
Trinity Baptist School

A ministry of Trinity Baptist Church
280 Trinity Drive – Williston, VT 05495
802-879-9007 - www.tbsvt.org

Parent and Student Handbook

**“Making Servants for the Savior
to the Glory of God”**



Philosophy	4
Statement of Faith	4
Mission Statement	5
Statement of Objectives	5
Parental Support	5
Student Expectations	6
Affiliations	7
Admissions	7
New Enrollment Procedures	7
Re-enrollment Procedures	8
Financial Information	8
Tuition Rates	8
Fees	9
Financial Plan	9
Past-Due Payments	9
Attendance	11
Arrival & Dismissal	11
Absences	11
Required Events	12
Planned Absences	12
Make-Up Work	13
Tardies & Half Days	13
Signing In & Signing Out	13
After Care	13
School Closings	14
Academic Information	15
Academic Integrity	15
Homework Amounts	15
Homework Guidelines	15
Grading Scale	16
Progress Reports and Report Cards	16
Honor Roll	17
Academic Probation	17
Courses Offered	17
Graduation Requirements	18
Dual Enrollment Courses	19
Failed Classes	19
Fine Arts Competitions, School Programs, and Performances	19
Textbooks and Equipment	19
Student Records	19
Homeschool Connection for Grades 7-12th	19
Disciplinary System	21
Principles of Discipline	21
Character Development	21
Classroom Management Plans	22

Elementary Discipline	23
Junior High/Senior High Demerit System	24
Expulsion	25
Student Life	27
Homeroom	27
Cell Phones, Computers, and Other Digital Devices	27
Human Sexuality and Morality	28
Media Standards	28
Ride Share	28
Athletic Policies	29
Dress Code	31
School Uniforms	31
PE and Recreational Attire	33
Medical Information	34
Parent Involvement	35
Parent Cooperation	35
Visitors and Visiting Parents	35
Volunteers	35
Cleaning	35
Communication	37
Learning Management System	37
Email	37
Social Media and Cell Phones	37
Scheduled Meetings	37
Confidentiality	37
Addenda	39
Anti-Harassment and Anti-Bullying Policy	39
Asbestos	41
Recognized Independent School of Vermont	41

Philosophy

TBS was founded in 1974 to assist parents in their responsibility (Deut. 6:6-7) to conform their children to the image of His Son (Rom. 8:29). TBS operates as a ministry of Trinity Baptist Church. The home, church, and school cooperate and work together to develop God's plan for each child. Our entire school program is designed to help parents fulfill this command of God and to lead their children to a saving knowledge of and a continual growth in our Lord Jesus Christ. The Bible is the basis of all our education and is foundational in the ministry of this school.

We believe that every task is sacred, and every work and deed ought to be done to the glory of the Lord. Whether in Bible class, in the science laboratory, in language study, on the ball field, and in the kitchen, all should be done to the best of our ability to His glory. As a result, we do not believe any student should be asked to accept a second-rate academic program in order to receive a Christian education.

Any parent with educational or spiritual expectations of his/her children other than those stated above may be dissatisfied with the program at TBS. Our rules, standards, and regulations are in effect to help us do things decently and in order and in accordance with our understanding of the Word of God. TBS will not retain any student whose attitude or actions are not in harmony with school policy. TBS expects full cooperation from both students and parents in its educational and discipline policies.

Attendance at Trinity Baptist School (TBS) is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of the school. The school may insist on the withdrawal of a student who, in the opinion of the administration does not conform to the spirit of the ministry.

Statement of Faith

TBS maintains the same doctrinal position as set forth in the Constitution of Trinity Baptist Church. The following briefly describes that position.

We believe:

- That the Bible is the inspired, infallible Word of God. (II Timothy 3:16)
- That Jesus Christ is God's Son who died to save us from our sins. (Romans 10:13)
- That all people are sinners and have the opportunity to be saved by accepting Christ as their personal Savior by faith. (Romans 3:23, John 3:16)
- That the blood of Christ shed on Calvary is the only atonement for man's sin. (Hebrews 9:22)
- That the burial and bodily resurrection of the Lord Jesus Christ from the tomb and His ascension into Heaven are physical facts. (I Corinthians 15:1-4)
- That there is one God manifest in three persons—Father, Son, and Holy Spirit. (Matthew 28:18-19)

-
- That believers should witness for Christ Jesus, be filled with the Holy Spirit, resist Satan's destructive efforts, attend and support a Bible-believing church regularly, and stand against false movements of the age and those who lend support to such compromises. (I John 2:15-17)

The spiritual aspect of TBS is of primary importance. The chapel program is the heart of the spiritual life of the school. All students attend chapel each week.

Those that attend a church of like faith are expected to faithfully attend; those that do not, are encouraged to attend the services of Trinity Baptist Church.

Mission Statement

The mission of TBS is to assist Christian parents in providing a sound education for their students, both academically and spiritually, in a Christ-honoring and caring atmosphere so that each child may be conformed to the image of Christ.

Statement of Objectives

To provide young people with the opportunity to receive a Bible-based education that is conducive to spiritual, mental, physical, and emotional growth.

To produce mature Christians who will be examples of Christ to the world.

To teach respect towards God, parents, authority, and the church.

To build character by stressing the importance of a godly life, self-control, and a desire for excellence in every endeavor.

To establish our students in the principles of God's Word, so that they might stand boldly for the truth and show others the way to God through faith in the Lord Jesus Christ.

Parental Support

Trinity Baptist School is a ministry of Trinity Baptist Church; therefore, it is a uniquely religious, educational institution. We educate in a distinctively Christian environment and all subject matter will be presented from a biblical worldview.

It is our desire that every student will come to a saving knowledge of the Lord Jesus Christ. God's gracious gift of salvation is received by all who repent of their sin and place their unreserved trust in Jesus Christ alone for their eternal salvation (I Cor. 6:9-11; Acts 17:30; I John 1:9; Romans 6:1-7).

In order to accomplish our objectives and mission which are rooted in biblical beliefs, we must have the cooperation and support of our parents, guardians, and students.

Student Expectations

- Speak and act in a respectful way to all students, parents, teachers, and admin.
- Respect the rights and property of others.
- Abide by the authority of teachers, staff, and other adults.
- Accept responsibility for your actions and the consequences of your behavior.
- Fulfill all responsibilities promptly.
- Do your best.
- Maintain good attendance.
- Be on time.

Affiliations

Trinity Baptist School is a member of the American Association of Christian Schools, New England Association of Christian Schools, Christian Schools of Vermont, and the Vermont Principal's Association.

Recognized Independent School of Vermont

TBS is a recognized independent school of Vermont, pursuant to 16 V.S.A. § 166 (c)

Please note in the addendum at the back of this handbook the parts of the law that pertain to both the school and parents/guardians that enroll their children in a school with this status.

Admissions

A student is admitted to TBS on the basis of former school records, interviews, and/or placement tests. Students may re-enroll on the basis of academic progress and disciplinary record. A student may be denied re-enrollment if in the opinion of the administration the student does not fit into the spirit of the school, regardless of whether or not the student conforms to the specific rules and regulations of the school.

TBS admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletic programs, and other school-administered programs.

New Enrollment Procedures

Interested parents should request an interview to discuss enrollment. Previous report cards and other academic records are necessary to place the student. Depending on the academic record, placement testing may be required.

Parents or guardians must complete an application, pay the enrollment fee, and sign all cooperation statements.

The school handbook must be read.

A completed immunization record must be filed as required by the state of Vermont.

A medical and emergency form must also be filed allowing for medical attention.

Enrollment is not complete until the full registration fee is paid. This fee is non-refundable.

Near the end of the enrollment process, parents/guardians will be called or contacted by email as to whether or not the student has been accepted for enrollment at Trinity Baptist School.

Vermont Statute 16-25-1073(a) states that children must have “attained the age of five years on or before January 1” to enroll in kindergarten. However, "a school may require that students admitted to kindergarten have attained the age of five on or before any date between August 31 and January 1.”

Re-enrollment Procedures

Each spring, currently enrolled families will be given the opportunity to re-enroll before new families may enroll. Families that re-enroll before the deadline will be guaranteed a seat for the following school year; students may be enrolled after the deadline, but we will open enrollment to new students and would not be able to guarantee a seat in the class after that date.

Re-enrollment is complete after the form is completed, the enrollment fee is paid, and all accounts are up-to-date.

Financial Information

Tuition Rates

The current tuition rates as of June 1st, 2022 are as follows:

2021-2022 Tuition Rates

	K4 - 6th Grade	7th - 12 Grade
1st Student	\$5,400	\$5,725
2nd Student	\$4,860	\$5,153
3rd Student	\$4,212	\$4,466
4th Student	\$1,000	\$1,145
Home School Connection (per class)	Not available	\$850
Enrollment Fee	\$100	\$100
Athletic fee / sport	\$150	\$150

2022-2023 Tuition Rates

	K4 - 6th Grade	7th - 12 Grade
1st Student	\$5,725	\$6,065
2nd Student	\$5,153	\$5,459
3rd Student	\$4,466	\$4,731
4th Student	\$1,060	\$1,213
Home School Connection (per class)	Not available	\$900
Enrollment Fee	\$100	\$100
Athletic fee / sport	\$150	\$150

Students may re-enroll for the following year on the current school year's rates as long as they are enrolled by May 31st. After May 31st they will be enrolled at the next year's rate.

Fees

The enrollment fee is \$100 per student each year. A student is not enrolled until the enrollment fee is received. This fee is non-refundable. No enrollments will be accepted for a student whose account is past due.

Students that participate in athletics will pay \$150 per sport.

Graduation fees are charged for Kindergarten at \$25 and for Grade 12 at \$100. These fees will be payable with the April tuition payment.

Financial Plan

All tuition and fees will be billed to your school account according to a monthly plan. Tuition and fees are to be paid in ten (10) equal payments beginning on August 1st with the last payment on May 1st.

Past-Due Payments

Accounts that are not current by June 30th each year will be charged a late fee of 5% each month on the outstanding balance.

Report cards, transcripts, records, and diplomas will be issued only to those students whose accounts are current and paid up-to-date.

The school will not issue school records to other institutions or individuals unless all outstanding tuition bills have been paid. Exceptions to this policy will be at the sole discretion of the Trinity Baptist School Board.

Each family of TBS needs to realize the importance of paying tuition bills in a timely fashion. TBS has financial responsibilities that must be met each month. Families that do not stay on schedule with their tuition payment plan place an undue burden on Trinity Baptist Church. Families that fall behind in meeting their financial obligations may be asked to meet with School Board members and/or to withdraw their children from TBS until their financial responsibilities are met. The TBS School Board has the authority and responsibility of making decisions concerning families that fall behind in tuition payments. The TBS School Board reserves the right to refuse re-enrollment to any student that has an outstanding account from the previous year.

Attendance

Arrival & Dismissal

School begins at 8:00 a.m. The building will be open for students to enter at 7:45 a.m.

Students are responsible for being present and ready to learn when the class is scheduled to begin. Morning homeroom marks the start of the daily class time, so students should be in their seats in the classroom for the beginning of the 8:00 homeroom time.

School ends at 3:00 p.m. Teachers will supervise dismissal until 3:15 p.m. and then students will be checked into After Care.

Absences

Please notify the school office before the start of the morning homeroom, if your child will be absent from class that day. If your child will miss school due to illness or an unexpected family emergency, the school office should be called or emailed for the absence to be excused. Contact the school office each day the student is absent. The parent/guardian must state the specific reason for the tardy or absence.

School personnel are available in the office by 8:00 a.m. to take calls. If parents desire for homework assignments to be sent home, they should make the request by 9:00 a.m and pick up the homework at dismissal time. This will allow the teacher(s) time to prepare the list of assignments for pick up at the end of the day, as teachers are not expected to prepare assignments for sudden or unexcused absences before the end of the school day.

As an educational institution, we discourage any absence from class except when it is absolutely necessary. Regular attendance and punctuality are required of all students and are necessary for their success. Please help us by not asking us to excuse your child from school except when it is unavoidable.

The maximum number of acceptable absences per class per semester is 15 (or 30 per year). Any student who exceeds the limit of 15 absences during the semester (or 30 per year) may not be given credit for taking the class or classes. Exceptions to this policy may be made at the discretion of the administrator for extended or chronic illness.

Excused absences include: illness; medical, dental, or therapy appointments; death of family member; quarantine or hospital confinement; religious observances; any emergency that justifies absence from class in the judgment of the school administrator.

Unexcused absences include: oversleeping; traffic; parent's errands or schedule conflicts; vacations; visiting relatives; or participating in non-TBS activities or events.

Parents should arrange for activities such as off-site music lessons and tutoring, driver's education classes, etc. to be done outside of school hours.

Recognition will be given to students who have perfect attendance during the year. A student with three or more tardies will not receive this award.

Required Events

Students are expected to attend all school activities for their age group recorded on the school calendar and to attend announced special events that take place during the day and end after regular school dismissal time (ex. Field trips, fine arts competitions). Attendance at the following events is required:

- Parent/Student Orientation
- School Camp (Grades 7-12)
- Christmas Program
- Regional Fine Arts Competition (Grades 7-12)
- Achievement Testing (Kindergarten - 11th grade)
- ACT testing (Grades 11-12)
- Spring Program
- Mission Trip or Wilds Trip (Grades 11-12)
- Junior / Senior Banquet (Grades 11-12)
- Awards Night (Kindergarten - 11th grade)
- Graduation (Kindergarten, Grades 7-12, and performance groups)

Planned Absences

Trinity Baptist School discourages planned absences and requests that parents give serious consideration to the consequences of students missing school. In the event that parents believe they must take their children out of school, the following should be noted.

Planned absences should not conflict with school concerts, achievement testing, other programs, or when a sports team is in tournament play.

Parents should notify the school office at least a week prior to the planned absence. A planned absence form will be given to the student and a parent/guardian signature will be required. The school administrator will then indicate on the form whether or not the absence will be excused, and students will take the form to their teachers for their signatures as a way of notifying them of the absence.

Make-Up Work

Responsibility for completing assignments will rest with the parents and students. For planned absences, students will be encouraged to do as much of their classwork prior to their absence as possible. For excused unplanned absences, students will have one day for every day they miss to complete their work when they return.

Parents should not expect planned absences to be excused for students who are struggling academically or who have been excessively absent.

Unexcused planned absences may result in the student's receiving grades of "0" for work missed.

Tardies & Half Days

Generally, excused tardies will be granted only in the case of vehicle breakdowns or unusual weather conditions. Being tired and sleeping in will not be excused. Every four tardies will be counted as an absence, and three tardies will disqualify a student from perfect attendance.

Anyone coming to school tardy after 10:00 a.m. will be credited for a half day's attendance. Anyone leaving school before 1:00 p.m. (for appointments, etc.) will also only be given credit for a half day's attendance. Half day absences may affect perfect attendance.

Signing In & Signing Out

Students must sign out and sign in at the school office when leaving the school for any reason and returning later (i.e. medical appointments), or when leaving school early or arriving late. Those that fail to do so will be considered "unexcused." When leaving early, students will remain in their classrooms until a parent or guardian comes to the school office to take the child out of school.

After Care

After school, students will go to the cafeteria where they will be supervised by an upper-class student until their ride comes to take them home. Students not picked up within 15 minutes of the final bell and who are not participating in school-sanctioned and supervised activities will be sent to After Care. After Care is available until 5:00 p.m. each school day.

Fees

Weekly: \$40 per student

Daily: \$13 per student (flat rate)

Late Pick-Up: After 5:05 there will be a \$5 charge assessed for every 5 minutes.

School Closings

In the case of inclement weather, parents should watch for potential school closings which will be aired on WCAX (Channel 3) and WPTZ (Channel 5) and published on their websites. Notations will also be made on the school's Facebook page, via email, and through the school's learning management system.

Academic Information

Academic Integrity

Academic integrity is defined as exhibiting honesty in all academic exercises and assignments. Academic integrity is an integral part of promoting self-respect, trust, student achievement, and positive relationships among all members of the TBS community. Students are expected to exhibit academic integrity with regard to all academic exercises and assignments; this includes, but is not limited to, plagiarism.

Homework Amounts

Homework is considered preview of lesson content, practice of skills, review of lesson content, formative assessments, or preparing for a test. Students may also be assigned projects which take one or more weeks to complete and may require more time than given in the guidelines below.

General guidelines for assigning homework for each grade level (maximum amount):

- Grade 1 - 20 minutes
- Grade 2 - 30 minutes
- Grade 3 - 40 minutes
- Grade 4 - 50 minutes
- Grades 5-6 - 60 minutes
- Grades 7-8 - 70 minutes
- Grades 9-12 - 90 minutes

Students may be assigned up to 30 minutes of reading per day, which is not counted in the total amounts of homework below.

Junior high and high school teachers will make an effort to coordinate the number of tests and quizzes assigned each day to allow students adequate time to prepare.

Homework Guidelines

Each student is to do his/her own work. Any student who copies work from another source or another student has cheated on the assignment and will be disciplined accordingly.

Reduced homework and no tests will be given during the weeks of special meetings/events at Trinity Baptist Church.

Homework is due on time. Students who do not have their work done on time will not receive full credit and may possibly receive no credit for the assignment; however, on the secondary level, the assignment may still be required to be turned in for the student to receive credit for the course.

A student who has an unplanned excused absence is required to make up regular assignments upon returning to school. As a general rule, students will have one day for every day they miss to make up their work.

All work assigned prior to an absence must be submitted upon return, and all tests assigned prior to an absence must be taken upon return.

Make-up work for long periods of absence is given special consideration and handled on an individual basis. Whenever a student is absent from class, he is responsible for finding out what was taught.

Grading Scale

Percentage-based Grading Scale

100	to	100	=	A+
99	to	93	=	A
92	to	90	=	A-
89	to	87	=	B+
86	to	83	=	B
82	to	80	=	B-
79	to	77	=	C+
76	to	73	=	C
72	to	70	=	C-

69	to	67	=	D+
66	to	63	=	D
62	to	60	=	D-
59	to	0	=	F

Standards-based Grading Scale

I	(Incomplete)
O	(Outstanding)
S	(Satisfactory)
N	(Needs Improvement)
U	(Unsatisfactory)

Progress Reports and Report Cards

Midway through each nine-week grading period, progress reports will be available. Parent/Teacher Conferences are scheduled during some of the mid-terms according to the school calendar.

Report cards are issued quarterly (every 9 weeks). To evaluate progress effectively, parents should note carefully all details of the report card. Academic grades are based upon the actual work done on classwork, homework, quizzes, tests, exams, papers, and projects. The student's participation and cooperation in the class can be a factor in the student's academic grade. Elementary students are also evaluated on skills and behavior.

Honor Roll

To recognize student achievement, the Honor Roll will be published at the end of each semester. Students may not qualify for the Honor Roll if there is an incomplete at the time of the Honor Roll computation. The Honor Roll will be determined by letter grade.

A Honor Roll: Students who receive all A's on their semester report card (and for elementary, all O's and S's for behavior and skills).

A/B Honor Roll: Students who receive a combination of A's and B's on their semester report card (and for elementary, all O's and S's for behavior and skills).

Academic Probation

Students who have grades of D/F or comments of Needs Improvement or Unsatisfactory will be placed on academic probation and intervention plans will be developed to help them successfully meet the standards. Secondary students who are participating in team sports may have their membership suspended until they have passing grades in all courses. The School Administrator will communicate these plans to the teachers and parents after each grading period.

Courses Offered

Elementary

- Bible
- Phonics (K-3)
- Reading
- English
- Spelling
- Handwriting
- Mathematics
- Heritage Studies (1 semester)
- Science (1 semester)
- Electives as available: Art, Music, PE

Junior High

- Bible
- English
- World Studies/American History*
- Life Science/Earth & Space Science*
- General Math 7/Pre-Algebra
- Electives as available: Art, Music, Hand Chimes, Choir, P.E., Health*

Senior High

- Bible
- English & Literature
- Geography/World History/U.S History/
Government*
- Algebra 1/ Geometry/ Algebra 2/Precalculus/
Consumer Math*
- Physical Science/Biology/Chemistry/Physics
or Anatomy*
- Foreign Language
- Computer Applications
- Speech
- Electives as available: Art, Music, Hand
Chimes, Choir, P.E., Health*

*Because of the size of our junior high and senior high school, a number of courses are offered on alternating years.

Electives will be offered each year and will vary according to the faculty available and as the schedule allows.

Graduation Requirements

24 total credits are needed for graduation. The minimum credit requirements for graduation are:

- 4 credits Bible (1 credit per year enrolled at
Trinity)
- 4 credits English
- 4 credits History
- 3 credits Science
- 3 credits Math
- 1 credit Foreign Language
- ½ credit Speech
- ½ credit Computer Applications
- 1 P.E./Health
- 3 credits Electives

The ACT assessment is also required for graduation. It is recommended that each student take the test twice, once near the end of the junior year and once in the winter or spring of the senior year.

40 hours of community service are required each year of enrollment in high school. At least 10 hours of the community service must be completed at TBS, but the rest of the hours can be completed at the student's local church or an approved volunteer organization.

The junior/senior missions trip and the trip to the WILDS Christian Camp and Conference Center in North Carolina are required for graduation. The trips are regarded as major factors in the students' spiritual development. Opportunities to offset the cost of the trips will be presented to the students through the lunch program and organized fund raisers.

TBS is a four-year high school program. Transfer students will have their transcripts evaluated against TBS requirements and approved by the administrator.

Dual Enrollment Courses

Juniors and Seniors may choose to take approved Dual Enrollment Courses from approved sources. All courses must be approved by the school administrator before the actual work begins on a course in order for the student to receive proper credit on the high school transcript. It is the position of the TBS administration that students should first look for Dual Enrollment classes at Christian colleges and universities to ensure that the worldview and philosophical positions of the classes to be taken are in line with the positions of TBS. Some courses taken from other institutions may not be approved if the worldview and philosophies are antithetical to a Christian worldview.

Failed Classes

Students who do not pass a class required for graduation will be asked to enroll in a credit recovery course. The cost of the course will be paid by the parents and transcripts need to be submitted to the school administrator before the start of the second semester. Students who do not pass a course that is a pre-requisite for another class will need to complete the credit recovery class before enrolling in the next-level class.

Fine Arts Competitions, School Programs, and Performances

Students in choirs, ensembles, hand chimes, speech, etc. are required to attend all competitions and performances if the group participates. Depending on the type of class, grades are given as either percent and letter grade or as a Pass/Fail. A student's grades will be affected if the student is either tardy or absent for a performance and an absence could result in receiving a failing grade in a particular marking period.

Textbooks and Equipment

Books distributed to students that are not consumable should be returned at the end of the year in good condition.

Parents and students are responsible for the cost of replacing any school property that a student may have damaged.

Student Records

Except for transcripts, all records in the student files are destroyed six years after a student leaves Trinity Baptist School.

Homeschool Connection for Grades 7-12th

Homeschool Connection is an outreach ministry of TBS that supports families who desire to homeschool their children but are looking for ways to supplement their program. Homeschool Connection students have the option of taking the scheduled courses and classes of TBS.

Homeschool students in grades 7-12th may attend TBS under the following provisions:

- Students must purchase their own textbooks for each course in which they participate.
- Students are encouraged to attend chapel and special assemblies.
- Students may participate in athletic and extracurricular activities at the discretion of the Administrator.
- Homeschool Connection Parents and Students must agree to come under all the dress code and disciplinary standards of TBS.

Fees:

\$100 Registration

\$900 per Class (limited to 3 classes)

\$150 per Sport

Disciplinary System

TBS exists for the honor and glory of Jesus Christ; therefore, all involved must represent our school with the behavior and attitudes that are pleasing to Christ and further the cause of His Kingdom. Our conduct and speech should always seek to follow our Lord's command in Mark 12:30-31: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength and love your neighbor as yourself."

Principles of Discipline

The purpose of Christian discipline is to develop Christlikeness. A well-disciplined life is an effective and productive life. Discipline develops students that are obedient, responsible, and strong in godly character. Discipline should be an effort of the home and school working together with the student to conform them to the image of Christ. Our disciplinary guidelines are intended to develop godly character and a strong Christian testimony in the lives of students. If at any time a student does not understand a policy or rule, we encourage him to seek out a teacher or administrator for an explanation.

Respect and love will be emphasized as they are taught throughout Scripture as being required by God, both to Himself, to those in authority, and to others around us. (Mark 12:30-31)

Decency and order are clearly commanded as a priority in the Christian's life. (I Corinthians 14:40)

Obedience and submission to God and those in authority should be assumed by Christians. (Hebrews 13:17) Proper motives, not just proper actions, are crucial in God's system. (James 4:1-3)

Hearsay, rumors, and unsubstantiated reports are not a scriptural basis as the sole rationale for any discipline. Teacher observation, two witnesses to wrongdoing, or student confession is the best basis for discipline. (Deuteronomy 19:15)

Character Development

TBS integrates character development into every aspect of the school day and the student's life. We will address behavioral issues with the goal of helping the student improve their character and live in obedience to God's Word.

We expect students to demonstrate these character traits:

Respect—Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, and the feelings and rights of other students.

Honesty—Be honest in all school situations including taking tests, the completion of homework, and in the relationships that are a part of daily school life.

Integrity—Display Christlike character even when no one else is watching.

Cooperation—Cooperate with the faculty and staff in achieving the goals of TBS regarding conduct, performance, and attitude.

Effort—Work hard and use the gifts that God has given you to the best of your ability.

Honor Code

Out of a desire to honor God,

I commit to a lifestyle

which reflects trust,

honesty, and respect for

my peers, authority, and all property.

I acknowledge this lifestyle

does not condone lying,

cheating, stealing, and other dishonorable acts.

Committing to this code demonstrates my respect for

Trinity Baptist School as we strive to glorify God and love others.

Classroom Management Plans

At TBS, each teacher has an administratively approved classroom management plan that is based upon biblical principles and best practices. The boundaries, the way correction is handled, the form that consequences take, and the manner in which those consequences are applied are all specific to the needs of children in those classes and grade levels. We are committed to each student knowing they are loved and respected by all staff members and in all situations, so classroom management plans and student discipline will be carried out with love, empathy, and calm .

As a part of Parent/Student Orientation, teachers provide an overview of their specific class rules, procedures, and management plan. During the first few weeks of school and as needed afterward, teachers will teach the rules and procedures for their classes and practice the procedures with their students.

For most children, simply knowing about and understanding the classroom management plan results in compliance and self-discipline, but some students will need correction and consequences if they choose not to follow rules or make choices that put themselves or others in an un-safe situation.

Teacher responses to student behavioral choices

The TBS discipline system allows for teachers to have creativity and variety in the ways they respond to students who chose not to follow the classroom rules, as long as those consequences fall within established boundaries. The teachers are able to give a consequence that directly corresponds to the

choice the student made, i.e. giving a 0 on a test the student cheated on, asking a student who is being disruptive to leave the classroom until they can control themselves.

Possible responses may include:

- Removal of a privilege in the classroom
- Removal from the class activity or classroom to a safe, monitored location until the child is ready to return to the class
- Notifying the parent of the student's behavior
- A writing assignment related to the choices made
- A conference with the parents
- A notification sent to the School Administrator about the child's choices.
- A conference with the teacher and/ or School Administrator
- Any other fair, loving, and respectful response to the student's behavior and choices

Administrator responses to student behavioral choices

The administrator is able to give a consequence that corresponds to the choice the student made.

Possible consequences may include:

- Removing the student from class until the student indicates he is able to return
- Notifying the parent of the student's behavior
- Calling the parents to meet with or pick up the child
- Giving an assignment or community service requirement that corresponds to the choice the student made
- Assigning an after-school detention
- Coordinating regular mentoring or counseling meetings
- Requiring the student to stay at TBS in the Admin Office during a field trip or off-campus activity
- Suspension (in school or at home) or expulsion is a last resort after attempting to help the student change their character or if the behavior choice is so egregious a stronger response is necessary.
- Any other fair, loving, and respectful response to the student's behavior and choices

Elementary Discipline

Students will be dealt with individually, according to the principles detailed above, by the teacher or administrator as problems arise. In the event corrective measures are not effective, the parents may

be notified to help motivate the child. Parents should be active at home in helping solve issues that arise at school.

Junior High/Senior High Demerit System

A demerit system will be used as a record of student disciplinary measures in the secondary school. Care will be given to apply the demerit system appropriately and to use the incident as an opportunity to produce personal discipline in the life of the student. It is important that students do not just conform to “the letter of the law,” but understand and follow the “spirit” of the system. The demerit system is not intended as the only means of control and correction.

Students will be given demerits for infractions of school rules with after-school detentions, loss of privileges or any other appropriate consequences, and suspensions assigned as necessary.

Teachers and administrators will notify the student and parent of demerits given through the school learning management system.

Minor Offenses (1-5 demerits for each offense)

- Late to homeroom or class
- Disorderly conduct
- Dress code infractions
- Eating between or during classes (unless medically necessary)
- Failure to follow instructions
- Unprepared for class
- Chewing gum
- Minor horseplay
- Gripping, complaining, and a critical attitude

Major Offenses (10-40 demerits for each offense)

- Disrespect
- Cheating
- Direct disobedience
- Dishonesty
- Improper social conduct (on campus or at school activities)
- Inappropriate material
- Leaving campus without permission
- Intentional class absence
- Stealing
- Unexcused absence without parent notification
- Willful mistreatment of property
- Vulgar or profane language
- Pornography
- Major Horseplay
- fighting
- Inappropriate conduct with the opposite sex
- Plagiarism (and/or an appropriate academic penalty)
- Inappropriate internet or email use at school

-
- Unauthorized technology use

Expulsion-Worthy Offenses

- Bringing dangerous weapons to campus
- Alcohol use whether on property or at home
- Immorality whether on property or off
- Smoking
- Use or possession of drugs whether on property or off

The administration will reserve the right to extend grace to those who are repentant and willing to be restored.

Demerit Accumulation

When a student reaches a specific amount of demerits, the following procedure is followed. Depending on the severity of the situation, more than one consequence may be appropriate.

10 demerits - Detention assigned

20 demerits - Detention assigned; Loss of Merit Activity that semester.

25 demerits - Letter to parents or guardian

30 demerits - Detention assigned; Conference with parents and student.

40 demerits - 1 day in school or at home suspension with academic consequences

50 demerits - 2 day in school or at home suspension with academic consequences

60 demerits - Expulsion (up to the discretion of the administrator)

If a student receives 10 or fewer demerits in a semester, those demerits will be erased from their record. Each semester every student begins a new (zero balance) demerit record.

Merit Activities

To encourage excellent behavior, students with 20 or fewer demerits will have the opportunity to participate in a fun activity planned by the administration each semester.

Demerit Activities

During Merit Activities, students who have more than 20 demerits will be required to do some work at school such as cleaning or an improvement project.

Expulsion

The school may request that parents withdraw their child or may dismiss any student who consistently and habitually disregards authority and school rules. Likewise, any student that does not fit into the spirit of the philosophy and policies of the school may be withdrawn.

A student may be dismissed or expelled from school or asked not to return the following semester or year if they are out of harmony with the Statement of Faith or the spirit and policies of the school whether on or off the property as determined at the discretion of the administration. Re-admission considerations following dismissal or expulsion will be determined on a case-by-case basis. A student who has been expelled may not attend school activities unless accompanied by a parent/guardian. School dress standards must also be met. The administration reserves the right to ask any returning student to leave the school or school activity when necessary.

Student Life

Homeroom

Each student will be assigned a homeroom teacher and will meet with the homeroom class daily. Homeroom is considered a required class period and students who miss the class will be marked absent.

The homeroom teacher will use the homeroom time to instruct the students in character education, take attendance, review the day's schedule, make announcements, and collect paperwork. The homeroom teacher will also maintain good communication between the parents and students to keep all well informed about homework assignments and projects, maintain grade records, support with academic and behavioral interventions, and communicate with parents about academic and behavioral needs.

Cell Phones, Computers, and Other Digital Devices

TBS has a "no digital devices" policy during all times that a student is on campus. All cell phones, Kindles, iPads, and other personal electronic devices must be turned off or set to vibrate and be turned in for safe keeping to the school office upon arrival to the school building. Phones and devices will be returned to students at dismissal and may only be used with the supervising teacher's permission to contact parents.

Students may only use cell phones and other communication devices during school hours with administrator or teacher permission and supervision. Students who choose to use a cell phone or personal electronic device without permission will need to submit their phone or device to the school office or administrator who will hold it until a parent picks it up.

If parents/guardians need to speak with their child, they can contact them through the school office or homeroom teacher.

At any time on school campus or at a school event, such as After Care, soccer practice or games, school programs or field trips, students may not access social media, play games on their phones or devices, take photos or videos, make audio recordings, or listen to music or videos with or without headphones. We ask that parents assist the teachers by restricting the social media, game, music, and web-browser settings on your child's devices, so your child does not have access to these distractions while at school.

Students may use only school-provided computers and access only their school-provided accounts. They may not listen to music, play games, private message, or check social media accounts on Chromebooks during classes.

Students will sign an Acceptable Use of Technology Agreement at the beginning of each school year, and students who choose not to follow the policies may forfeit their access to the Chromebooks or other devices.

Human Sexuality and Morality

TBS believes that the Bible is God’s inspired and inerrant Word, which forbids all forms of sexual activity outside of monogamous, heterosexual marriage (see TBC constitution for a complete statement on Biblical marriage). This includes: fornication (“any sexual activity outside of marriage” 1 Cor 7:2; 1 Thess 4:3), adultery (“with someone other than one’s own spouse” Ex 20:14; Matt 5:28), homosexuality (“any same-sex sexual activity” Gen 19:5-7; Lev 18:22; Rom 1:27; 1 Cor 6:9; 1 Tim 1:10; Jude 7), incest (“sexual activity with family members or relatives” Lev 20:11-21; 1 Cor 5:1), obscenity (Eph 5:3-4), pornography (Matt 5:28; Mark 7:21-22; Gal 5:26; 1 Thess 4:5; Rev 18:9), prostitution (Prov 5:1-23; 7:4-27; 1 Cor 6:18), transvestitism (Deut 22:5; 1 Cor 11), criminal sexual behavior (rape, molestation, pedophilia, bestiality, necrophilia, pederasty, etc. Rom 13:1-6; Lev 18-22), and impurity (“moral filth in one’s heart and thoughts” James 1:21; Rev 22:11; Rom 1:24; 2 Pet 2:10).

On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

Media Standards

One of the goals of TBS is to teach students to develop personal standards that are scripturally based and that will assist rather than harm their spiritual growth. In making music and other media choices, students should take into account the character and the holiness of God so that He is glorified in their viewing and listening habits.

Families should make biblically-wise choices in selecting movies, television programs, video games, and when using the internet.

While on campus or during school-sponsored activities, we want students to limit their music selections to conservative Christian and classical music. Students may not bring personal music devices to school and use headphones and/or earbuds on school property or on school trips unless directed by administrators and teachers and under their supervision.

Please be advised that, although all families should agree on certain biblical principles on forming standards for media use, not all families will apply those principles exactly the same way. Therefore, you should encourage your family and children to make their listening and viewing habits a private matter. This will also alleviate any peer pressure to listen to certain music selections or watch particular movies.

Ride Share

Students should leave school with their regular ride unless there is a permission note, email, or phone call to the school office and/or teacher from a parent of the child who is leaving by a different way.

Athletic Policies

Athletic Philosophy

Athletics can be used very effectively to teach Christian character and discipline. The grind of practices and the pressure of competition provide great opportunities for young people to grow in their Christian life.

Principles

Testimony - Keeping one's testimony and glorifying God are primary and foremost at Trinity Baptist School. Whether a player, coach, or fan, we are to participate in athletics in a manner that would give a right opinion of Christ and our Christianity. We also want each athlete to do his best each time he competes.

Hard Work - God commends hard work. During practice, hard work should be a goal. This along with good habits will produce skills that will help us reach our goals for the sport and the season.

Unity - Sports can be another vehicle to teach a scriptural unity (Eph. 4:3).

Sportsmanship - We will seek to develop a sense of good sportsmanship among our athletes and teams as well as to build good relationships between our school and our opponents. We will be competitive but will not develop ungodly rivalries. Self-promoting antics will not be tolerated.

Giving Proper Honor - Realizing that one gets what he honors, TBS will seek to reward those things that God honors. Those who grow in Christlike qualities and demonstrate discipline will be honored. The one who scores the most points will not necessarily be the one most honored, as we will reward positive character traits more than skill.

Maturing as a Christian - Our athletes will be strongly encouraged to work consistently at the basics of their Christian life. Our participants will be expected to regularly attend church and maintain a regular relationship with God and a testimony for Christ.

Team involvement - Before going out for a team, one must count the cost. We do not want anyone to quit a team. Going out for the team involves making a commitment to others as well as a commitment to finishing the season regardless of how things work out personally for the individual participant. The team will be more important than any individual and the concept of a "star" player will not be promoted. Personal goals will take a back seat to team accomplishments. If a team member does quit, they may not be able to participate in the next season. (Luke 9:62, Phil. 3:14, John 17:4)

Each participant must realize that it is an honor and a privilege to represent TBS, a privilege that can be withdrawn should the leadership feel that the individual has done things detrimental to the philosophy of TBS or the team. A participant must be in good disciplinary standing to remain a team member.

As you participate in the sports program, be mindful of the philosophy and guidelines as they will make participation for everyone more enjoyable, profitable, and rewarding.

Academic Eligibility

Participants must work hard at their academic courses. Participants cannot receive any Fs and must maintain a cumulative GPA of 2.0. Grades will be checked at progress report and report card times. Anyone failing will be removed from practices and games until they can raise their grade to passing. Students that have outstanding work will also not be allowed to participate until they are up-to-date with their assignments and projects.

General Guidelines

Be respectful and loyal to all coaches and staff as God has placed them as authorities over you. Show respect to officials and recognize them as the authority of the game. No team member may question a call of an official; this should be done by a coach in a respectful manner. A player may ask for a clarification of a call if they have been directed by the coach to do so. If a player is disrespectful to an official, they will be removed from the game by either the coach or the administrator. Repeat offenders will be removed from the team.

Uniforms must be worn properly. No player will be allowed to draw attention to themselves by wearing attention-getting accessories. All players will look the same.

Student fans should attend functions in attire that is in keeping with the principles of the dress code especially in regard to modesty.

Be timely to all practices. Exemptions from practices will be minimal and up to the discretion of the coach.

Be courteous to visiting teams and spectators.

When possible, all participants will travel together with the team to sporting events. Students may travel home with their own parents if they have notified the coach.

Upon arriving at TBS from an away event, please have your ride home waiting or arriving shortly thereafter.

Spectators should conduct themselves in a God-honoring fashion and display kindness. Cheer for your team and not against the other.

Dismissal

Dismissal from a sports team may result from a violation of the general policies of TBS or these athletic guidelines, an uncooperative attitude in general, or any act or deed that harms the testimony of the school or church. The administrator will have the final authority regarding the suspension or dismissal of any athlete from a team.

Final Comments

“Whether therefore ye eat, or drink, or whatsoever you do, do all to the glory of God” (I Cor. 10:31). It is our desire that everyone involved in our sports program bring glory to God in the way that they coach, participate, or attend our events. All opportunities should be ones that help bring spiritual maturity. Sports can help prepare one to serve God as he learns to be teachable and a valuable member of partnered ministry.

Dress Code

In determining the dress code we consider, above all else, the Scriptural principles of modesty, testimony, deference, distinction from the world and the opposite sex, and appropriateness. The administrator, and to a degree the teachers, reserve the authority to determine compliance with any dress standard. Students dressed immodestly or inappropriately for any school activity may be required to change clothes or be sent home for non-compliance.

School Uniforms

The school uniform provides for a neat, modest, and appropriate outfit that promotes school spirit and unity. Unless otherwise specified, all students are required to wear the school uniform for school and school events and must follow the dress guidelines for activities on campus or away. The uniform must be purchased through our supplier and must be the items our school has selected for the gender of the student.

Students should dress neatly, not sloppily. Uniform shirts should be tucked in and belts should be worn with pants.

The uniform must fit properly. Polo shirts must be long enough to be tucked in and fit loosely; only the top button may be left unbuttoned. Button-up shirts must be buttoned (only the top button may be unbuttoned if desired), tucked in (boys), and not reveal any undergarments. Skirts and jumpers must come to the top of the knee when standing. Uniform skirts, skorts, and jumpers should be purchased at the correct length for our dress code; if the garment does not meet our guidelines, you will be asked to return or alter it until it comes into compliance. The length of a uniform bottom must remain long enough as your child grows, so the jumpers, skirts, and skorts have a 2 inch hem that should be let out as needed.

Students may wear boots to school and outside on the playground, but they must change into appropriate indoor shoes, such as sneakers, dress shoes, or sandals before entering the classrooms. Flip flops, high heels, and outdoor/work boots may not be worn to class.

The uniform fleece jacket is permitted in the classrooms, but other outerwear, snow pants, sweatshirts, etc should be removed upon arrival at school or after recess.

Girls School Uniform

Girls may wear the uniform jumpers, skirts, or skorts that come to the top of the knee when standing. Girls may also wear loose-fitting uniform pants. Tights and leggings may be worn under uniform bottoms, however, the clothing length must still come to the knee.

Girls may wear the short-sleeved or long-sleeved polos or the 3/4 length blouse. Button up cardigans may be worn over the uniform shirt.

Elementary girls may not wear nylons or make-up. Secondary students may wear minimal makeup to school, avoiding excessive amounts or unnatural colors, and may wear nylons to class and with the concert dress or formal wear.

Clothing must never be revealing through the girl's normal range of motion. Clothing should fit properly and loosely. Tight or form-fitting clothing is not permitted. Undergarments or their hemlines and outlines should not be seen.

Extreme hairstyles and unnatural hair colors are not allowed.

Piercings are limited to 2 per ear.

Girls Concert Dress

Elementary

For special occasions, such as the Christmas and Spring programs, elementary girls may need to wear a "Sunday dress" or other attire as requested by the teacher. The same general principles for the school uniform should be followed: dresses or skirts should come to the top of the knee regardless of any tights or leggings that are worn underneath, attire should be loose-fitting and modest, flat dress shoes or sandals may be worn, makeup and nylons may not be worn, and minimal jewelry may be worn. Teachers may require the students to bring in their concert attire to be checked before the performance. Students who are not in proper concert dress may be asked to change or may not be permitted to participate in the program.

Secondary

For concerts and competitions, girls will be required to wear a uniform black dress which will be procured by the school and charged to the student's account. Girls who already have the uniform dress will be asked to bring their dress to school at a designated time early in the school year for a fitting check. Those girls who do not have the dress will be fitted for one and the school office will place the order. The dress fee will be added to your school account. Hemming will be completed by a seamstress at the school. Girls will also wear natural-coloured hose and black shoes with a heel of moderate height (not high heels). When needed, scarves will be provided by the school. Minimal jewelry may be worn.

Boys School Uniform

Boys may wear the uniform pants with a short-sleeved or long-sleeved polo shirt or a long-sleeved button-up shirt, available through our uniform supplier. Pullover cardigans may be worn over the uniform shirt.

No "fad" haircuts or unnatural coloring of the hair is allowed. Hair should be trimmed so that it is not touching the collar, eyebrows, or ears. Hair on the back of the head should be tapered.

Boys should be clean-shaven with sideburns no longer than the middle of the ear.

Boys Concert Dress

For programs and competitions, elementary and secondary boys are required to wear a clean, unwrinkled, properly fitting dress shirt (a white shirt, for secondary students), black dress pants, black belt, black socks, and black dress shoes (no boots, sneakers or casual shoes are permitted). The pants and dress shirts are the same as the school uniform, so they are available through our uniform supplier. Secondary students will be given a tie to wear for events.

Teachers may require the students to bring in their concert attire to be checked before the performance. Students who are not in proper concert dress may be asked to change or may not be permitted to participate in the program.

PE and Recreational Attire

For PE and when the school has special recreational activities, students may wear loose-fitting athletic pants or shorts that come to the top of the knee. T-shirts and sweatshirts may be worn as long as they are loose-fitting, have sleeves, and do not have any offensive words or graphics on them. T-shirts will be available through the uniform supplier. Leggings or any other form-fitting attire for boys and girls are not permissible for active wear. Loose-fitting jeans are only permissible when announced by the administration.

Medical Information

Any student, employee, or volunteer having been diagnosed with a communicable-transmittable disease must report such a diagnosis to the administration immediately.

State law requires the following measures to be taken if your child is to receive any type of medication during the school day.

Students are not to carry any medication with them. All medication must be brought to the school office in its original container, and it must have the student's name on it. This includes non-prescription medications such as Tylenol, Advil, aspirin, etc.

Authorization forms, which may be obtained from the school office, must be filled out by the parent/guardian for non-prescription medications, and by the parent and doctor for prescription medications. These are kept on file and may be checked by the health department.

No student with a temperature of 100.4 degrees or more will be allowed to remain at school.

If your child has an allergy to anything, please notify the school office in writing, stating what the allergy is and how it is to be treated. If special medication is needed for your child, please fill out the prescription medication form and see that there is an adequate supply of the medication in the school office.

State law permits students with life-threatening allergies or with asthma to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs under the following conditions.

In each school year for which possession and self-administration of emergency medication is requested, the student's parent or guardian shall provide the school with:

- (1) written authorization, on a form to be provided by the school, for the student to possess and self-administer emergency medication;
- (2) written documentation from the student's physician:
 - (A) stating that the student has one or more life-threatening allergies or asthma or both;
 - (B) providing the name of the emergency medication, the dosage, and the times and circumstances under which the medication is to be taken;
 - (C) affirming that the student:
 - (i) is capable of, and has been instructed by the physician in, the proper method of self-administration of the emergency medication;
 - (ii) has been advised of possible side-effects of the medication;
 - (iii) has been informed of when and how to access emergency services.

Parent Involvement

Parent Cooperation

The faculty and staff desire a harmonious relationship with parents. Parental support is an essential part of the educational process. If parents have a question about an event that involves their child, they should speak with the teacher. Parents should contact the administrator if they have a concern about the manner in which their child was dealt with or have a question about a school policy. Every effort will be made to resolve differences biblically. If in the opinion of the administration, a parent has failed to support staff members who have operated within the guidelines of the policies, rules, and standards of the school, their student may be denied continued enrollment in the school. Likewise, any parent or student who argues against the school's Statement of Faith may be dismissed from school.

Visitors and Visiting Parents

To ensure a high level of safety for our students, all visitors including parents must report to the school office and sign in when entering the building. This check-in process should occur before entering other rooms in the building. This will also provide an accurate headcount in the event of an emergency. This check-in process does not include parent volunteers who are working during their regularly scheduled times.

Parents and visitors are asked not to interrupt classes to drop off things for their child or to pick up the child early. Please let the front desk know of your arrival and the staff will contact the teacher or child for you.

Volunteers

We are delighted when parents are willing to provide volunteer service in some area of the school program. It would be very difficult to operate our school without faithful volunteers. There are many opportunities that include such tasks as being a field trip chaperone, transportation driver, classroom helper, instructors of school approved programs, and lunch assistants.

Child safety is of utmost importance to us; therefore, there is paperwork, a short video, and in some cases a background check that must be done before volunteering. The school office will provide direction once the Parental Participation Form has been turned in. After these steps have been taken, volunteers will be asked to repeat this process in two years when a renewal is due.

We request that our volunteers respect the dress code that the students are under by wearing similar attire while volunteering.

Cleaning

Each family's assistance is needed in order to clean our school building during the school year. We require each family to clean two times per school year. Cleaning days are scheduled mid-week and on

the weekend after school lets out on Fridays. There is a schedule and detailed cleaning list in the school's janitor's closet next to the girls' restroom.

If your family is unable to clean on your assigned date(s), please let the office know well in advance and they will adjust the schedule to find a date that is more convenient for your family. Families that do not clean on their assigned date will be billed \$60.

Communication

On Fridays, each family will receive a note by email. This important communication is designed to keep parents informed of what is happening at TBS, provide reminders of special announcements, inform parents of the following week's lunch menu, notify families of the cleaning schedule, and give other information concerning the school. Parents need to be sure they read this information weekly.

Once a month, the school administrator will send home an update about the character trait for the month, so parents can reinforce the teaching at home.

If a parent has a grievance with TBS, a teacher, or a student, please contact the teacher or school administrator directly. In accordance with principles taught in Matthew 18, please refrain from using public platforms or group communications to address your personal complaints.

Learning Management System

The TBS learning management system is a key form of communication between parents and teachers. You can message teachers and admin through that platform, as well as see homework assignments, grades, school information, and much more.

Email

Teachers will provide you with their email addresses, and they are expected to check that account at least one time each class day Monday - Friday.

Social Media and Cell Phones

While a teacher may decide to give out their personal contact information, teachers are not required to connect with parents or students outside of official school communication channels.

Scheduled Meetings

Parents may schedule meetings with teachers and administrators using the LMS or email. Generally, the best time to meet with teachers is after-school; please make an effort to schedule a time to meet with the teacher or administrator as they may have other commitments after school.

Confidentiality

The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that we recognize and uphold.

Confidential information concerning TBS or its students may only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so.

All highly confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in the office, and can only be accessed with the Administration's approval.

Teachers and administrators will not discuss a student's grades or behavior with anyone other than the parents or guardians of that child.

Addenda

Anti-Harassment and Anti-Bullying Policy

TBS is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect. Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated.

It is hereby the policy of TBS to oppose and prohibit, without qualification, unlawful harassment and/or bullying based on race, color, creed, national origin, marital status, sex, sexual orientation, disability, or gender identity. Unlawful harassment of a student by a member of the school community is a violation of this policy.

TBS shall act to investigate all complaints of harassment and/or bullying, verbal or written, and take appropriate actions toward any member of the school community who is found to have violated this policy.

Definitions

School Community includes but is not limited to all students, school employees, contractors, unpaid volunteers, and other visitors.

School Employee includes but is not limited to all teachers, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, school board members and agents of the school.

Unlawful Harassment means unlawful harassment, which constitutes a form of discrimination. It means verbal or physical conduct based on a student's race, creed, color, national origin, marital status, sex, sexual orientation or disability and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment is also a form of unlawful harassment and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to that conduct is made either explicitly or implicitly a term of condition of a student's education.
- B. Submission or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
- C. The conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment. Vermont Statutes, Title 16, Section 11(a)(26)

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. In addition, a person who knowingly makes a false report may be subject to the same action that the

school may take against any other individual who violates this policy. The term false report refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Consequences

Any school employee or student that is found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, expulsion, transfer, termination or discharge.

Implementation of Anti-Harassment and Anti-Bullying Policies

Reporting

Any student or other person who believes that unlawful harassment of a student has occurred may inform any school employee or one of the harassment complaint officials.

Any student who believes that she/he has been the target of unlawful harassment as defined in this policy must bring their complaint to the attention of the harassment complaint officials. The complaint may be made either orally or in writing. The following are the harassment complaint officials:

Pastor Rob McIlwaine, Superintendent

Miss Natalie Cary, School Administrator

Formal Procedure

Step 1

The harassment complaint official shall fill out a harassment complaint form based on the written or verbal allegations of the complaining student.

- A. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior.
- B. If a student under 18 years of age is involved, his/her parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.
- C. An investigation shall be completed by the harassment complaint official within 14 calendar days from the date of the complaint or report.

Step 2

The investigation may consist of personal interviews with the complaining student, the alleged harasser and other individuals who may have knowledge of the alleged incident (s) or circumstances giving rise to the complaint.

The investigation will be completed as soon as practicable, but no later than fourteen (14) calendar days from the complaint or report. The harassment complaint official shall make a written report to

the superintendent and the school board upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3

Following the investigation, the harassment complaint official shall recommend to the superintendent and/or school administrator what action, if any is required.

Step 4

The superintendent and/or school administrator shall maintain the written report of the investigation and results in his/her office.

Alternative Complaint Procedures

In addition to, or instead of filing a harassment complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit.

Outside Agencies

A charge of harassment may also be investigated by the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education.

Notice and Publication

The School Board shall provide notice of the policy and procedures to students, custodial parents or guardians and school employees. This notice shall appear in the school handbook including the identity of the harassment complaint officials who are designated to receive complaints. The board shall use its discretion in developing and initiating age-appropriate programs to effectively inform students and school employees about the substance of the policy and procedures in order to help prevent harassment.

Asbestos

All facilities of Trinity Baptist School have been designated as free of any asbestos-containing building materials. However, the Asbestos Hazard Response Act (40 CFR 763.93 [g] [4]) requires that written notice be given that schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the office.

Recognized Independent School of Vermont

Upon filing an enrollment notice, a recognized independent school may provide elementary or secondary education in Vermont. The enrollment notice shall be on a form provided by the commissioner and shall be filed with the commissioner no earlier than three months before the beginning of the school year for the public schools in the town in which the applicant proposes to locate.

(1) The enrollment notice shall contain the following information and assurances:

(A) A statement that the school will be in session an amount of time substantially equivalent to that required for public school;

(B) A detailed description or outline of the minimum course of study for each grade level the school offers, and how the annual assessment of each pupil will be performed; and

(C) Assurances that:

(1) The school will prepare and maintain attendance records for each pupil enrolled or regularly attending classes;

(2) At least once each year the school will assess each pupil's progress, and will maintain records of that assessment, and present results of that assessment to each student's parent or guardian;

(3) The school's educational program will include the minimum course of study set forth in section 906 of this title; and

(4) The school will meet such state and federal laws and regulations concerning its physical facilities and health and safety matters as are applicable to recognized independent schools.

(2) If the commissioner has information that creates significant doubt about whether the school would be able to meet the requirements set forth above, the commissioner may call a hearing. At the hearing, the school shall establish that it can meet the requirements for recognized independent schools. Failure to do so shall result in a finding by the commissioner that the school must take specified action to come into compliance within a specified time frame or the children enrolled must attend another recognized independent school, approved independent or public school, or home study program, or be declared truant unless absent with legal excuse.

(3) A recognized independent school shall provide to each student's parent or guardian a copy of its currently filed statement of objectives and a copy of this section. The copy shall be provided when the pupil enrolls or before September 1, whichever comes later. Failure to comply with this subsection may create a permissible inference of false advertising in violation of section 2005 or Title 13.

(4) A recognized independent school shall renew its enrollment notice annually. An independent school shall be recognized for a period not to exceed five (5) years by the commissioner without need for filing an annual enrollment notice if:

(A) It is recognized by an organization approved by the state board for the purpose of recognizing such school, or

(B) It is accredited by a private, state, or regional agency approved by the state board for the accrediting purposes. Nothing contained herein shall be construed to prohibit the commissioner from initiating a hearing under this section.

(5) If the commissioner has information that created significant doubt about whether the school, once in operation, is meeting the requirements for recognized independent schools, the commissioner may call a hearing. At the hearing, the school shall establish that it has met the requirements for recognized independent school. Failure to do so shall result in a finding by the commissioner that:

(A) The school may not be in operation for the remainder of the school year and that the children are truant unless absent with legal excuse or enrolled in an approved public or independent school or a home study program, or

(B) The school must take specified action to come into compliance within a specified time frame or the school will not be permitted to operate for the remainder of the school year.

(6) Each recognized independent school shall provide to the commissioner on October 1, of each year, the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the recognized independent school shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials designated in section 1126 of this title.

(7) After the filing of the enrollment notice or at a hearing if the school is unable to comply with any specific requirements due to deep religious conviction shared by an organized group, the commissioner may waive such requirements if he or she determines that the educational purposes of this subsection are being or will be substantially met.