

Kankakee Trinity Academy

Parent - Student Handbook

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Welcome to the KTA family.

Our hope is our association will
be beneficial to your student(s)
and your family.

God Bless you.

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FOREWORD

This handbook has been prepared to include directives for both students and parents. Both parents and teachers are urged to help the students become familiar with the contents to enable us to have a smoothly operating school.

Please plan to keep this book for several years. New handbooks will not ordinarily be issued, except to new families, until further revision is necessary.

We extend a warm welcome to all our school family. We sincerely appreciate the sacrifices and dedication on the part of many who have made this school possible. We shall endeavor to present a high quality education in a Christian setting.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I will not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior crucified, risen, and coming again...with life and liberty for all who believe.

MISSION STATEMENT

Our mission is to serve as an Interdenominational Christian school equipping students through excellence in Christ-centered academics.

VISION STATEMENT

Striving for a more perfect union between Christ, life, and education.

STATEMENT OF PURPOSE

- To partner with Christian churches, parents, businesses and individuals to accomplish our mission.
- To provide excellence in Christian Education with a Biblical foundation resulting in generations of young people who will impact our world for Christ.
- To provide a safe, nurturing environment for each uniquely created student, regardless of status, race, or gender.
- To challenge each student to reach their greatest potential through spiritual formation and servant leadership.
- To provide opportunities for faculty and administration to be life-long learners through spiritual development and continuing education.
- To honor Christ in all that we say and do.

STATEMENT OF FAITH

We believe the Holy Scriptures of both the Old and New Testaments to be the verbally and plenary inspired Word of God; in the fall of man his consequent depravity; in the reality and personality of Satan; in the Trinitarian nature of God: Father, Son, and Holy Spirit; in the virgin birth and deity of Jesus Christ; in the shed blood of Jesus Christ, the only atonement for sin; in justification by faith; in the personality and work of the Holy Spirit; in the physical resurrection of the Lord Jesus Christ from the dead and His glorified bodily presence at the right hand of God as our High Priest and Advocate; in the imminent personal return of our Lord Jesus Christ; in the Christian's walk, to be separated from worldly and sinful practices; in the Church as the body of believers; and in the Great Commission as the primary mission of all believers.

PHILOSOPHY OF EDUCATION

Kankakee Trinity Academy seeks to provide a quality, Christ-centered education, in which all academic disciplines are predicated on the belief that the universe was created by God for His glory.

The program of learning will emphasize academic excellence, with learning experiences aimed at developing the student's maximum spiritual, intellectual, social, physical, and emotional potential.

KANKAKEE TRINITY ACADEMY operates as a private, interdenominational, coeducational Christian school with programs planned for pre-school through twelfth grade.

NONDISCRIMINATORY POLICY

KANKAKEE TRINITY ACADEMY admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the academy. It does not discriminate on the basis of race, color, gender, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. ALL STUDENTS ARE ACCEPTED ON A PROBATIONARY STATUS LASTING ONE SCHOOL YEAR.

HISTORY OF SCHOOL

KANKAKEE TRINITY ACADEMY began as a concept developed by a group of parents concerned about a quality, Christian education for their children and the children of the Kankakee area. These concerned parents met often during the summer months of 1981 sharing their burdens and the vision of KANKAKEE TRINITY ACADEMY.

The Board of Directors of KANKAKEE TRINITY ACADEMY was officially organized on September 1, 1981, to establish a not-for-profit, co-educational, Christian academy to meet the needs of students in grades Kindergarten through Grade Twelve. The academy opened on September 9, 1981, with 38 students, in the facilities of Immanuel Baptist Church.

KANKAKEE TRINITY ACADEMY was founded as a non-denominational community, Christian school, with a **strong evangelical emphasis**. It was to be governed by a Board of Directors of evangelical backgrounds, each agreeing without reservation to the school's adopted Statement of Faith.

The school's first year did not see students in Kindergarten, First Grade, nor Fourth Grade; however, the second year saw the enrollment go from 38 students to 87 students with the addition of these grades.

The program of KANKAKEE TRINITY ACADEMY was evaluated by the Illinois State Board of Education in February 1983, and "full-recognition" status was granted to the school following the state's visit.

The school has been experiencing a steady growth, and the Board of Directors is committed, diligently to strive for "academic excellence in a Godly Christian setting." Each board member brings a unique background to his/her commitment to the ACADEMY and uses his/her area of expertise to fulfill the vision of KANKAKEE TRINITY ACADEMY. The original pastoral advisory board, composed of the Reverend Vernon Smith (Pastor, Faith Reformed Church), the Reverend Paul Brown (Pastor, Open Bible Church), and Dr. Robert F. Penner (Pastor, Immanuel Baptist Church) was instrumental in developing the school's Statement of Faith.

A Parent-Teacher Organization was formed the first year, with its own officers, to serve as a liaison organization between the Board of Directors, teachers, and the parents of TRINITY students.

KANKAKEE TRINITY ACADEMY was founded as the TRINITY TRIAD--a triad with the HOME, the SCHOOL, and the LOCAL CHURCH. Each member of the triad plays a vital part in the children's education. The school's colors, BLACK AND GOLD, were selected by the school's first student body. The school's mascot, the EAGLE, was selected by the Board of Directors from a list presented to the Board of Directors by the student body.

KANKAKEE TRINITY ACADEMY has and will continue to strive to develop Christian leaders for the FAMILY, the CHURCH, and the COMMUNITY.

POLICIES

ATTENDANCE POLICY

Kankakee Trinity Academy is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule.

CALLING OFF SCHOOL

1. For reasons of extreme inclement weather, school will be called off.
2. Announcement will be made as early as possible over Radio Station: AM1320 WKAN and FM89.7 WONU and FM95.1 WVLI. (Parents are urged to listen to the radio when they feel a possibility of school being called off exists.)
3. The school voicemail & Sycamore Education can also be accessed to find out about school cancellations.

ABSENCES

If a child is absent for any reason, the parent must call the school office daily and report the following:

- Child's name
- Grade/Homeroom Teacher's name
- Reason the student is absent
- Give symptoms if student is sick

ABSENCE DUE TO ILLNESS

Many diseases are not easily detected during the communicable period; however, the following symptoms are often warnings or signs of a communicable disease. Children should be kept home if they display any of the following symptoms:

- Nausea or vomiting
- Excessive runny nose
- Red or Discharging eyes
- Skin eruptions or rashes
- Sore throat
- Earache
- Flushed Skin, chills
- Swollen glands
- Fever
- Chronic sneezing or coughing

To protect other students from communicable diseases, the school requires that students who become ill with the following communicable illness not return to school until they are definitely beyond the contagious stage and are free of all open sores or other possible contagious symptoms. For more serious diseases, the school reserve the right to require a written release from a physician or the county Health Department before a student is allowed back in school.

- Measles
- Mumps
- Hepatitis
- To many to list (ask office when you call)
- Chicken Pox
- Scarlet Fever
- Impetigo
- Lice
- Conjunctivitis
- Strept Throat

PLANNED ABSENCES

The parent and/or student should obtain assignments from the teachers prior to the absence. Assignments are due upon return to school, unless prior arrangements are made. If the absence is planned ahead of time, one of two scenarios must happen:

- A. A parent or legal guardian should call the school and notify the secretary.
- B. A parent or legal guardian should inform the secretary in writing of the date and reason for the absence.

UNPLANNED ABSENCES

The parent and/or student should obtain assignments from the teachers upon return to school. The student will have two (2) days for each day absent, to make up the assignments given during their absence. Work that was due during the absence, that was previously assigned, will be due upon return to school.

If the student is absent without prior notice, one of the following two scenarios must happen:

- A. A parent or guardian should call the school and notify the secretary that day.
- B. If for some reason a parent or guardian cannot call the school, the parent or guardian must notify the secretary in writing on the day the student returns stating the date and reason for the absence.

EXAMPLES OF EXCUSABLE ABSENCES

- A. Court appearances
- B. Surgery/doctor/dental appointments
- C. Funerals (permission to attend given by guardian)
- D. Family vacations that are out of town
- E. Illness verified by a parent or guardian (an absence of longer than five days due to illness MUST be verified in writing by a doctor)

EXAMPLES OF INEXCUSABLE ABSENCES

- A. Job training
- B. Work related activities
- C. NON-KTA Sports events
- D. Absences of longer than five days not verified by a doctor
- E. No ride available

PUNISHMENT FOR AN INEXCUSABLE ABSENCE

An inexcusable absence may result in an in-school suspension or out-of-school suspension. An inexcusable absence will result in disciplinary action by the administrator. Repeated offenses may result in expulsion by the Board of Directors.

EXCESSIVE ABSENCES

Any student who is absent for more than 12 days per semester will appear with parents before the board to explain the reason for excessive absences. The Board of Directors requires that for credit to be given for a course that the course work requirements be met whether they be homework assignments, tests, research papers, reports, field trips, etc. If not enough course work has been completed in order for the student to receive a passing grade, then the student will fail to receive credit for the course(s). Students are given two days for each day absent to make up any newly assigned assignments (new assignments given the day of students absence). After which time, the instructor may give the student a zero for the missing assignments. This naturally would affect the student's over all grade for the course. (It is the student's responsibility to find out from the teacher what he/she missed during an absence from school.) Kankakee Trinity Academy's motto is "Academic excellence in a Christian environment," and it is academic excellence which is the focus of the attendance policy.

LEAVING THE SCHOOL GROUNDS DURING THE SCHOOL DAY

The school day begins when the student arrives on school grounds and ends at the conclusion of their scheduled activities. Students must both sign out and sign in when leaving from and returning to the building. The student's name and the time in or out must be written legibly so the secretary can keep track of this information for records. The school office must be notified by the parent (or guardian) before any student leaves school grounds during the school day.

TARDIES

TARDY TO SCHOOL PUNISHMENT

- A. Six late-to-school tardies per semester will result in a detention.
- B. The twelfth late-to-school tardy (per semester) will result in a double detention.
- C. A continuation of late-to-school tardies may result in an In-School-Suspension or dismissal by the Board of Directors.

SOME EXAMPLES OF INEXCUSABLE LATE-TO-SCHOOL TARDIES

- Alarm clock not working
- Oversleeping
- Missing the bus
- Fellow students not ready on time
- Late ride
- Car trouble
- My car had a flat tire

TARDY TO CLASS PUNISHMENT

- A. A late-to-class tardy may result in one 30 minute detention after school.
- B. Students with learning disorders may, in some cases, be exempt from this rule as long as the exemption is not abused.
- C. Excessive tardies may result in an out-of-school suspension or expulsion by the Board of Directors.

EXAMPLES OF INEXCUSABLE TARDIES TO CLASS

- My locker was jammed
- I couldn't find my book.
- My watch isn't working
- I didn't hear the bell
- I was in the rest room

EXAMPLES OF EXCUSABLE TARDIES TO CLASS

- A. "My teacher kept me after class and here is the written tardy excuse from my teacher."
- B. "Here's my written tardy excuse from the secretary or the Administrator."

SKIPPING CLASS

Any student who skips class or refuses to go to class will receive one day of in-school suspension or one day of out-of-school suspension.

CONDUCT CODE

As a Christian educational institution, KANKAKEE TRINITY ACADEMY expects that its students not only live lives that are above reproach, but that they also exemplify Christian unselfishness in all their dealings with staff and other students.

It is our belief that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 12:1-2).

1. Maintain high standards of courtesy, kindness, morality, and honesty.
2. Maintain high standards of academic excellence.
3. Dress appropriately and modestly.
4. Respect those in authority.
5. Respect the rules and regulations established for the operation of KTA.

FIVE BASIC RULES

1. SHOW RESPECT TO GOD
2. SHOW RESPECT TO GODLY AUTHORITY
3. SHOW RESPECT TO OTHER PEOPLE
4. SHOW RESPECT TO YOURSELF
5. SHOW RESPECT TO PROPERTY

5 STEP POLICY

The 5 steps and their corresponding consequences follow:

- Step I-- Two 30 minute detentions served on separate but consecutive days except where interrupted by weekends or days school is not in operation.**
- Step II-- Parent/principal/student meeting**
- Step III-- In-school or out-of-school suspension**
- Step IV-- Student appears before the KTA Board of Directors or before a Board of Directors representative and the principal functioning as an executive discipline committee.**
- Step V-- Expulsion as determined by the KTA Board of Directors.**

STEPS

Steps are part of a five step discipline process. Steps accumulate over an entire academic year and are NOT wiped clean at any time during the school year. Although the steps are listed consecutively, a student who has not been on a step may begin by being placed on step one, two, three, or four. In other words, a student does not have to be on step 2, in order to be placed on step 3; steps may, in that sense, be skipped. Only the principal and/or the KTA Board of Directors can place a student on a step; however, a teacher or other staff person may recommend a step to the principal. Some examples for which steps are given follow:

1. Disobeying KTA Board of Directors, administrator, teachers, administrative assistants, secretaries, or any KTA staff person or persons acting on behalf of the school in a supervisory capacity. *Hebrews 13:17 "Obey your leaders and submit to their authority. . . ."*
2. Maliciously giving a false report that potentially damages another person's reputation or for making racial or ethnic slurs. *Proverbs 10:18 ". . . whoever spreads slander is a fool."*
3. Swearing. *Leviticus 24:15 ". . . If anyone curses God, he will be held responsible."* *Ephesians 4:29 "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up. . . ."*
4. Singing songs which attack Christian ethics or doctrine. *Titus 2:10 ". . . adorn the doctrine of God our Saviour."*
5. Making obscene physical gestures *Matthew 5:22 "But I tell you that anyone who is angry with his brother will be subject to judgment. Anyone who says to his brother, 'Raca,' is answerable to the Sanhedrin. But anyone who says, 'You fool!' will be in danger of the fire of hell."* *Galatians 5:19 The acts of the sinful nature are obvious: . . . impurity. . . ."*
6. Refusal or failure to serve a detention. *Hebrews 13:17 "Obey your leaders . . ."*
7. Not returning school library books, or other school owned material. (In the case of uniforms, the student may be required to pay the amount necessary to purchase a new uniform.) Students who do not return all textbooks and/or library books will be fined. *Exodus 20:15 "Thou shalt not steal."*
8. Wasting restroom supplies such as paper towels, soap, toilet paper. *Exodus 20:15 "Thou shalt not steal."*
8. Skipping Class: Any student who skips class or refuses to go to class will receive a step. *Ephesians 5:15-16 "Be very careful, then, how you live—not as unwise but as wise, redeeming the time"*
9. Any behavior which the principal and/or school board determines as deserving of a step.

Important Note: Although step 5 may result in expulsion, a student need not be on step 5 or any step to be expelled.

DISCIPLINE/PUNISHMENT

Each teacher may post classroom rules and consequences for offenses in addition to our present policy, for those students who display unruly and class-disrupting conduct.

The teacher will send the student to the school office with a completed corridor pass to see the Administrator. The teacher will then fill out a disciplinary report and submit it to the Administrator before the close of the school day.

Corporal Punishment

Corporal punishment is not permitted at Kankakee Trinity Academy as a method of discipline.

DETENTIONS

Detentions will be ½ hour long with the teacher who has been assigned to detentions. Parents will be notified. Detentions must be served within 2 days after the date of the offense. The student must work on school related work during detention. The school work assigned shall be at the discretion of the detention teacher.

After 5 detentions, a student will be placed on Step 2 (Parent/Principal/Student Meeting); 3 more detentions, a student will be placed on Step 3 (In-School or Out-of School Suspension).

Failure to serve a detention in the time allowed will result in a suspension. The administrator will decide whether the student will serve an in-school or out-of-school suspension. Daily school work must be done, but no credit will be given.

The following are some examples of behavior for which detentions may be given:

1. Not doing homework
2. Talking during class without permission from the teacher
3. Throwing paper airplanes or pennies or food or etc., not cleaning up after lunch or not doing assigned lunch duty clean up
4. Leaning back on chairs(also a fine up to fifty cents may be assessed for leaning back on chairs)
5. Eating or drinking during a class period without permission from a teacher
6. Being out of an assigned seat without permission
7. Leaving a classroom without permission
8. Running in the halls or classrooms (other than the gymnasium)
9. Bothering or annoying others
10. Failing to bring paper, pen, pencil, and other needed supplies such as the textbook to class.
11. Horseplay in the halls, maliciousness, or property damage
12. Swinging on the doors (If damage is done to the doors the punishment could be more severe.)
13. Chewing gum in the building; if continued steps will be given for this infraction
14. Failing to use class time effectively
15. A student who is caustic or hurtful in speech toward others may be given a detention
16. Being rude
17. Having electronic musical devices. If one is brought to school, it will be confiscated and held in the school office for a parent to pick up.
18. **Using a cell phone during school except during lunch. The teacher may require the students to place their phones on their desks in front of them in plain view during class.**

Any other infraction considered by the Administrator and/or classroom teacher as deserving of a detention may receive a detention. Note: The KTA School Board reserves the right to expel a student if his/her detentions are excessive in number ("excessive" is determined by the board) or if the student has an excessive number of detentions for the same misbehavior.

EXPULSION

(Only the KTA Board of Directors can expel a student.)

In addition to being the consequence for step 5 of the step discipline process, expulsion is a possible consequence for any of the following (even if these behaviors take place only one time):

1. Smoking on school property *I Corinthians 3:16-17 "Don't you know that you yourselves are God's temple and that God's Spirit lives in you? If anyone destroys God's temple, God will destroy him; for God's temple is sacred, and you are that temple."*
2. Having cigarettes in the school or on school property *I Corinthians 3:16-17--as stated in #1- I Corinthians 3:16-17.*
3. Drunkenness or being under the influence of illegal drugs while at school or out of school. *Ephesians 5:18 "Do not get drunk . . ." Revelation 9:21 "Nor did they repent of their . . . drugs (pharmakeia). . ."*
4. Possession of illegal drugs or alcohol. *Ephesians 5:18 "Do not get drunk . . . Revelation 9:21 "Nor did they repent of their . . . drugs (pharmakeia) . . ."*
5. Sexual intercourse outside of marriage or bragging about one's sexual exploits or promoting sexually immoral behavior as defined by Scripture. This applies to both male and female students. *Galatians 5:19 "The acts of the sinful nature are obvious: sexual immorality , impurity . . ."*
6. Fighting. (Some consideration may be given as to which party actually started the physical assault or whether a party was acting only in self defense to protect one's physical well being. However, this is not a guarantee that all the participants in a fight will not be expelled.) *Exodus 20:13 "Thou shalt not murder . . ."*
7. Blasphemy *Leviticus 24:16 "Anyone who blasphemes the name of the Lord must be put to death."* (Of Course, students will be NOT be put to death, but they may be expelled.)
8. Criminal acts on or off the school grounds. *Romans 13:4-5 " But if you do wrong, be afraid, for the government does not bear the sword for nothing. . . . Therefore, it is necessary to submit to the authorities."*
9. Stealing or possession of stolen property. *Exodus 20:15 "Thou shalt not steal."*
10. Inappropriately touching another person. *I Thessalonians 4:3-7 "It is God's will that you should be sanctified: that you should avoid sexual immorality,; that each of you should learn to control his own body in a way that is holy and honorable, not in passionate lust like the heathen, who do not know God; and that in this matter no one should wrong his brother or take advantage of him. The Lord will punish men for all such sins . . ."*
11. Misbehaving on school-sponsored transportation. *Galatians 5:22-23 "But the fruit of the Spirit is self control."*
12. Defacing school property such as writing on walls, etc. *Galatians 5:22-23 "But the fruit of the Spirit is self control."*
13. Bringing a weapon to school or possession of a weapon or other items which can cause physical injury to someone. Examples include, but are not limited to, such items as knives, guns, chains, etc. *Exodus 20:13 "Thou shalt not murder."*

14. Threatening to beat up, physically injure, or kill another student, KTA staff person, or adult. *Exodus 20:13 "Thou shalt not murder." Matthew 5:22 "But I tell you that anyone who is angry with his brother will be subject to judgment."*
15. Students who have three or more "F" grades per quarter for academic courses may be dropped from enrollment (or expelled) as well as students who have less than a 1.0 grade point average at the end of any semester. (Teachers who assign those failing grades are not to be pressured into assigning a higher grade.) *Colossians 3:23 "Do your work heartily as for the Lord."*
16. Loud out-bursts of anger by a student toward a KTA staff person or adult in the building or toward another student may result in expulsion. *Galatians 5:19-20 "The acts of the sinful nature are obvious: . . . fits of rage"*
17. Writing notes or letters about another student or KTA staff person that are gossip or are slanderous may result in expulsion. *Proverbs 10:18 ". . . Whoever spreads slander is a fool."*
18. A student who is or becomes a member of a gang or solicits other students to be in a gang may be expelled. *II Corinthians 6:17 "Therefore come out from them and be separate."* "Gang" is defined in the following manner: "Gang" as used in this regulation shall mean individuals who associate with each other for criminal, disruptive and/or other activities. prohibited by law and/or KTA rules and regulations. Gang activity includes but is not limited to the following:
 - a. Soliciting others for membership in any gang.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Inciting other students to act with physical violence upon any other person.
 - d. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item which is commonly associated with membership in or affiliation with any gang. Inappropriate items and jewelry will be confiscated.
19. Students who have eight or more tardies per quarter may be expelled. *Ephesians 5:15-16 "Look carefully then how you walk, not as unwise men but as wise, making the most of the time"*
20. Witchcraft, sorceries, Satan worship. *Revelation 9:20-21 "The rest did not repent of the work of their hands; they did not stop worshipping demons . . . Nor did they repent of their . . . magic arts, sorceries"*
21. Writing of vulgar and/or sexually explicit letters, or notes. *Ephesians 5:19 "The acts of the sinful nature are obvioussexual immorality . . . impurity."*
22. ANY ACTION CONSIDERED AS MAJOR BY THE KTA BOARD OF DIRECTORS.

APPEALING AN EXPULSION

Legal guardians may appeal an expulsion decision made by the KTA school board. The following process applies:

- A. An appeal by the legal guardians must be submitted to the school board in written form only.
- B. Letters by other legitimately involved persons may be submitted to the school board in written form only.
- C. The written appeal (or letters) should be addressed to the KTA Board of Directors and delivered to the school office in a sealed envelope.
- D. The Board of Directors will review the written appeal (letters) and then decide if a second vote should be made regarding the expulsion.
- E. At this point, if the Board of Directors deems it necessary, a meeting between the Board of Directors and the parents will be set.
- F. If a second vote is deemed necessary by the school board, the following procedure will take place:
 1. The vote will NOT be made on the same day the school board makes the decision to take a second vote.
 2. The vote must be UNANIMOUS if the expulsion is to be reversed.

GUM POLICY

Gum is not allowed on school property. Breath mints are acceptable. Repeated offenses may result in steps.

DRUG USE

Illegal non prescription drug use will not be permitted.

DRESS CODE

The purpose of KTA's dress code is to encourage our students to glorify God in all areas of life. It is impossible to provide an exhaustive list of proper and improper attire but in order to build character and wisdom, selection of attire should exhibit modesty, neatness, cleanliness, self-discipline, and humility. Parents are expected to support the school administration as the final authority in matters of appropriate dress.

GUIDELINES FOR ALL STUDENTS:

- Dress slacks, jeans and nice overalls are acceptable.
- Shorts are acceptable **all year**, provided they are knee length. Biker shorts are NOT acceptable.
- No sweat pants. (Grades Pre-K-2 may wear matched jogging suits.)
- Clothing which is too tight, too loose, or too revealing is unacceptable.
- Any clothing which is torn, frayed or has holes is unacceptable.
- Any clothing with slogans, symbols, pictures, or patches which may be suggestive, distasteful, or distracting are unacceptable. **Secular band shirts are not acceptable.**
- Hats are unacceptable attire in the school building.
- No sleeveless shirts.
- No wording on the back of pants.

GUIDELINES FOR GIRLS:

- Skirts, dresses, and split skirts must be knee length (no mini skirts).
- Crop-tops and tank tops are unacceptable attire.
- Hair should be neat and well-groomed so as to avoid extremes.
- Jewelry may not be worn in any pierced body part, other than the ears, while at school or while representing the school.

GUIDELINES FOR BOYS:

- Hair should be neat and well-groomed so as to avoid extremes. Hair should not extend below the top of the collar. Hair with engraved designs, tails, or skin head fashions are unacceptable.
- Boys may not wear jewelry in any pierced body part while at school or while representing the school.
- No oversize pants

GUIDELINES FOR PE :

Modest shorts are permitted for PE class and athletic practice. Students must change from their PE clothing back into their normal school attire before they leave the building to go home or go into the next class. P.E Uniforms may be purchased in the school office. Non-Marking tennis shoes should be worn.

INFRACTIONS:

A student who does not follow the above dress code will be dealt with in the following ways:

- The student will be sent to the office to call home for appropriate clothing.
- If the parent cannot bring appropriate clothing in a timely fashion, the student may be required to wear substitute clothing for the rest of the school day. Should infractions by a student continue, the student may receive detentions and/or face the possibility of expulsion by the Board of Directors.
- Students who have violated the dress code regarding hair styles will be required to get the hair cut if it is too long. Since it is impossible to immediately grow hair, students who have 'engraved' hair or who have shaved their head bald or nearly bald, will be disciplined in a manner which the school board deems appropriate.

CHAPEL/ASSEMBLIES

The following will apply for chapel and other assemblies:

1. A spirit of reverence should be felt in all chapel services.
2. Attentive and courteous conduct, which honors the Lord, is expected at all assemblies.
3. There should not be any talking during the program unless the speaker or teachers approve of the talking.
4. A student whose behavior during chapel or other assemblies is not in keeping with the above guidelines may be punished in any of the following ways:
 - a. being placed on a step
 - b. being expelled by the school board
 - c. detention

ORDERLINESS

1. GENERAL

- a. Enter and leave the building in an orderly manner.
- b. No prolonged loitering will be allowed in the halls or washrooms.
- c. Students should remain in their classrooms unless specific business (approved by the teacher) requires them to be elsewhere.
- d. Classrooms and other areas should be kept neat and orderly.
 1. The tables should be orderly.
 2. Paper and other refuse should be kept off the floors and grounds.
 3. Make a practice of picking up things you see tossed around.
 4. Don't bring "toys" to school unless they are to be used in a class activity

2. LINES

All classes should pass through the halls in an orderly manner. No student should be in the hall, unless he/she has a pass while classes are in session.

PLAYGROUND

1. BALLS--Balls should not be used too close to the building, especially near walls with windows. Hard baseballs are not allowed except in the supervised P. E. or baseball program.
2. LITTERING--Don't be a "litter bug;" keep paper and other waste material off the grounds.
3. SAFETY--All students are expected to play in a safe manner.
4. TREES--KANKAKEE TRINITY ACADEMY students are not to climb trees or play in bushes located on the school property.
5. SNOWBALLING -
 - a. When? (Only when the playground teacher agrees to supervise an organized battle.)
 - b. Where? (Place to be designated by the playground teacher. Usually it is the vacant lot adjacent to the school.)

ADMISSIONS

YEARLY RE-EVALUATION FOR RE-ADMISSION

Each returning student is evaluated prior to the next school year to determine re-admission. Re-admissions are at the sole discretion of the KTA Board of Directors.

KINDERGARTEN

ADMISSION -- Attention will be paid to the academic abilities and general maturity of children whose parents seek to enroll them in kindergarten. Children who are five or will be five, on or before September 1, are eligible to enroll in Kindergarten **unless an exception is made by the Board of Directors.**

* A current year physical with an up to date immunization record and a current year dental exam must be submitted. Lead test is recommended.

REPORTING TO PARENTS -- Reports will be sent home during the school term periodically. Individual parent/teacher conferences may be scheduled as desired throughout the year. Individual parent conferences are planned at the end of the first nine weeks and at the end of the year.

THE PROGRAM

- * A comprehensive program will be used, designed to help the children develop basic skills and concepts in all areas of the curriculum -- language arts, social studies, mathematics, science, music, health, safety, art, and physical education.
- * Bible--About 20 to 25 minutes will be devoted to Bible lessons each day.
- * Special Snack Breaks --The children will participate in preparing the tables for snack-time. Birthdays may be observed at this time. Cookies or similar snacks will be brought in for the entire class by each child on a designated day.

CURRICULUM

GRADING SYSTEM

REPORTING TO PARENTS

ELEMENTARY

Report cards are sent home four times a year and require a parents' signature before they are returned.

JR. HIGH & HIGH SCHOOL

Progress reports or report cards are sent home every three weeks and require a parents' signature before they are returned.

GRADE RANGE

- a. A (92-100).....Superior
- b. B (85-91).....Very Good
- c. C (75-84).....Average
(This grade indicates adequate grasp of the subject.)
- d. D (70-74)..... Passing Work
- e. U (Below 70).....Unsatisfactory Work (Grades 1-6)
- f. F (Below 70)..... Unsatisfactory Work (Grades 7-12)

ABILITY MARKING SYSTEM

A numerical system is used to indicate the student's use of his/her ability in Grades 1-6.

- a. "1"..... Good Use of Ability
- b. "2".....Average Use of Ability
- c. "3".....Poor Use of Ability

- A student who has a grade point average of less than 1.0 at the end of any semester may be dropped from enrollment.

* For any given quarter, students who have three or more "F's" may be dropped from enrollment.

Requirements for Advancement in Grade Classification

To be Classified As:

Credits Needed:

Sophomore

(To include 1 English Credit)

5 ½ Credits

Junior

(With credit for English II, and Mathematics,
1 Social Studies, and 1 Science Credit)

11 Credits

Senior

(With credit for English III, 2 Mathematics,
2 Social Studies, and 2 Science credits)

16 Credits

HIGH SCHOOL GRADUATION REQUIREMENTS

Twenty-one credits are required for graduation from KTA'S high school program, with exceptions made in the Bible area--Bible is required for each year a student is enrolled in KTA.

BASIC CREDIT REQUIREMENTS:

ENGLISH.....	4 CREDITS
MATHEMATICS.....	3 CREDITS
SOCIAL STUDIES *.....	3 CREDITS
SCIENCE.....	3 CREDITS
P. E./HEALTH**	2 CREDITS
BIBLE.....	4 CREDITS
FINE ARTS.....	2 CREDITS
(INCLUDES ART, MUSIC, AND FOREIGN LANGUAGE)	
ELECTIVES.....	4 CREDITS

TOTAL CREDITS TO MEET BASIC REQUIREMENTS.....25 CREDITS(Starting with Class of 2013.)

* NOTE: United States History is required. This course includes the study of Illinois and United States Constitutions. All candidates for graduation must pass tests over both these constitutions. One semester of consumer education is also required.

** The State Law requires 2 P. E./HEALTH credits for graduation. Credits will be given according to the number of days class meets per week.

DROPPING A COURSE

Students must always have written parental consent. Refunds are never given. During the first week of class there will be no penalty for dropping a course. After the first week, it will go on their record with a "WF" or "WP" (Withdrew failing or passing). Students may not drop a class after the first two (2) weeks.

PROMOTION/RETENTION

The recommendation for promotion or retention for elementary students will be on the back of the report card at the end of the school year.

Jr. High students (7th & 8th grade) may be retained if they receive three (3) or more semester "F's" during the current school year. All 8th grade students must pass the Constitution Test(s).

KCC & CONTINUING EDUCATION PROGRAM

COURSEWORK TAKEN AT KANKAKEE COMMUNITY COLLEGE OR THROUGH THE CONTINUING EDUCATION PROGRAM

CREDIT-IN-ESCROW

Students who have junior standing may be admitted to Kankakee Community College to receive educational services, subject to the approval and recommendation of the ACADEMY principal. Credits earned while in this program will be held in escrow pending receipt of the final high school transcript, indicating graduation. At that time, the credit will become part of the student's college record.

CONTINUING EDUCATION PROGRAM

These courses are offered in the evening, many in extension centers throughout the college district. Courses must be approved by the KANKAKEE TRINITY Academy administration before credit can be transferred. (There are a number of vocational-type courses, not available at KANKAKEE TRINITY ACADEMY which can be taken through this program.)

Students will not be allowed to miss required courses at KTA in order to take a class at KCC.

COURSES AT PUBLIC HIGH SCHOOLS

When KTA high school students need to take a course such as a business course or driver's education class, they may do so at a public High School. All rules and regulations set by the State of Illinois and the public school must be met. KTA attempts to adjust its own academic schedule so that students may take these few classes which KTA does not offer. Also in the past, KTA **has tried** to arrange its schedule so that students may take classes at the area career center. KTA's philosophy is to be a facilitator of its students' education in all areas.

DRIVER'S EDUCATION

KTA will abide by all State Laws. Current law states the following:

- * A student must meet the credit requirements to be a ranking sophomore.
- * All students must be at least 15 years of age by September 1st of that school year.
- * KTA Administration will inform students of the deadlines for sign up with Kankakee High School.
- * The class has a limited number of spaces.
- * The Driver's Ed instructor will state the number of classes a student is allowed to miss before being dropped from the class.
- * Fees will be paid to Kankakee High School to be allowed to sign up for the class. Another fee will be paid during the class to the Secretary of State for the student's permit, etc. If the student fails class, fees will not be reimbursed.
- * Driver's Ed will be taken during the Summer School program with the public school or through a private driving school, this is a parental decision.

TESTING PROGRAM

ACHIEVEMENT TESTS

Achievement tests are administered in April to all students. The test given is the Stanford Achievement Test and the OLSAT I.Q. test. KTA also administers the P.S.A.T. and Plan ACT tests and may also offer the ASVAB. KTA believes that objective assessment of its students' academic development is of greatest importance.

READINESS TESTS

Readiness tests (Stanford Achievement Tests and Olsat Tests) are administered to kindergarten students in May to determine their readiness for first grade.

INTELLIGENCE TESTS

School ability tests are administered every year in all grades. Individual intelligence tests are administered as needs arise and whenever a child has difficulty with reading.

SCREENING TESTS

Screening tests measuring achievement in the basic areas of reading, language, and mathematics are given to all new students in grades one through twelve to assist with their placement in KANKAKEE TRINITY ACADEMY.

A.C.T. OR S.A.T.

High school students are encouraged to take either the A.C.T. or the S.A.T. during their junior or senior year of high school. Testing dates are announced annually by Educational Testing Service. (Dates for these tests are posted on the school bulletin board.)

P.S.A.T.

P.S.A.T (Pre Scholastic Aptitude Test) is given to sophomores and juniors in the Fall.

OTHER

Other tests will be administered periodically in the various subjects offered at KANKAKEE TRINITY ACADEMY by the classroom teachers, to determine each student's understanding of the material being presented. Semester examinations are given at the high school level.

CURRICULUM (KINDERGARTEN-12)

The curriculum, used by KANKAKEE TRINITY ACADEMY, is planned, using guidelines set forth by the State of Illinois Office of Education. A well-rounded program has been planned to meet the mental, physical, social, emotional, aesthetic, and spiritual needs of its students.

Great emphasis is placed on the fundamentals of education. A strong reading program, which combines the best of the modern and traditional systems, provides the academic base. A clear understanding of scriptures is encouraged by use of the NIV **Bible**. However, students may use any generally approved translation. Penmanship is stressed. Good work habits are emphasized.

KANKAKEE TRINITY ACADEMY graduates fulfill the requirements as set forth by the Illinois Office of Education.

HOMEWORK

In each grade beginning with Grade Two, there is a homework responsibility for each child on a regular basis. The amount of homework is graduated, depending upon the age and grade level of the child. The time required to complete the homework will be conditioned by the intelligence and maturation of each student.

In general, the following maximum time-limits for homework should be followed:

Grade One.....	No homework
Grade Two.....	30 minutes
Grade Three - Six.....	30 - 60 minutes
Grade Seven and Up.....	2 hours

During each class period, time will be set aside to give clearly assigned work. This provides opportunity for each child to begin his/her homework in class under teacher supervision.

MAKE-UP WORK

When a student is absent, due to illness or any other excusable reason, all assigned work should be made up.

1. It is the student's responsibility to get his/her make-up work assignments upon his/her return to school.
2. The student will have two (2) days for each day absent, to make up the assignments given during their absence. Work that was due during the absence, that was previously assigned, will be due upon return to school.
3. If the assigned make-up work is not completed by the time deadline the student may receive an "unsatisfactory" or "failing" mark.

AWARDS

Awards will be given at a special awards assembly in May and at the graduation ceremonies for those who have received special honors in school-related activities. The awards given vary somewhat from year to year. Some awards have been the prestigious Quill and Scroll Award, National Honor Society Induction, Kiwanis Club Awards, the Schreffler Compassionate Student Award, American Legion Award, and ACSI Distinguished Christian Student Award.

ACADEMIC AWARDS

Students will receive this award if they maintain a "B" average in academic subjects for the school year.

ART

Individual awards, class awards, and top 2-dimensional and 3-dimensional entries are awarded.

FOREIGN LANGUAGE AWARDS

Presented to those students who have achieved academic excellence in the study of a particular foreign language.

MUSIC (VOCAL)

For outstanding achievement and cooperation in 4th-5th grade music and in junior and senior high chorus.

MUSIC (INSTRUMENTAL)

For outstanding achievement and cooperation in 4th-5th grade music and in junior and senior high.

MUSIC (ARION AWARD)

A national medal award given to an outstanding junior or senior in high school who has demonstrated outstanding musicianship (Due to the distinguished honor that comes with the award, it is a highly coveted award among musicians. It may not be awarded each year.)

SCIENCE

An outstanding entry in each division of the school is given special recognition at the school's annual Academic-Fine Arts Fair.

SERVICE

An award is given for exemplary service to our school.

SOCIAL STUDIES

Outstanding entry in each division of the school is given special recognition in the school's annual Academic-Fine Arts Fair.

VALEDICTORIAN AND SALUTATORIAN

Requirements for valedictorian and salutatorian:

1. Must have attended KTA for 4 full semesters prior to graduation.
2. Valedictorian must have at least 3.8 grade point average.
3. There can be co-valedictorians if the grade point difference is not more than 0.1
4. Salutatorian must have a least 3.6 grade point average.
5. There can be co-salutatorian if the grade point difference is not more than 0.1
6. The valedictorian and the salutatorian cannot have any "F's" for semester grades.

OTHER

Other special awards will be added each year. Eligibility requirements will be announced as these qualifications become known.

NATIONAL HONOR SOCIETY

KANKAKEE TRINITY ACADEMY sponsors two National Honor Society groups: a National Junior Honor Society (for seventh and eighth grade students); a National Honor Society for students in Grades 10-12. Selection is based on scholarship (a minimum of a "B" average), leadership, character, and service. Final selection is made by a faculty selection committee of at least four members.

HONOR ROLL

At the end of each nine weeks grading period, honor rolls will be posted listing those students showing academic excellence. There will be two honor rolls for each grade for academic excellence and an honorable mention roll. Students maintaining an average of "A-" or above will be placed on the "HIGH HONORS" roll. Students maintaining an average of at least a "B-" will be placed on the "HONORS" roll. An "HONORABLE MENTION" list will be compiled for those students who have at least a "C+" average. We want to recognize students who have done superior work; therefore, we will post our entire honor roll, and The Daily Journal will be mailed the entire honor roll.

STUDY HALL

1. Students are expected to bring academic materials to fill forty minutes of independent study time.
2. During this period of time, students will not be permitted to go to their lockers for additional materials.
3. If students come unprepared, teachers may assign work to be completed.

SPORTS

SPORTS INFORMATION - GENERAL

At Kankakee Trinity Academy, academics are second only to spiritual growth. Although we believe that extra-curricular activities are important in a student's development, they do not supersede the importance of academics. All sports participants and parents MUST sign a contract which explains other rules and requirements not mentioned below.

SPORTS RULES

PARTICIPATION LIMITS

After a student completes 8TH grade, the student shall be eligible for a period not to exceed 8 semesters taken in order of attendance, whether the student participates or not. (ACSI requirement)

Students that have reached their 19th birthday prior to 8/15 of any school year, shall not be eligible to participate.

A student shall be enrolled in KTA by the 5th calendar day of the semester grading period.

ACADEMIC ELIGIBILITY

Grades will be checked weekly on Monday at noon. Any student with more than one "D" one "F", or an Incomplete in any class will be ineligible to participate in any athletic event(Tues. – Mon.)until such a time as grades are raised. It will be left to the coaches discretion whether or not an ineligible player may participate in practices. Ineligible players could be given time to do homework during practices.

In addition to poor grades, eligibility may be withdrawn for the following reasons: negative attitude, arrogant, uncoachable, resentful, or apathetic. For sports that start at the beginning of a quarter, the previous quarter's grades will be used to determine eligibility.

In addition, any students who are participating in sports must be in school for the entire day to participate in a game that day. Students that are serving an in school or out of school suspension are not eligible to participate that day.

An eligibility list will be turned into the school office, coach and athletic coordinator first thing on Monday morning. All grades are non-negotiable for the one week period except in the case of a teacher error.

PHYSICAL EXAMS

All KTA students participating in sports must obtain a sports physical prior to participating in any sport. Athletes must file with the school office a certificate of physical fitness issued by a licensed physician for each school year before participation in any interscholastic athletic activity.

GENERAL

SCHOOL DAY

7:30 - 7:45 -- Teachers' arrival

7:45 - 8:00 -- Staff Prayer Meeting

8:00 - 8:15 -- Teachers' time

8:15 - 8:30 -- Students' arrival for homeroom

8:30 - 3:05 -- Instructional School Day

CHAPEL & SPIRITUAL EMPHASIS WEEK

Chapel Service is held one day each week during the school year. Two spiritual emphasis week's are held during the school year. During Spiritual Emphasis Week, Chapel is held each day.

PRIVACY

Students have the right to expect that the school will keep their student records safe and private. Those who are eighteen (18) years old or older have the right to see their own school records.

The school will:

- a. Keep safe and private all student records.
- b. Allow parents to see the records of their minor child.
- c. Allow students who are eighteen (18) years or older to see their own records.

Students have the responsibility for respecting the privacy of others. They have the right to personal privacy. They have the responsibility for having in their possession only items allowed by the school.

LUNCHES AND LUNCH PERIODS

KANKAKEE TRINITY ACADEMY does have a full service hot lunch program. Lunches may be purchased on a weekly basis. Milk is available but must be paid in the school office before each semester begins. Pop may be purchased by 6th-12th grade students ONLY. Pop can be kept in lockers by 7th-12th grade students but must be in sealed containers.

NOTE: Food should not be shared between students since this may spread bacteria from one student to another.

When students are dismissed, they should check their areas for crumbs and wastepaper. Clean up duties may be assigned to students. Food should not be taken onto the playground or into the gym.

MATERIALS AND PROPERTY

THE FACILITY

Our school is God's provision through the kindness of the congregations of Open Bible Center and Immanuel Baptist. We feel that it is very important that the properties be well cared for. We want our students to be extra careful in caring for the facilities--always taking extra care in making sure that we keep our hands off walls, caring for the property to avoid damage, and to always pick up anything that we may see on the floor.

Asbestos Policy Statement

The asbestos policy of the school is as follows:

We will comply with the AHERA rules and regulations as set forth in 40 CFR part 763 of Federal Register on October 30, 1987, and in IDPH Section 855. The accompanying Management Plan will be put into effect 90 days after submission of the plan to the state. A complete set of Asbestos Management Plan books for each building will be kept at the main administration office, and each school office will have a copy of its respective Asbestos Management Plan.

BOOKS

- a. Don't leave your books lying around in hallways and on the hall racks when school is not in session.
- b. The only writing done in books should be your name on the identification page.
- c. Protective coverings and book bags will help to protect your books.
- d. Provide a combination lock for your locker to keep books and other personal belongings safe. Keep locker locked at all times.
- e. During school hours, students possessions should be kept in the students locker, or the other places provided. Items should not be left on the floor.

WORKBOOKS

- a. Names should be written on the covers.
- b. Pages should be carefully and neatly done.

SPECIAL EQUIPMENT

Special equipment such as machines, screen, wall maps etc., should be handled by the teachers, or at the teacher's request, by those who have been properly trained or instructed.

SUPPLIES

- a. Don't waste towels, soaps, paper, etc.
- b. Students should not go to the office to get supplies or equipment without a note from the classroom teacher.

LOST-AND-FOUND

All misplaced items will be placed in the LOST-AND-FOUND. If a student has lost anything, he/she should check by the LOST-AND-FOUND IMMEDIATELY. The school cannot be held responsible for these lost items; however, we will do what we can to help him/her locate lost items.

ORGANIZATIONS (STUDENT)

GENERAL RULES

Organizations at KANKAKEE TRINITY ACADEMY provide opportunities for students to interact and to develop their leadership abilities. There are several requirements which must be met in order for these organizations to carry on their activities:

- New organizations must submit their purpose, goal, plans for activities, etc., to the KTA Board of Directors for approval.
- Organizations will be supervised by the administrator.
- Every organization must be coordinated with a faculty sponsor.
- Times for meetings must be checked out with the office.
- Any fund-raising activities must be approved by the Board of Directors.
- Organization officers should be elected annually by the members.
- Officers must maintain a 3.0 grade point average.
- The officers of any organization have the responsibility for setting a Godly example for other students.
- The treasurer of each student organization will be responsible for keeping a record of funds in the appropriate account. The office will issue a receipt. To request money, the treasurer and the teacher sponsor of the organization will submit a written requisition at least two days in advance to the school office.

SCHOOL ASSEMBLIES & STUDENT ACTIVITIES

Students have the right to take part in activities, assemblies, and school-approved organizations. They have the responsibility to learn and follow the rules which make sure all activities are carried out in an orderly way without unfair treatment to anyone.

Students must get approval from the administrator to present a program or assembly. Students will not cause a disturbance during an approved assembly or school function.

STUDENT COUNCIL

The student council is a group of 9th -12th grade students elected in the spring to serve the student body in the upcoming school year. The five offices to be filled are, President, Vice-President, Secretary, Treasurer, and Chaplain. The Candidates must meet the following criteria:

- A. Officers must have a 3.0 grade point average.
- B. Officers must not be a discipline problem.
- C. All nominations are subject to the approval of the administrator.

The nominations process and the election will be chaired by the Administrator. Students in the 9th through the 12th grade will have a vote.

SPRING BANQUET

The Spring Banquet shall be the responsibility of the Student Council. The plans and program must be submitted in writing to the administrator and then approved by the Board of Directors.

OFFICE INFORMATION

ACCIDENTS

All accidents which occur during the school day or on any school-sponsored trips should be reported to the office IMMEDIATELY. When in doubt as to the seriousness of an injury, and in all cases of serious injury, parental direction as indicated on a student's emergency card will be followed. Less serious injuries will be cared for in the office. The teacher on duty or sponsor of the school activity will complete the form, sign it, and leave it with the office secretary.

DRILLS AND EMERGENCIES

FIRE

- a. Do not talk, run, or push.
- b. Move quickly.
- c. Stay in line.
- d. Use nearest exit if away from your group.
- e. Leave washrooms...EVERYONE MUST GO OUT!!!
- f. Listen for teacher's directions in a new situation.
- g. Be alert to the instructions posted in each classroom for the FIRE EVACUATION PLAN.

TORNADO

- a. Do not talk, run, or push.
- b. Move quickly.
- c. Stay in line.
- d. Listen to the teacher's directions.
- e. Go to assigned place in the building or join the nearest group if away from your own group.
- f. Cover your head, sit on the floor, and face the wall.
- g. Stay away from windows and glass.

TELEPHONE

The telephone in the office is for official school business only. Personal phone calls are to be kept to a minimum at all times. Permission must be received by the office personnel before students may use the school telephone. It should be used for emergency related situations only. **Charges may be levied for each local call.**

STUDENTS TRANSFERRING

Students who transfer from KANKAKEE TRINITY ACADEMY to another school MUST stop by KTA's office to be properly "checked out" before they leave the school. All fees (Book/Activity, tuition, fund-raising, etc.) must be paid in full. All supplies MUST be returned. A fee will be assessed for any books NOT returned.

If a student transfers to another school, the KTA office will transfer the student's records when KTA receives a record release request from the other school. State laws are followed concerning student withdrawal from school. Official records will be held until all fees are paid in full.

HALL PASSES

Any students in the hall while classes are in session MUST have a hall pass. These passes are to be issued and signed by the teacher from whose room the students have been excused. The date and time indicating when students leave and return should appear on the passes.

TRANSPORTATION

AUTOMOBILES & ALL MOTORIZED VEHICLES

Those students who need to drive **MUST COMPLETE AN APPLICATION** and have it approved by the school before they will be authorized to drive. Retention of the **AUTHORIZED PERMIT TO DRIVE** will depend on the student's observance of the school's vehicle regulations. The regulations follow:

1. All students, authorized to drive to school, must park in the designated area.
2. **LOITERING** is not permitted at any time in the parking area. When the students arrive, they are to park their cars in the designated parking areas and immediately lock the cars and leave the parking area.
3. Ignition keys will be kept by the students during school, based on the honor system. In the event students abuse this privilege, i. e., unauthorized use of the automobile or improper use of cars in the vicinity of the school, the keys will be turned into the office upon the request of the administrator.
4. No cars may be removed from the parking area during the school day. The school day for a student technically begins once he/she has shown up in the parking lot. This means the following: a student cannot then give other students rides in his/her car without permission even though homeroom or other classes may not have yet started.
5. Students are not to go to parked cars during the school day.
6. Students who drive in a careless or reckless manner will forfeit their driving authorization privileges.
7. Students who park in a reserved area will forfeit their driving authorization privileges.
8. Students must **OBSERVE SPEED LIMITS**.
9. The school will not be responsible for damages to any type of motorized vehicles ridden or driven to school.

To enable another student to ride with the driver of a car, the parent must sign his/her name on the driving application in the school office.

BICYCLES

We do not encourage students to ride their bicycles to school because of the danger with traffic; however, those students who must ride their bicycles to school will be required to abide by the following regulations:

1. Bicycles are to be left in an appropriate area. They are not to be ridden around the parking lot areas or to be brought inside the building.
2. A bicycle is not to be touched by others without the owner's permission.
3. A student may lose the privilege of riding his/her bicycle to school if he/she uses it carelessly.
4. Bicycle riders will be expected to know the Rules for Bicycle Safety as published by State of Illinois.
5. Children below third grade will not ride bicycles to school unless special arrangements are made. These arrangements can be made through the school office.
6. Students are responsible for bringing their own locks to secure their bicycles.

FIELD TRIPS

1. ANNUAL PERMISSION SLIPS—are available at Registration and in the office. Each student must have one on file to be permitted to participate in field trips. Specific Field Trip forms giving information and sometimes requiring additional signatures may be used.
2. TRANSPORTATION--All costs for TRANSPORTATION will be apportioned among the students participating in the field trip.
3. SUPERVISION
 - a. Except for "local" field trips, no trip will be undertaken with less than one adult for every ten students.
 - b. Mothers and/or fathers may assist as chaperones.
 - c. Unruly students will be reported to the teacher-in-charge for disciplinary measures.
 - d. Musical devices will not be allowed. If one is taken, it will be confiscated and held in the school office for a parent to pick up.

ELECTRONIC EQUIPMENT

Any musical devices (i-pods, mp3 players, cd players, radios, etc.) are not to be brought to school or to school functions unless the administrator has given permission for a special occasion.

Any student violating this rule will have his/hers item taken away. If one is taken, it will be confiscated and held in the school office for a parent to pick up.

CELL PHONES

Students are not encouraged to bring cell phones to school. KTA Administration or teachers will not be responsible for any item damaged or missing when brought to school against better judgement. **Cell phones are not to be used during the school day except during lunch. Teachers may require phones to be placed on each desk in plain view of the teacher.**

LAP TOP COMPUTERS AND COMPUTER LAB USE

Computers that are provided or are brought to school with the student are to be used for educational purposes only during the school day. If a student's grades have him/her qualified as "eligible" before or after school usage is permitted to check personal e-mail or to surf the web. (There is a filter in place on all computers in the school.)

COMPUTER LAB USE

The Computer lab is used only for school purposes only before and during school hours. After school, computers may be used for personal browsing & e-mail for eligible students only. Sites such as youtube, facebook, xenga, game sites, & shopping sites are blocked through the filter. Pornographic sites are blocked as well. It is still possible to view inappropriate material in spite of the filter & students will be held accountable for such actions. Computer lab use is a privilege which can be revoked.

PARENT INFORMATION

PARENT-TEACHER

Parental Responsibilities

1. Supports the school's administrator and staff
2. Communicates first with the teacher if there is a problem, then with the administrator. If the issue is not resolved; and finally with the board if necessary
3. Assists the school in its fundraising efforts
4. Teaches their children to respect Godly authority
5. Meets the state and school standards for health immunizations
6. Submits to the school's purpose, discipline policy, and biblical standards
7. Shows respect to all staff
8. Does not live a lifestyle that is contradictory to what the school teaches as biblical norms
9. Pays all fees and tuition expenses on time
10. Agrees that the school may teach their children the biblical commands for behavior
11. Does not seek to destroy the school's reputation unfairly

PARENT-TEACHER ORGANIZATION

The purpose of the P.T.O. is to serve as a service organization to aid the school and its families, and to foster fellowship among parents and teachers which will ultimately bring into close relationship the home and school. It is not to seek to direct the administrative activities of the school nor to control the policy-making decisions of the board. The desire of the PTO should be to aid families in their understanding of Christian education, to make them ultimately more effective in the rearing of their children, and to encourage them to become more loyal and committed to the school.

CONFERENCES AND VISITATION

CONFERENCES

1. Parent-Teacher--These conferences will be of a general nature, and parents will be informed of dates when this type of conference is desired.
2. Special Conferences --These conferences may be requested by parents of the school and may be held frequently when children are having difficulties.
3. Parent-Staff (including principal)--Conferences of this nature will be called when the need arises to include the principal. These conferences are called when involving disciplinary problems, health problems, or extreme learning difficulties.

PARENT VISITATION

Parents are welcome to visit, but they must make arrangements through the principal's office before they visit. An appointed date and time for the convenience of parents and staff will be arranged.

VISITOR POLICY

Homecoming week we invite any alumni desiring to visit with teachers or students to come during lunch. Other than the specified week, any visitors must be cleared through the administrator prior to arriving at the school. All visitors must sign in at the office upon entering school property.

POLICY FOR CONTACTING TEACHERS

CONFERENCES

- Parents, who feel that they have need to talk to their child's teacher, are requested to arrange a date and time for a conference through the school or by a note with the teacher.
- Teachers or the principal may initiate a parent-teacher conference as the need for a conference arises.

MAKE-UP WORK

It is appreciated that parents are willing to pick up work for their child who has been ill; however, please call before coming in or send a note. This gives the teacher time to collect the work at a time when it can be collected without interrupting the rest of the class's work. (Much time is lost if a teacher must neglect a class to get work ready for a child who has been absent.) Remember, it is a request, we will try to do our best.

PHYSICAL EXAMINATIONS

Students in pre-k, kindergarten, sixth grade, and ninth grade are required to have a current year physical examination prior to the opening of school. All immunizations **MUST** be up to date according to state laws. Students entering kindergarten and sixth grade are required to have a current year dental examination. Due to changing laws, there may be other immunizations that a child may need, the school office will tell you of any information that is needed. Health examination forms are available at the doctor's office, otherwise, they may be picked up at the Kankakee County Health Department. All students must be in compliance by the first part of October. Any student that is not in compliance by the date that is announced by the school office will not be allowed to attend school beyond that date.

MEDICATION

POLICY ON ADMINISTRATION OF MEDICATION

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. Each child requiring medication at school shall have a plan for the administration of the medication developed and managed through the school office. The building principal, the school secretary, and the parents will reach a consensus as to who will be responsible for administering the medication or supervising the child in self-administration.
3. It is the parent's responsibility to obtain written orders for all medications from the child's physician. Non-prescription medication will not be administered without written orders from a licensed physician.
4. Parents must sign a written consent form requesting that medication be given during school hours.
5. Medication must be brought to school by the parents in the original package or an appropriately-labeled container which contains the same information as the prescription package.
6. Medication must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
7. It is the student's responsibility to contact the staff person designated to give the medication when the medication is to be given.
8. Unused medication must be removed from school by the parents. Medication not picked up by the end of the school year will be disposed of by the school secretary in the presence of a witness.
9. The responsibility for taking medication at the prescribed time of day rests solely on the student. In other words, the student is held responsible for contacting at the appropriate time the designated medication giver whether it be the secretary or whomever.

PART-TIME EMPLOYMENT

Students under 16 years of age may be employed part time during the school year. Student must obtain a work permit from the school office prior to employment subject to the administrators approval.

OTHER ISSUES

Issues are generally handled by KTA policies and procedures. However, if KTA'S policies and procedures do not address the issue, students & parents are advised to address these issues with teachers, the school office, or the administrator, depending upon the nature of the issue.

SCHOOL BOARD MEETING

School board meetings are held at 6:00 P.M. on the first Monday of each month. If you have any concerns that you feel need the Board of Directors attention, you may write a note to the Board President or speak with the Administrator.

SCHOOL BOARD / PARENT MEETING

An annual meeting of the members shall be held each year for the purpose of electing directors.

FUND-RAISERS - KTA

Every family is required to pay a service hours fee. In an effort to keep tuition at an affordable price, we ask each family to work 8 hours within the school year. These hours can be served in a variety of areas including committees, concessions at sports events, dinners, auctions, etc. At the end of the school year, you will be advised of service hours completed. If your 8 service hours are completed each year, the fee collected is refundable. If you do not complete your service hours the fee will be kept. Signing up for your service hours are your responsibility.

FUND-RAISERS - NON-KTA

Outside fund-raisers are not permitted to be sold on school property or at school functions.

FEES

PAYMENT OF FEES

REGISTRATION FEES

Registration Fees must be paid before a place will be held for a student in any class.

ACTIVITY FEES

Book fees, milk fees, equipment, or materials fees (not limited to these) are also due on registration day. Book/Activity fees are non-refundable.

TUITION

Tuition can be paid in one of the three following ways:

- A. One payment for the entire year (if paid by summer registration a 5% discount will apply.]
- B. One payment for each semester due August and December through Facts Tuition.
- C. One payment each month due on either the 5th or the 20th of each month for 10 months from August through May through Facts Tuition.
 - (1) Those paying monthly have a choice of receiving a monthly bill or having the payment automatically deducted from their checking account.
 - (2) Late fees are assessed by Facts Tuition.
 - (3) Students will not be permitted in school when accounts are 60 days delinquent or more.
 - (4) All 1st semester fees must be current for students to return for 2nd semester.
 - (5) If an account remains delinquent at the start of the second semester, the account holder will be given 20 days to clear the account before the student is unenrolled.
 - (6) In the case of a late payment history, KTA has the option to flag an account for automatic deduction only.
 - (7) When enrolling after the summer registration days, the first tuition payment will be due with registration and book fees.
 - (8) Late Tuition payments paid to the school office, instead of Facts Tuition, will be assessed an additional \$25.00.

I understand that report cards, transcripts, diplomas, etc. may be held until ALL accounts are paid in full.

DELINQUENT ACCOUNTS

Delinquent accounts are handled by Facts Tuition.

RETURNED CHECK POLICY

Any returned check received back to KTA from the bank for any reason will be charged a \$25.00 return check fee. The check and check return fee must be paid in cash or with a money order within 10 days of notification.

