

Trinity Home Educators an Enriching Academic Community **THE Way, THE Truth, THE Life**

Student Handbook 2024/2025

Trust in the LORD with all your heart and lean not on your own understanding;
in all your ways submit to Him, and He will make your paths straight. Proverbs 3:5-6 NIV

This handbook serves as a set of guidelines to ensure clarity and consistency in our interactions within Trinity Home Educators community. It gives administration, instructors, families, and students a fair expectation of our time together and to eliminate confusion about policies and procedures.

In today's world, young people need leadership, guidance, and a community of like-minded individuals to grow spiritually and academically. We aim to build relationships that not only enhance students' educational journey, but also nurture their spiritual well-being beyond their school years.

Trinity Home Educators an Enriching Academic Community is a Christian Homeschool Co-Op dedicated to providing encouragement, support, guidance, and educational opportunities based on biblical principles. Our mission is to create a safe and loving environment for students to thrive and be a blessing to the families we serve.

Our classes are designed to empower students at different grade levels to take ownership of their studies and develop essential skills for success in both academics and life. We focus on fostering independence in 7th and 8th graders, cultivating responsibility in 9th and 10th graders, and honing time management skills in 11th and 12th graders within each course.

We value open communication, mutual respect, and a collaborative approach to address any challenges or conflicts that may arise. Feel free to contact Mrs. Aundrea Hildreth, Director, Co-Founder, and Instructor.

Statement of Faith

We believe in the importance of faith and acknowledge God as the foundation and creator of all things. Our Statement of Faith emphasizes our belief in God the Father as the first divine person of the Most Holy Trinity, and the significance of creation as the beginning of God's works. This handbook in no way precludes the instructors or administration from making decisions that need to be made in the best interests of this program or from allowing the Lord to direct our paths. There is a Statement of Faith form for all students and parents to sign and retained on hand by Trinity Home Educators.

General Policies - Quick Overview

Severe Weather – We do not follow any county school system for closings or delays. We will send an electronic mail by 7:00pmm on Tuesday. We have families in various counties in all directions.

Drop-Off – Parents should be sure students are safely inside the building before leaving.

Pick-Up – Parents or to line up in the parking lot pickup line. Students are released at 3:55 pm.

Lunch – Students will eat lunch outside unless it is below 60, extremely windy, raining, or other weather issues. All students must remain in designated areas under adult supervision.

Absences – Notify Mr. Aaron Hildreth if your student will be absent at **(336) 865-9747 by text.**

Grade Level Enrollment – We adhere to the grade levels listed for each course. Out-of-grade-level registrants must be approved at the discretion of the instructor.

Classroom Visitors - Parents/visitors are not allowed in the classrooms for multiple reasons. If a need arises, parents/ visitors must have permission from the director to be on campus three weeks in advance.

Fall Orientation

Orientation is required every year in the fall for **all families**. As things change, we want all families and students to be aware. All questions can be asked if not covered in the orientation. Students will be able to see the rooms and where their classrooms are located.

Identification Badges

- Each instructor, administrator, volunteer, and **students will wear their badges for the entire time while on campus around their necks.** This also identifies that they are part of Trinity Home Educators.
- The cost is \$10.00 for your first one and replacement is \$15.00. You must notify

Mr. Aaron Hildreth (336) 865-9747 if your student(s) badge is lost so appropriate action can be taken to protect Agape Faith Church and Trinity Home Educators.

Required Forms

Every student and their families will receive forms to sign that you have read the handbook and understand it, parent and student Statement of Faith, parent and student Agreement to Trinity Home Educators policies, student photo release, medication, learning differently, and communication with their instructors.

Agape Faith Church/ Our Host Church

At our host church, Agape Faith Church, we uphold certain guidelines to maintain a respectful and safe environment for all participants. We appreciate your cooperation in adhering to these rules, such as respecting designated areas, following parking regulations, and abiding by security measures.

Background Checks – Federal with Fingerprinting

Background checks are conducted on all board members, instructors, and monitors to prioritize the safety of our community. We rely on the support and commitment of parents to assist in monitoring activities and ensure a secure learning environment for all.

Class Times/Drop Off and Pick Up

- Classes starts at 9:00 am. Students are allowed to enter the building no earlier than 8:50 am.
- Make sure your student is safely in the building before leaving.
- Please arrive on time for pick up. Classes end at 3:55 pm with most students downstairs by 4:00pm.
- Stay ALERT in the parking lot as students will be walking to vehicles and other activity will be going on.
- Student drivers are not allowed to leave campus until they are ready to leave for the day.

- No student is allowed to leave with a non-family student unless director approves, and paperwork has been completed two weeks in advance.
- At orientation we will review where to drop off and pick up route.

Lunch

- Students will have lunch from 12:00pm – 12:55pm to decompress and socialize.
- No student is allowed to leave the premises during lunch. Even those that drive.
- No meetings with students or tutoring are allowed during this time.
- Students are to talk with their parents during this time by calling on mobile phone or texting. This is not allowed during class times.
- No ordering of food to be delivered to the campus for any reason.
- Students are to clean up their area before leaving outside or inside.
- We will bring in pizza or Chick-fil-A, altering months, for the year. Ordering for these days are done prior to the day. We are trying to do a semester ordering so families only are dealing with it one time instead of every month.
- If your student does a few classes and it is near lunch, please let them stay. It's a great time for students.

Study Hall

- Students are expected to treat this class as if it was a course class. Some students are relaxing, working on homework, or whispering to their classmate beside them. This is the only door left open for the day and we do not want any of the classes disturbed.
- Study Hall is \$30.00 a period. Each student may do only two study halls every semester.
- If a student needs to come in earlier than their first class or need to leave later than their last class, they may set in study hall for \$5.00 an hour. Notification must be made on Tuesday by 5pm to Mr. Aaron Hildreth. Payment by check please.

- If a student withdraws from a course during the semester, we will allow them to transfer to study hall if there is space. There will be a charge of \$30.00.

Behavior Policies

- We have high standards for behavior and expect students and their parents to be respectful. Give prayerful consideration before enrolling your students. Students must conduct themselves in a respectful and Christian manner. If there is any doubt that your student cannot or will not adhere to these policies, this is likely not the appropriate program for them.
- Acceptable behavior requires students to be respectful, polite, considerate, trustworthy, obedient, and self-controlled always. Disrespect toward others will not be tolerated.
- Students who have possession of anything illegal will be immediately expelled. The Sheriff Office will be called.
- Public displays of affection (PDA) such as kissing, hugging, and hand-holding contact are not permitted. Students will be addresses and parents contacted.
- Conversations must not contain language or topics that are inappropriate in a Christian environment.
- All students must be in a supervised classroom, lunch area, or study hall always.
- Cellphones and other devices **are not permitted to be in use in class** unless approved by an instructor. There are times instructors will ask students to look up things in class. We have found the need to have all students have their cellphone put away during class. The table is not allowed. If you have an electronic device, it is to also be put away during class time. Anyone not adhering to these rules will be asked to leave the class and their parents called to pick them up. If this behavior continues the leadership will decide what is best for the community.
- We ask that **parents not text or call students during class periods**. It disturbs the entire class. We found this to be an issue last year and require all electronic devices to be put away during all classes they are in. If its lunch or study hall you

student may use their electronic device, but not to make calls. If you need to get ahold of your student right away, please text or call Mr. Aaron Hildreth.

- Gossip will not be tolerated. This will be addressed with all parties and the leadership team.
- Trinity Home Educators participants are expected to adhere to Christian principles including those regarding sexuality. Trinity Home Educators is not the place to engage in conversation regarding sexuality.
- Trinity Home Educators participants are expected to adhere to Christian principles regarding online communications including, but not limited to, social media postings and email/text exchanges about other students in our community. This follows under bullying. We do not view it as “teasing” nor “kids acting like kids”.
- Most unacceptable behaviors will result in **one warning** and a discussion between the director, student, and student’s parent. A repeat offense will most likely result in expulsion from the Co-Op. We maintain a strict “hands off” policy. Absolutely no fighting or bullying will be tolerated and will result in discipline right away. If the problem is serious, no warning will be given but immediate suspension or expulsion will be administered.

The board's primary responsibility is to strengthen and secure the integrity of the Trinity Home Educators an Enriching and Academic Community program. Please have a conversation with your student(s) regarding these expectations. Failure of parents or students to uphold these principles may include consequences resulting in suspension or expulsion that is determined by the incident. We do strive to help re-guide our students on minor infractions.

Expectations for Classroom Behavior

Students enrolled in academic courses should be prepared for class, actively participate in class discussions, and complete assignments.

If absence, please contact all your instructors so they may plan with your student(s) about missed work. Each instructor is different, but we all work with our students, so they do not become overwhelmed.

****LIFE HAPPENS!** If your student does not have their homework, please still have them attend class. They learn so much by being present. Unplanned circumstances arise for us all and change what we can do. Please have your student(s) contact

their instructor and tell them they have had a LIFE HAPPENS week. Instructors will work with your student.

When talking, students will use an appropriate conversational tone.

Students must be punctual to each class.

Students are expected to listen when others are speaking and raise hands for permission to speak in class.

Students must help keep Agape Faith Church classrooms and grounds clean and free of trash. Students must not damage church property. Parents will be financially responsible for damage caused by their student, even if the damage is the result of an accident. Good stewardship of all our property is a biblical standard that is very important to the leaders of Trinity Home Educators an Enriching and Academic Community.

We reserve the right to impose academic standards that will maximize our ability to retain qualified instructors and an environment that fosters academic excellence. Students are expected to participate in class and complete all assignments and projects. This minimizes classroom distractions and ensures students are gaining the maximum benefit from their classes.

Please refer to the class descriptions and/or syllabi for individual classroom expectations, including study hall.

Dress Code * We ask that families talk about this together.**

Trinity Home Educators leadership has a specific dress code of modesty. We are a Christian program, and we meet in a church, so please be considerate of others.

Parents should monitor their student's clothing carefully.

All participants and families are encouraged to dress in a modest, tasteful fashion. If you are unsure if something is appropriate, please do not wear it.

Any skirts, dresses, pants, or shorts should be to the no shorter than the midway of their thigh or the top of the knee for sitting and moving modestly. We have been asked about to the bottom of a female's fingers but found this is too short for in many cases. Your student should be able to bend over and have 4 inches still on their legs. This may seem so precise, but we have had some difficulty with the length of shorts and skirts. For the first offence **Parents will be required to bring a change of clothing** if a student wears something that is

immodest or offensive (including t-shirt graphics and logos). The student will wait in the teachers' lounge/library until their parent arrives. This year for a second offence we will pull a student from class to the instructors' lounge and call parents for pick up. We will also schedule a time for the family and Aundrea Hildreth with another leadership team member to have a discussion.

Shirt and dress necklines **must cover cleavage** even when bending. Shirts should completely **cover the abdomen and lower back** even when putting arms straight up, sitting, or bending. Shirts **must have sleeves** (no Tank Tops), **cover the back** of the student completely, and T-shirts are acceptable for all.

Students should wear jeans, pants, or shorts that are neat, clean, fit comfortably and are not too tight or excessively baggy (falling off the student).

Parental Support

This program is not possible without the committed involvement and assistance of parents. We offer a variety of support positions that help the program run smoothly. Parental involvement is crucial in our program, and we need **four parents'** dedication for monitoring, study hall and substitute instructors to contribute to the success of Trinity Home Educators.

All parents that do a support position are required to complete a federal background check with finger printing. Trinity Home Educators will cover this cost. This is costly and is why we cannot screen one person from every family.

Parents may choose to do support positions that will allow them to recoup some of their monitoring fee costs if not all. Our pay is determined by how many families we have registered.

Parents in support positions may not have their younger children with them.

Payment Information

Acceptable forms of payment: Personal check, and by credit card on the website.

Balances can be found at the top of the website when you are logged in (per semester).

The Registration Fee (per family) of \$70.00 nonrefundable.

The Facility Fee is \$100.00 per family/per semester.

The Monitoring Fee is \$100.00 per family/per semester. Parents may choose to be a monitor/study hall as support positions for the year and get paid a monetary amount the co-op can afford.

The Study Hall Fee is \$30.00 per semester hour/per student and may be used if the student has a gap in their schedule. Students can only be in two study hall periods per semester.

Semester fees may either be paid in full at the time of registration OR according to the following schedule:

- Registration fee per family of \$270.00 per semester at registration time.
 - Last day to drop or add without a charge 00/00/000.
 - All course and material fees are due 00/00/0000.
 - All registrations submitted after 0/00/0000 will require full payment at that time.
 - If there is a financial issue needing a payment option please reach out to the director, Mrs. Aundrea Hildreth.
- ** Next semester dates to be added as we have surpassed them for Fall 2024.**

Class Changes and Withdrawals

For fall 2024 you can change courses up until 00/00/0000 without being charged.

Example: You decided you wanted your student to do ASL instead of a history class. You can switch your student and you will not acquire additional fees. (Before 00/00/0000)

After 4/17/2024 if you switch any classes, you will have to pay for them both. This is done so instructors and the administration can start working on courses and preparing for the semester. **** Next semester dates to be added as we have surpassed them for Fall 2024.**

Spring 2025

Registration opens mid-October. Fall registration fees are due at registration.

All Fall class fees due by December 1, 2024. This was split up this past year and we are looking at doing this again for our families. We will update as we get closer.

No refunds will be given after December 1.

Communication is essential to the success of the program and the student.

Grievance Procedures

- Should a student, parent, instructor, or administrator experience disharmony with anyone he/she will be expected to resolve any conflicts in a Christian manner. All must be done in love and respect.
- If things cannot be resolved please seek the Director, Mrs. Aundrea Hildreth who will guide any further necessary actions with prayerful consideration.

In conclusion, Trinity Home Educators an Enriching and Academic Community is committed to providing a nurturing and enriching educational experience for our students, guided by Christian values and a spirit of unity. We look forward to a rewarding journey of growth and learning together.