

MESSAGE FROM THE DIRECTOR

Dear TOLLA School Parents,

Welcome to Tree of Life Learning Academy (TOLLA)! It's such a privilege having your children join us for the 2023-2024 school year.

I'm sure part of your decision to enroll your children here is the academic excellence of our school and the biblical emphasis we provide. We emphasize God's word because academic achievement apart from knowing the heart that pleases God is vanity (1 Corinthians 13). The Christian family is God's original plan for discipleship, as He said to the parents in Israel, "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:6-7).

The 2023-2024 school year is going to be great! As you take time to read over our Parent and Student Handbook, please know that this document helps articulate our TOLLA code of conduct and philosophy of education. We recognize that the expectations outlined in this document differ from other schools and, especially, from public schools; however, we believe it is important to clearly explain the relationship between parent and student conduct and our school culture. By providing our students with specific guidelines to govern their conduct as a TOLLA student, we are providing a training ground that will help promote personal and Christian responsibility. Since our students will one day transition into higher education and eventually the workforce, they all will need to have a healthy appreciation and regard for rules and regulations.

There is also another purpose for this document. Since TOLLA is partnering with our families, it is vital that we be transparent about the types of expectations we value so each family may determine if being a student at TOLLA is the right fit for them. Our prayer is that Tree of Life Learning Academy can partner with you in raising your children and preparing them to live in a complex world. Together, we can equip them to realize all the wonderful plans God has in store for them.

Sincerely,

Bea Nieto,

Director Tree of Life Learning Academy



“A ministry of First Baptist Church of Pearsall “

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Tree of Life Learning Academy

School Board Members

2023-2024

- Ben Briscoe.....President*
- Linda Speed.....Secretary*
- Lane Roberson..... Member*
- Alice Pawlik..... Member*
- Pat Smith.....Member*
- Bea Nieto..... School Director*

Tree of Life Learning Academy
2023-2024 Staff

Bea Nieto.....Director
Tashía Pesi.....Head Start Teacher
Verónica Valdez..... Pre-Kinder Teacher
Lorinda Lipinski.....Kindergarten Teacher
Sarah Roberson..... First Grade Teacher
Sofia Longoria..... Second Grade Teacher
Katy Wright..... Third Grade Teacher
Ashley DeAnda Fourth Grade Teacher
Joy Trevino.....Fifth Grade Teacher
Stacy Jackson..... Sixth Grade Teacher
Michelle TaylorSeventh Grade Teacher
April Lynham Eighth Grade Teacher
Shannon Triplitt..... Ninth Grade Teacher
Ruben Frausto.....PE Teacher

Tree of Life Learning Academy

A Ministry of First Baptist Church Pearsall

Philosophy

The purpose of Tree of Life Learning Academy (TOLLA) is to provide an opportunity for academic excellence in education.

God's word tells us in Proverbs 3:18 "She (wisdom) is the tree of life to those who take hold of her; those who hold her fast will be blessed." Wisdom comes from a relationship with God. The greatest wisdom leads to knowing Jesus Christ as our personal savior.

We are thankful that you as parents are committed to providing your student a quality Christian education and are willing to make the sacrifices necessary to transform your child's mind and heart.

We at TOLLA promise to partner with you to give your student an education, emphasizing Bible knowledge and academic excellence. We earnestly request your prayers as we strive to provide excellence in education for Christ's glory.

Statement of Faith

1. We believe in one eternal, omniscient, and omnipresent God who reveals Himself personally as Father, Son and Holy Spirit. He is a God of love and truth who has created the universe and given man dominion over the whole earth.
2. Man has fallen from fellowship and communion with God due to sin and rebellion and is incapable of restoring that fellowship through his own works.
3. Jesus Christ is the incarnate Son of God and was sent by God to redeem mankind from sin and its effects. He was born of a virgin, lived a sinless life, was crucified, died, and was buried. He rose from the dead bodily and ascended into heaven. As both God and man He is the only mediator between God and men and the only Savior of the world; He will return to earth to judge all men.
4. God commands all men everywhere to repent and believe in the Lord Jesus, for the remission of their sins. Then as a believer, one should be baptized as an act of obedience.
5. Man is saved by grace through faith in Jesus Christ. All men will be resurrected to judgment by God.
6. God has sent the Holy Spirit to dwell in men, to renew and regenerate men, and to guide them into all the truth.
7. The Bible is the inspired Word of God and is therefore our authority for faith and action. Studying and meditating on the Scriptures is valuable for learning the truth, correcting wrong thinking and actions, and training in godliness and righteous living.
8. Children are a heritage and gift from the Lord to their parents. Parents are the authority and responsible parties in the training, discipline, admonition and care of their children.

Admissions Policy

This school does not discriminate based on race, color, and national or ethnic origin in the administration of its educational policies, admissions policies, or other school-related programs. Enrollment in Tree of Life Learning Academy (TOLLA) is a privilege, and TOLLA reserves the right to suspend or expel any student, without refund, in accordance with the official policies determined by the Academy. All potential TOLLA students should adhere to the following requirements.

A. Agreement with Christian Principles

- Each student who is admitted to the school agrees to abide by the requirements, regulations, and policies established by the administration and Board of Trustees in the Parent and Student Handbook. This includes following and respecting God's Word and participating in the Pledges to the American, Texas, Christian, and Bible flags. All students must also be able to participate in morning prayer and Chapel services as provided by our Academy.
- Continued enrollments for all students at Tree of Life Learning Academy is contingent upon acceptable levels of attendance, behavior, psychological maturity, and academic achievement. Acceptable levels will be determined by TOLLA administration. If at any time the TOLLA administration determines that a student is not meeting acceptable levels of these criteria, the student will be subject to discipline up to including disenrollment. (See more under ***Discipline*** section)

B. Incoming Transfers/Enrollees

- Applicants for admission to TOLLA must furnish evidence that they are physically and emotionally fit of good moral character, and academically capable.
- All potential TOLLA candidates for grades 3-7th will be given a grade-specific entrance exam to determine grade placement at our academy.
- All new students will be accepted on behavioral and academic probation for a period of nine weeks to one full year from the date of enrollment, or a period to be determined by the director. During this period, conduct and academics will be monitored closely. Continued enrollments for all students is dependent on acceptable levels of attendance, behavior, psychological maturity, and academic achievement.
- New enrollees will be taken during Enrollment periods, during the summer, and no later than September 30th if in grades 4-7th unless student is new to the district and/or at the discretion of Director and/or School Board.

C. Health Requirements

- Students must provide current health records, including Texas immunizations requirements, prior to enrollment. Current immunization records must be maintained and updated in the office as needed.

Please go to or click on this link

<http://www.dshs.texas.gov/immunize/school/default.shtm>

Registration and Fee

Parents/guardians must register their student. For a student’s registration to be complete, the following items must be completed and returned to TOLLA: enrollment forms, a copy of the student’s birth certificate and a current immunization record, a signed release of records from previous school and the non-refundable registration fee. The non-refundable registration fees are as follows and must be included with the registration packet.

Pre-K-12th ---\$400

Pre-Kinder eligibility is extended to children who turn 4 years of age on or by September 1st of the school year. All Head Start and Pre-K students must be able to use the restroom independently to qualify as well. No exceptions to age or eligibility will be made.

Monthly Tuition and Fees

Tuition:

Pre-Kindergarten through 12th grade monthly tuition is due August through May, for each student. Tuition amounts are as follows:

Head Start-2nd	\$400 per month
3 rd – 8 th Grades	\$400 per month
9 th -12 th Grades	\$400 per month

All tuition will be due on the first of each month and considered past due after the tenth of each month. Balances remaining unpaid after the tenth of each month, will be assessed a service charge of \$25.00.

If tuition is not paid by the 20th of the month and no arrangements are made with the TOLLA director, then enrollment of students will be forfeited, and student will be dismissed from the Tree of Life Learning Academy program. All decisions will be at the Director/Committee’s discretion.

Scholarships and Eligibility

Whenever the budget allows, Tree of Life Learning Academy will provide monthly scholarships to financially eligible families. Applications are available twice a year, once for the Fall semester and once for the Spring semester. Students who qualify for these scholarships will be awarded in August for the Fall and in January for the Spring. No 100% scholarships are available. Interested families may apply by submitting application and financial documentation in July and again in December. Families should be in good standing with monthly tuition fees or can forfeit their scholarship if tuition is not paid on time. All awarded recipients must reapply for every semester. (If and when budget allows or donations for scholarships come in, TOLLA will award those scholarships at TOLLA's discretion to enrolled students.)

Required Subjects by Grade

Elementary School (K-8th Grade): Bible, Language Arts (Reading, Grammar, Spelling, Writing, Phonics), Math, Social Studies/History (Texas History usually starts in the 4th grade), Science, and Physical Education

Head Start and Pre-K: Phonics, Math/Numbers, Penmanship, Bible

Hours of Operation

Please do not drop your student(s) off at school before 7:30 a.m. No one will be available to supervise them before this time.

Head Start-12 th Grades (Monday-Thursday)	8:00-3:00
Head Start – 12 th (Friday)	8:00-Noon

School hours are subject to change.

Chapel Program: Students will attend a chapel once a week. (Day and time to be determined)

Holidays

We recognize the following holidays at TOLLA, and parties may be planned in the classrooms: Thanksgiving, Christmas, Valentine's Day & Easter.

A parent may also bring items to celebrate a student's birthday with his/her class, with the teacher's permission to be distributed any time after 2:30 for grades that leave at 3 or after. Invitations to a birthday party may be handed out in class only if the entire class, or all the boys or all the girls, are invited.

Volunteers

TOLLA welcomes parents and others to volunteer their time and expertise. All volunteers must complete a criminal background check, as well as a statement of Christian faith, before they can

volunteer at TOLLA. All volunteers are under the direction of the Director. All volunteers and visitors must check in with the office upon entering during school hours.

Dress Code

Girls:

- must wear a royal blue, gray, or white polo shirt or a TOLLA spirit-shirt, along with solid blue jeans, black jeans or khaki pants, shorts, jumpers or skirts. **No tights will be allowed with shirts but may be worn under skirt or shorts in the winter.**
- The shirt must be tucked in and a belt worn. Belts are required for students in 3rd grade through 12th grade.
- No halters, tank tops, tube tops, low-cut dresses/tops which reveal cleavage or midriff, short shorts or excessively tight clothing
- Excessively tight jeans will not be allowed. **No tears or rips on jeans. (patches on inside of jeans when knee area is torn are allowed as repairs.)**
- Hemlines on all garments must not be shorter than two and a half inches above the top of the kneecap (narrowest part of a dollar bill) regardless of tights or leggings.
- Elementary-aged girls (Pre-K through 4th grade) will be required to wear shorts under their skirts.
- Hair must be a natural color.
- Pierced earrings may be worn on the ear(s) only and only for girls. All other body piercing jewelry is prohibited.

Boys:

- must wear a royal blue, gray, or white polo shirt or a TOLLA spirit t-shirt, along with solid blue jeans, black jeans or khaki pants or shorts
- The shirt must be tucked in and a belt worn. Belts are required for students in 3rd through 12th grade.
- Excessively tight jeans will not be allowed. **No tears or rips on jeans. (patches on inside of jeans when knee area is torn are allowed as repairs.)**
- Haircuts must be neat and in good taste. **Boys' hair, regardless of style preference, must not touch the eyebrows in the front, must not be below the middle of the ear on the sides, and must not be long enough to touch the collar of a collared shirt in the back while chin is bent to touch the chest. No ponytails on boys allowed.**
- Hair must be a natural color.
- NO facial hair on the face is allowed. Boys will have one day to take care of shaving after being asked to.
- All body piercing jewelry is prohibited.

All Students:

- **For the safety of our students, no pullover hoodies allowed unless it is our TOLLA gray hoodie (sold early Fall). Only jackets and/or sweaters with a zipper or buttons to wear open inside building will be allowed.**
- On Friday, students may wear spirit shirts representing church, school, universities, or professional teams. Shirts may be untucked on Friday if wearing spirit shirt of any kind mentioned above.
- No holes, tears, patches, ragged hems, or baggy pants will be allowed. No pants with decorative buttons, patches, zippers will be allowed (standard, plain pants only).

Patched pants/jeans may be worn if patched on the inside. All undergarments must be covered.

Parents will be notified if their child is in violation of the dress code and will be required to bring a change of clothing to the school.

Cell Phones and Electronic Devices

Students are not permitted to bring cell phones, smart watches, or electronic devices to school, except for 9th through 12th grade. Cell phones and all other electronic devices (including smart watches) for these students will be left in basket in their classroom during the day and may be accessed with Teacher's permission for emergencies only. Students who do not follow this rule, will lose the privilege of bringing a cell phone or any other electronic device to school.

Attendance & Tardies

Regular school attendance is essential for a student to make the most of his or her education. Students will be required to attend school 90% of school days on the official school calendar. If a student attends less than 90% but more than 75% of school days, they will be required to complete a plan developed by the Director to receive credit and a final grade for the year. Students who attend less than 75% of the days required by the official school calendar will be required to petition the school committee to receive credit and a final grade. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid excessive absences.

For the student absence to be excused, upon returning to school, the student must bring a note signed by the parent or physician that describes the reason for the absence. To protect other students from contagious illnesses, students infected with contagious diseases are not allowed to come to school while contagious. If a parent suspects that his or her student has a contagious disease, the parent should contact the director. Students who might have been exposed to the disease will be alerted. Students should remain at home until they have been without a fever for 24 hours. **Three tardies in a quarter will represent an absence. Excessive tardiness also interferes with learning. A tardy is defined as arriving to the school after 8:05 a.m.**

Homework, Classwork, and Make-up Work

Any student, who has an excused absence, will have one school day for every day absent to turn in make-up work. Homework is a vital part of the learning process. If a student does not turn in his/her homework, they will be required to stay until 4:00p.m. for after school detention. Once a student has accumulated three after school detentions, they will serve the third day of

detention plus next day of ISS. If the student is continually negligent at turning in his/her homework, then he/she will be subject to dismissal from Tree of Life.

Classwork that is not finished then becomes homework for that night. Then the homework policy above will be followed.

No homework will be assigned on Wednesday nights as many of our students and their families attend local church services. Reading and studying for upcoming quizzes and tests will still be assigned.

Medications and Emergency Treatment

Please complete and return the **Medical/Consent for Emergency Treatment form**. Students are **NOT allowed** to possess medications. Parents **must** give prescription items or over the counter drugs directly to their teacher or the TOLLA Director. Written parental permission is required to administer any medication to your student.

All medications brought by parents for their student(s) must:

1. Be in the original container.
2. Be labeled with the student's name.
3. Include directions to administer the medication.
4. Not be expired.

Grading System

A 90-100 B 80-89 C 70-79 D 60-69 F 59 and below

Students who make all "A's" will be placed on the All "A" Honor Roll.

Students who make "A's" and "B's" will be placed on the A/B Honor Roll.

(For grades 10-12th, all assigned/requested student work and exams will be sent to ABEKA who will then report grades to school and parents under the accredited program. Students in these grades must pay an additional \$200 in August to register with the Accredited ABEKA program to be eligible for their High School Diploma when they meet graduation requirements with ABEKA.)

Report Cards

Students will receive a progress report during the fifth week of each reporting period. At the end of each nine-week reporting period, a report card will be sent. The parents or teacher may request a conference at any given time. Parents will receive their student's final report card by mail about one week after the last day of school. Report cards and all other student records will be withheld if tuition or other charges and fees are not current.

Promotion/Retention

The following factors shall be considered in promoting and retaining students:

- Academic achievement
- Attendance
- Age
- Effort
- Maturity
- Long-term effects of repeating the work
- The teacher's decision on passing or failing
- The principal's decision on passing or failing

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above in the core subject areas of reading and math in grades 1-3 and reading, math, and science in grades above 4th grade. The overall average shall be derived by averaging the final numerical score for reading/language arts, mathematics, and science when the first and second semester grades are averaged for the year. A student may be promoted only based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level. When considering promotion/retention when a student is failing the course, the scores of a state-approved assessment instrument, such as the ITBS or Stanford, will be used to further determine placement. A student who does not demonstrate proficiency on the test will not be advanced to the next grade if the teacher(s) feels it will not be in the best interest of the student. All final placement decisions will be made at the Director's discretion.

Evacuation/Fire Drills

Monthly fire and armed intruder drills will be practiced. All teachers will receive a red Crisis Management Binder. Teachers and students will follow the evacuation route posted on the inside wall of classrooms and other common areas in main school building and make their way to the church lot on Walnut Street where they will line up by class and face the church building. Teachers will hold up green, red, or yellow sheet to let director know the status of their class. Teachers and students will wait for the director's approval or okay when it is safe to come back into the building. At that time, teachers will walk students by class back into the building. The same drill will be used for bomb threats in the building. (See attached building map for evacuation routes.)

For tornado drills, students will come into their assigned locations and sit facing the wall with their heads down between their legs and hands over their heads. Tornado drills will be practiced once or twice a semester.

Discipline

As a Christian institution, TOLLA takes very seriously our commitment to partner with parents in training their son/daughter. A high standard of acceptable behavior is essential. Students will be expected to conduct themselves in a manner that will contribute to the optimal learning environment. Politeness, cooperation, and obedience are the guiding principles.

Specific guidelines:

A. Students will enter and exit the buildings in an orderly fashion always. They will be expected to act in a safe and responsible way while moving about the campus before, during, and after school hours. We will always maintain a safe and respectful atmosphere.

B. Gum chewing is not allowed in any of the school buildings (except on special occasions when the teacher approves it).

C. Hats, hoods or caps will not be worn inside the school buildings--except on special occasions.

D. The personal and property rights of others are always to be respected by all students while under supervision of the school.

1. Fighting, hitting, tripping, shoving, and throwing objects or any other horseplay are strictly prohibited.
2. Any student who destroys or defaces property will be subject to disciplinary action. The student's parents will be responsible for repairs and/or the replacement costs.
3. Profanity, vulgarity, sexually explicit and/or abusive language may be cause for immediate dismissal.
4. Students who are disrespectful to adults will be subject to probation, suspension and/or dismissal.
5. Students discovered stealing will be subject to loss of privileges, repayment and/or suspension which may result in dismissal.
6. Any inappropriate sexual contact or behavior will have serious, immediate consequences, which may include dismissal.
7. Any student in possession of or under the influence of tobacco, alcoholic beverages, or illegal drugs will be subject to severe consequences, including expulsion.
8. Any student in possession of any type of weapon (including, but not limited to, knives and guns) will be subject to severe consequences, up to and including expulsion.

E. Academic Integrity: It is our goal that each TOLLA student model academic integrity. Academic cheating is the attempt to obtain information, knowledge, or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Cheating in any form is not in keeping with expected moral, ethical, or spiritual values. Academic integrity is an attitude that values honesty above grades, friendship, social acceptance, and peer pressure. Cheating may result in one or more of the following consequences: a parent/teacher/student conference; in-school suspension (ISS); out-of-school suspension (OSS); expulsion from the school for the

remainder of the academic year; or any other discipline determined appropriate by the Director. Any such assignment will receive a grade of "0." Violations noted above will result in disciplinary action. Repeated and/or serious offenses may result in disciplinary action up to and including suspension or expulsion. Each disciplinary referral to the office will be documented and parents will be notified.

(Note that the violations listed above are examples. TOLLA reserves the right to take disciplinary action that it deems appropriate for any behavior that it believes is inappropriate.)

It is our desire to teach students to take responsibility for their own actions and to understand that there are consequences to every action. It is important to make good choices in life. Most discipline is handled by the teacher. All discipline will be based on Biblical principles (i.e. restitution, apologies, swift punishment, restoration of fellowship, no lingering attitudes, etc.). Love, forgiveness, and prayer will be an integral part of the discipline of a student.

1. Dismissal:

The TOLLA School Committee realizes that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restoration are fundamental to our total discipline policy. However, should a student and his/her parents be unable to eliminate behavioral problems after repeated administrative intervention, dismissal may be necessary. Should a student commit an act with such serious consequences that the Director deems it necessary, suspension or dismissal may be imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, or violations of civil law.

2. Re-admittance:

Should a student desire to be re-admitted to TOLLA, the school committee will make a decision based on the student's attitude and the circumstances at the time of reapplication.

3. Probation/Dismissal

The two categories under which a student would be placed on probation and consequently dismissed from TOLLA, are academic and behavioral.

1) Academic:

If a student's performance is consistently below a grade of 70, he/she may be placed on academic probation. This decision is made by the Director, with consideration from the teacher(s). Previous interventions, the student's abilities, performance, and effort are all taken into consideration, when making this decision. When a student is put on academic probation he/she will be given a specified period of time in which to show improvement. If adequate improvement is not made; the student shall be subject to dismissal at the recommendation of the school committee.

2) Behavioral:

If a student shows consistent unwillingness to follow school and classroom rules and is unresponsive to discipline for such infractions, he/she will be placed on behavioral probation. The student will be given a specified period in which to correct behavior and show improvement. If adequate improvement is not made, the student will be subject to dismissal at the recommendation of the school committee.

In-School Suspension

There may be situations that require a student to be isolated from regular class routines and activities. On the day ISS is assigned, the student will report directly to the office by 15 minutes before the 1st period begins. All books and assignments should be with the student. The student may be given a reading/writing assignment due at the end of the school day. Restroom breaks and a lunch break will be the only times the student in ISS will be permitted to leave the assigned area. The student will not have any contact with other students during the day.

Out-of-School Suspension

Suspension, either on a short-term or long-term basis, may be implemented for flagrant violation of school policies. Students will be responsible for all course assignments and work during a suspension. Any assignment or work not completed will receive a grade of zero. The student may be given a reading/writing assignment due upon return to school.

Computer Network Usage

Students are expected to do the following when using any computer on campus:

- A. Take care of all technology equipment. Do not remove the covers from keys or the inserts in mice. Do not damage the equipment in any way or weaken its utility.

- B. Use only software legally available through the network. Students should never delete files from the hard disk, enter or change another person's password, copy others' work, store private software, games, or pirated software on the network, or bring games to play on the system without specific permission of a teacher for educational reasons. Students should use only the programs a teacher or the network administrator places on their menu.

Internet Usage

Internet access is being made available to students and faculty at Tree of Life Learning Academy. Our goal in providing this service is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world, also comes the availability of material that may not be of educational value in the context of the school setting. TOLLA takes precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials.

Proper conduct must adhere to strict guidelines outlined below. **The use of the Internet is a privilege, not a right.** Inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use.

Proper Internet Etiquette - Students are expected to abide by, but not limited to the following:

1. Use appropriate language while using electronic mail (e-mail). Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
2. Do not reveal your personal address or phone numbers of students or colleagues.
3. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to authorities.
4. Users must avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
5. Users may not download, store, create, or print files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

Violation of any of these rules will result in cancellation of these privileges.

Ill Students

Keep your child home or stay home if you all are experiencing any of the following symptoms:

- Feeling feverish or a measured temperature greater than or equal to 99.5 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering

- Significant muscle pain or ache
- Diarrhea

Handwashing/Sanitizing - Students and staff will be required to use hand sanitizer when entering a building, classroom, and/or our office. Frequent handwashing and sanitizing will also be incorporated in the daily schedules. Each classroom will be provided with hand sanitizer. A hand sanitizing station will be provided at the entrance of the school, church office, Fellowship Hall. Classrooms and other common areas within the school will be thoroughly disinfected daily and deep cleaning schedules will be regularly conducted.

Temperature Checks/Screening –For our safety and that of your children, our personnel will conduct temperature checks if your child complains of not feeling well when at school. Anyone with a temperature of 99.5 degrees or higher will be asked to go home and parents will be called immediately to come pick them up. Parent must come and pick up child immediately.

Schedules and Rotations—Students will not rotate classes. They will stay in the same room and in the same desk all day. The teachers will be the one rotating when it is time. There will be no congregating in the morning in one place. All students will go directly to their classroom where their teacher will be waiting for them. Students will be able to be dropped off no earlier than 7:30 when the duty personnel/teachers are in the classrooms. No early drop offs please as children will not be monitored before 7:30 AM.

Other Important Information

It is important that we have two emergency contact numbers on file. Please keep contact information updated when changes occur.

When a parent cannot pick up his/her student, the parent should contact the TOLLA office in writing. Identification from the person picking your student up will be required.

Parents must sign students out when leaving before regular dismissal time. The student leaving early, will be brought to the office.

Students are required to provide their own lunches. Microwaves are available for reheating items.

Sodas or caffeinated energy drinks may not be sent in student lunches.
TOLLA reserves the right to change any policy or procedure at any time.

Adopted May 2022
Amended April 2022

Availability of Tree of Life Learning Academy Student/Parent Handbook Online

The 2023-2024 Tree of Life Learning Academy Student/Parent Handbook is available on the internet. Go to the school webpage at www.treeoflifelearningacademy.com and click on the “Our School” tab at the top of the page. Then click on the “TOLLA Student Handbook” button about midway down the page.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the Handbook rather than a paper copy. Using the internet to access the Handbook will allow our school to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please complete and return this form by **August 8, 2023**. This will allow us time to get the Handbook to all students and parents who prefer a paper copy while avoiding the necessity of printing more copies of the Handbooks than necessary.

This signed receipt acknowledges receipt of the 2023-2024 Parent/Student Handbook for the Tree of Life learning Academy. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned agrees to follow such conduct and discipline rules. The parent/guardian and student signing below are giving permission for Tree of Life Learning Academy to place student photographs, artwork, writing, or other projects on the web site and our Facebook page.

Drug-free schools' statement: receipt shall also serve to demonstrate that you as parent or guardian of a student attending Tree of Life learning Academy have received notice of the standards of conduct of this school expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. Your signature on this receipt acknowledges that you and your child or children who are students attending this school fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

- Thank you for providing the 2023-2024 Student/Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

- I prefer a paper copy of the Student/Parent Handbook.**

Parent Signature: _____ Date _____

Student's Name: _____