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# Trinity Baptist School

## 2025-2026

### Parent and Student Handbook



**“King-Like Character: Hearts that  
Reflect Christ, the True King”**

A ministry of Trinity Baptist Church  
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# Welcome to Trinity Baptist School!

Founded in 1974, Trinity Baptist School (TBS) was created to support parents in their responsibility to guide their children's spiritual and academic growth as outlined in Deuteronomy 6:6-7. At TBS, we believe that every aspect of our program—from Bible class to Chemistry lab, from language study to sports—is a chance to honor God and pursue excellence. Just as Jesus "increased in wisdom and stature, and in favor with God and men" (Luke 2:52), we are committed to providing a high-quality academic experience that integrates a Christian worldview, so students grow academically, physically, relationally, and spiritually.

If you have any questions or concerns about our program or policies, please reach out to us. We're here to support you and work with you on your child's educational and spiritual journey.

## Theme Verses

**2 Peter 3:18** but grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever. Amen.

**Matthew 28:19-20** Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age. Amen.

## Mission Statement: "Grow, Go, Glorify"

Trinity Baptist School exists as a ministry of Trinity Baptist Church to educate the next generation of students so they **grow** in grace and knowledge, **go** into the world as disciple-makers and servant-leaders, and **glorify** God in all they say and do.

## Biblical Worldview and Values

We're thrilled to partner with you in nurturing your child's academic and spiritual growth. As a ministry of Trinity Baptist Church, TBS offers a distinctly Christian education where every subject is taught from a biblical perspective.

### Our Educational Mission

At Trinity, our goal is to teach students about the world from a biblical worldview. We believe God created the world and us to have a relationship with Him, and we aim to help students grow in their faith while understanding how it shapes their view of the world. Our curriculum and activities support both academic and spiritual development. We use Bob Jones University Press textbooks, which offer a spiral curriculum that deepens students' understanding of each subject. These textbooks are written by Christian authors and published by a Christian liberal arts university with a similar worldview to Trinity's. The curriculum aligns with state and national standards, and we regularly adjust our plans based on standardized test results and evaluations to ensure students are well-prepared for college and careers.

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## **Your Support is Essential**

To fulfill our mission and uphold our biblical values, we need the cooperation and support of parents, guardians, and students. As Proverbs 22:6 instructs, “Train up a child in the way he should go, and when he is old he will not depart from it.” We ask parents to support Bible class teachings and homework assignments, and the biblical worldview presented in other subjects. Parents should help ensure homework is completed, that students are prepared for tests and projects, and that students engage with reading assignments. Attending Parent-Teacher Conferences, maintaining respectful and regular communication with teachers, and supporting teachers in front of students all contribute to your child's success at Trinity.

## **How We Fulfill Our Mission Together**

### **Biblical Foundation:**

Our approach to education is grounded in the Bible, as Psalm 119:105 reminds us: “Your word is a lamp to my feet and a light to my path.” We aim to use God’s Word to illuminate students’ paths and guide them in their learning and growth.

### **Partnership with Parents:**

Ephesians 6:4 calls parents to “bring [children] up in the training and instruction of the Lord.” We view our relationship with parents as a partnership in guiding students according to God’s principles.

### **Academic Excellence:**

We want students to study diligently and work to their highest ability levels. As Colossians 3:23 says, “whatever you do, do it heartily, as to the Lord and not to men.” We provide academic support and make accommodations for students, but we also encourage students to apply themselves to learning and celebrate their academic achievements.

### **Spiritual Development:**

Through chapel services, Bible classes, and GROW groups (Guidance, Relationships, Observations, Wellness), we support students in developing a lifelong relationship with Jesus Christ and help them grow in their relationships with others.

### **Character Building:**

We encourage students to embody the virtues described in Galatians 5:22-23: “But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control.” Our programs and interactions promote these qualities in everyday life.

### **Guidance and Support:**

We follow Proverbs 3:5-6: “Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight.” Our counseling services aim to help students seek God’s guidance for spiritual and emotional growth.

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## Community Engagement:

We believe in Matthew 5:16: “Let your light shine before others, that they may see your good deeds and glorify your Father in heaven.” Our community service initiatives offer students opportunities to show God’s love through acts of kindness and service.

By working together, we can create a supportive environment where students thrive both academically and spiritually. We are excited to walk this path with you and see how God will work in the lives of our students!

## Our Doctrinal Beliefs

At Trinity Baptist School, we uphold the same doctrinal beliefs as those set forth in the Constitution of Trinity Baptist Church. Here’s a brief overview of what we believe:

### We Believe:

**The Bible:** The Bible is the inspired, infallible Word of God. (II Timothy 3:16)

**Jesus Christ:** Jesus is the Son of God who came to save us from our sins. (Romans 10:13)

**Salvation:** Everyone is a sinner but can be saved through faith in Christ as their personal Savior. (Romans 3:23, John 3:16)

**Atonement:** The blood of Christ shed on the cross is the only means of atonement for our sins. (Hebrews 9:22)

**Resurrection:** Jesus was physically buried, resurrected, and ascended into Heaven. (I Corinthians 15:1-4)

**The Trinity:** There is one God in three persons: Father, Son, and Holy Spirit. (Matthew 28:18-19)

**Christian Living:** Believers are called to witness for Christ, be filled with the Holy Spirit, resist evil, support a Bible-believing church, and stand against false teachings. (I John 2:15-17)

### Our Spiritual Focus:

The spiritual aspect of TBS is very important to us. Our weekly chapel program and morning Bible classes are the heart of our life at school.

### Church Attendance:

**Church of Like Faith:** If you already attend a church that shares our beliefs, we encourage you to attend it faithfully.

**Trinity Baptist Church:** If you do not have a church home, we invite you to join us at Trinity Baptist Church.

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# Student Expectations

To help us all thrive in a respectful and supportive environment, we expect TBS students to follow these expectations which are based on Biblical principles:

## 1. Show Respect

**Speak and Act Kindly:** Be polite and considerate in your interactions with others. “Let your speech always be with grace, seasoned with salt, that you may know how you ought to answer each one” (Colossians 4:6).

## 2. Honor Others’ Rights and Property

**Respect Others’ Belongings:** Because Mark 12:31 encourages us to “love your neighbor as yourself,” treat others' property with care and honor their personal space.

## 3. Follow Authority

**Listen and Obey:** Follow the guidance of teachers, staff, and other adults with respect. “Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you” (Hebrews 13:17).

## 4. Take Responsibility

**Own Your Actions:** Take responsibility for your actions and learn from your mistakes (Romans 14:12).

## 5. Be Reliable

**Fulfill Your Duties:** Complete your responsibilities with diligence and commitment. As Colossians 3:23 says, “And whatever you do, do it heartily, as to the Lord and not to men.”

## 6. Strive for Excellence

**Do Your Best for God’s Glory:** Put forth your best effort in all tasks and activities. “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15).

## 7. Be Present and Punctual

**Attend Regularly:** Make it a priority to be present for all your classes and school activities. “A faithful man will abound with blessings” (Proverbs 28:20).

**Be On Time:** Arrive on time to show respect for others’ schedules and stay on track with your learning. “The plans of the diligent lead surely to plenty, but those of everyone who is hasty, surely to poverty” (Proverbs 21:5).

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# Affiliations

## Trinity Baptist School is a member of:

- American Association of Christian Schools
- New England Association of Christian Schools
- Christian Schools of Vermont

## Trinity Baptist School's status as an independent school:

Trinity Baptist School (TBS) is officially recognized as an independent school in Vermont under 16 V.S.A. § 166 (c). This means we meet specific legal requirements set by Vermont state law for independent schools.

For details on how this law affects both the school and the parents or guardians of students, please refer to the addendum in the policy section of this handbook. The addendum outlines the relevant parts of the law and explains what it means for you and your child's education at TBS.

# Admissions Policies

## General Admissions

Trinity Baptist School fosters a Christ-centered education, so while we do not require that parents or students profess faith in Jesus Christ to be a part of our school community, we do expect that all involved will support the educational philosophy and teaching of the school.

Trinity Baptist School (TBS) admits students based on former school records, interviews, and/or placement tests. Re-enrollment is based on academic progress and disciplinary record. The administration may deny re-enrollment if a student does not align with the spirit of the school, even if they follow the rules.

TBS welcomes students of any race, color, national, or ethnic origin, offering equal access to all rights, privileges, programs, and activities. We do not discriminate in our educational policies, admissions policies, scholarships, athletic programs, or other school-administered programs.

## New Enrollment Procedures

1. **Tour:** Schedule a tour of our facilities to learn more about the school and our application process.
2. **Application:** Complete the application and pay the application fee.
3. **Interview:** Schedule an interview to discuss enrollment and your child's education.
4. **Academic Records:** Submit previous report cards and academic records. Placement testing may be required.
5. **Enrollment Forms:** Submit medical information and emergency contact forms. Provide a completed immunization record as required by Vermont state law. Pay the FACTS billing fee to enroll in a payment plan. Sign and submit the tuition contract.
6. **Handbook:** Read and understand the school handbook.

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7. **Vermont Statute 16-25-1073(a):** Children must be five years old on or before January 1 to enroll in kindergarten. Schools may require children to be five by a date between August 31 and January 1.

## Re-enrollment Procedures

1. **Spring Re-enrollment:** Currently enrolled families can re-enroll in the spring, guaranteeing a seat for the next school year.
2. **Forms and Payments:** Complete the re-enrollment form, pay the enrollment fee, and ensure all accounts are up-to-date.

## Financial Information

### Tuition Rates - Note: Tuition Rates will be updated for the 2026-27 school year

The current tuition rates as of June 1, 2025 are:

	K4 - 6th Grade	7th - 12 Grade
1st Student	\$6,435	\$6,815
2nd Student	\$5,790	\$6,140
3rd Student	\$5, 020	\$5,320
4th Student	\$1,195	\$1,365
Home School Connection (per class)	Not available	\$1,015
Enrollment Fee	\$165	\$165
Athletic Fee / Sport	\$150	\$150
Graduation Fee	\$25 for Kindergarten	\$100 for Seniors

### Fee Structure - Note: Fees will be updated for the 2026-2027 school year

#### Enrollment Fee

1. The annual enrollment fee is \$165 per student. This fee must be paid to complete the enrollment process and is non-refundable.
  - Early Enrollment Discount: \$115 if paid by April 30.
  - Late Enrollment Fee: \$215 if paid after July 1.
2. Enrollment will not be processed for students with past-due accounts.

#### Book fee

1. A non-refundable book fee of \$250 is charged for all students with the first tuition payment.



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2. The book fee covers the costs of consumable curriculum that cannot be reused once the student uses the materials and offsets the costs of textbooks that are damaged or outdated and need to be replaced each year.

### **Sports Participation Fee**

1. For middle and high school sports teams, a fee of \$150 per sport is required.
2. Sports fees are charged to the school bill during the first month of the sport season.

### **Graduation Fees**

1. **Kindergarten:** \$25
2. **Seniors:** \$100
3. These fees are due with the April tuition payment.

## **Tuition Policy**

### **Tuition Charges**

- Tuition for the full month is charged on the 1st of the month if your child attends at least one school day that month or if at least one school day was scheduled, regardless of attendance.
- Withdrawing before your next scheduled payment date does not exempt you from that payment. (For example, withdrawing on the 1st - 14th of a month doesn't exempt you from a payment scheduled for the 15th, because the tuition is charged on the 1st of the month for any days attended that month.)

### **Tuition Payment Plans**

Parents select a billing plan for tuition through the FACTS system. The available options are:

- Full Payment: 1 payment in August, with a \$25 FACTS processing fee.
- Two Payments: 2 payments in August and January, with a \$25 FACTS processing fee.
- Ten Payments: 10 equal monthly payments from August to May, with a \$55 FACTS processing fee.

Note: The FACTS processing fee is non-waivable, as FACTS manages all billing and delinquent accounts.

### **Incidental Billing**

Incidental charges are billed monthly through FACTS. Parents will receive a bill and can make payments using a credit card, debit card, or ACH withdrawal, as set up during enrollment.

### **Payment Schedule**

- Tuition payments are collected on the 1st or 15th of each month, based on the plan selected by the parents.
- The 10-month payment plan covers August–June, regardless of the number of school days in each month.

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- If no school days are scheduled in August or June, those payments are allocated for services provided from August through May.
  - The June tuition payment is non-refundable if your child attends at least one school day in May.

### **Late or Returned Payments**

These fees apply to tuition and incidental charges.

- A \$30 fee applies to the first late or returned payment.
- A \$20 fee applies to the second late or returned payment, which is attempted 15 days after the first attempt.

Accounts not current by June 30th will incur a monthly late fee of 5% on the outstanding balance.

### **Withdrawal Policy**

- Withdrawal notices must be submitted in writing at least 15 days before the scheduled tuition charge date (1st or 15th of the month, based on your plan).
- The **Withdrawal Form** is available at the School Office or in the Family Portal's Resources folder.

### **Financial Obligations & Records Release**

- All tuition and incidental charges of \$100 or more must be paid before school records, including final report cards and transcripts, are released.
- For graduating or transferring students, all outstanding tuition and incidental charges must be paid before records can be released.

### **Delinquent Accounts & Financial Assistance**

- Accounts that fall two months behind in tuition payments may result in suspension of enrollment or termination of the tuition contract.
- If you are experiencing financial hardship, please contact the Finance Office as soon as possible. We may be able to arrange a payment plan or offer financial assistance to qualifying families. Our goal is to work with you to ensure continued access to Christian education.
- Trinity Baptist School reserves the right to deny re-enrollment to any student with an outstanding balance from the previous year.

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# Attendance

## Arrival & Dismissal

**Arrival:** School begins at 8:00 a.m. Students may enter the building starting at 7:45 a.m. They are expected to be in their seats and ready for morning homeroom, which begins promptly at 8:00 a.m.

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

## Absences

**Notification:** Parents/guardians must notify the school office before morning homeroom if their child will be absent. For illness or unexpected family emergencies, contact the office via phone or email each day the student is absent, stating the specific reason.

**Homework Requests:** If homework assignments are needed, requests must be made by 9:00 a.m. for pick-up at dismissal time. Teachers are not expected to prepare assignments for sudden or unexcused absences before the end of the school day.

**Attendance Expectations:** Regular attendance and punctuality are required for student success. Absences should be limited to essential circumstances.

**Absence Limits:** A maximum of 15 absences per class per semester (or 30 per year) is allowed. Exceeding this limit may result in loss of credit for the class. Exceptions may be granted by the administrator for extended or chronic illness.

**Excused Absences:** Include illness, medical appointments, family emergencies, religious observances, quarantine, hospital confinement, and any other emergency as determined by the school administrator.

**Unexcused Absences:** Include oversleeping, traffic, parental errands or schedule conflicts, vacations, visiting relatives, and non-TBS activities or events.

**Off-Site Activities:** Activities like music lessons, tutoring, and driver's education should be scheduled outside of school hours.

**Perfect Attendance:** Recognition is given to students with perfect attendance. However, three or more tardies disqualify a student from this award.

## Required Events

Students must attend all school activities for their age group as listed on the school calendar, including events that extend beyond regular school hours. Required events include:

- Parent/Student Orientation
- School Camp (Grades 7-12)
- Christmas Program
- Regional Fine Arts Competition (Grades 7-12)
- Achievement Testing (Kindergarten - 11th grade)

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- SAT Testing (Grades 11-12)
  - Spring Program
  - Mission Trip or Wilds Trip (Grades 11-12)
  - Senior High Awards Banquet (Grades 9-12)
  - Awards Night (Kindergarten - 8th grades)
  - Graduation (Kindergarten, Grades 7-12, and performance groups)

## Planned Absences

Trinity Baptist School discourages planned absences. If a planned absence is unavoidable, the following guidelines apply:

**Conflicts:** Planned absences should not conflict with school events, testing, or when a sports team is in tournament play.

**Notification:** Parents must notify the school office at least one week in advance. A planned absence form must be completed, signed by a parent/guardian, and submitted for approval. The school administrator will indicate if the absence is excused, and students must obtain signatures from their teachers. If an absence form is submitted late or after the student returns to class, the absence will not be excused.

## Make-Up Work

**Responsibility:** Parents and students are responsible for checking FACTS to obtain information about the work completed while the student was absent, and students are responsible for completing missed assignments.

**Planned Absences:** Students are encouraged to complete classwork before a planned absence, but may submit work upon returning to class.

**Unplanned Absences:** For excused unplanned absences, students have one day for each day missed to complete their work upon return.

**Unexcused Absences:** Planned absences that are unexcused may result in grades of "0" for missed work. However, teachers may work with students to complete work for partial or full credit.

## Tardies & Half Days

**Tardies:** Excused tardies are generally limited to vehicle breakdowns or severe weather. Four tardies equal one absence, and three tardies disqualify a student from perfect attendance.

**Half Days:** Arriving after 10:00 a.m. or leaving before 1:00 p.m. will count as a half-day absence, affecting perfect attendance.

## Signing In & Signing Out

**Procedure:** Students must sign in and out at the school office when arriving late, leaving early, or returning after an appointment. Failure to do so will result in an unexcused absence. Students leaving early will remain in their classrooms until a parent or guardian arrives at the office and signs them out. A staff member will retrieve the student from the classroom.

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## After Care

- **Supervision:** After school, students will go to the designated AfterCare location, where they will be supervised until their ride arrives. Students not picked up within 15 minutes of dismissal and not participating in school-sanctioned activities will be sent to After Care.
- **Availability:** 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 p.m., a \$5 charge will be assessed for every 5 minutes.

# Academic Information

## Academic Integrity

Academic integrity is essential to fostering self-respect, trust, and academic achievement within the TBS community. Students are expected to demonstrate honesty in all academic exercises and assignments. This includes, but is not limited to, avoiding plagiarism and submitting original work.

## Homework Policies

### 1. Purpose of Homework

Homework is intended to preview lesson content, practice skills, review material, or prepare for assessments. Some assignments, such as projects, may require more time than the daily homework guidelines.

### 2. Homework Amounts by Grade Level

The maximum amount of daily homework assigned is as follows:

- |   |                                    |
|---|------------------------------------|
| • <b>Grade 1:</b> 10 minutes  | • <b>Grades 5-6:</b> 50-60 minutes |
| • <b>Grade 2:</b> 20 minutes  | • <b>Grades 7-8:</b> 70 minutes    |
| • <b>Grade 3:</b> 30 minutes  | • <b>Grades 9-12:</b> 90 minutes   |
| • <b>Grade 4:</b> 40 minutes  |                                    |
| • <i>Note: Students may also be assigned up to 30 minutes of daily reading, which is not included in the homework time above.</i> |                                    |

### 3. Coordination of Assignments

Junior high and high school teachers will coordinate the scheduling of tests and quizzes to ensure students have adequate time to prepare. The general rule of thumb is that students should have no more than 3 tests and unit quizzes on one day; this does not include routine weekly or daily quizzes such as spelling, vocabulary, or reading quizzes.

### 4. Homework Submission and Late Work

- Homework is due at the beginning of the class hour on the day it was scheduled. Late submissions may not receive full credit and, depending on the assignment, may receive no

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credit. However, secondary students may still be required to submit late assignments to receive credit for the course.

- Each student must complete their own work. Copying from another source, using AI to generate essays, or copying a student's work is considered cheating and will result in disciplinary action.

## 5. Special Considerations

Reduced homework and no tests will be scheduled during special meetings or events at Trinity Baptist Church.

## Make-Up Work Policies

### 1. Unplanned Excused Absences

- Students will have one day for each day missed to complete make-up work upon their return.
- Assignments and tests that were assigned before the absence are due or must be taken immediately upon return.

### 2. Planned Absences

- For planned absences, students are encouraged to complete as much work as possible before their absence. Unexcused planned absences may result in grades of "0" for missed work.
- If a student misses a required event—such as a performance, program, or a History or Science fair—they will receive a failing grade for that day's activity. The student will also be required to complete an alternate assignment that meets the learning objectives of the missed event.
- Make-up work for extended absences will be addressed on a case-by-case basis, with consideration given to the circumstances.

### 3. Student Responsibility

- It is the student's responsibility to find out what was taught during any absence and to complete the necessary make-up work. Parents and students may access information about assignments on FACTS.

## 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

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### Standards-based Grading Scale

O (Outstanding)

S (Satisfactory)

N (Needs Improvement)

U (Unsatisfactory)

I (Incomplete)

M (Missing)

## Progress Reports and Report Cards

**Progress Reports:** Progress reports will be available midway through each nine-week grading period. Parent/Teacher Conferences are scheduled during some mid-terms, as noted on the school calendar.

**Report Cards:** Report cards are issued quarterly (every 9 weeks). Academic grades reflect actual performance on classwork, homework, quizzes, tests, exams, papers, and projects. Participation and cooperation in class may also impact academic grades. Elementary students are additionally evaluated on skills and behavior.

## Academic Honors & Awards

At Trinity Baptist School, we value diligence, growth, and Christlike character in all areas of student life. We recognize students in the following ways:

### Semester Honor Roll

Students in grades 1–12 may qualify for academic honors each semester:

- **High Honor Roll:** All A's (90 or higher) in academic subjects
- **Honor Roll:** A combination of A's and B's (80–89), with no grade lower than a B

### End-of-Year Academic and Character Awards

At the conclusion of each school year, students may be recognized with the following awards based on teacher recommendation:

#### Academic Awards (Grades 1–12)

- **Highest Academic Average in [Subject]:** Given to the student with the highest numerical grade in a subject for the school year (A average required).
- **Academic Excellence in [Subject]:** Honors a student who demonstrates strong effort, responsibility, and a love for learning, even if not the highest average.
- **Academic Progress in [Subject]:** Recognizes significant growth in skills, habits, or understanding over the year.

#### Character Awards (Grades K–12)

Teachers present character-based awards that reflect students' spiritual and personal development. Examples include:

- Love for Learning
- Creative Thinker
- Servant's Heart

- Peacemaker
- Joyful Spirit
- Diligent Worker
- Dependable Leader

Each elementary student will receive at least one academic or character award. Middle and high school teachers collaborate to ensure meaningful and individual recognition of student growth.

All awards are designed to reflect each child's God-given potential and to encourage the use of those gifts to glorify God and serve others.

### **American Christian Honor Society (Grades 10–12)**

TBS is a member of the American Christian Honor Society (ACHS), a national organization that honors students who exemplify **Christian scholarship, leadership, character, and service.**

#### **Eligibility Requirements:**

- Must be in 10th–12th grade
- Maintain a minimum cumulative average of **90%** (no Ds or Fs are permitted)
- Demonstrate consistent Christian testimony in conduct and relationships
- Serve faithfully in school, church, and/or community
- Exhibit leadership, humility, and Christlike character

#### **Selection Process:**

Eligible students are nominated based on academic records. A faculty council, including the administrator and appointed teachers, evaluates character, service, and leadership through a confidential faculty questionnaire.

#### **Membership Responsibilities:**

Inducted members are expected to uphold the standards of ACHS, participate in service activities, and serve as Christian role models in the school community. Members who fall below academic or character expectations may be subject to review or dismissal.

#### **Scripture Foundation:**

"Study to show thyself approved unto God, a workman that need not to be ashamed, rightly dividing the word of truth." – 2 Timothy 2:15

### **Academic Probation**

**Criteria for Academic Probation:** Students with grades of D/F will be placed on academic probation with the intention of helping students raise their grades to a C level. Academic probation is similar to athletic ineligibility but for students who are in elementary school and are not on sports teams. Students' grades will be reviewed at progress report and report card times and then appropriate intervention plans will be developed.

**Intervention Plans:** Intervention plans will be developed to help students meet academic standards. For secondary students, participation in team sports may be suspended until passing grades are achieved in all courses.



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**Communication:** The School Administrator will inform teachers and parents of academic probation and intervention plans 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, Computer, Life Skills\*

### 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\*

\*Due to the size of our junior high and senior high school, some courses are offered on an alternating-year basis. Electives are offered annually and may vary based on faculty availability and scheduling.

## 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

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Graduation requirements include taking the SAT or ACT. It is recommended that students take the SAT twice—once near the end of their junior year and again in the winter or spring of their senior year. Students may also take the PSAT 8/9, PSAT 10, and PSAT during the fall semester of their junior year. Students must complete 40 hours of community service for each year of high school enrollment. At least 10 hours must be served at TBS, with the remaining hours fulfilled at the student's local church or an approved volunteer organization.

Participation in the junior/senior mission trip and the trip to WILDS Christian Camp and Conference Center in North Carolina is also required for graduation. These trips are considered essential to students' spiritual development. Opportunities to offset trip costs will be provided through the lunch program and organized fundraisers.

TBS offers a four-year high school program. Transfer students will have their transcripts evaluated against TBS requirements, subject to approval by the administrator.

## **Dual Enrollment Courses**

Juniors and seniors may take approved dual enrollment courses from approved institutions. All courses must receive prior approval from the school administrator to ensure they qualify for high school credit. TBS encourages students to prioritize dual enrollment classes from Christian colleges and universities to align with the school's worldview and philosophical standards. Courses from other institutions may not be approved if they conflict with a Christian worldview.

## **College & Career Preparation**

Trinity Baptist School is committed to helping students prepare for college, vocational training, and life beyond high school. Juniors and seniors are encouraged to meet with the School Administrator (and other teachers) to discuss career paths, dual enrollment options, and Christian college opportunities. Resources may include SAT/ACT prep, transcript guidance, and scholarship referrals. TBS encourages students to seek God's will in their future plans and to pursue paths that align with their gifts, callings, and Christian values (Proverbs 3:5–6).

## **Failed Classes**

Students who fail a required course must enroll in a credit recovery program. The cost of the course is the responsibility of the parents. Transcripts from the credit recovery program must be submitted to the school administrator before the start of the second semester. Students must complete the credit recovery class before enrolling in any subsequent course that requires the failed class as a prerequisite.

## **Fine Arts Competitions, School Programs, and Performances**

Students participating in choirs, ensembles, hand chimes, speech, and similar activities are required to attend all competitions and performances. Grades for these classes may be issued as either a percentage/letter grade or Pass/Fail. Tardiness or absence from a performance can negatively impact grades and may result in a failing grade for the marking period.

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## Textbooks and Equipment

Non-consumable textbooks must be returned in good condition at the end of the year. Parents and students are responsible for the cost of replacing any school property that is damaged by the student.

## Student Records

All student records, except transcripts, 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 homeschooling families by offering supplemental courses and activities. Homeschool students in grades 7-12 may attend TBS under the following provisions:

- Students must purchase their own textbooks for each course.
- Students are encouraged to attend chapel and special assemblies.
- Participation in athletic and extracurricular activities is at the discretion of the Administrator.
- Homeschool Connection students and parents must adhere to all TBS dress code and disciplinary standards.
- Students who will be graduating from Trinity must take Bible, US History, and American Government at Trinity. Students must also attend chapel weekly, attend Spirit Week, the Wilds Senior Trip, and the mission trip, and must complete the community service and SAT requirements for graduation.

### Fees:

- Registration: \$165
- Per Class: \$1,015 (limited to 3 classes)
- Per Sport: \$150

# Disciplinary System

## Discipline Philosophy and Principles

At Trinity Baptist School (TBS), our mission is to honor and glorify Jesus Christ in all aspects of life. This commitment requires that everyone involved with the school—students, faculty, and staff—uphold behavior and attitudes that reflect Christ's teachings and advance His Kingdom. Our actions and words should align with the commandment found in Mark 12:30-31: "And you shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. This is the first commandment. And the second, like it, is this: 'You shall love your neighbor as yourself.'"

At Trinity Baptist School, we believe discipline is discipleship. Our goal is not simply to stop misbehavior, but to help students understand God's standard, reflect Christlike character, and be restored when they fall short. Discipline is most effective when it is clear, consistent, and grounded in truth and grace.

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Christian discipline aims to cultivate Christlikeness, promoting a life that is both effective and productive in service to God. Discipline shapes students into individuals who are obedient, responsible, and strong in godly character. This process is a collaborative effort between the home and the school, working together to guide students in conforming to the image of Christ. Our disciplinary guidelines are designed to foster godly character and a strong Christian testimony in each student. If a student is uncertain about any policy or rule, they are encouraged to seek clarification from a teacher or administrator.

Scripture emphasizes respect and love as fundamental virtues, essential in our relationship with God, those in authority, and others around us (Mark 12:30-31). The Bible also commands that everything be done decently and in order (1 Corinthians 14:40), and that obedience and submission to authority are assumed characteristics of a Christian (Hebrews 13:17). Furthermore, God values not only our actions but also the motives behind them (James 4:1-3). Discipline must be based on clear and reliable evidence, following the biblical principle of requiring two or three witnesses to establish a matter (Deuteronomy 19:15).

## Character Development

At TBS, character development is integrated into every aspect of the school day and the student's life. Behavioral issues are addressed with the goal of helping students grow in godly character and live in obedience to God's Word. We expect students to demonstrate the following character traits:

**Respect:** Show proper respect for God, school authorities, school rules and policies, school property, and the rights and feelings of others.

**Honesty:** Be truthful in all situations, including academic integrity and personal interactions.

**Integrity:** Exhibit Christlike character even when no one else is watching.

**Cooperation:** Work with faculty and staff to achieve the goals of TBS in conduct, performance, and attitude.

**Effort:** Diligently use the gifts God has given you to the best of your ability.

## Honor Code

Out of a desire to honor God, I commit to a lifestyle that reflects trust, honesty, and respect for my peers, authority, and all property. I acknowledge that this lifestyle does not condone lying, cheating, stealing, or other dishonorable acts. Committing to this code demonstrates my respect for Trinity Baptist School as we strive to glorify God and love others.

## Elementary Discipline System (K-6th grade)

### Elementary Classroom Management Plans

Elementary students are expected to obey classroom rules, show respect for others, and follow school-wide expectations. While classroom management begins with the teacher, TBS uses a school-wide tiered approach to ensure consistent and Christlike discipline.

Classroom management and discipline are conducted with love, empathy, and calm, ensuring that every student feels respected and valued.

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During Parent/Student Orientation, teachers will provide an overview of their specific classroom rules, procedures, and management plans. Teachers will also teach and practice these rules and procedures with their students, particularly during the first few weeks of school.

### **Elementary Classroom Rules**

The basic classroom rules are drawn from principles of Whole Brain Teaching and are used to create consistency across the grade levels.

- **Rule 1:** Follow Directions Quickly
- **Rule 2:** Raise Your Hand for Permission to Speak
- **Rule 3:** Raise Your Hand for Permission to Leave Your Seat
- **Rule 4:** Make Smart Choices
- **Rule 5:** Make our Dear Team Stronger
- **Diamond Rule:** Keep Your Eyes on the Target

While most students will respond positively to understanding the classroom rules, some may require correction and consequences if they choose not to follow the rules or engage in behavior that jeopardizes their safety or that of others.

The TBS discipline system allows teachers flexibility in responding to student behavior within established guidelines. Our goal is to give consequences that are directly related to the student's actions. For example, a student who cheats on a test may receive a zero on that test, or a disruptive student may be asked to leave the classroom until they can regain self-control.

### **Elementary Discipline Tier 1: Classroom-Level Responses (handled by the teacher)**

These include minor misbehaviors such as talking out of turn, incomplete homework, or mild disrespect.

- Verbal warning or redirection
- Temporary loss of classroom privilege
- Reteaching expected behavior
- Parent notification (email, note, or call)
- Brief written reflection or Scripture copy assignment

### **Elementary Discipline Tier 2: Office Referral for Repeated or Serious Offenses**

If a student's behavior does not improve or a more serious behavior occurs (e.g., dishonesty, defiance, aggression), the teacher completes a behavior referral form and submits it to the office.

- Parent contacted by the administrator
- Admin conference with student (and possibly teacher and/or parents)
- Lunch/recess detention or in-school reflection time
- Restitution or service assignment (e.g., cleaning or writing apology)
- Temporary removal from field trips or activities

- Mentoring sessions as needed

## **Aggression Toward Other Students**

While most student behavior can be redirected through classroom-level responses, physical aggression is a serious offense that must be addressed immediately and consistently.

Physical aggression—including hitting, kicking, punching, scratching, biting, or any behavior that causes physical harm—will not be tolerated. This applies whether the behavior is intentional or claimed to be accidental. Students are responsible for controlling their bodies and respecting the personal space and safety of others.

A single act of aggression may result in a teacher response and documentation. However, repeated incidents will be treated as a **Tier 2 offense** and referred to the school office using the Admin Referral Form. The administrator will contact parents and assign appropriate consequences, which may include detention, restitution, loss of privileges, or suspension.

Aggressive behavior will be documented in the student information system and communicated with families. Students involved in these situations will also be guided through restorative actions such as apology, prayer, behavior coaching, or reconciliation, where appropriate.

## **Elementary Discipline Tier 3: Major or Ongoing Behavioral Concerns**

- In-school or home suspension
- Parent conference with administrator
- Behavior intervention plan
- Probation or possible dismissal from school

## **Summary**

All disciplinary actions are carried out with fairness, love, and respect, aiming to help the student grow in godly character. Parents are vital partners in the discipline and restoration process. TBS will communicate consistently with families and may request parental involvement in developing behavior plans or mentoring partnerships when needed. All disciplinary actions are documented in the student information system for accountability and record keeping.

## **Junior High and Senior High Discipline System (7th-12th grades)**

### **Classroom Management Plans**

In the secondary school, teachers may give in-class consequences for student behavior as noted below, and assign demerits for minor offenses in the behavior records using the student information system. This system is designed to encourage personal discipline and understanding of the principles behind the rules, not merely conformity to the letter of the law.

Demerits will be given by teachers for minor infractions and Admin Referral forms will be used for major or repeat offenses, with the school administrator assigning appropriate consequences such as detentions, loss of privileges, or suspensions as needed. When teachers need to fill out an Admin Referral form, they will talk with the student and have them sign the form to acknowledge a

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conversation took place about the misbehavior. All disciplinary actions are documented in the student information system for accountability and record keeping.

The School Office or School Administrator will notify students and parents of demerits and any additional consequences through the school's learning management system. Parents are vital partners in the discipline and restoration process. TBS will communicate consistently with families and may request parental involvement in developing behavior plans or mentoring partnerships when needed.

### **Junior High/Senior High Tier 1: Classroom-Level Responses (handled by the teacher)**

These include minor misbehaviors such as talking out of turn, incomplete homework, or mild disrespect.

- Verbal warning or redirection
- Temporary loss of classroom privilege
- Reteaching expected behavior
- Parent notification (email, note, or call)
- Brief written reflection or Scripture copy assignment
- Assign demerits through the student information system (following the guidelines below).

### **Minor Offenses (1 demerit for each offense; school administrator may increase amount up to 5 demerits for repeat infractions)**

- Late to homeroom or class
- Disorderly conduct
- Dress code infractions (i.e. uniform violation not corrected after warning, repeatedly addressed throughout day)
- Eating in class without permission
- Failure to follow instructions
- Unprepared for class
- Chewing gum
- Minor horseplay (i.e. student or property are not injured, but a disruption in class, hallway, or to other students or teachers occurs)
- Gripping, complaining, and a critical attitude

### **Junior High/Senior High Tier 2: Office Referral for Repeated or Serious Offenses**

If a student's behavior does not improve or a more serious behavior occurs (e.g., dishonesty, defiance, aggression), the teacher completes an Admin Referral Form and submits it to the office. If a student or parent disagrees with a disciplinary action, they may request a meeting with the administrator to review the situation.

- Parent contacted by the administrator
- Admin conference with student (and possibly teacher and/or parents)
- Lunch/recess detention or in-school reflection time
- Restitution or service assignment (e.g., cleaning or writing apology)
- Temporary removal from sports teams, field trips, or activities

- Mentoring sessions as needed
- Assign demerits through the student information system (following the guidelines below).

**Major Offenses (10-40 demerits for each offense, range of demerits given according to severity of the offense and the students' response when confronted)**

- Disrespect to teachers, staff, students, volunteers, or parents on campus
- Cheating
- Direct disobedience
- Dishonesty, including intentional misdirection or misleading regarding the truth
- Improper social conduct (on campus or at school activities)
- Inappropriate video, music, or reading material on campus
- Leaving campus without permission
- Intentional class absence (skipping class, leaving without signing out, etc.)
- Stealing
- Unexcused absence from class or school without parent notification
- Willful mistreatment of property
- Vulgar or profane language (includes swear words, words that sound like swear words used as a substitute)
- Pornography
- Major Horseplay (another student is involved/injured or property is damaged)
- Physically or verbally fighting with another student (particularly when initiating the fight)
- Inappropriate conduct with the opposite sex (whether on or off campus)
- Plagiarism or using un-approved AI generated responses for classwork, papers, or projects (may also include an academic penalty such as failing the assignment or class)
- Inappropriate internet or email use at school or misuse of school provided email / Google account.
- Unauthorized use of technology (whether school account or device or a personal device)
- Online bullying, teasing, using inappropriate language, making threats or insults on messaging platforms and social media (whether on or off campus, with school provided email/Google accounts or personal devices)
- Repeated teasing or bullying, use of inappropriate language, making threats, or insulting another student in person
- Threatening a teacher or student with physical or other harm whether in person or over email/social media

**Junior High/Senior High Tier 3: Major or Ongoing Behavior Concerns**

If a student's behavior does not improve after earlier interventions have taken place or a very serious behavior occurs (e.g., threat of harm, bullying online or in person, physical altercation, substance abuse), the teacher completes an Admin Referral Form and submits it to the office.

- In-school or home suspension
- Parent conference with administrator



- Behavior intervention plan
- Probation or possible dismissal from school
- Assign demerits through the student information system (following the guidelines below).

#### **Expulsion-Worthy Offenses (60 demerits per infraction)**

- Bringing dangerous weapons to campus
- Alcohol use or possession of alcohol (whether on or off campus)
- Immorality (e.g., sexual misconduct or behavior inconsistent with biblical values—whether on or off campus)
- Smoking or vaping (whether on or off campus)
- Use or possession of drugs or drug paraphernalia (whether on or off campus)

Students who have been expelled or asked to withdraw may not return to Trinity for a minimum of one semester. The administration will reserve the right to allow students to return if they have demonstrated repentance over time and are willing to be restored. Appeals may be made for suspension and expulsion worthy offenses, and a final decision will be made, if needed, by the Superintendent or deacons of Trinity Baptist Church.

### **Demerit Accumulation**

When a student accumulates a specific number of demerits, the following consequences apply:

- **10 demerits:** Detention assigned.
- **20 demerits:** Detention and letter sent to parents or guardians.
- **30 demerits:** Detention and conference with parents and student. Additional interventions may also be required by the administration after this point.
- **40 demerits:** 1-day suspension (in-school or at home).
- **50 demerits:** 2-day suspension (at home).
- **60 demerits:** Expulsion (at the discretion of the administrator) or student not allowed to re-enroll for the following school year.

### **Expulsion**

The school may request that parents withdraw their child or may dismiss any student who consistently and habitually disregards authority and school rules. Additionally, any student who does not align with the spirit of the school's philosophy and policies may be withdrawn.

A student may be dismissed or expelled if they are out of harmony with the Statement of Faith or the spirit and policies of the school, whether on or off school property. Re-admission following dismissal or expulsion will be considered on a case-by-case basis. A student who has been expelled may not attend school activities unless accompanied by a parent or guardian and must adhere to school dress standards. The administration reserves the right to ask any returning student to leave the school or a school activity if necessary.

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# Student Life

## Homeroom

Each student is assigned a homeroom teacher and must attend homeroom daily. Homeroom is a required class period, and absences will be marked accordingly. During this time, the homeroom teacher will take attendance, review the day's schedule, make announcements, and collect paperwork. Additionally, the elementary homeroom teacher will maintain communication with parents and students regarding homework assignments, projects, grades, and any necessary academic or behavioral interventions.

## Cell Phones, Computers, and Other Digital Devices

TBS enforces a strict “no digital devices” policy during school hours. All personal electronic devices, including cell phones, Kindles, iPads, and smartwatches must be turned off or set to vibrate and handed in at the school office upon arrival. Devices will be returned at dismissal and may only be used with teacher permission to contact parents.

Cell phones and other communication devices may only be used during school hours with explicit permission and supervision from an administrator or teacher. Unauthorized use will result in the device being held in the office until a parent retrieves it. Parents needing to contact their child during school hours should do so through the school office or homeroom teacher.

While on campus or at any school-related event (e.g., AfterCare, sports practices, school programs, or field trips), students are prohibited from accessing social media, playing games, taking photos or videos, making audio recordings, or listening to music or videos. Parents are encouraged to restrict these functions on their child's devices to help enforce this policy.

Students may only use school-provided computers and are restricted to their school accounts. Listening to music, playing games, private messaging, or checking social media on Chromebooks during classes is not permitted. Students must sign an Acceptable Use of Technology Agreement at the beginning of each school year. Violations may result in loss of access to school devices.

## Human Sexuality and Morality

TBS adheres to a Biblical understanding of sexuality and marriage, which prohibits all forms of sexual activity outside of monogamous, heterosexual marriage (see the TBC constitution for a full statement on Biblical marriage). This includes, but is not limited to, fornication, adultery, homosexuality, incest, obscenity, pornography, prostitution, transvestitism, and criminal sexual behaviors.

The school reserves the right to refuse admission or discontinue enrollment for any student or family whose beliefs or lifestyle contradict these Biblical principles. This includes, but is not limited to, engaging in or supporting sexual immorality, promoting a homosexual lifestyle or alternative gender identity, or failing to uphold the moral standards of the school as outlined in this handbook.

## Media Standards

TBS aims to help students develop personal standards rooted in Scripture, particularly in their media choices. Students should consider God's holiness in their viewing and listening habits, selecting media

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that glorifies Him. Families are encouraged to make biblically sound choices in movies, television, video games, and internet use.

On campus or during school-sponsored activities, students should limit their music to conservative Christian and classical genres. Personal music devices are not permitted unless directed by administrators or teachers under supervision.

While families may apply Biblical principles differently, it's important to encourage your children to keep their media habits private to avoid peer pressure and promote individual conviction.

## **Ride Share**

Students must leave school with their regular ride unless a parent provides a permission note, email, or phone call to the school office or teacher indicating a different arrangement.

## **Field Trip Policy**

Field trips are an extension of the academic program and require respectful behavior, modest dress, and school-approved supervision. Policies include:

- A signed permission form is required for participation.
- Students must follow the dress code or wear specific attire as instructed.
- All school rules apply during field trips.
- Only approved volunteer drivers with valid licenses, insurance, and background checks (if applicable) may transport students.
- Misbehavior on a field trip may result in loss of privileges or exclusion from future off-campus events.

## **Conduct at Social Events, Programs, Games, and Activities**

TBS sponsors various social events, games, and class activities throughout the school year. Students are expected to uphold the same standards of modesty, respect, and Christlike conduct at these events as during the school day. Participation in off-campus events (e.g., banquets, game nights, mission trips) is a privilege and may be restricted due to academic or behavioral concerns. Students are reminded that their testimony is a reflection of Christ and TBS at all times (Philippians 1:27).

# **Athletic Policies**

## **Athletic Philosophy**

Athletics at TBS serve as a tool for developing Christian character and discipline. The demands of practice and competition provide valuable opportunities for spiritual growth.

## **Principles**

- **Testimony:** Maintaining a Christlike testimony and glorifying God are our top priorities in all athletic endeavors. Whether as players, coaches, or fans, we aim to reflect Christ in our conduct and give our best effort in every competition.

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- **Hard Work:** We value hard work as commended by God. Consistent effort in practice builds skills that contribute to both individual and team success.
  - **Unity:** Athletics provide a platform to teach and practice scriptural unity (Eph. 4:3).
  - **Sportsmanship:** We emphasize good sportsmanship, fostering positive relationships between our school and our opponents. We compete with determination but reject ungodly rivalries and self-promotion.
  - **Honor:** TBS honors Christlike qualities and discipline above mere athletic performance. Recognition is given to those who exemplify these traits, not solely to those who score the most points.
  - **Christian Maturity:** Athletes are encouraged to consistently engage in the basics of their Christian life, including regular church attendance and maintaining a strong testimony for Christ.
  - **Team Commitment:** Joining a team requires a commitment to both the team and the season, regardless of personal outcomes. The team's success takes precedence over individual achievements. Quitting a team may impact eligibility for future seasons (Luke 9:62, Phil. 3:14, John 17:4).

Participation in TBS athletics is a privilege, not a right. This privilege may be revoked if a participant's actions are deemed detrimental to the school's philosophy or the team. Athletes must maintain good disciplinary standing to remain on the team.

## Academic Eligibility

Student-athletes must prioritize their academics. Participants must not have any D's or F's. Grades are reviewed at progress reports and report card periods, and those who are failing or have missing/incomplete work will be ineligible to practice or compete until their grades are satisfactory.

## General Guidelines

- **Respect for Authority:** Show respect and loyalty to coaches and staff as God-given authorities. Respect officials and recognize them as the authority in the game. Players may not question officials' calls; only coaches may do so, and respectfully. Disrespectful behavior towards officials will result in removal from the game, with repeat offenses leading to removal from the team.
- **Uniforms:** Uniforms must be worn properly. Players should not wear accessories that draw undue attention or cause injury; uniformity is key.
- **Fan Conduct:** Student fans should dress modestly and in accordance with the school's dress code principles. Be timely to all practices, with minimal exemptions granted at the coach's discretion.
- **Courtesy:** Show courtesy to visiting teams and spectators. When possible, all team members should travel together to events. Students may return home with their parents if the coach is notified in advance. Upon returning to TBS from an away event, students should have transportation arranged promptly.

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- **Spectator Conduct:** Spectators should behave in a God-honoring manner, cheering for our team rather than against others.

## Dismissal

Dismissal from a team may result from violating TBS's general policies or athletic guidelines, demonstrating an uncooperative attitude, or committing acts that harm the school or church's testimony. The administrator has final authority over any athlete's suspension or dismissal.

## Final Comments

"Whether therefore ye eat, or drink, or whatsoever you do, do all to the glory of God" (I Cor. 10:31). Our goal is for everyone involved in our sports program to bring glory to God in their actions, whether coaching, participating, or attending events. Athletics should contribute to spiritual maturity and prepare students to serve God by being teachable and cooperative members of a team.

# Dress Code

The school uniform ensures a neat, modest, and appropriate appearance that fosters school spirit and unity. All students are required to wear the school uniform during school hours and at school events, including field trips and performances, both on and off campus. On days when elementary students have PE classes or field trips, they may wear the PE uniform all day unless instructed otherwise.

## Uniform Provider - JoAnn's Uniforms and Embroidery Works

All uniform tops must include the official TBS embroidery. Polo shirts (long or short sleeved, regular or moisture-wicking) and PE shirts must be purchased directly from JoAnn's Uniforms and Embroidery Works, where they will be embroidered to ensure a consistent and professional appearance. We also want to respect our vendor by purchasing these required tops through her company.

Families may purchase other required or optional uniform items directly from JoAnn's (in store or online) or may bring approved optional pieces—such as cardigan sweaters—to JoAnn's to have the embroidery added.

Please remember that JoAnn's Uniforms follows our embroidery specifications but does not set or adjust TBS uniform policy. If you have any questions about our dress code or uniform guidelines, please contact us at [uniforms@tbsvt.org](mailto:uniforms@tbsvt.org) or [schooloffice@tbsvt.org](mailto:schooloffice@tbsvt.org).

### JoAnn's Contact Info

- **Phone:** (802) 862-0290
- **Address:** 165 Heineberg Drive, Colchester, Vermont 05446
- **Hours:** Monday & Tuesday 8:30 – 5:30, Wednesday 8:30 – 6:00, Thursday & Friday, 8:30 – 5:30, Saturday 9:00 – 5:00

## Required Uniform Tops (must be purchased from JoAnn's Uniforms and Embroidery Works):

- **Polo Shirts:** Short- or long-sleeved in red, black, or white (moisture-wicking options available).
- **Performance PE Shirts:** Short- or long-sleeved in black.

## Required Uniform Pieces:

- **PE Shorts/Pants:** Knee-length shorts or pants in black. May be purchased at JoAnn's or another supplier as long as they meet the uniform guidelines.

## Optional Uniform Pieces (available from JoAnn's):

- **Pleated jumper** in khaki
- **Zip-up jacket** in black
- **Fleece jacket** in black or red

## Uniform Bottoms (may be purchased from any store, must meet dress code year round)

### Girls:

- **Knee-length skirts or skorts:** Black or khaki; cotton blend or poly-rayon material; A-line or pleated style with enough ease for movement.
  - Must reach the middle of the knee (where the crease is in the back) for the entire school year.
  - Slits may not extend above the top of the knee.
- **Loose-fitting chinos or dress pants:** Flat-front or pleated; black or khaki.
  - Teen girls have found Lands' End dress pants to be a good fit: <https://www.landsend.com/shop/womens-pants-bottoms-school-uniform/S-xf-xez-y5c-xh5-ytp>
- **Belts are required** for pants with belt loops (Grades 3–12).
- **PE shorts or pants:** Black, knee-length (available at JoAnn's).

### Boys:

- **Loose-fitting chinos or dress pants:** Flat-front or pleated; black or khaki.
- **Belts are required** for pants with belt loops (Grades 3–12).
- **PE shorts or pants:** Black, knee-length (available at JoAnn's).



Uniform tops that must be purchased at JoAnn's Uniforms



Uniform bottoms that may be purchased at the store of your choice.



PE uniform shirts must be purchased at JoAnn's Uniforms



- **Knee-length black or khaki dress shorts** may be worn when the temperature is **76°F** and above.

## Optional Uniform Tops (may be purchased from any store and embroidered at JoAnn's):

- **Oxford Shirts:** Black, white, or red (boys and girls). The white, long-sleeved shirt secondary students wear for concerts does not need to be embroidered, but then also cannot be worn as a top at school.
- **Peter Pan Collared Shirts:** Black, white, or red (elementary girls).
- **Sweaters:** V-neck, crewneck, or cardigan in black, white, or red (boys and girls).
- **Guidelines for optional pieces:**
  - Shirts or sweaters worn as the top layer must have the TBS logo embroidered by JoAnn's.
  - During winter, red, black, or white turtlenecks may be worn under a logoed sweater or polo.
  - Non-uniform outerwear must be removed upon entering the school building or after recess/PE.
  - **Sweatshirts or jackets with the Trinity logo may be worn in class.**
  - T-shirts or sweatshirts with TBS logos (purchased through school fundraisers) may be worn during recess, PE, or casual dress days.



## Fit of clothing

- Clothing must be neat, modest, and properly fitted. Undergarments, their outlines, or hemlines should not be visible during regular movement.
- Polo shirts must be tucked in; only the top button may be unbuttoned.
- Button-up shirts must be buttoned (except the top button, if desired) and tucked in.

## Socks, Tights, and Shoes

- **Indoor:** Closed-toe shoes such as sneakers or dress shoes are required.
- **Outdoor:** Boots may be worn outside but must be removed inside classrooms.
- **Girls:**
  - **Dress sandals secured to the foot with a strap are permitted during warm weather.**
  - Socks or tights must be worn with sneakers or dress shoes.
  - **Leggings or fitted/flare pants may only be worn underneath skirts.**

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- Leggings or tights should be black, white, red, or khaki to match the uniform.
  - **Boys:** Socks must be worn at all times with sneakers or dress shoes.
  - **Prohibited footwear:** Flip-flops, Crocs, high heels, shower sandals, or going barefoot.

## Hair, makeup, jewelry

### General guidelines:

- Students are encouraged to maintain a modest, Christ-honoring appearance in all aspects of grooming (1 Corinthians 10:31).
- No tattoos or body piercings.
- No extreme hairstyles or unnatural hair colors.

### Boys:

- Hair must be neatly trimmed so that it does not touch the ears or collar. Sideburns should not extend below the middle of the ear.
- Acceptable styles include fades or tapered cuts. Mohawks, mullets, or other extreme or fad hairstyles are not permitted.
- Boys must be clean-shaven.
- Only sports bracelets and watches are permitted, and must be removed for sports.

### Girls:

- Hair should be neat and feminine. Extreme hairstyles or unnatural hair colors are not permitted.
- **Elementary:** No makeup or nylons. Piercings are limited to one per ear, and jewelry must be removed for sports.
- **Secondary:** Minimal makeup and nylons are allowed. Piercings are limited to two per ear, and jewelry must be removed for sports.

## Girls Concert/Program Dress

### Elementary Girls

For special events like Christmas and Spring programs, elementary girls may be required to wear a “Sunday dress” or other attire as specified by the teacher. The following guidelines must be observed:

- Dresses or skirts must reach the top of the knee, regardless of any tights or leggings worn underneath.
- Attire should be loose-fitting and modest.
- Flat dress shoes or sandals are permitted.
- Makeup and nylons are not allowed.
- Jewelry should be minimal.

### Secondary Girls



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For concerts and competitions, secondary girls are required to wear a uniform black dress provided by the school. The cost of the dress will be charged to the student's account.

- Girls who already own the uniform dress must bring it to school for a fitting check early in the school year.
- Those who do not have the dress will be fitted for one, and the order will be placed by the school office.
- Hemming will be handled by a school seamstress.
- Girls must wear natural-colored hose and black shoes with a moderate heel.
- When necessary, scarves will be provided by the school.
- Jewelry should be minimal.

For formal events such as the senior high awards banquet, girls may wear a formal gown that is knee-to floor-length. The dress must have a modest neckline and either 3-inch wide straps or cap sleeves (no spaghetti straps). Dresses will be reviewed by a school staff member at least one month before the event to allow time for any needed alterations.

### **Boys Concert/Program Dress**

For programs and competitions, elementary and secondary boys are required to wear:

- A clean, unwrinkled, properly fitting dress shirt (white for secondary students)
- Black dress pants
- Black belt
- Black socks
- Black dress shoes (no boots, sneakers, or casual shoes)

Secondary boys will also be provided with a tie for fine arts and school programs. For formal occasions like the senior high awards banquet, boys may wear a suit or dress coat; a tie and dress shoes are required.

## **Health & Safety Information**

### **Emergency Procedures**

In the event of an emergency, TBS follows state-recommended safety procedures. Regular drills are conducted throughout the year to ensure student preparedness. These include:

- **Fire Drills:** Practiced monthly; students evacuate in silence to designated areas.
- **Lockdown Drills:** Practiced at least twice per year to prepare for safety threats.
- **Medical Emergencies:** Staff are trained in first aid, and the school will contact 911 and parents immediately when needed.

All visitors must sign in at the school office, and students must remain under staff supervision during emergencies.

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## Medication Policies

Any student, employee, or volunteer diagnosed with a communicable disease must report the diagnosis to the administration immediately.

### Medication Administration

State law requires the following procedures for administering medication during the school day:

- Students are not allowed to carry any medication. All medication, including non-prescription items like Tylenol, Advil, or aspirin, must be brought to the school office in its original container, labeled with the student's name.
- Parents/guardians must complete an authorization form for non-prescription medications. For prescription medications, the form must be completed by both the parent/guardian and the prescribing doctor. These forms are available in the school office and may be reviewed by the health department.

### Illness and Allergies

- Students with a temperature of 100.4°F or higher will not be allowed to remain at school.
- If your child has any allergies, please notify the school office in writing, detailing the allergy and the appropriate treatment. If your child requires special medication, complete the prescription medication form and ensure that an adequate supply is kept in the school office.

### Self-Administration of Emergency Medication

State law allows students with life-threatening allergies or asthma to possess and self-administer emergency medication at school, provided the following conditions are met:

1. Each school year, the parent/guardian must provide the school with written authorization for the student to possess and self-administer emergency medication, using a form provided by the school.
2. Written documentation from the student's physician must be submitted, including:
  - Confirmation that the student has one or more life-threatening allergies or asthma.
  - The name of the emergency medication, dosage, and instructions on when and how it should be taken.
  - An affirmation that the student is capable of and has been trained in the self-administration of the medication, is aware of potential side effects, and knows when and how to seek emergency help.

## Visitor Sign-in

To maintain a high level of safety for our students, all visitors, including parents, must sign in at the school office upon entering the building. This check-in process is required before visiting any other

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rooms and ensures an accurate headcount in case of an emergency. Regularly scheduled parent volunteers are given a badge identifying them as a volunteer.

Parents and visitors should avoid interrupting classes to drop off items or pick up their child early. Instead, notify the front desk upon arrival, and the staff will handle the communication with the teacher or child.

## Weather Guidelines for Outdoor Activities

At Trinity Baptist School, we believe outdoor activity and physical movement are an important part of a child's daily routine. However, we also recognize the need to prioritize student safety in extreme weather conditions. The following guidelines apply to recess and physical education activities held outdoors.

### Hot Weather Guidelines

The following precautions will be observed based on temperature and humidity conditions:

- **76°F and above (Low Risk):** Normal outdoor activities may continue. Students may choose to wear **knee-length khaki/black shorts or PE shorts** to school with their TBS polo shirt.
- **81–84°F (Moderate Risk):** Students should bring water bottles outside and take a water break every 15 minutes. Students may choose to wear **knee-length khaki/black shorts or PE shorts** to school with their TBS polo shirt. Teachers may schedule a quick bathroom/change break beforehand.
- **84–86°F (High Risk):** Students may wear school-approved shorts or PE shorts with their uniform shirts and will be encouraged to play in shaded areas. Water breaks every 15 minutes are required.
- **Over 86°F:** Students may wear school-approved shorts or PE shorts with their uniform shirts. Outdoor time will be limited. Students will be encouraged to rest in the shade and stay hydrated. If the temperature exceeds **90°F** and shade is limited, **teachers may choose to hold indoor recess or modify outdoor activities** to ensure safety.

### Cold Weather Guidelines

During cold weather, the following standards will be used to determine whether recess is held outdoors:

- **Above 15°F (including wind chill):** Outdoor recess will generally be held as scheduled. Shortened recess may be implemented as needed.
- **10–15°F (Real Feel):** Recess may be held outdoors for a shorter duration, based on sunshine, wind conditions, and student clothing. Teachers may limit time outside or schedule breaks indoors.
- **Below 10°F (Real Feel):** Recess will be held indoors due to increased risk of frostbite and cold-related illness.

Parents should ensure students come to school **dressed appropriately for the weather**, including coats, hats, gloves, scarves, warm socks, boots, and snow gear when needed. Students not dressed for outdoor weather may be required to stay indoors or given loaner clothing and boots to wear.

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## School Closings

In case of inclement weather, sick days, or school emergencies, school closings will be announced on WCAX (Channel 3), posted on the WCAX website, and communicated through the school's Facebook page and SIS (email and text).

# Parent Involvement

## Parent Cooperation

The faculty and staff value a harmonious relationship with parents, recognizing that parental support is crucial to the educational process. If parents have questions about an event involving their child, they should first contact the teacher. For concerns about how their child was treated or questions about school policies, parents should reach out to the administrator. All efforts will be made to resolve differences in a biblical manner.

If the administration determines that a parent has not supported staff members who have acted within the school's guidelines, policies, and standards, the student's enrollment may be reconsidered. Similarly, any parent or student who opposes the school's Statement of Faith may face dismissal from the school.

## Non-Custodial Parent Communication

TBS will communicate with both custodial and non-custodial parents unless legal documentation specifies otherwise. Parents must provide the school with current custody agreements or court orders, which will be kept confidential. Non-custodial parents may receive copies of report cards, school communications, and event notices unless legally restricted. School staff will not mediate custody disputes and will follow the information on file for student pick-up and emergency contacts.

## Volunteers

We are grateful for parents who volunteer in our school programs. Volunteer support is essential for our operations, and there are numerous opportunities to get involved, such as serving as a field trip chaperone, transportation driver, classroom helper, instructor for approved programs, or lunch assistant.

Child safety is our top priority. Therefore, all volunteers must complete necessary paperwork, watch a brief instructional video, and undergo a background check before beginning their service. A volunteer orientation meeting is held on the Meet the Teacher night before school starts, so all volunteers can be updated on school policies and procedures. Volunteers must renew these requirements every two years.

We also ask that volunteers respect the dress code by wearing similar attire to the teachers (business casual) while serving.

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# Communication

Every Friday, families will receive a weekly email designed to keep parents informed about TBS activities. This communication includes important announcements, next week's lunch menu, and other relevant school information. Parents are encouraged to read these updates regularly.

If a parent has a concern regarding TBS, a teacher, or a student, they should contact the teacher or school administrator directly. Following the principles of Matthew 18, please avoid using public forums or group messages to address personal grievances.

## **FACTS - Learning Management System**

The TBS learning management system called FACTS is a vital communication tool between parents and teachers. Through the FACTS Parent Portal, parents can message teachers and administrators, view homework assignments, check grades, re-enroll students, and access other school-related information.

## **Email**

Teachers and staff will provide their school email addresses and are expected to check their accounts at least once each class day, Monday through Friday. Email is the professional and expected means of communication.

## **Social Media and Cell Phones**

While teachers and staff may choose to share personal contact information, they are not obligated to connect with parents or students outside of official school communication channels. Please do not expect teachers or staff to return texts or calls outside of school hours.

## **Scheduled Meetings**

Parents can schedule meetings with teachers and administrators using FACTS or email. The preferred meeting time is after school, though arrangements should be made in advance to accommodate teachers' other commitments.

## **Confidentiality**

Maintaining confidentiality is a serious moral, professional, ethical, and legal responsibility at TBS. Confidential information concerning TBS, students, or staff will only be shared when it is professionally appropriate and legally permissible.

All highly confidential information regarding current or past parents, families, students, or staff is securely stored in individual files in the office and can only be accessed with administrative approval.

Teachers and administrators will discuss a student's grades or behavior only with the parents or guardians of that child.

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## Conflict Resolution and Grievance Process

At TBS, we seek to resolve conflict in a biblical and respectful manner. If a student or parent has a concern:

1. **Start with the Teacher:** Concerns should first be discussed directly with the teacher or staff member involved (Matthew 18:15).
2. **Administrative Review:** If the concern is not resolved, parents may contact the School Administrator to schedule a meeting for further discussion.
3. **Appeal to Leadership:** In rare cases where a grievance involves school-wide policy or administrative decisions, an appeal may be made to the Superintendent or the deacons of Trinity Baptist Church.

We expect all communication to be conducted with grace, humility, and a desire for unity in the body of Christ (Romans 12:18).

## Anti-Harassment and Anti-Bullying Policy

TBS is committed to providing a safe and supportive environment for all students. Mutual respect is expected among all members of the school community. Harassment, which includes any form of unlawful discrimination or disrespectful behavior, will not be tolerated.

### Policy Statement

TBS strictly prohibits any form of harassment or bullying based on race, color, creed, national origin, marital status, sex, or disability. Any member of the school community who engages in unlawful harassment or bullying will be subject to investigation and appropriate disciplinary action.

### Definitions

- **School Community:** Includes all students, school employees, contractors, unpaid volunteers, and other visitors.
- **School Employee:** Includes all teachers, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, and agents of the school.
- **Unlawful Harassment:** Any verbal or physical conduct based on a student's race, creed, color, national origin, marital status, sex, sexual orientation, or disability that substantially interferes with a student's educational performance or creates an intimidating, hostile, or offensive environment. Sexual harassment is included in this definition and refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made a condition of the student's education.
  - Submission to or rejection of such conduct is used as a basis for decisions affecting the student.

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- The conduct substantially interferes with the student's educational performance or creates an intimidating, hostile, or offensive educational environment.
  - For more information, see Vermont Statutes, Title 16, Section 11(a)(26)

## **Retaliation**

Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited and will be treated as a separate violation of this policy. Additionally, knowingly making a false report is a serious offense and may result in disciplinary action. False reports refer only to those made in bad faith and do not include complaints that could not be substantiated.

## **Consequences**

Violations of this policy by any student or school employee may result in disciplinary actions, which could include warnings, remedial training, counseling, suspension, expulsion, termination, or other appropriate measures.

## **Implementation and Reporting**

If a student or any other person believes that unlawful harassment has occurred, they should inform a school employee or one of the designated harassment complaint officials:

**Pastor Rob McIlwaine, Superintendent**

**Miss Natalie Cary, School Administrator**

## **Formal Complaint Procedure**

- **Filing a Complaint:** The harassment complaint official will complete a harassment complaint form based on the student's verbal or written allegations. If the student is under 18, their parents will be notified immediately unless it is determined that notification is not in the student's best interest.
- **Investigation:** An investigation will be conducted within 14 calendar days, involving interviews with the complainant, the alleged harasser, and any other relevant individuals. A written report will be submitted to the superintendent and school administrator, determining whether the allegations are substantiated and if policy violations occurred.
- **Recommendation and Action:** The harassment complaint official will recommend appropriate actions to the superintendent and/or school administrator.
- **Record Keeping:** The superintendent and/or school administrator will maintain the investigation report and its results in their office.

## **Alternative Complaint Procedures**

In addition to or instead of following this policy, individuals may choose to file a complaint with external agencies, such as the Vermont Human Rights Commission or the U.S. Department of Education's Office for Civil Rights, or pursue legal action.

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## Notice and Publication

The school administration will provide notice of this policy and its procedures to students, parents, guardians, and school employees. This information will be included in the school handbook, along with the names of the harassment complaint officials. The school will also implement age-appropriate programs to educate students and staff on preventing harassment.

## Asbestos

All Trinity Baptist School facilities are free of asbestos-containing materials. However, in compliance with the Asbestos Hazard Response Act (40 CFR 763.93 [g] [4]), we are required to inform you that Management Plans for the safe control and maintenance of any asbestos-containing materials are available for public review at the school office.

## Recognized Independent School of Vermont

To operate as a recognized independent school in Vermont, the following requirements must be met:

### Enrollment Notice

A recognized independent school must file an enrollment notice with the commissioner, using the provided form, no earlier than three months before the start of the school year in the town where the school will be located.

#### 1. Contents of Enrollment Notice:

- **School Year Duration:** A statement confirming that the school will operate for a duration substantially equivalent to that required for public schools.
  - **Curriculum Description:** A detailed description or outline of the minimum course of study for each grade level offered, including the method for annual student assessment.
  - **Assurances:**
    - **Attendance Records:** The school will prepare and maintain attendance records for each student.
    - **Annual Assessment:** The school will assess each student's progress at least once a year, maintain records of these assessments, and present the results to the student's parent or guardian.
    - **Minimum Course of Study:** The school's educational program will include the minimum course of study as outlined in Section 906 of this title.
    - **Compliance with Laws:** The school will comply with applicable state and federal laws and regulations regarding its physical facilities, health, and safety.
2. **Commissioner's Hearing:** If the commissioner has significant doubts about the school's ability to meet the above requirements, a hearing may be called. The school must demonstrate its compliance. Failure to do so may result in a requirement for the school to take corrective



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action within a specified timeframe or for enrolled students to attend another recognized school or program.

3. **Information for Parents/Guardians:** Upon enrollment or by September 1 (whichever is later), the school must provide each student's parent or guardian with a copy of its current statement of objectives and a copy of this section. Non-compliance may be considered false advertising under Section 2005 or Title 13.
4. **Annual Renewal:** The school must renew its enrollment notice annually. A school may be recognized for up to five years without annual renewal if it is recognized by an approved organization or accredited by an approved private, state, or regional agency. The commissioner retains the right to initiate a hearing under this section.
5. **Ongoing Compliance:** If there is significant doubt about the school's compliance after it begins operation, the commissioner may call a hearing. Failure to prove compliance may result in the school's closure for the remainder of the school year or the need to take corrective action within a specified timeframe.
6. **Reporting of Enrolled Students:** By October 1 of each year, the school must provide the commissioner with the names and addresses of enrolled students. The school must notify the commissioner within seven days if a student's enrollment is terminated. The commissioner will then notify the appropriate school officials.
7. **Waiver for Religious Convictions:** The commissioner may waive specific requirements if the school cannot comply due to deep religious convictions shared by an organized group, provided the educational purposes of this subsection are substantially met.

## Technology Use & Digital Citizenship

At Trinity Baptist School, technology is an essential tool for research, learning, and creative expression. Teachers and students are encouraged to use technology to enhance their educational experience.

### General Guidelines

- Technology use at TBS is a privilege, not a right. This policy applies to all authorized users accessing the network or equipment, whether using TBS-owned or personally-owned devices such as computers, tablets, phones, or smartwatches.
- All student-owned and TBS-owned devices are strictly for academic purposes.
- Students must turn in their phones, tablets, and other electronic devices to the front desk at the start of each day.
- Teachers will inform students when school-owned computers may be used for classwork or research and will supervise their use.
- Cell phones must be turned off and given to the front desk during school hours. Parents needing to contact their children during class hours should do so through the school office.

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## Purpose

- Technology resources at TBS support educational and administrative activities. Use should align with the mission, values, and standards of conduct of TBS.
- Personal use of technology resources must be academic, authorized by staff, and in compliance with all other TBS policies.

## Authorized Use

- Authorized users are those granted access by the technology administrator. Unauthorized use is strictly prohibited.
- Faculty, staff, and students are provided with email accounts, network accounts, and internet access.
- When a user is no longer part of the TBS community or changes roles, their access to technology resources will be adjusted accordingly.

## Privacy Expectations

- TBS owns all network resources, including telephone and data lines, and reserves the right to monitor any information stored or transmitted over the network. Users should have no expectation of privacy regarding their use of TBS technology resources.

## Responsible Use

- Users must act legally, ethically, and with respect for others' privacy and intellectual property.
- Confidentiality of student information must be maintained in compliance with federal and state laws.
- Misuse of technology resources, such as accessing, modifying, or deleting others' files without permission, is prohibited. Deliberate tampering with TBS systems is strictly forbidden.

## Email

- Broadcast emails by students require prior approval from TBS staff.
- Users are responsible for the content and potential impact of their messages on the network. Inappropriate activities, including creating or spreading viruses, chain letters, or discriminatory material, are prohibited.
- Altering electronic communications to conceal identity or impersonate others is forbidden.

## Inappropriate Materials

- The possession of pornography in any form on campus or school-owned devices is strictly prohibited.
- Accessing or distributing illegal, offensive, or inappropriate materials using TBS technology is forbidden.
- TBS will address complaints of harassment or discriminatory use of technology in line with its policies.

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## Internet Security

- Users are responsible for the security of their accounts and should not share passwords or authorization codes.
- Unauthorized removal or relocation of TBS-owned technology requires prior approval.
- Attempts to bypass or undermine system security are prohibited.

## Cyberbullying

- Cyberbullying, including harassment or threats made via electronic media, is prohibited and may be subject to criminal investigation.
- TBS will take appropriate disciplinary actions, including confiscation of devices, against students who engage in cyberbullying.
- Any incidents of cyberbullying should be reported to the School Administrator.

## Guidance for Students

- If you believe you are a victim of cyberbullying, speak to an adult immediately.
- Do not respond to abusive messages; instead, save and report them.
- Avoid sharing personal IT details and stay in public areas when using the internet.

## Guidance for Parents

- Parents should work with TBS to educate students on the consequences of cyberbullying.
- If your child is a victim, save the offending material and contact the School Administrator.
- TBS reserves the right to take action on bullying incidents that occur outside school but affect the school environment.

## Digital Citizenship Policy & Agreement

Students are expected to use technology in ways that reflect integrity, responsibility, and a commitment to Christlike character. Whether on or off campus, students should avoid engaging in digital behavior that is unkind, deceptive, or inappropriate. Online communication—including texts, emails, and social media—should be respectful and God-honoring (Ephesians 4:29). Violations of this expectation, even outside school hours, may result in disciplinary action if they affect the school community.