



T. E.A.C.H. Handbook

The parent(s) is in ultimate control of their children's education. In no form is T.E.A.C.H. held accountable for the progress or lack of progress of a student's academics. As the parent, you fully understand that you are responsible for transcripts, grades and any dynamic of their learning environment. The instructors at T.E.A.C.H. are contracted with the sole responsibility to facilitate learning.

ENTRY and EXIT @ EACH BUILDING

Building 1 (first building in parking lot)

Students and Instructors should enter and exit the door that says "Education Building"
DO NOT GO IN AND OUT OF THE CHURCH OFFICE DOORS EITHER FROM THE EXTERIOR OF THE BUILDING
OR THE INTERIOR/HALLWAY AREA.

Building 2 (second building in parking lot)

Students in French, Cake Decorating or Mini Desserts will enter the kitchen only - this door is located on the left side of the building. NO ONE IN THESE CLASSES MAY ENTER THE WORSHIP CENTER FROM THE KITCHEN.

Building 3 (3rd building in parking lot)

All persons entering TEACH will enter through the gym doors (LAST set of doors). ALL other doors to that building will be locked.

THE GYM & PLAYGROUND

All students and families on campus who are not in a class should be in the gym or playground area. NO ONE should be sitting in the hallways of ANY building unless given permission by a teacher or Administrator.

ONLY HIGH SCHOOL students and adults are allowed in the balcony of the gym.

The food vendor and picnic tables will be located by the playground. ALL food should be eaten outside or in the gym.
NO FOOD allowed in hallways or other buildings (EVEN OUTSIDE ON SIDEWALKS/BENCHES)

There is a microwave for use in the gym. *WE DO NOT PROVIDE FORKS, KNIVES, SPOONS, CUPS, ETC - PARENTS MUST PACK ACCORDING TO WHAT THEIR STUDENT WILL NEED!*

OFF LIMITS:

Kitchen off of the gym
The stage in the gym

DO NOT BRING TOYS FROM HOME - IF YOU DO BRING TOYS FROM HOME OTHER STUDENTS WILL PLAY WITH THEM AND TEACH IS NOT RESPONSIBLE FOR ANY DAMAGE OR LOST ITEMS.

T.E.A.C.H. COMMUNICATION

Weekly Email - an email will be sent every Sunday at 12PM to all email addresses used at registration. This weekly communication will have all necessary information for students and families.

Text Messages - A text will be sent to all cell numbers used at registration for class cancellations, school cancellations or information that needs to get to families during the week

Website - Our website www.trinityhomeschoolacademy.com has all T.E.A.C.H. information and is updated on a weekly basis

Facebook - Trinity Education Academy of Christian Homeschoolers facebook page is updated throughout the week with information and pictures from around campus/classes

Facebook - Trinity Social Scene is a private facebook page for T.E.A.C.H. families - this is where you can post about any fun, social activities so others may join

INSTRUCTOR COMMUNICATION

All instructor communication is listed under the Student Center on www.trinityhomeschoolacademy.com

It is the student's responsibility to sign up for instructor class communication. The parent is ultimately in charge of student assignments and managing student work. Instructors are not responsible for contacting parents when a student is not turning in assignments as the parent should be keeping track of their own child.

Instructor contact information is available on the Student Center of the website.

DROP OFF

Students who have completed 1st grade, or are turning 7 years old, are allowed to be dropped off IF THEY ARE ABLE TO FOLLOW ALL RULES, BEHAVIOR POLICIES AND MANAGE THEIR PERSONAL SCHEDULE BY THEMSELVES. Students who are dropped off are allowed a one hour break in their schedule while on campus.

Students who are not able to manage themselves will require an adult on campus at all times. Students with disabilities require a parent on campus at all times.

STUDENT & FAMILY SPECIFIC MISSIONS & FUNDRAISERS

Due to the number of students we have, we are not able to promote fundraisers or missions that the students are involved in outside of T.E.A.C.H. Thank you for understanding.

ADMINISTRATION, INSTRUCTORS AND PARENTS ON CAMPUS

Any admin, instructor or parent on campus is asked to maintain the rules and policies and to keep a watchful eye on our students. Parents on campus are asked to speak up if they see a student who is not following the rules. All students should respect the authority of administrators, teachers and parents.

PARKING LOT & DRIVING ON CAMPUS

All are asked to drive slowly through the parking lot and be on heightened alert for people walking through the parking lot.

2022/2023 TEACH CALENDAR

DATES, TIMES & DETAILS SUBJECT TO CHANGE

BLUE - SPECIAL EVENT; RED - NO CLASSES

MON	TUE	WED	THUR	DETAILS
8/1				10AM - 2PM OPEN HOUSE FOR MONDAY/WEDNESDAY CLASSES
	8/2			OPEN HOUSE FOR TUESDAY/THURSDAY CLASSES SCHEDULE AT BOTTOM OF CALENDAR
8/8	8/9	8/10	8/11	
8/15	8/16	8/17	8/18	
8/22	8/23	8/24	8/25	
8/29	8/30	8/31	9/1	
9/5	9/6	9/7	9/8	NO CLASS ON LABOR DAY 9/5
9/12	9/13	9/14	9/15	
9/19	9/20	9/21	9/22	
9/26	9/27	9/28	9/29	
10/3	10/4	10/5	10/6	BRING DAD TO SCHOOL WEEK
10/10	10/11	10/12	10/13	
10/17	10/18	10/19	10/20	
10/24	10/25	10/26	10/27	
10/31	11/1	11/2	11/3	HALLOWEEN COSTUMES ALLOWED ON 10/31- APPROPRIATE & NOT SCARY
11/7	11/8	11/9	11/10	
11/14	11/15	11/16	11/17	
11/21	11/22	11/23	11/24	ONLY MONDAY CLASSES MEET THIS WEEK
WINTER BREAK 11/22 - 1/8				

THURSDAY 12/8				MOM'S NIGHT OUT CHRISTMAS PARTY
1/9	1/10	1/11	1/12	
1/16	1/17	1/18	1/19	
1/23	1/24	1/25	1/26	
1/30	1/31	2/1	2/2	
2/6	2/7	2/8	2/9	
2/13	2/14	2/15	2/16	
2/20	2/21	2/22	2/23	
FRIDAY 2/24				MIDDLE SCHOOL DANCE
2/27	2/28	3/1	3/2	
3/6	3/7	3/8	3/9	
3/13 - 3/17				SPRING BREAK
3/20	3/21	3/22	3/23	
3/27	3/28	3/29	3/30	USED BOOK SALE MON/WED
4/3	4/4	4/5	4/6	
4/10	4/11	4/12	4/13	BRING GRANDPARENTS TO SCHOOL
4/17	4/18	4/19	4/20	
4/24	4/25	4/26	4/27	
5/1	5/2	5/3	5/4	
FRIDAY 5/5				END OF YEAR PARTY - DETAILS TBD
SUNDAY 5/7			4:00 PM	END OF YEAR SHOWCASE
5/8	5/9	5/10	5/11	5/9 - HIGH SCHOOL IOWA TEST 5/11 & 5/12 3RD - 8TH IOWA TEST 5/8 & 5/10 - EVALUATIONS & PIAT TEST THROUGH APPOINTMENT

THIS SCHEDULE ALLOWS FOR INSTRUCTORS TO HAVE ONE MISSED CLASS THROUGHOUT THE YEAR.

CORE OPEN HOUSE

TUESDAY

8/2

MANDATORY ATTENDANCE - INSTRUCTOR WILL BEGIN PROMPTLY AT START TIME AND ALLOW FOR Q&A AFTER PRESENTATION

TIME	CLASS	INSTRUCTOR	CLASSROOM
9:00 - 9:45	CORE A	BORDERS	ROOM 301
9:45 - 10:30	CORE C	RYDELL	ROOM 304
10:30 - 11:15	CORE B	BORDERS	ROOM 301
11:15 - 12:00	CORE D	RYDELL	ROOM 304
12:00 - 12:15	CORE E	SANDEFUR	ROOM 401
12:15 - 1:00	CORE 1	DANCIGER	ROOM 302
1:00 - 1:45	CORE F	SANDEFUR	ROOM 401
1:45 - 2:30	CORE 2	DANCIGER	ROOM 302
2:30 - 3:15	CORE 3	WILSON	ROOM 303
3:15 - 4:00	CORE 4	WILSON	ROOM 303

ALL BUILD A SKILL CLASS OPEN HOUSES WILL BE ON

8/2/2022

FROM 10 - 11AM IN ROOM 401

T.E.A.C.H. Prayer
Said at beginning of each class

Heavenly Father,

Thank you for holding each of us in Your loving hands.
Help us to focus our hearts and minds now in what we are
about to learn.

Inspire us by Your Holy Spirit.

Guide us by Your eternal light.

Lord, watch over all of us and keep us safe in your arms.

In Jesus' name we pray.

Amen.

THE FOLLOWING STATEMENTS AND POLICIES ARE AGREED UPON AT REGISTRATION

Trinity Belief Statement

Trinity Homeschool Academy (T.E.A.C.H) is committed to teaching a biblical worldview. It is our hope to develop Christ-centered children, youth, and adults who will impact the world through the Gospel of Jesus Christ. Though all are welcome, it is expected that everyone (including instructors, students, and families) will respect our Christian beliefs. We will not tolerate attempts to indoctrinate others on beliefs that do not adhere to Biblical teachings.

Although we believe in the practice of the Golden Rule, treating others as we would wish to be treated, we encourage believers to love others as Jesus loves us. (*John 13: 34-36*) We believe that this principle can effectively guide our social and business relationships, helping us to cultivate the mind of Christ and a heart for others (*Matthew 7:12, Romans 12:1-2*).

We believe that followers of God have been called to exercise self-control and holiness in their personal lives, generosity and kindness in their relations with others, and grace in all matters of life (*Romans 12:9-21, Galatians 5:22-23*).

We believe that all persons irrespective of their station or circumstances in life have been made in the image of God and must be treated with dignity, justice, and respect. We denounce as sin racism, sexism, and other expressions that unjustly discriminate against any person (*Genesis 1-2, Deuteronomy 16:19-20, Luke 11:42, 19:9, Colossians 3:11*).

We believe that life is a holy gift of God whose beginnings and endings are set by God, and that it is the particular duty of believers to protect those who may be powerless to protect themselves, including the unborn, those with disabilities or serious illness, and the aged (*Genesis 2:7, Leviticus 19:32, Jeremiah 1:5, Luke 1:41-44*).

The sacredness of all life compels us to resist the practice of abortion. We do not accept abortion as a means of birth control or gender selection, and we call upon all Christians as disciples of the Lord of Life to prayerfully consider how we can support those women facing unintended pregnancies without adequate care, counsel, or resources (*Exodus 22:23-23, Psalm 139:13-16, James 1:27*).

We believe that human sexuality is a gift of God that is to be affirmed as it is exercised within the legal and spiritual covenant of a loving and monogamous marriage between one man born a man and one woman born a woman (*Exodus 20:14, Matthew 19:3-9, Ephesians 5:22-33*).

We are saddened by all sinful expressions of sexual behavior, including pornography and promiscuity, that do not recognize the sacred worth of each individual or that seek to exploit, abuse, objectify, or degrade others, or that represent less than God's intentional design for His children. While affirming a scriptural view of sexuality and gender, we welcome all to experience the redemptive grace of Jesus and are committed to being a safe place of refuge, hospitality, and healing for any who may have experienced brokenness in their sexual lives (*Genesis 1:27, Genesis 2:24, 1 Corinthians 6:9-20*).

We believe that children, whether through birth or adoption, are a sacred gift to us from God, and we accept our responsibility to both protect and nurture the youngest among us, particularly against such abuses as enforced child labor, involuntary conscription, human trafficking, and other such practices in the world (*Deuteronomy 4:9-10, Psalm 127:3-5, 1 Timothy 5:4,8,16*).

We believe in the final triumph of righteousness when the kingdoms of this world shall become the kingdom of Christ, and we accept our calling to work towards that end as Christ's light and the salt of the earth (*Matthew 5:13-16, Revelation 11:15-17, Revelation 21-22*).

I have read and understand this is the belief statement of T.E.A.C.H. and agree that I, and my family, will respect the beliefs while on campus: (Please note that we understand each family may choose their own way of communicating these beliefs with their children as we have students from 4 - 18)

Tuition

I understand that I am signing my child up for an annual class and that any tuition, curriculum, supply fees, drop fees and transfer fees I am responsible for.

TUITION FEES EXPLAINED

- All class registrations will be completed through our online Active network -available on 2/1.
- All students must be registered for classes while on campus and are allowed a ONE HOUR break. If you are registering for classes with multiple hour breaks you must add a study hall fee for all but one of those hours.
- Due upon registration - 10% of total fees
- 9 monthly payments will be scheduled according to your payment method beginning July 1st through March 1st.

I understand that there are fees associated with dropping and transferring a class as stated below and that I am responsible for those payments.

TRANSFER FROM ONE CLASS TO ANOTHER:

- A class can be transferred to another class with the same instructor with a \$12 charge plus any difference in tuition amount.
- A class being transferred to a different instructor will follow the DROP fee schedule for the class dropping, plus a \$12 transfer fee to add to the new class, plus any difference in tuition amount.

DROP POLICY - CHARGED FOR ALL PAYMENTS THROUGH DATE OF DROP PLUS ONE MONTH.

All families acknowledge the T.E.A.C.H. Belief Statement at time of registration. All are welcome to join TEACH; however, TEACH classes will be taught from a Biblical Worldview and respect of that belief is required while on campus. Homeschool Academy (T.E.A.C.H.) Education Academy of Christian Homeschoolers encourages one another to exhibit Godly character.

DISCIPLINE

T.E.A.C.H. Rule is RESPECT - Respect yourself, others and the building/property.

Specific standards that will be upheld on our campus include:

- Treat each person with gentleness & respect;
- Obey authority of the administration, instructors and parents;
- Exhibit a respectful tone of voice;
- Use courtesies like "please" and "thank you";
- Demonstrate respect to people and property;
- No profanity;
- No smoking, drugs, alcohol or vaping;
- No fighting;
- No slander;
- No weapons;
- No physical or verbal insults;
- Modest and appropriate dress (keep your underwear under your wear) and no stomach should be visible;
- No inappropriate messages, pictures or symbols are to be worn

This list is not exhaustive but a small sampling of disciplinary issues

Incidents involving bullying, physically harming another person, threatening self-harm, possession of weapons, drug/alcohol/smoking/vaping use or property damage will bypass any disciplinary steps and the student will be removed immediately.

TECHNOLOGY

Cell phones, personal electronic devices, earbuds or AirPods and music players are not to be used during classes and will be taken by instructors should they become interruptive or distracting. Instructor permission is required for electronic learning devices.

BREAKS

Anyone on campus who is not in a class should be in the gym or on the playground. **No one should be sitting elsewhere on campus unless given permission by an administrator or instructor.** High School students and adults are allowed in the balcony. This privilege may be revoked at any time. Bring study materials, reading books to do during study hall or breaks.

Children under 6th grade must wait inside for their parent to pick them up. They are not allowed to wait outside the building. Students are NOT allowed to walk into the wooded area.

FOOD

Food is ONLY ALLOWED IN THE GYM or ON THE PLAYGROUND. NO candy or chewing gum allowed (except for special occasions)

ORDER OF DISCIPLINE

All instructors, administrators and assistants will demonstrate love, grace, and helpfulness to all students. However, this does not mean that inappropriate behavior will be tolerated. If a student exhibits inappropriate behavior, the instructor, administrator or assistant will approach the student or parent (depending on the situation) one time.

If the behavior continues, the following will happen sequentially:

The student and parent will have a meeting (in person or on phone) with Corey McKeown or another administrator

The administration will communicate any requirements the student/parent/family must follow

If the requirements are not followed the administration will meet regarding dismissal of student from TEACH and communicate with the family within 7 to 10 days.

TEACH maintains the right to dismiss anyone from co-op at anytime.

Internet access is available for all T.E.A.C.H. Education Academy of Christian Homeschoolers (T.E.A.C.H.) students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use. Please review the following internet rules and expectations carefully:

- Students are responsible for good behavior in the T.E.A.C.H. Education Academy of Christian Homeschoolers (T.E.A.C.H.) classrooms, just as they are in a traditional school building.
- Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. (f.s. 847.001 Obscene Literature; Profanity).
- We take integrity and authenticity of student work very seriously at T.E.A.C.H. Education Academy of Christian Homeschoolers (T.E.A.C.H.) Do not cut, copy, or plagiarize Internet content or the work of your online classmates. T.E.A.C.H. Education Academy of Christian Homeschoolers (T.E.A.C.H.) instructors do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- Security is a high priority, especially when the system involves many users. If you can identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.

- It is illegal to create harmful computer viruses. (f.s. 815 Computer-Related Crimes). Email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper. Beware of emails from anyone, particularly adults you don't know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or other T.E.A.C.H. instructor of any message you receive that is inappropriate or makes you feel uncomfortable.
- Email with your online classmates should be course-related. It is prohibited to send unsolicited email to your online classmates. Email addresses that use profanity or may be construed as offensive, shall not be permitted for T.E.A.C.H. or T.E.A.C.H. correspondence.
- T.E.A.C.H. Education Academy of Christian Homeschoolers (T.E.A.C.H.) administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused for participation in courses.
- Protect your password. Keep it secret from anyone except your parents.
- T.E.A.C.H. Education Academy of Christian Homeschoolers (T.E.A.C.H.) assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.

I agree to the T.E.A.C.H. Education Academy of Christian Homeschoolers policies for behavior and discipline. I will remember to put forth my best behavior as an example for others to follow. If I am given one verbal warning by my instructor or adult on campus, I will know that the next warning, I will be sent to the office and my parent will be notified at that time. To the parent: If my child is given more than one verbal warning and sent to the office, I will be present in the next two classes to make sure my child maintains composure and respect for the instructor. T.E.A.C.H. Education Academy of Christian Homeschoolers will do our best to communicate the situation to the parents when a child gets a verbal warning in the class. I understand that T.E.A.C.H. Education Academy of Christian Homeschoolers has a "no tolerance policy" for bullying. Incidents involving bullying, physically harming another person or property damage will bypass the first two steps and lead immediately to dismissal from Trinity. This is not an exhaustive list of desired behavior and co-op members should always be guided by Christ's Golden Rule: So in everything, do to others what you would have them do to you. School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from course(s), as well as other disciplinary or legal action. No Guarantees: T.E.A.C.H. Education Academy of Christian Homeschoolers will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and student recognize (T.E.A.C.H.) T.E.A.C.H. Education Academy of Christian Homeschoolers takes no guarantees about preventing improper access to such materials on the part of the student.

This is a legally binding Consent Form and Release of Liability made voluntarily by me, the undersigned Releaser, on my own behalf, and on the behalf of my heirs, executors, administrators, legal representatives and assigns to T.E.A.C.H. Education Academy of Christian Homeschoolers. By the execution of this waiver of liability form, I acknowledge that the student listed above is capable of participating in the activities. I also assume all risks of the student participating in the activities, whether such risks are known or unknown to me at this time. I release and hold harmless this organization, leaders, volunteers, and any agents from any claim the student or I may have due to the result of any injury or illness incurred during participation in the T.E.A.C.H. Education Academy of Christian Homeschoolers. I accept and assume full responsibility for any and all injuries, damages, and losses that may occur to the student from any participation in the school activities. In an emergency, I acknowledge that I am solely responsible for all medical and other costs arising out of bodily injury or any loss sustained through participation in this activity. I authorize program staff to secure any licensed hospital, physician and/or medical personnel for any treatment deemed necessary for the participant's immediate care.

I hereby acknowledge that my child(ren) will be participating in activities under the arrangement of T.E.A.C.H. Education Academy of Christian Homeschoolers, and that certain risks and dangers, inherent or otherwise, may occur, including, but not limited to accident or illness. In consideration of, and as part payment for the right to participate in the homeschool program and its activities, I have and do hereby assume all risks on behalf of the above named child(ren). I will hold Oakwood Community Church and any of its representatives harmless from any and all causes of action, debts, claims, demands, damages, judgment executions, cost, loss of services, expenses, compensations, and any and all other claims of damages whatsoever, including, but not limited to, any acts or omissions of Oakwood Community Church, or, any other person in connection with Oakwood Community Church.

All PreK and Kindergarten students must have a parent or guardian present ON CAMPUS at all times during their class schedule. If this is not possible, there is a PreK/Kindergarten Liaison program that will cost \$800 per year.

Students in 1st grade - 12th grade are allowed to be dropped off for classes. The student must be able to get themselves from class-to-class and handle all aspects of their day. The administration of T.E.A.C.H. is there to watch over the students but cannot be responsible for each and every student at all times. If the student does not demonstrate the ability to be on campus without supervision the parent will be asked to stay with the student or pay the liaison fee that will guarantee an adult be with your child from class to class and take care of their needs during the day.

When registering a child with special needs, T.E.A.C.H. requests the family inform T.E.A.C.H. of disability(s) and work together to place the child in appropriate classes. T.E.A.C.H. may require the parent to be in class with the child and WILL REQUIRE THE PARENT TO BE ON CAMPUS AT ALL TIMES. T.E.A.C.H. is unable to adequately provide resources for special needs students as our instructors are not certified in special needs education. Students with special needs are expected to follow the same behavior guidelines and will be treated as other students when it comes to discipline as stated here in the T.E.A.C.H. waivers and policies.

The parent(s) is in ultimate control of their children's education. In no form is T.E.A.C.H. held accountable for the progress or lack of progress of a student's academics. As the parent, you fully understand that you are responsible for transcripts, grades and any dynamic of their learning environment. The instructors at T.E.A.C.H. are contracted with the sole responsibility to facilitate learning.