment. If possible, parents should enable him/her to report and deal with the problem. If the child will not report the incident, parents should inform the school.

ELECTRONIC DEVICES

Cell Phone and Electronic Device Guidelines

Any cell phone, tablets, or other hand-held devices that are capable of sending and/or receiving text or

electronic messages or images are to be turned off during school hours (including lunch, homeroom, hallways, libraries, etc.) and kept secured in a student's locker. Cell phones may be used for calls after 3:00 p.m. Under no circumstances are students permitted to take and/or transmit digital images at school, on school property, or at school events (including field trips), where students and/or staff have a reasonable expectation of privacy (i.e. locker rooms, washrooms, buses, athletic fields, field trips, etc.).

Such a device may be taken from a student by a staff member who determines these procedures have been violated, whether by observing the use of a device, observing it in plain sight, or by hearing such a device during any prohibited occasion. A student will have the device returned only after a conference with the administration and review of the appropriate procedures and expectations for such devices. Additionally, the student may be subject to disciplinary actions, including, but not limited to, being prohibited from possession of any such device while on school property or at a school-sponsored event.

Other Electronic Devices

Laptops and tablets may be used in the classroom at the discretion of the teacher, however, the use of such devices for voice or data communication during school hours is prohibited.

All other electronic devices such as music/sound equipment (iPods, MP3 music players), 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:

- an email will be sent (via RenWeb) to all families;
- the message on the school voicemail will also reflect open or closed status;
- notification will be posted on the school website, www.trinity-oaks.org;
- information regarding school status will be available at www.emergencyclosingcenter.com, and
- a special announcement will be made over major radio and television stations.

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 username and password to log in. Click on "Family Information" then "Family Demographic Form" and update the following information:

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

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.

EXTENDED CARE

For the convenience of school parents Trinity Oaks makes available on-site before and after school care. Before-care is available starting at 7:00 a.m. After-care is available from 3:00 until 5:30 p.m. on regular school days. Further information about this program and the fee schedule may be found in the Extended Care Handbook and Registration Form. Both of which are available in the school office and on the website.

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. For drivers a copy of a valid driver's license and a copy of a current vehicle insurance card must be on file in the office prior to driving on any field trip.

Students must wear seatbelts and no child under the age of 12 should sit in the front seat. 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. While on a field trip, students remain under the authority of the 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 Commitment

Christian education involves financial sacrifice for many families. The school works hard to plan effectively and to control tuition costs. It is essential that families meet their obligations to the school in order for the school to maintain stability.

Tuition Assistance Fund

Each year, a significant amount is budgeted to provide tuition assistance to qualifying families. The school utilizes a third party service (FACTS Grant & Aid) to recommend the amount of assistance based on the total amount of resources available. Applications are available online via ParentsWeb under the family information section.

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 donations 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

The school utilizes a third party service (FACTS) to manage tuition payments. Full tuition is due on August 1. Semi-annual payments are due August 1 and January 1. Monthly payments are permissible on a ten-month payment schedule. The first payment on the ten-month plan is due August 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 \$10.

Late Tuition Payments and Delinquent Accounts

All accounts must be kept current, including tuition, school fees and extended care in order for students to continue attending classes. Students may not attend school if the family account is more than two months past due.

Report card(s) and diploma(s) will be released to parents only after all financial obligations have been paid in full. Likewise, transcripts will not be released until all accounts are paid in full.

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

There are several opportunities available for families to reduce tuition. Please inquire about our tuition assistance, Tuition Credit Program, Each One Reach One and TRIP gift certificate programs.

GRO' ZONE/ASSEMBLIES

Gro' Zone (chapel) services are held weekly for grades Pre-K through 2nd grade and monthly for 3rd through 12th grade students. 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 and Gro' Zones. 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 and Kindergartens (Gro' Zone room)

1:40 p.m. Grades 1 and 2 (Gro' Zone room)

2:15 p.m. Grades 3-12 (Gro' Zone room)

GUM

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

HEALTH

Forms

The following health-related forms are available on the Trinity Oaks website > Student Life > Medical Forms:

- Illinois Certificate of Child Health Examination (also valid for sports physical)
- Dental Exam Form
- Eye Exam Form
- Dispensing Medicine Approval Form
- Asthma Action Plan
- Food & Allergy Action Plan
- Diabetes Medical Management Plan
- Seizure Action Plan
- Religious Exemption Form
- Concussion Sign-off Form

Medical Exam and Immunization Requirements 2018-2019

According to the Illinois School Code (105 ILCS 5/27-8.1), all Illinois schools, whether public or private, are mandated to provide annual compliance reports regarding proof of required immunizations, school physicals, dental exams and eye exams of enrolled students.

All student health records are handled in accordance with all applicable laws and statutes.

Forms can be mailed, dropped off, or FAXED (847-462-5972) to TOCA. We discourage e-mail for security reasons.

Examinations

Child Health Examination

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.

Proof of Dental Exam

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 from your dentist.

Proof of Eye Exam

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.

Kindergarten

Health Certificate/School Physical Form	<i>Due August 1, 2018 or within 30 days of enrollment*</i>
Eye Exam Form	<i>Due August 1, 2018 or earlier</i>
Dental Exam Form	<i>Due May 13, 2019 or earlier</i>
Immunizations	<i>Due with Health Certificate</i>

2nd Grade

Dental Exam	<i>Due May 13, 2019 or earlier</i>
-------------	------------------------------------

***Exclusion from school will apply to students without Health Exam Certificates until proper documentation is received. Students are to be excluded from school by October 15 if requirements for health examinations and immunizations have not been met. The established deadlines keep TOCA compliant with Illinois School Code.**

Immunizations

For current immunization requirements, go to the Trinity Oaks website > Student Life > Medical Forms for the **Illinois Required Immunizations** chart. We highly recommend that you print this chart at home and take it to the doctor's appointment. Students are required to be current with immunizations. Any student who is not immunized shall have on file documentation by a physician of a medical reason for not being fully immunized or a properly signed **Religious Exemption Form** prior to the start of the school year.

Signatures

The Health Exam Certificate/ School Physical form should be completed and signed by a physician licensed to practice medicine in all of its branches (M.D. or D.O.) or an advanced practice nurse (APN/Nurse Practitioner) or a Physician Assistant (PA) in Illinois or from the state from which the student is transferring. A parent/legal guardian is required to complete and sign the "parent portion" of the Illinois Health Exam Certificate/ School Physical Form, located on the reverse side of the form.

Sports participants (grade 5 only)

Registration through the Athletic Director is required in advance of each sports season. Families of students eligible to participate in that season's interscholastic sports will receive an e-mail from the Athletic Director with registration instructions and deadlines. Students may not attend a tryout or practice unless they have registered and have a current **Health Exam Certificate** and a **Concussion Sign-off Form** on file.

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. The **Illinois Health Exam Certificate** is valid for sports participation. The date of the physical exam must be current and cover the entire duration of the sport's season, from tryouts through the very last game. The Health Exam Certificate/School Physical Form is valid for 395 days from the date of the exam. **CHECK WITH THE SCHOOL OFFICE IF YOU ARE UNSURE IF YOUR STUDENT'S PHYSICAL EXAM IS CURRENT.**

All coaches strictly enforce this policy.

Local (In-State) Transfer Students

If your student is entering Kindergarten, or intends to play sports at TOCA, you must submit an Illinois Health Exam Certificate along with documentation of required immunizations by the due dates indicated above. All other students must have records transferred from their former school within 30 days of enrollment at TOCA or must provide a new Illinois Health Exam Certificate.

Out-of-State Transfer Students

All out-of-state transfer students are required to provide a new Illinois Health Exam Certificate and Eye Exam Form from a licensed healthcare provider within 30 days of enrollment at TOCA. **THIS FORM DOES NOT NEED TO BE COMPLETED BY AN ILLINOIS HEALTHCARE PROVIDER.** The Illinois forms can be complete by a physician licensed to practice medicine in all of its branches (M.D. or O.D.) or an advanced practice nurse (APN/Nurse Practitioner) or a Physician Assistant in the state from which the student is transferring.

A Dental Exam form is also required for Kindergarten and 2nd grade out-of-state transfers.

Forms can be mailed, dropped off, or FAXED (847-462-5972) to TOCA. We discourage e-mail for security reasons.

Vision and Hearing Screenings

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.

Concussions

Concussion Document for Sports Participation

The Youth Sports Safety Act, which was enacted on August 3, 2015, states that every student athlete and parent/guardian are required to complete a **Concussion Sign-off Form** prior to sports participation. By signing this form parents and student athletes alike acknowledge that they have received information on the signs/symptoms of a concussion. The student must read this information so they are aware of the importance of telling their coach, teacher or parent/guardian if they have any symptoms of a concussion as a result of a head trauma. Signatures of BOTH the student and the parent/guardian are required on this form. One appropriately signed form is valid for an entire school year, for all three sports seasons. It is to be kept on file in the school office. This document can be found on the TOCA website > Student Life > Medical Forms.

Concussion Protocol After a Concussion Diagnosis

In response to the Youth Sports Safety Act, which was enacted on August 3, 2015, we have developed a **Return to Learn (RTL)** and **Return to Play (RTP)** protocol for any student diagnosed with a concussion. The student may have incurred the injury on or off the school campus.

The impact of a concussion diagnosis is both a medical and academic concern. Current medical research indicates that the most important factor in recovery at any age is to provide cognitive and physical rest.

Cognitive activity at both school and home will be regulated while a student is recovering from a concussion. Cognitive stimulation can be identified as: reading, studying, video games, computer use, texting, television, driving and any loud or bright environments. Physical activity at school will be regulated and/or not permitted while a student is recovering from a concussion. Physical activity is defined as anything that may increase the heart rate and trigger symptoms.

A **Concussion Oversight Team (COT)** will identify a point person and this point person is interwoven into the medical management plan of the student. It is the request of Trinity Oaks Christian Academy that a **Release of Medical Information (ROMI)** be secured from the physician's office permitting the physician to speak with school staff about specific medical care and guidance as the RTL and RTP plans are implemented. The healthcare provider will establish appropriate levels of cognitive and physical activity based on the student's symptoms throughout the recovery. The COT will provide an interdisciplinary and collaborative approach when applying the protocol phases and discern the student's progression between phases. The full cooperation of all members of the COT, student, parent/guardian, and healthcare provider are necessary to achieve the greatest outcomes in school performance and health of the student. A well-integrated plan and proactive team approach to symptom management leads to better outcomes for the student.

Once a concussion diagnosis is made, parental engagement, close communication and attendance of periodic conferences will ensure successful implementation of the protocol. Upon meeting with the COT, the following topics will be addressed:

- Youth Sports Safety Act
- Parental Agreement documentation to be obtained
- Assessment of knowledge/awareness of concussions among family, student and staff involved.
- Educational resources available to family, student and staff regarding concussion symptoms, management and implementation of protocol
- Roles and responsibilities of family, student and staff within RTL and RTP protocol
- Discussion of necessary medical support, monitoring and medical clearance throughout process
- Evaluation of the impact of RTL and RTP in the student's recovery

For more specific information of concussions, you may visit our TOCA website link to the CDC's HEADS UP program.

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 and Dispensing Medicine Authorization Form along with all required rescue medications. A new form must be submitted at the beginning of each school year. All parents and students are asked to respect any modifications made in classrooms to ensure the safety of fellow students.

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.

Medications

** New medication-related forms are required each school year. **

All medication must be kept in the office. Do not send any medication in lunches, pockets, or school bags. No student may have any medication on his/her person or in a storage area assigned to him/her except as noted below for asthmatic students.

Prescription 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 interest of the student to take medication(s) during the school day. Therefore, only medications that are absolutely necessary for the critical health and well-being of the student will be administered at school. (PA 91-0719) No prescription medications are dispensed without written direction and signature of the prescribing physician and the signature of the parent/guardian on the Dispensing Medicine Authorization Form (DMA) obtained from the school. The fully completed DMA form must be on file BEFORE any medication will be administered. The school retains the right to require further instructions with regards to administering any medication.

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. 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. Trinity Oaks' staff assumes no responsibility for the proper administration of such medication and specifically disclaims any adverse effects after such administration.

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., they must have a DMA form on file in the office complete with doctor's authorization. All over the counter medication must be in their original packaging, labeled with your child's name, and stored in the school office.

Asthma Inhalers:

If a student has been diagnosed with asthma and requires an inhaler at school, the student's parent/guardian must provide the school with a fully completed DMA form as well as an Asthma Action Plan, fully completed by a licensed healthcare provider.

Asthmatic students may carry an inhaler with them if the school has a current DMA form signed by the parent which specifically indicates that the student may "Self-carry and self-administer." In these cases, it is strongly recommended that an additional inhaler for the student be held in the school office in case the student experiences a respiratory emergency and does not have it on his/her person. Parents are to take full responsibility for the risks and consequences associated with not providing the office with additional prescribed rescue medications.

Allergy Emergency Medications

(See “Allergies” section.)

Diabetes Medication:

If a student has been diagnosed with diabetes, in addition to the DMA form, the student’s parents/guardian must provide the school with a complete Diabetes Medical Management Plan (DMMP) and all prescribed diabetic medications. The students’ parent/guardian shall be responsible for informing the school in a timely manner of any changes to the DMMP and their emergency contact numbers.

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

Medical Excuse from P.E. Class

All parent/guardian notes requesting a student be excused from P.E. due to a Medical Reason must go through the school office.

A parent/guardian note will be accepted for **two consecutive P.E. class times only**, and a NEW note will be required for each of those two consecutive days. If a new note requesting a student be excused from P.E. class is not received, the student will be expected to participate in the P.E. class.

A licensed healthcare provider’s note is required if a student needs to be excused from P.E. due to a Medical Reason for more than two consecutive P.E. classes, or if the P.E. teacher requires more information to excuse the student.

All graded class content (i.e. graded runs, skills assessments, etc.) will be made up the following P.E. class period, or at the P.E. Teacher’s discretion.

HOMEWORK

The education of the child is a joint effort between home and school. In order for this partnership to work well we ask that a child’s homework be a priority. There are many activities outside of school that compete for your child’s time and attention. We would ask that you work with your child to develop good habits and find a healthy balance among these competing interests and that completing school work receives it proper priority.

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.

HOUSE SYSTEM

In the 2017-2018 school year, Trinity Oaks implemented a new program for our Kindergarten – 12th grade students called The House System. One of the main purposes of The House System is to foster camaraderie, collaboration and a sense of vertical unity among K-12 students. We have four Houses with approximately 40 students in each House. Students will continue in the same House throughout their enrollment at Trinity Oaks. All siblings are assigned the same House. Each House has a head faculty advisor as well as other teachers and staff members as part of each House. Houses meet for 30 minutes at the beginning of the first and third Tuesday of each month. This program is designed to help enhance student relationships while fostering and encouraging team building and a sense of belonging together regardless of age and building friendships across grade levels.

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 in 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 3-12 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.

LOCKERS

Each student in grades pre-school through 5 is assigned a "vertical locker" for storage of outerwear, backpacks, and other personal items. Typically, students in grades 1-5 keep most educational materials in their classroom desks. **Lockers are not locked.**

Students may "accessorize" the interior of their lockers in a manner that is consistent with the values of the school but are expected to keep their lockers clean and free of accumulation. Care should be taken that all items are easily removable and will not leave behind any sticky residue. The use of stickers and tape is prohibited. Lockers are subject to periodic inspection. The exterior of lockers may be decorated for special occasions only; however, all decorations should be removed the following day. **Balloons may not be used in decorating the interior or exterior of lockers.**

LUNCH

All 1st through 5th grade students are expected to eat their lunch in the school cafeteria. Students bring sack lunches that are eaten in the 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 or encouraged 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/provided by a Trinity Oaks Christian Academy staff member or volunteer.

Students are expected to remain seated while eating and talk to those nearby in a low, conversational voice. Lunch food is not to be shared or exchanged. Before leaving the cafeteria, students are expected to deposit all garbage in the receptacles provided and leave the tables and floor around them free of debris. Food and drink is not allowed outside the cafeteria.

MATTHEW 18 POLICY

In Matthew 18:15-17, we are told that when a brother sins against someone, to take up the matter on a one-to-one basis; if the offender doesn't listen, then take one or two others back with you to confront the offender again; then if the offender doesn't listen, take the matter up with the church.

While people may debate about when Matthew 18:15-17 is to be applied (only when "sin" is involved), the application of the Matthew 18 principle is a different question. It is a principle that every organization would be wise to follow and in fact, many do so. Put another way, the Matthew 18 principle may be stated as an organizational behavior policy. Resolve problems and disputes between the individuals directly involved, thereby involving as few other people as possible, thus giving such problems and disputes direct attention and minimal publicity. We believe that God knows not only the heart and mind of humans, but also their psychological makeup. God has given us a principle, which has a specific application within the church and a broader application for human relations.

The Matthew 18 principle is applicable to the operation of Trinity Oaks Christian Academy. The policy and procedures for solving problems, reconciling disputes and resolving issues whenever parents, teachers, students or administration are involved are as follows:

Policy

Always try to confine problems, disputes or issues to the fewest number of people necessary.

Procedure

1. First, go to the individual(s) with whom you have a problem, dispute or issue to discuss. Face-to-face is always best, if possible. Email, text and social media interactions of this nature should be avoided.
2. If the results of Step 1 are unsatisfactory, then ask one or two others to accompany you to a second meeting with the individual (whenever possible it is recommended that you ask a Board member, faculty member or another parent).
3. If the result of Step 2 is unsatisfactory, then take the matter to the proper authority (not every situation can be foreseen, but the following are suggest guidelines).
 - a) Regarding students – parents and/or teacher
 - b) Regarding teachers – Head of School
 - c) Regarding the Head of School – Board President
 - d) Regarding the Education and Curriculum – Head of School
 - e) Regarding Spiritual Matters within the School – Head of School and /or Gro-Zone Director
 - f) Regarding Finances – Head of School and/ or Bookkeeper

Note: both parties will always move up the chain together rather than individually

It is important to note that faculty members and administrative staff are expected to abide by this policy and procedure. Their job involves not only following the procedures themselves, but also being open to parents and students who follow the same procedures. (If a conflict in the TOCA community cannot be resolved by the above policy, parents will be referred to their enrollment agreement regarding the

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.

NON-DISCRIMINATION POLICY

Trinity Oaks Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance program, and athletic and other school-administered programs.

If a student or parent believes that they have been subjected to any form of unlawful discrimination, they may file a grievance within 30 days of occurrence or becoming aware of the occurrence in writing to the Head of School. If the object of your complaint is the Head of School, you should submit the written complaint to the Chair of the Board of Trustees, who may be contacted at bill@ipobuy.com.

Your complaint should be specific and should include facts, the names of individuals involved, and the names of any witnesses, if applicable.

The school and/or Board will promptly undertake a thorough investigation and will attempt to resolve the issue within 30 calendar days. Those investigating for the school will preserve the confidentiality of facts and identities as much as practical. Those making a complaint or participating in an investigation are expected to maintain appropriate confidentiality as well and to act professionally and discreetly at all times.

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 Scripture permits 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.

PHOTO-VIDEO CONSENT – TRINITY OAKS

In the Parent-School Agreement signed during online enrollment or re-enrollment, parents gave consent to use their child’s photograph and/or likeness by Trinity Oaks Christian Academy for purposes of advertising and promotional material for Trinity Oaks in any manner and in all media, including the Trinity Oaks website.

If a parent desires to change permission status for Trinity Oaks to use their son’s or/daughter’s photograph, the parent must obtain and complete a form from the school office and return it to be kept in the student’s school file.

PHOTO-VIDEO CONSENT – PERSONAL SOCIAL MEDIA SITES

We want to be sensitive to privacy and safety concerns. Please refrain from posting pictures and/or videos of students taken in the classroom, and during school events and activities without parental consent. It is important to exercise caution and not include personally identifiable information such as full name, address and contact information.

PLAYGROUND RULES/RECESS

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, or Candlewood Park when used for recess
- One at a time, feet first on the slide
- No running between or under the swings, winding or twisting the chains, or jumping off
- No 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

Students (K-5) are expected to go outside for recess daily, weather permitting. Therefore, it is important that each student dress appropriately for the weather. Outdoor recess will occur unless the outside temperature is below 15 degrees F (“feels like” temperature is used). Students are expected to have appropriate winter attire (boots, gloves, snow pants, etc.) every day during the winter season.

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 2-12 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 (5th Grade Students Only)

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 email 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:

- Asthma Action Plan
- Co-curricular Permission Form
- Concussion Sign-off Form
- Dental Exam Form
- Diabetes Medical Management Plan
- Dispensing Medicine Approval Form
- Eye Exam Form
- Food & Allergy Action Plan
- Health Examination Form
- IHSA Physical Form (Sports Physical)
- Parent Handbook
- Religious Exemption Form
- School Supply List
- Seizure Action Plan
- TRIP Order Form

Scheduled Events

Events such as Back to School Night 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.

Email

All faculty and staff at Trinity Oaks have an email 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 email on a daily basis.

ParentsWeb/RenWeb

RenWeb is an internet-based school management software suite that Trinity Oaks uses to manage most aspects of school operations. ParentsWeb interfaces to our RenWeb database, providing parents with a user-friendly method of accessing school information and forms.

Trinity Oaks’ staff uses RenWeb to send email alerts, newsletters, and most other information regarding school events and activities. While paper copies of some forms are available in the school office, e-mail is the primary method of communication between school and home. Trinity Oaks assumes that emails sent to families will be reviewed in a timely manner.

Social Media

Social media has become a part of most of our daily lives. We want to encourage all school families to stay connected with us on **Facebook**. This is where you will often see the most recent photos of school events and learn of last minute announcements or schedule changes.

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	8:25 a.m. – 11:30 a.m.
Pre-K a.m. (Mon/Wed/Fri)	8:25 a.m. – 11:30 a.m.
Morning Kindergarten	8:25 a.m. – 11:30 a.m.
Full-day K – 5 th grade	8:25 a.m. – 3:00 p.m.
Secondary (6 th – 12 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 9:25 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, emails it to all families and post it on the school website. 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 and sent home as part of the Summer Packet.

SECURITY

Building Security Guidelines for All Students, Parents and Guests

In an effort to provide a safe environment for our students, Trinity Oaks has implemented the following security guidelines.

- Please do not give anyone access to the building during school hours from any door. If you have any questions, please call the school office.
- Between the hours of 8:00 a.m. and 3:25 p.m., ALL visitors and parents must enter through the FRONT door only.
- Parents and/or guests must sign in and put on a visitor sticker. Visitor stickers must be worn on the shirt where they are clearly visible. They may not be worn on the abdomen, pants, or underneath jackets where they will not be seen.
- If you enter the building prior to 8:25 a.m. and plan to stay in the building during the day for any reason, you must go to the front office to sign in and pick up a visitor sticker.
- TOCA parents and visitors must sign in and wear a visitor sticker at all times. This includes assemblies, class parties, and any special events that take place during the school day.

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.

Student Supervision

For the safety of our students, please adhere to the following guidelines:

1. No student can be in the building without supervision. Siblings of students or involved in before or after school activities must be supervised, even while waiting for a game to begin (i.e. a student can never roam the building). If a student is found to be in the building unsupervised, the student will be taken to Extended Care.
2. When children accompany parents in the building after school hours, they must abide by the same rules that apply during school hours. This means, for example, at sporting events, HOPE events, or after-school committee meetings, etc., students must remember to walk in the halls, be respectful and follow established rules. If the child leaves the parent to go to the restroom, the parent is still responsible for the child's behavior.
3. Parents staying after school for any reason (a project, committee meeting or teacher conference) must provide a quiet activity in the hall outside the room where the parent is located. The parents must be able to observe their child. Children cannot roam inside or outside of the building or go to the gym or atrium "to play" in an unsupervised situation.
4. When children stay after school for an activity, parents must be prompt in retrieving their child at the activity's ending time.

Visitors

Trinity Oaks 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 sticker.

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, essays, 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.

Statement of Final Authority on Matters of Faith and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind and is the sole and final source of all that we believe. For purposes of Trinity Oaks Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is Trinity Oaks' final interpretive authority on the Bible's meaning and application.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

STUDENT CONTESTS AND ACTIVITIES

Students at Trinity Oaks compete in various intra-school and inter-school scholastic competitions. These include ACSI Student Activities, 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 also offered in grade 5.

Grades 1-4: Intramural basketball is offered each spring to any interested students in grades 1-4.

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 4-12 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

Please be mindful that our children, other parents, and members of the community are watching as we drive on the roads in the neighborhood by the school. Trinity Oaks Way and part of Crest Drive are a marked school zone with a 20 MPH speed limit during school hours. Also, please drive no more 15 MPH on the school campus and remember, cell phone use is prohibited while driving on campus.

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.

Students Walking or Bicycling

Students whose parents have allowed them to walk or ride bicycles to or from school must provide a written agreement releasing Trinity Oaks from any liability and providing specific details of the student's

transportation plan. This agreement will be kept in the student's school file.

WARDROBE & GROOMING

Trinity Oaks Christian Academy's wardrobe policy 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 12th 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 policy 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 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. If you wear tights or pantyhose they must be solid navy blue, white, or skin toned. Full-length solid colored leggings in either navy blue or white will be allowed in lieu of tights if desired.
3. **Sweaters:** Navy (cardigan, pullover, or vest) available from Land's End School Catalog. No hooded sweaters or fleece jackets.
4. **Sweatshirts:** Classic navy, embroidered with the Trinity Oaks logo through Land's End School Catalog, or classic navy ¼ zip with Trinity Oaks logo. Royal ¼ zip with Trinity Oaks logo can be ordered through TOCA/Reinfall Design. Sweatshirts must be 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. Colors: white, classic navy and gray heather.
Oxford Shirts short or long sleeves (boys or girls): White, may be purchased from any vendor. Oxford shirts must be worn tucked in (boys).
Blouses short, 3/4" or long sleeves, Peter Pan or Oxford collars: White, may be purchased from any vendor.
6. **Pants:** Khaki or navy (these can be purchased from any vendor). Twill material, pleated or flat front style.
7. **Shorts:** (May be worn 1st and 4th quarters.) Navy or khaki. Shorts may be no more than 2" above the knee.
8. **Skorts:** Solid navy or khaki pleated twill, must be purchased from Land's End School Catalog. 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. Jumpers may be no more than 2" above the knee. Shorts (bike shorts, spankies, etc.) must be worn under all jumpers.
10. **Belts:** Black, navy, or brown. Required in grade 2-5 on pants that have loops for Formal Chapel.

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 Peter Pan or Oxford collar shirts. Navy, Khaki or plaid jumpers. Tights or knee socks must be: solid navy blue, white, or khaki. No athletic shoes.
 - Boys – White Oxford shirt, tie, navy or khaki-colored long twill pants, tie, belt and socks (solid navy blue, white, or khaki). 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 on field trips. The school name is screen printed on the front. The cost for the shirt is \$16 and it is available to order when spirit wear orders are placed.

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, capris and shorts (1st and 4th quarter only) are permissible (no skorts or skirts).
 - Jeans restrictions:
 - Dark blue/indigo color only (no faded, bleached jeans)
 - No distressed 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
 - No frayed, torn, or patched jeans allowed
 - No jeggings
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.
10. On Formal Chapel Days boy's shirts must be tucked in all day and ties must be worn all day.

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.

WEAPONS (real, replica, or toy)/ DANGEROUS ITEMS/ SAFETY

To reduce the potential for false alarm or misunderstanding, no weapon, or anything resembling a weapon, should be brought onto the school campus or to any school event/trip. This means that knives, swords, guns, or other weapons (real or play) may not be brought to school as part of a project or used as props for a project or presentation.

No other potentially dangerous items (lighters, combustible materials, lasers, shock-causing devices, etc.) shall be brought to school or to a school event/ trip, or onto school property. Bringing a dangerous or even potentially dangerous item to school or to a school event, or acting in any way that causes potential danger to self or others will be grounds for immediate suspension and /or expulsion.

Requests for any exception to this policy must be approved by administration prior to the object(s) being brought onto school campus.

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.
- Accessing internet blog sites or social media sites is not permitted.
- 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’s wifi is password protected and is available upon request.
- 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.
- Laptops, Tablets, kindles, or any other portable electronic devices must be approved by the classroom teacher to be used within that class for a specific assignment.
- 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.

*The date of this revision is: August, 2017
This revision supersedes all previous statement of this policy*

PLEASE SIGN AND RETURN THIS PAGE WITH YOUR SUMMER PAPERWORK BY FRIDAY, June 29, 2018.

Student:

I have read, understand, and will abide by the Trinity Oaks Christian Academy Student Technology Acceptable Use Policy. I agree that I will keep my information private and not allow others to have access to my files. Should I violate this policy, specifically, or in principle, I realize that my access privileges may be revoked and other disciplinary action may be taken (which could include appropriate legal action).

Student Name (please print): _____

Student Signature: _____

Grade: _____ Date: _____

Student Name (please print): _____

Student Signature: _____

Grade: _____ Date: _____

Student Name (please print): _____

Student Signature: _____

Grade: _____ Date: _____

Parent/Guardian:

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.

Parent or Legal Guardian (please print): _____

Parent or Legal Guardian Signature: _____ Date: _____

As the parent or guardian of the above-signed student, I have also read the Student Technology Acceptable Use Policy. I understand that this access is designed for educational purposes. I understand that every attempt will be made to filter objectionable material; however, no filter system is perfect.

Parent or Legal Guardian (please print): _____

I hereby give permission for my child to have access to the Internet at Trinity Oaks.

Parent or Legal Guardian Signature: _____ Date: _____