



K A N K A K E E  
**TRINITY ACADEMY**  
Pre-School - High School

# **Parent – Student Handbook**

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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 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.

## **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.

## **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 plerarily 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 marriage as the unity of one man and one woman in a single, exclusive covenant union as delineated in scripture (*GEN 2:18-25*) and that God intends sexual intimacy to occur only to a man and a woman who are married to each other (*GEN 1:27-28; 2:21-24, MATTHEW 19:4-9, MARK 10:5-9, EPHESIANS 5:22-33*); 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. We hold Certificate of Recognition from the Illinois State Board of Education.

## 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 based on 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 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 originally evaluated by the Illinois State Board of Education in February 1983, resulting in a 'Certificate of Recognition' being granted to the school following the state's visit. KTA continues to hold that Certificate of Recognition.

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 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. We will send a text as well as an e-mail to notify of any early dismissals or 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
- Diarrhea
- Swollen glands
- Fever (100° or above)
- Chronic sneezing or coughing

**If a student shows symptoms of fever, vomiting, or diarrhea, he/she must be symptom free for 24 HOURS before returning to school.**

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 beyond the contagious stage and are free of all open sores or other possible contagious symptoms. For more serious diseases, the school requires a written release from a physician or the county Health Department before a student is allowed back in school.

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

All non-immunized students (religious or medical exemptions) are unable to attend school in the event of an uncovered illness contracted by a student or staff member.

### ***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:

### ***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 credit 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 student's absence). After which time, the instructor may give the student a zero for the missing assignments. This naturally would affect the student's overall 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 the school grounds and ends at the conclusion of their scheduled activities. Students must both sign out and sign in when leaving and returning to the building. The student's name, the time in or out and the reason for leaving 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 the school grounds during the school day.

## **TARDIES**

### ***TARDY TO SCHOOL PUNISHMENT***

- A. Tardy to school will result in a warning/demerit.
- B. 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 will result in a Warning/demerit. (page 13)
- B. Students with learning disorders may, in some cases, be exempt from this rule if the exemption is not abused.
- C. Three (3) warnings/demerits in 1 week will result in a Detention.
- D. Multiple warnings/demerits in a calendar month (6 or more offenses) may result in Detention.
- E. 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 and respect 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

### BIBLICAL BASED REASONS FOR DISCIPLINARY ACTION

1. Disobeying or disrespecting the KTA Board of Directors, administrators, 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 Savior."*
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 schoolbooks, 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, and toilet paper. *Exodus 20:15 "Thou shalt not steal."*

## **DISCIPLINE/PUNISHMENT/WARNINGS**

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 inform the student of a warning/demerit received and entered FACTS SIS. When necessary, the student may also be sent to the office to see the principal.

In Junior High & High School a warning/demerit may be given for minor offenses. 3 warnings/demerits are equivalent to a detention within a one-week period.

## **CORPORAL PUNISHMENT**

Corporal punishment is not permitted at Kankakee Trinity Academy as a method of discipline. Parents will be ultimately responsible for the discipline of their children. Sometimes they may be called to administer discipline in this area.

## **DETENTIONS**

Detentions will be an hour long working with janitors on staff. Parents will be notified. Detentions must be served on the office assigned date and are scheduled on Thursdays from 3:15 pm – 4:15 pm. The schoolwork assigned shall be at the discretion of the detention janitor. Failure to serve a detention in the time allowed may result in a suspension. The administrator will decide whether the student will serve an in-school or out-of-school suspension. Daily schoolwork must be done,

After 3 detentions, students will receive a Saturday school. If they skip a detention, a Saturday school will be issued. Students will not revert to detentions after reaching the Saturday school level. After 3 Saturday schools, students will go before Pastor Brad for further discipline as he sees fit. They may need to serve a suspension or be required for the Board to review and meet with the student and parents.

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 etc., not cleaning up after lunch or not doing assigned lunch duty clean up.
4. 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
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. Using a cell phone during school. All cell phones are to be kept out of sight and silent during school hours. The first offense will result in a warning and the phone will be confiscated by the end of the day. A second offense will result in detention and the phone confiscated and must be picked up by a parent/guardian. Excessive infractions will result in further disciplinary action.

Any other infraction considered by the Administrator and/or classroom teacher as deserving of detention may receive 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.)

These behaviors may constitute Expulsion.

1. Smoking, e-cigarettes, vaping, and juul use on school property or off of 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. updated 8-2019
2. Having cigarettes, e-cigarettes, all vaping/juul materials and paraphernalia in the school or on school property I Corinthians 3:16-17--as stated in I Corinthians 3:16-17. 8-2019
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 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 semester 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 outbursts 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, texts, or internet postings 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 obvious . . . sexual 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 held.
- 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.

## DRUG USE

Illegal nonprescription drug use will not be permitted. Medication may be taken only in the office under the supervision of Office Personnel.

## 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 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.
- Clothing, which is too tight, too loose, or too revealing is unacceptable.
- **No holes, frays, or tears above the knee will be permitted when wearing pants.**
- 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 crop tops or tank top shirts. Sleeveless shirts must be at least 3 fingers wide.
- No wording on the back of pants.
- Hair coloring must be a natural color.



### **GUIDELINES FOR GIRLS:**

- Skirts, dresses, and split skirts must be knee length (no miniskirts). Leggings must be worn if the skirt or dress is fingertip length.
- Leggings are not acceptable to wear as pants. A skirt or shirt of fingertip length must be worn with leggings.
- Crop-tops and tank tops are unacceptable attire.
- Hair should be neat and well-groomed 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 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:**

P.E. Uniforms are required for P.E. for 6<sup>th</sup>-12<sup>th</sup> grade. Students must change from their PE clothing back into their normal school attire before they go into the next class. P.E Uniforms may be purchased online located on the school website. Non-Marking tennis shoes must be worn. Appropriate sweatpants and sweatshirts may be worn over PE uniform in the winter months. Students not fully dressed for PE will not be allowed to participate in class and will receive a zero. Excessive non-compliance may result in an In-School Suspension.

### **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**

Chapels and assemblies at KTA are open to parents or visitors to attend. The following will apply for chapel and other assemblies:

1. A spirit of reverence should be displayed 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. Sleeping or doing homework is not permitted.
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. Detention

- b. In-School Suspension
- c. Being Expelled by the school board

## **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.
  - i. The tables should be orderly.
  - ii. Paper and other refuse should be kept off the floors and grounds.
  - iii. Make a practice of picking up things you see tossed around.
  - iv. Don't bring "toys" to school unless they are to be used in a class activity.

### 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 ground.
- 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 - Snowballing is not allowed on KTA property.

# 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. A later birth date will not be enrolled in kindergarten **unless an exception is made by the Board of Directors.**

All students entering Kindergarten must submit the following:

- A current year Illinois Child Health Examination form ("school physical")
- An up-to-date immunization record or Certificate of Religious Exemption
- A current year dental exam and eye exam. Both exam results must be on the state forms. 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 if necessary.

## 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

Report cards are posted on FACTS SIS four times a year for parent/guardian's viewing. For any students who are non-compliant with state required documents and/or are not current on financial responsibilities/accounts, parental access will be "Locked Out" from viewing any grades or report cards for the student until compliancy is met and/or accounts are current.

### GRADE RANGE-ELEMENTARY

- A+ (100) ..... Superior
- A (92-99) ..... Superior
- A- (90-91)..... Superior
- B+ (88-89) ..... Very Good
- B (82-87) ..... Very Good
- B- (80-81)..... Very Good
- C+ (78-79) ..... Average
- C (72-77) ..... Average
- C- (70-71) ..... Average  
*(This grade indicates adequate grasp of the subject.)*
- D+ (68-69) ..... Passing Work
- D (62-66) ..... Passing Work
- D- (60-61) ..... Passing Work
- F (59 and below)..... Unsatisfactory Work (Grades 1-5)

### GRADE RANGE-6-12

- A (90-100) ..... Superior
- B (80-89)..... Very Good
- C (70-79)..... Average
- D (60-69)..... Below Average
- F (Below 60) ..... Failing

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 semester, students who have three or more "F's" may be dropped from enrollment

## REQUIREMENTS FOR ADVANCEMENT IN GRADE CLASSIFICATION

| <u>To be Classified As:</u> |   | <u>Credits Needed:</u> |
|-----------------------------|---|------------------------|
| <b>Sophomore</b>            | (To include 1 English Credit)   | 5 ½ Credits            |
| <b>Junior</b>               | (With credit for English II, and Mathematics, 1 Social Studies, and 1 Science Credit) | 12 Credits             |
| <b>Senior</b>               | (With credit for English III, 2 Mathematics, 2 Social Studies, and 2 Science credits) | 18 Credits             |

## HIGH SCHOOL GRADUATION REQUIREMENTS

Twenty-five 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 Government 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 Civics, Consumer Education & Health is also required.

\*\* Per State Law, physical education is mandated daily for all high school grade levels. Once 2 credits are received for P.E., the state allows an exception for replacing P.E. class with any academic class needed to meet the state graduation requirements.

Substitutions: The state permits school districts or schools to allow students to substitute interscholastic sports, JROTC, marching band or competitive cheer-leading for the required physical education credit. 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. Until September 5 (1st) & February 1st (2nd) there will be no penalty for dropping a course. After that, it will go on their record with a "WF" or "WP" (Withdrew failing or passing). Students may not drop a class after September 5th in the 1st semester & February 1st in the 2nd semester.

## **PROMOTION/RETENTION**

In some cases, retention may be necessary as determined by the teacher and administration. Communication will be made directly with the parents in this case.

Jr. High students (6<sup>th</sup> - 8<sup>th</sup> grade) may be retained if they receive three (3) or more semester "F's" during the current school year. All 8<sup>th</sup> grade students must pass the United States & State of Illinois Constitution Tests.

## **KCC DUAL ENROLLMENT & CONTINUING ED PROGRAM**

Juniors at KTA are allowed to take 1 online class from KCC or any other accredited school to take a class not offered here at KTA at their own expense. Seniors may attend 4 classes at KTA & take the afternoon to attend college dual enrollment classes. Families will be charged 75% of the current tuition in this case. All half-day programs must be approved by administration.

## **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 several 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 to take a class at KCC.

## **PUBLIC HIGH SCHOOL SERVICES**

Services may be available to your child through your residing school district; contact your residing district for information.

Families residing in District #111 have the right to attend classes offered by the district, in addition to using the district's bus service to provide transportation to and from KTA. Parents must contact the district directly to obtain further information. Any classes taken must be preapproved by KTA and must not conflict with their class schedule at KTA.

## **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 1<sup>st</sup> 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.

## **KANKAKEE AREA CAREER CENTER (KACC)**

The Kankakee Area Career Center offers vocational and technical training courses to help students obtain the training and skills essential for continuing education or entering the job market. Available to Juniors and Seniors. KTA does not provide transportation. Please contact the administration for further details.

## **TESTING PROGRAM**

### **ACHIEVEMENT TESTS**

Achievement tests are administered in March/April to all students. KTA also administers the PSAT. KTA believes that objective assessment of its students' academic development is of greatest importance. Every effort should be made to attend. Only Emergency medical appointments would supersede these tests.

### **READINESS TESTS**

Readiness 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 prospective 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.)

**\*\*NOTE:** All A.C.T. & S.A.T scores are posted to the student's transcript. Scores may only be removed with written permission from the parent/guardian or adult student (18+). Permission forms are available in the office.

### **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.

## **BULLYING POLICY (REV. FEB, 2012)**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate, or bully another based upon a perceived race, color, nationality, sexual orientation, ancestry, religion, faith, physical or mental disability, gender identity, order of protection status, status as homeless, or actual, including pregnancy, association *with* a person or group with one or more of the actual or perceived characteristic or any other distinguished characteristic. Kankakee Trinity Academy will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by KTA.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student's teacher, building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.



## **CURRICULUM (KINDERGARTEN – 12<sup>TH</sup>)**

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 State Board of Education and the Illinois School Code.

## **HOMEWORK**

In each grade beginning with Grade One, 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 ..... 30 minutes
- 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 an 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. Previous awards given include (but not limited to) the prestigious National Honor Society Induction, Kiwanis Club Awards, and the American Legion Award.

## **ACADEMIC AWARDS**

Students will receive this award if they are at the top of their class in a given subject.

## **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 a 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 at least a 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 the 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 (GRADES 6 – 12)**

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 the full amount of independent study time.
2. During this period, 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 (HIGH SCHOOL)**

After a student completes 8<sup>TH</sup> 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 19<sup>th</sup> birthday prior to 8/15 of any school year, shall not be eligible to participate.

A student shall be enrolled in KTA by the 5<sup>th</sup> 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 coach's 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. A current year Illinois Child Health Examination form may be used in lieu of an IHSA sports physical/certificate.

# STUDENT RECORDS POLICY

As an Illinois State Recognized School, rules concerning student records at Kankakee Trinity Academy are based on requirements of the Illinois School Code (*Illinois General Assembly*), 23 Illinois Administration Code Part 425 (*Illinois State Board of Education*), federal Family Educational Rights and Privacy Act (“FERPA”) and on the School Board’s Student Records Policy.

The “Student Temporary Record” consists of all information that is of clear relevance to the education of the student, but is not contained in the student permanent record, including a record of release of temporary record information, scores received on state assessment tests (grades Kindergarten through 8<sup>th</sup> grade), the completed home language survey form, information concerning serious disciplinary infractions resulting in suspension, expulsion, or the imposition of punishment or sanction and information provided under the Abused and Neglected Child Reporting Act. It may also include family background information, teacher evaluations, intelligence test scores, achievement test scores, aptitude test scores, psychological and personality test results, discipline information, teacher anecdotal records, special education files, any verified reports or information from non-educational persons, agencies or organizations, and records of honors and awards received and participation in school-sponsored activities. Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

## TRANSFER OF STUDENT RECORDS

The Student Permanent Record and selected temporary records shall be transferred as required by law to the records custodian of another school in which the student has enrolled or intends to enroll. Parents are requested to notify Kankakee Trinity Academy (KTA) on our form titled “Authorization to Release Student Records” or “Transfer of Student Records” of intent to enroll a student in another school and/or district. Upon request, KTA will provide the parent with a copy of ISBE Form 33-78 (3/15) “Student Transfer Form.” A child can be excluded from entry into an Illinois public school if this form is not presented.

## INSPECTION OF RECORDS

A parent or any person specifically designated as a representative by a parent, shall have the right to inspect and copy all permanent and temporary records of that parent’s child. A student shall have the right to inspect and copy his or her permanent record. The request for inspection of records shall be submitted in writing to the school. Within fifteen (15) school days of receipt of the request, the principal or designated representative shall have an informal conference with the parents to interpret the information contained in the student temporary record. The parents shall be notified at this time of their right to challenge any part of the record and the challenge procedure.

When requested, copies of school records shall be provided to the parents at a possible cost of \$.35 per page. No parent shall be denied a requested copy of records due to inability to bear the cost of such copying. Records sent to other schools or other persons or agencies requested by the parent will be sent without cost to the parent.

## CHALLENGE PROCEDURES

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, or propriety. The request for a hearing shall be submitted in writing to the principal or designer of the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An informal conference with the parents shall be held within fifteen (15) school days of receipt of the request for a

hearing. If the challenge is not resolved by the informal conference, formal procedures shall be initiated as outlined in Section 10/7 of the Regulations.

## **ACCESS TO RECORDS WITHOUT PARENTAL CONSENT**

Records may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided the parents are notified as soon as possible of the information released, the date of release, the person, agency, or organization receiving the information and the purpose of the release.

The school shall grant access to, or release information from, school student records without parental consent or notification:

1. To an employee or official of the school or school district or State Board of Education, provided such employee or official or State Board of Education has a demonstrable educational or administrative interest in the student, and the records are in furtherance of such interest.
2. For research, statistical reporting, or planning, provided that:
  - a. such person has permission of the State Superintendent of Education; and
  - b. No student or parent can be identified.
3. Pursuant to a court order.
4. Review of Records - All school student records of currently enrolled students shall be reviewed to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant information every four years.

## **DESTRUCTION SCHEDULE FOR STUDENT SCHOOL RECORDS**

Student Permanent Records shall be kept for 60 years. Student Temporary Records including the records of special education students shall be maintained for five years after the student transfers, graduates, or permanently withdraws from school. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information not later than the student's transfer, graduation, or permanent withdrawal from the school.

## **DIRECTORY INFORMATION**

Information that may be designated as directory information shall be limited to:

- Identifying information: name, address, gender, grade level, birth date, and parent names.
- Academic awards, degrees, and honors.
- Information in relation to school-sponsored activities, organizations, and athletics; and Period of attendance in the school and picture.

"Directory Information" may be released to the public (e.g., yearbook, newspapers) unless a parent requests in writing that any or all such information not be released on his/her child.

## **GENERAL**

## **SCHOOL DAY**

7:15 - 7:30 -- Teachers' arrival

7:30 – 7:45 -- Staff Prayer Meeting

7:45 - 8:00 -- Students' arrival for first hour

8:00 - 3:05 -- Instructional School Day

## **EXTENDED CARE**

Before and after school care is provided by KTA for an additional fee and is available:

6:00 – 7:45am – Before Care

3:20 – 5:30pm – After Care

Contact the finance department for further information.

## **CHAPEL & SPIRITUAL EMPHASIS WEEK**

Chapel Service is held one day each week during the school year and is open to parents and visitors. One spiritual emphasis week is held during the school year. During Spiritual Emphasis Week, Chapel is held each day.

## **PRIVACY**

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.

KTA staff members are required to use discretion and hold complete confidentiality regarding each student's personal and academic information. All staff members are state mandated reporters and are legally required to report child abuse and neglect to the Illinois Department of Children and Family Services (DCFS) Hotline.

## **LUNCHESES AND LUNCH PERIODS**

KANKAKEE TRINITY ACADEMY does offer a full-service hot lunch program in addition to ala carte options. Lunches may be ordered through the parent's FACTS SIS account. Pre-payments can be made online through FACTS SIS.

Delivery orders placed on behalf of students for lunch by parents, students or teachers is not permitted; exception made for pre-planned classroom activities.

**\*\*NOTE:** Lunch service is not provided on half days.

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 His generous people. 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. Keeping the locker always locked is highly recommended.
- e. During school hours, students' possessions should be kept in the student's locker, or the other places provided. Items should not be left on the floor.
- f. Lost or excessively damaged books will be charged a replacement fee.

## **SPECIAL EQUIPMENT**

Special equipment such as machines, screens, 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 & FOUND**

All misplaced items will be placed in the LOST-AND-FOUND near the sports office. 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. Lost and found items are displayed in the lobby periodically and students are reminded to check for and collect their missing items. Unclaimed items are then donated to a local charity.

# **ORGANIZATIONS (STUDENT)**

## **GENERAL RULES**

Organizations at KANKAKEE TRINITY ACADEMY provides opportunities for students to interact and to develop their leadership abilities. There are several requirements which must be met 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 of 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 9<sup>th</sup> -12<sup>th</sup> 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 9<sup>th</sup> through the 12<sup>th</sup> grade will have a vote.

## **SENIOR BANQUET**

The Senior Banquet shall be the responsibility of an approved adult volunteer. 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 directions 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 must complete the injury form, sign it, and leave it with the office secretary.

## DRILLS AND EMERGENCIES

### FIRE DRILL

- 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 DRILL

- a. Do not talk, run, or push.
- b. Move quickly.
- c. Stay in line.
- d. Listen to the teacher's directions.
- e. Go to the 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.

### BUS DRILL

- a. Listen for instructions from the bus driver.
- b. Open the back door of the bus.
- c. Either an older student, or the driver should help the students off of the bus.
- d. Students should do the evacuation in a timely, safe manner.
- e. Exit the bus to a safe location determined by the bus driver.

### INTRUDER DRILL

- a. Code word will be given over the loudspeaker.
- b. Students should calmly follow their teacher's instructions.
- c. This drill is executed twice a year.

## **TELEPHONE**

The telephone in the office is for official school business only. Personal phone calls are to be always kept to a minimum. Permission must be received by the office personnel before students can use the school telephone. It should be used for emergency-related situations only.

## **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, or the parent may make the request directly to KTA by completing a Records Release form (available in the office). State laws are followed concerning student withdrawal from school and records transfer. Records will be released within ten (10) days of receiving the signed request. 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**

Parents/Guardians of student drivers must complete the Student Driver section on the Student Data Form for the student to be authorized to drive. Retention of the student's driving privilege 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 without permission from administration.
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 & drive slowly** in the parking lot.

9. The school will not be responsible for damage 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. Written authorization must be received from parents of the student passenger also.

## **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 the State of Illinois.
5. Children under 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. PERMISSION SLIPS - Specific Field Trip forms giving detailed information and requiring a parent's signature will 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 may be allowed on occasion. 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 unless specific permission has been given by a teacher. Phones are not to be seen or heard between 8:00 and 3:05. Any students with cellphones on their person will be required to store in the pocket storage on the wall.** Any student violating this rule will have his/her phone taken away. If one is taken, it will be confiscated and held in the school office for a parent to pick up. Detentions are given for failure to observe this policy.

## **LAPTOP COMPUTERS AND COMPUTER USAGE**

Computers that are provided 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.) This privilege may be revoked if misused.

## **COMPUTER LAB USE**

The computer lab is used only for school purposes only before and during school hours. 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 despite the filter & students will be held accountable for such actions. Computer lab use is a privilege which can be revoked.

## **Conflict Resolution**

Conflicts can be controversial, stressful, and draining. Whenever there is a conflict, it is essential for Christians to have proper biblical conflict resolution. Conflict resolution needs to be practiced by all people because conflicts cannot be left untreated.

Conflicts must be resolved for relationships and school environments to once again have peace. If conflicts are left unresolved, problems, broken relationships, and bitterness can grow.

According to Matthew 5, Jesus wants us to go directly to the source of the issue. If there is an issue involving a teacher or staff person, email them and bring the issue to their attention. They can discern if it can be resolved by email (non-emotional issue). If it is an emotional issue, the teacher can decide to resolve it over the phone or at an in-person meeting.

If the situation cannot be resolved by going directly to the teacher, contact the Education Director (teacher's direct supervisor) for resolution. Use the same protocol as before.

If the situation cannot be resolved with the Education Director, contact the principal.

If the situation still cannot be resolved, ask the principal if you can be scheduled to meet with the full Board. This is the correct protocol for conflict resolution.

# **PARENT INFORMATION**

## **PARENT-TEACHER RELATIONS**

### **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. Show 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.
12. Advises and updates office administration with any changes of student information or data (both personal and medical).

### **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 decide through the principal's office before they visit. An appointed date and time for the convenience of parents and staff will be arranged to avoid disruption of classroom instruction.

## ***VISITOR POLICY***

All visitors must sign in and out at the office upon entering and leaving the school property. During 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.

## **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 so that classroom instruction is not disrupted.
- 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 sending 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 submit 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, second and sixth grade are required to submit a current year dental examination. Students entering Kindergarten or an Illinois school for the first time are required to submit an Eye 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. All exams and/or exemptions must be submitted on the state approved forms which should be available at your doctor's offices or can be obtained from the Kankakee County Health Department. **Any student that is not in compliance by October 15<sup>th</sup> will not be allowed to attend school beyond that date per state law until compliancy is met.**

## **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. 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.
10. All medication must be taken in the school office and in the presence of office personnel.

## **PART-TIME EMPLOYMENT**

With the understanding that schoolwork is a priority, students under 16 years of age may be employed part time during the school year. Students must obtain a work permit from the state of Illinois. There is an online process in place for this.

## **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 second 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.

## **SERVICE HOURS**

Every family is required to pay a service hours fee. To keep tuition at an affordable price, we ask each family to work 10 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 10 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, recording & submitting your service hours are your responsibility and will be verified by office personnel.

## FUNDRAISERS

Various fundraisers are done throughout the year and are essential in supporting our school's operation financially. Outside fundraisers 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, equipment, or materials fees (not limited to these) are also due on enrollment days. 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 on summer enrollment days a 5% discount will apply.)
- B. One payment each month due on either the 5<sup>th</sup> or the 20<sup>th</sup> 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) Parents are required to meet with the Finance Committee when tuition account is 30 days past due.
  - 4) Students will not be permitted in school when accounts are 60 days delinquent or more.
  - 5) All 1<sup>st</sup> semester fees must be current for students to return for 2<sup>nd</sup> semester.
  - 6) 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.
  - 7) In the case of a late payment history, KTA has the option to flag an account for automatic deduction only.
  - 8) When enrolling after the summer registration days, the first tuition payment will be due with registration and book fees.
  - 9) 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. will be held until ALL accounts are paid for in full. Late or past due balances will result in the parent's FACTS SIS account being "Locked Out" so that student grades and report cards will not be viewable or accessible until all accounts are current.**

### DELINQUENT ACCOUNTS

Delinquent accounts are handled by the Finance Committee.



## **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.

## **Statement of Belief on Marriage, Gender, and Sexuality**

Kankakee Trinity Academy believes that the term marriage refers to the uniting of one man and one woman in a single, exclusive, lifelong union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

Kankakee Trinity Academy believes that God wonderfully and immutably creates each person as male or female. These two complementary genders reflect the image and nature of God (Genesis 1:26-27). We acknowledge the reality that sin has distorted the image of God in men and women and mourn anyone's willful rejection of God's image in them.

Kankakee Trinity Academy believes that moral misconduct includes, but is not limited to, cohabitation, promiscuity, adultery, fornication, homosexual behavior, bisexuality, polygamy, bestiality, incest, transgender identity, gender non-conformity, non-binary gender conformity, use of pornography, or any other violation of the unique, distinct roles of male and female (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5). Kankakee Trinity Academy believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Kankakee Trinity Academy. We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking his mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Kankakee Trinity Academy's faith, doctrine, practice, policy, and discipline, our school board or its designee is the final interpretive authority on the Bible's meaning and application.

If a student's behavior or stated beliefs consistently contradict the above statements, it could result in discontinued enrollment at Kankakee Trinity Academy.

# INTERNET POLICY

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE Kankakee Trinity Academy**

The Kankakee Trinity Academy is pleased to make available to students access to interconnected computer systems within Kankakee Trinity Academy and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

For Kankakee Trinity Academy to be able to continue to make its computer network and Internet access available, all students, teachers and staff must take responsibility for appropriate and lawful use of this access. Students, teachers, and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of Kankakee Trinity Academy. Upon reviewing, signing, and returning this Policy as the students, teachers and staff have been directed, everyone will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. Kankakee Trinity Academy cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and her/his parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact Principal Brad Prairie with your questions. If any user violates this Policy, their access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy but are agreeing to report any misuse of the network to your teacher or Principal Brad Prairie. Misuse means any violation of this Policy or any other use that is not included in the Policy but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student, teacher or staff member who submits to the school, as directed, a properly signed Policy and follows the Policy to which he or she has agreed will have computer network and Internet access during the school year. Students, Teachers, and Staff will be asked to sign a new Policy each year during which they are students at Kankakee Trinity Academy, before they are given an access account.

### **III. ACCEPTABLE USES**

**A. Educational Purposes Only.** Kankakee Trinity Academy is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by Kankakee Trinity Academy, to help you decide if a use is appropriate.

**B. Unacceptable Uses of Network.** Among the uses that are considered unacceptable, and which constitute a violation of this Policy are the following:

1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages, offer for sale, or use any substance the possession or use of which is prohibited by Kankakee Trinity Academy's Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies), employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others, don't impersonate another user.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet without prior approval. You should not give others private information about you or others, including credit card numbers and social security numbers.

**C. Etiquette.** All users must abide by network rules of Kankakee Trinity Academy etiquette, when at School or outside of School, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Cyber bullying, Harassment & Hazing are NOT Tolerated: Whether they use Facebook, X, or a blog to do it, students who make online threats against other students or school staff face suspension or expulsion under a new Illinois law.

#### **Bullying/Harassment**

[105 ILCS 5/27-23.7](#) (2010) defines bullying and prohibits it in the school environment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. No student shall be subject to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the bus, at schools-sponsored or school-sanctioned events or activities, or through the transmission of information from a school computer, school computer network or other similar electronic school equipment. Bullying takes various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

### **Cyber Bullying**

[105 ILCS 5/27-23.7](#) (2010) prohibits bullying (as defined in the statute) in the school environment and includes in its definition of bullying electronic communications. Bullying is specifically prohibited through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

### **Hazing**

[720 ILCS 120/5](#) (1996) defines hazing as a person who knowingly requires the performance of an act by a student or other person in a school, college, university or other educational institution, for purpose of induction or admission into any group, organization or society associated with or connected with that institution, if the act is not sanctioned or authorized by the institution and the act results in bodily harm.

4. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
5. Be considerate when sending attachments by e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

## **IV. INTERNET SAFETY**

**A. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.** Kankakee Trinity Academy, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Kankakee Trinity Academy will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students aged 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **V. PRIVACY**

Network and Internet access is provided as a tool for your education. Kankakee Trinity Academy reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Kankakee Trinity Academy and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which Kankakee Trinity Academy may refuse to reinstate for the remainder of the student's enrollment in the Kankakee Trinity Academy. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Kankakee Trinity Academy may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

Kankakee Trinity Academy makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold Kankakee Trinity Academy and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with Kankakee Trinity Academy in the event of Kankakee Trinity Academy initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a Kankakee Trinity Academy computer or on another computer outside of Kankakee Trinity Academy.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardian) or such a new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some, or all of the information changes, you must notify the person designated by Kankakee Trinity Academy to receive such information.