



TACOMA BAPTIST SCHOOLS

2052 South 64th Street Tacoma, WA 98409

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2020-2021

Parent & Student Handbook

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Welcome and Introduction to the 2020-21 School Year!

Welcome to Tacoma Baptist School! In essence, this is Christian education: to learn about God and how he designed the world to operate. Our lives are an act of worship in response to Him. We endeavor to be a school that operates and instructs in harmony with absolute Biblical truth.

This Parent/Student Handbook is intended to convey answers to frequently asked questions, explain general school policies and procedures, and provide academic information.

Please invest the time to read and understand this handbook. It is not an exhaustive representation of all school rules, policies, and practices. On occasion, school administration may need to modify some of the policies or procedures in this handbook.

Again, welcome to Tacoma Baptist. We pray for a wonderful year of learning and growing in the Lord!

Our Accreditation

TBS is accredited by Cognia (*previously called AdvancED*) who works to ensure academic integrity in thousands of schools across the country.

Our History

In the fall of 1959, through the combined efforts of several local Baptist churches, Tacoma Baptist Schools was formed. Initially, the school offered education in grades K-8, with high school classes first offered in the fall of 1966. Today, TBS serves hundreds of students from Pre-School through 12th grade.

Today, TBS enjoys a cooperative relationship with many churches throughout the community. Our students represent more than 100 different local churches including a variety of denominations.

Our Mission

Tacoma Baptist Schools develops disciples of Jesus and leaders in the community to engage the culture for the Kingdom.

Our Vision

TBS operates and instructs in harmony with Biblical principles, producing knowledgeable and skillful students who are inspired and equipped for a lifetime of exceptional service.

Educational Principles

Academic Excellence - via faculty who are caring, innovative, and equipped.

Social Development - through community engagement. Our students are culturally prepared for college, career, or calling to service.

Spiritual Enrichment - is at the center of EVERYTHING we do - from biblically based curriculum through our Christ-centered faculty and staff.

Emotional Awareness - acknowledges that we are created beings who are motivated by feelings which effect attitudes that shape our perceptions and behaviors.

Physical Expression - through thoughtful exercise, athletic competition, and performing arts provide students of all ages and abilities a place and space to grow and play!

Statement of Faith

The statement of faith adopted by Tacoma Baptist Schools is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Protestant Christianity apart from other faiths.

1. We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.

Micah 6:8; Matthew 4:4, 22:43, I Corinthians 2:13, II Timothy 3:15-17, Hebrews 3:7, I Peter 1:10-21

2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

Genesis 1:1, Exodus 3:14, Deuteronomy 33:27, I Kings 8:27, II Chronicles 20:6, Psalms 139:1-10, 147:5; Isaiah 40:28, 44:24, 46:10 57:15, Daniel 2:20-21, Matthew 28:19, Acts 17:27-28, Romans 11:33, II Cor. 13:14, Colossians 2:2-3, I Timothy 1:17, 2:5, 6:15-16, I Peter 1:1-2

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

Matthew 1:25; 28:1-20, Mark 10:45, John 1:1, 8:58, 20:28, II Corinthians 5:21, Philippians 2:5-8, Titus 2:13, Hebrews 1:8, 2:9, 4:15

4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

Ephesians 4:30; Titus 3:5

5. We believe that salvation is by grace through faith alone.

Romans 3:21-31, 5:1; Galatians 2:15-16; Ephesians 2:1-10

6. We believe that faith without works is dead.

James 2:14-26

7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

Romans 8:9-11, 26-31, I Corinthians 6:19, Ephesians 1:13-14

8. We believe in the future resurrection of all humans. Those who are saved will be raised to eternal life and fellowship with God and those who are lost will experience eternal separation from God.

Matthew 8:11-12, 13:49-50; I Peter 1:3-4; II Thessalonians 1:8-9; Revelation 21:1-8, 22:3-5

9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Romans 12:4-5; I Corinthians 12:12-13; Ephesians 2:14-20, 4:15-16

Proposed by the 2020 Pastor's Advisory Team: Matthew Richey, Director of Bible Department and High School Bible Teacher at Tacoma Baptist Schools; Jim Barnes, Dean of Students and Spiritual Life at Tacoma Baptist Schools; Mike Lundy, Middle School Bible Teacher at Tacoma Baptist Schools; Mike Sandefur, Director of IT Services at Tacoma Baptist Schools; Rich Hamlin, Pastor, Evangelical Reformed Church, Tacoma Washington; Karel Norman, PE Teacher, Tacoma Baptist Schools; Craig Kessel, Pastor of Pastoral Care, Northwest Four-Square Church, Federal Way Washington. Adopted by the Tacoma Baptist Board of Directors May 2020.

Admissions

Application for enrollment is made by submitting completed application forms and applicable fees to TBS. Students and their parent/guardian must be able to support the statement of faith, the educational philosophy, and school policies. It is recommended that all TBS students and their parents/guardians regularly attend a Bible-believing church, whose primary doctrine is in agreement with the core beliefs of TBS. All students are expected to maintain a high standard of Christian conduct.

Students new to TBS are placed on a general probation for the first three months to ensure positive adjustment to the school.

Kindergarten

By state law, student entering kindergarten must be 5 years old on or before August 31st of the respective school year. Students desiring to enter the pre-kindergarten program must be 4 years old by August 31st of the school year, and students entering our preschool program must be 3 years old by August 31st as well as able to use the restroom independently

International Students

Tacoma Baptist High School and Middle School accepts a limited number of international students in grades 6-12. Short-term fifth students may be accepted on an individual basis. International students must meet all TBS requirements for admission, as well as meet all applicable federal and state requirements, including a completed BCIS (Bureau of Citizenship and Immigration Services) I-20 form. For more information, visit the US Bureau of Citizenship and Immigration Services web page <http://www.bcis.gov/graphics/howdoi/academic.htm>. While attending TBS, international students are required to reside with their school-approved guardian (or parent), and recommended to attend church with the family.

Re-Enrollment

All students are required to re-enroll annually. Admittance into TBS does not guarantee that the student will be re-enrolled the following year. The administration of the school reserves the exclusive right to determine whether a student will be accepted or re-enrolled.

Statement of Non-Discrimination

TBS does not discriminate on the basis of race, gender, color, or national/ethnic origin in its admission policy. As a religious, private institution, however, it does screen students on the basis of academic ability, deportment, and compatibility with the religious goals, purpose, and philosophy of Tacoma Baptist Schools.

Student Withdrawal

Regardless of a student's last day of attending classes at TBS, tuition fees may continue to accumulate until the end of the quarter from the date of written notice or until the last day the student attends TBS, whichever is later.

For students expelled or requested to withdraw by TBS administration, tuition fees cease to accumulate as of the last day of the student's attending class at TBS.

Students withdrawing during the school year must check out of each class, ensuring that all class, library, and school resources are returned. The student is responsible to notify the office and take a withdrawal slip to each teacher for a signature. The student is responsible to return the slip to the office when all required signatures have been obtained, all school resources have been returned, all fines have been paid, and lockers have been cleaned.

No academic credit will be granted for less than a full semester of work, but grades at the time of withdrawal will be provided to the student to take to the school the student is transferring to so long as the student's financial account is current. Final grades may not be available until up to one week after the student's withdrawal from school. All accounts and fines must be current before grades will be issued.

Academics

Students at TBS are held to a high standard and expected to meet or exceed our academic and behavioral expectations in and outside the classroom.

Grades PS-K Grading Scale

E = Excellent

S = Satisfactory

N = Needs Improvement

Grades 1-12 Grading Scale

TBS uses the following grading system; it is designed to meet state requirements regarding high school transcripts and grade point average (GPA) recording:

TBS Scale	Letter Grade	Point Equivalent
100 - 93 %	A	4
90 - 92 %	A-	3.67
87 - 89 %	B+	3.33
83 - 86 %	B	3
80 - 82 %	B-	2.67
77 - 79 %	C+	2.33
73 - 76 %	C	2
70 - 72 %	C-	1.67
67 - 69 %	D+	1.33
60 - 66 %	D	1
59 or below	F	0

Program/Academic Modifications

As a private Christian school, TBS receives limited funding and has no obligation to offer services under Section 504 of the Rehabilitation Act of 1973. Additionally, TBS has only a limited obligation to offer some physical accommodations under the Americans with Disabilities Act. As a service to our families, TBS does offer programs for students needing academic support through the Instructional Support Center for an additional fee. The Instructional Support Center is not intended to serve students with severe learning or behavioral disabilities.

The request for any modification of an academic program must come from the student's parent or guardian and be directed to the Dean of Education. In order for the request to be given consideration, the request must be accompanied by written recommendation(s) based on the results of testing done by an appropriate educational specialist, such as a family doctor, psychologist, or psychiatrist. The Dean of Education will be the final determiner of whether and to what degree any modification of the program will be offered.

Classroom teachers at TBS may modify a student's coursework or workload in order to help aid in their academic success with administrative approval. Students requiring modifications through the ISC in high school will meet with the ISC Teacher and Dean of Education to determine the proper course modifications. Classes taken with modification or through the ISC will be noted on the transcript.

Records and Transcripts

Student records are obtained from schools previously attended during the enrollment process and are provided to other schools upon official request for records when students transfer. Requests for transcripts, records, references, or other information must be submitted to TBS in writing from the requesting institution. Official references, recommendations, and records are always mailed directly to the organization submitting the official request. There is no charge for the first ten copies of transcripts provided for a student, but requests for additional copies will result in service fees. Records and transcripts will be held back until all financial and other commitments to TBS are met. Credits are accepted from all public and approved private schools.

Report Cards, Progress Reports and Conferences

Grading periods, eligibility grade checks, and report card dates are published in the school calendar. Parent/teacher conferences are held at published times throughout the school year, and parents are expected to attend. Additional conferences are held as needed. If you would like to meet with a teacher, the high school counselor, or administration, contact them directly to make arrangements. Our faculty is happy to meet with parents regarding their child's progress.

Testing

TBS is dedicated to the pursuit of academic excellence. Our curriculum is Christ-centered, and all subject matter is designed to be taught in the light of God's Word. The school participates in yearly testing designed to measure students' abilities and progress. Students in grades K-8 take a normed test each spring to measure achievement in English, Mathematics, Science, Social Studies, and Bible. Students in 9th-11th grades take the Preliminary Scholastic Aptitude Test (PSAT) every October. Before graduating, seniors must take and have the scores reported to TBHS for at least one of the following: the Scholastic Aptitude Test (SAT), the American College Test (ACT) or the Test of English as a Foreign Language (TOEFL).

ELEMENTARY ACADEMICS

Curriculum Overview

The elementary instructional program is contained within individual classrooms. Bible is a vital part of the curriculum, along with the integration of Christian values in all subject matters. The school takes a strong traditional, phonetic approach to reading. The basic emphasis is on reading, mathematics, language arts, history, and science. Music, art, computers, physical education, academic clubs, and field trips are also a part of our educational program.

Homework Policies

Homework strengthens our academic program and is designed for this purpose. Teachers strive to ensure that homework reinforces instruction or provides practice. Generally, daily homework should not exceed the following guidelines:

- K-1st grade: 10-20 minutes
- 2nd-3rd grade: 20-30 minutes
- 4th-5th grade: 40-50 minutes

Incomplete class work may require additional homework time. Please contact teachers directly if you have questions or concerns about assigned homework, or if your child's homework load deviates substantially from the times noted above.

SECONDARY ACADEMICS

Advanced Placement, Concurrent/Dual Credit Courses

Many AP classes are available on campus and through independent study. Check the yearly schedule for courses available. Students who wish to earn college credit while in high school may contact the Guidance Office for information regarding Concurrent Credit classes, and colleges who offer online or other courses. High academic standing is a pre-requisite for administrative approval, and extra fees may apply. *Note: Advanced Math students should maintain a B average or higher in order to continue the class. Students who earn a grade lower than a B average at the end of a semester or year may be asked to repeat or move to a lower math level.*

Alternative Course Options

If approved in advance by the Director of Guidance, high school students may take alternative course offerings while at the same time attending Tacoma Baptist. Alternative courses may include independent study, correspondence course, and summer enrollment, etc. Students must complete a Request for Transfer Credit Approval Form (located in the Guidance Office) and receive permission to participate in an alternative course option. There may be an additional cost for alternative course options.

Class Schedule Changes

TBHS recommends that students follow the course of study approved by the school counselor to meet graduation requirements. Course selection and requests for schedule changes are made at the Guidance Office but are subject to parental and administrative approval. No academic penalty is incurred for changes made during the first two weeks of a semester. After the second week, classes may not be added for credit. Classes dropped after the second week will carry a grade of WP (Withdraw Pass) or WF (Withdraw Fail) which remains a part of the student's official transcript. Classes may not be dropped after the halfway point of the semester without receiving a failing grade.

College and Career Counseling

Contact the school Guidance Office for information related to college and career counseling (including testing), college scholarships, or to discuss issues specific to a student. Dates, locations, and registration information for the PSAT or SAT may be found at www.collegereadiness.collegeboard.org For information about ACT test dates and locations and online registration, go to www.act.org. International students may choose to take the TOEFL rather than the SAT or ACT. When registering for an off-campus test, students should use ID number 481-398 to have their scores reported to TBHS.

Service Hours

Students in grade 9-12 are required to participate in community service. The following are the required service hours for each grade:

Grade	Required Hours
9 th	5
10 th	10
11 th	15
12 th	20

To log their hours, students must turn in a signed Service Hours form to the front office.

Failing Grades/Retaking Courses

Students who have failed a class may be required to make up the course credit. Students failing one or both semesters of a high school math or language class may not be allowed to enroll in a higher-level math or language class until they have passed the failed course satisfactorily. There may be additional cost for retaking courses. Students receiving a grade higher than a C- in a particular course at TBHS may not retake the course with the intention of raising their grade. However, teachers may recommend a student retake a course before going on to a higher-level class.

There are two options available for Recovery Credit:

- 1) A student who receives a C- or below may retake an entire course (when available) to receive a new grade that will replace the repeated course grade in overall GPA if it is higher. Note: A) The student must retake the class identical to the original class. B) The student's transcript will include both classes and grades as it reflects ALL classes attempted. However, we calculate only the higher of the two grades into the student's GPA. In addition, students will not receive credit for both classes.
- 2) Students may also be allowed to recover a failing grade by completing a credit retrieval course when available. The highest grade a student can earn in a credit retrieval course is a C. Note: A student can only take a credit retrieval course if he/she has taken an identical course before for credit.

Final Exams

Final exams are held at the end of each semester. The weight of the final exam varies in accordance with the way the teacher has structured the course. Because the final exam comprises a significant portion of a student's grade, every effort should be made to take exams when scheduled. If a student must miss an exam, he/she must arrange with the teacher to make up the exams. Students may not take final exams early. Exams not made up within the agreed-upon time may earn a zero grade.

Grade Checks and Academic Probation

Grade checks are conducted on a regular basis (dates are published each year). Students who are failing a class, have more than two grades below 70%, or their current GPA is below a 2.0 may be placed on a Plan of Improvement (POI) for three weeks. Please see the course of action for all athletes who do not meet the standards in the athletic section of the handbook.

Students not participating in sports or clubs may be required to meet with an administrator and a notification sent home to parents. Students who continue to fall short of the grade expectations may not be able to participate in on and off campus events or field trips that require them to miss class. Students who have two consecutive semesters with more than two grades below 70% or earn a GPA below a 2.0 may be asked to withdraw from TBS. If a student is allowed to continue at Tacoma Baptist, he/she must pass at least five classes the following semester or he/she may be dismissed. Failure to pass at least six classes each semester will result in the need for summer school or additional work.

Honor Roll

We recognize honor roll students for their grade point average (GPA) which will be compiled at the end of each grading period. We base the awards on the following criteria:

<i>Honor</i>	<i>Grade Point Average</i>
Principal	4.0
Crusader	3.75-3.99
Honor	3.40-3.74

Graduation Requirements

A minimum of 26 credits for students on the general graduation track and 28 credits for students on the college prep track is required. A credit, as defined by Washington state law, is a minimum of 150 hours of instruction, or 180 fifty-minute class sessions. Seniors will not be permitted to participate in commencement exercises, attend the senior trip, or receive a diploma if they have not completed all requirements for graduation.

TBHS Graduation Requirements

(Effective for Class of 2021 and Beyond)

Subject	Minimum state graduation requirements	Minimum requirements for TBHS*	College Prep requirements for TBHS*	Minimum requirements for public, four-year colleges and universities**	Recommended courses for highly selective colleges and universities
English	4 credits	4 credits	4 credits	4 years	4 years
Bible	0 credits	4 credits	4 credits	0 credits	0 credits
Math	3 credits	3 credits	4 credits****	3 years***	3-4 years***
Science (two must be a lab)	3 credits	3 credits	3 credits	2 years (3 years required 2021+)	3-4 years
Social Studies	3 credits	3 credits	3 credits	3 years	3-4 years
World Language (same language)	2 credits	2 credits	3 credits	2 years	3-4 years
Visual or Performing Arts	2 credits	2 credits	2 credits	1 year	2-3 years
Health (required) and Fitness	2 credits	2 credits	2 credits	* TBHS requirements may be higher than state minimums. ** Students must have a minimum 2.00 grade point average. *** Must be Algebra II or higher. **** Must be Trigonometry or Higher.	
Occupational Education (CTE)	1 credit	1.5 credits	1.5 credits		
Electives	4 credits	1.5 credits	1.5 credit		
Total	24 credits	26 credits	28 credits		

Students earn .25 credits per sport each year for participation in TBS athletics.

Homework

Homework strengthens the academic program. Generally, homework should not exceed 90-120 minutes daily (20-30 minutes per academic class) for high school students and 60-90 minutes daily (15-20 minutes per academic class) for middle school students. Certain courses or incomplete class-work may require additional homework time. Parents should contact teachers directly if they have questions or concerns about assigned homework.

Incomplete Coursework

Students who receive an incomplete (I) on a semester report card due to extended illness have two weeks from the end of the grading period to complete the work missed before the grade is finalized.

National Honor Society

NHS members must be in grade 11 or 12 and must maintain a 3.4 or higher GPA. Students are selected based upon their demonstration of godly character, scholarship, leadership qualities, and community service. The Christian Ambassadors chapter of Tacoma Baptist School is affiliated with the National Honor Society.

Scripture Memory Requirements

Scripture memorization is an important aspect of Tacoma Baptist's High School Bible curriculum. High school students will be assigned Scripture verses throughout the year, and this is an element of their grade in Bible class.

In addition to weekly memorization requirements, Tacoma Baptist Seniors are expected to complete a project as an aspect of their grade in Senior Bible. Seniors may choose from the following options.

- Recite 125 verses in a single sitting. The required verses are to be chosen by the student from a list provided by the Bible faculty (unless otherwise given permission from the Bible faculty)
- Memorize a passage of Scripture (approved by the Bible faculty) and write a paper 6-8 pages in length that discusses its meaning, theology, and application.
- Write a paper (6-8 pages in length) on an apologetic issue (e.g. problem of Evil, Jesus' Resurrection, Inerrancy of Scripture etc.) or on connecting theological truth with a current issue (e.g. abortion, environmentalism, immigration etc.).
- Give a presentation (15-20 minutes in length) on an apologetic or theological issue.
- Propose another option that reflects a comparable level of time investment to the Bible faculty for approval.

Student Government

ASB membership includes all students in grades 9-12. High school students elect ASB officers annually. ASB officers and Class Officers make up the Student Council.

Valedictorian and Salutatorian Qualifications

The valedictorian is the graduate recognized who meets the following eligibility criteria:

1. Has attended Tacoma Baptist for at least two (2) full years and is a full time student the senior year.
2. Has the highest Grade Point Average (GPA).

3. Has taken the following classes: two years of the same world language; any two of these sciences: honors chemistry, honors physics, advanced human biology; advanced math/trigonometry or AP calculus; and AP classes.
4. Honors or Concurrent English in the junior and senior years.
5. Is a current member of the National Honor Society.

The salutatorian is the graduate recognized who meets the following eligibility criteria:

1. All criteria listed above for the valedictorian.
2. Has the second highest Grade Point Average (GPA).

In cases of a “tie”, the number of AP classes, concurrent credit classes, weighted GPA, and the student’s cumulative average on a 100 point scale may be taken into consideration to determine rank.

Attendance

Regular attendance in school is required by the State of Washington for all students ages 8-18. It is also conducive to high scholastic achievement and is good training for the work God calls us to do (Psalm 90:17; Proverbs 12:24; Ecclesiastes 9:10; Zechariah 3:16; I Thessalonians 4:11; Colossians 3:23). TBS expects regular attendance for all students enrolled, regardless of age.

Hours of Operation

The school day begins at 8:00 am for all students grades Pre-Kindergarten through 12th grade. Our preschool program begins at 8:15am. The following are grade specific dismissal times:

- Preschool: 10:45 am daily
- PreK - Grade 2: Regular schedule - 2:30 pm. Early dismissal days - 11:20 am
- Grades 3 - 5: Regular schedule – 2:40 pm. Early dismissal days – 11:30 am
- Grades 6 - 12: Regular schedule – 2:45 pm. Early dismissal days – 11:35 am

Students who arrive after school begins or leave before the school day ends must sign in/out at the office. Students in high school are permitted no more than ten (10) absences per semester in each class. High school students absent more than 10 times during a semester will meet with the administrative team and may lose credit for that class. Parents are encouraged to regularly check their student’s attendance record on FACTS SIS. A parent may appeal to administration to reinstate credit if they believe extenuating circumstances (i.e, extended illness, extreme family trauma, etc.) merit review. This appeal must be made within two weeks after notification of denial of credit has been made.

Absence

Parents are requested to contact the school office by voicemail or email on the morning of absence when a student is absent from school. Students are required to submit a note upon return including the date(s) and reasons for the absence to the office. They are then given an admit slip to class.

Early Departure

We ask that appointments be made outside of the school day whenever possible. For a mid-day absence, such as a doctor appointment, students must bring a written request for excuse from the parent prior to the appointment and must sign in/out at the office. Students are not allowed to leave campus without parental permission. Parents may request consideration for a regular early dismissal from the administration for student employment, off-campus classes, etc.

Excused Absence

An excused absence is granted when the student's parent provides a written note to the office explaining the reason for the absence. Students with excused absences may make up work for full credit. From the day of returning to school, students with excused absences will have one (1) day for every day absent to make up missed assignments. Work handed in after this time will be penalized by lowering the grade. If students miss a test, make-up times will be made at the teacher's convenience.

Planned Absences

Students who are planning to be absent from school will be required to complete a Planned Absence Form if they will be absent for more than two days. We ask that students complete this form and turn it in to the main office for approval *one week before the absence is to take place*. All homework listed on the form is due two days after the student returns. For example: if the student returns on a Tuesday, all their make-up work is due on Thursday. If they return on a Friday, it is due the next Tuesday. After the two day allowance, they will receive penalties according to the teacher's late work policy. Student who do not complete a planned absence form may not be granted any time to make up their work without penalty regardless of whether the absences is excused or unexcused.

Unexcused Absences

An unexcused absence is one in which the student has been absent but has not provided a note from his/her parent explaining the reason for the absence. Students whose absences are unexcused will be expected to make up work for days missed.

Students who miss class during the day, without prior approval of parent or teacher, may not be excused by a parent note. Students already on campus who miss class are considered truant. Absences are unexcused when students miss class without obtaining permission from the teacher first. Students who miss chapel, assemblies, class meetings and other events that occur during the school day are considered truant.

Students may also receive an unexcused absence when a note explaining the absence is not received within three days of the absence.

Excessive Absences

A student will be denied credit for a course in which he/she has exceeded ten (10) absences per semester, excused or unexcused. This includes absences for medical appointments, extended illness and extreme family trauma. A parent may petition for credit if the parent believes extenuating circumstances merit review of the student's record. The petition process begins by a parent calling the office to schedule a review with the administrative team. Chronic absence may result in dismissal from school.

Sports Events/Activities Absences

TBS students may not participate in extra-curricular activities if they have been absent from school for any class on the day of the activity. This does not apply to absences due to a doctor, dental, or similar appointments.

Tardiness (Elementary)

Students are expected to be on time to school. Parents dropping student off after 7:55am must park and sign in students. Students not in class by 8:00am must clear a morning tardy through the office prior to proceeding to class. For a tardy to be excused, the student must have a note from a parent/guardian. Chronic tardiness may lead to a conference and even dismissal. Students arriving late due to school transportation are automatically excused.

Tardiness (Secondary)

Students are expected to be on time to all classes. Students who arrive late to school must obtain a tardy excuse through the office prior to proceeding to class. Students arriving more than ten (10) minutes late to a class are considered absent. Parents may excuse *five* first period (or first period arriving to school) tardies per semester. Tardies beyond five are unexcused. Tardies to periods 2-7 may not be excused by a parent unless the student arrives to school for that period.

Unexcused tardies in any one class during a semester will have the following discipline attached to it:

1-3 Unexcused Tardies = email home

4-7 Unexcused Tardies = May result in an after-school detention

8+ Unexcused Tardies = Detention + meeting with an administrator

- Students who fail to serve their detention within the communicated time may escalate their consequence to an in-home suspension.
- Students will be required to serve one hour of detention for each unexcused tardy.
- Parents will be responsible for changes in transportation that result from detention.

Truant

Students absent without parental/guardian/teacher knowledge are considered truant. No work will be accepted for the absence, and tests or quizzes given will receive a failing grade. Disciplinary action will be taken for truancy as deemed appropriate by the administration. "Skip" days will be considered truant absences unless prior permission has been abstained from administration.

Athletics

Tacoma Baptist offers a wide range of athletic activities. In order to participate in middle school or high school athletics, students must be classified as full-time (enrolled in at least four classes) and must maintain academic eligibility according to both WIAA and Tacoma Baptist standards. A list of sports currently offered can be found on the TBS website and from the Athletic Director. Information about schedules, scores and standings can be found on the school website or obtained from the Athletic Director's office.

Secondary Student Attendance for Practice or Game Participation

A student/athlete must attend all classes to practice or play in a contest. If an athlete is too sick to come to school, they are too sick to practice or play. This does not apply to absences due to a doctor, dental, or similar appointments. Only the administrative team/athletic director can excuse an absence for participation in a practice or contest.

Day after Sporting Event

In cases of weekday contests, attendance in all classes the following day is expected unless one of the following exceptions applies: 1.) If a team arrives home extremely late from an out of town contest, the athletic director has the discretion to extend the arrival time at school the next day without penalty. 2.) The late arrival is due to a doctor, dental, or similar appointments. 3.) Specific approval by A.D. for individual situation. Failure to comply with these attendance regulations may result in the student athlete being placed on suspension from the next contest.

Accidents / Injuries

Students participating in TBS athletics who experience an injury must provide written authorization from the treating physician to resume participation in sports.

Cheerleading

Students wishing to try out for the high school cheer squads must have attended the Tacoma Baptist campus for at least one semester prior to tryouts and receive faculty approval. Cheerleaders must be full-time students at TBS. Exception can be made with approval of Athletic Director.

Eligibility

The Washington Interscholastic Athletic Association (WIAA) requires a student to be passing 6 out of 7 classes each semester. If a student does not meet WIAA standards, he/she is ineligible for a period of 5 weeks, at which time his/her grades must meet TBMS/TBHS standards. Grades are checked every three weeks for all TBS students. To meet TBS academic standards, the athlete must meet the minimum G.P.A. of 2.0, have no failing grades, and no more than 2 classes below 70%. If these TBS academic standards are not met, the athlete will be placed on academic probation for three weeks.

Students on probation will be required to do a Plan of Improvement (POI) form and turn it in 2 days after receiving it from the athletic office in order to be able to practice. If the student is meeting TBS academic requirements at the end of week 3, academic probation will be removed. If student is not meeting the requirements, he/she will be ineligible for the next three weeks. Academic probation lasts only three weeks and can be instituted, reinstated, or removed after each regular grade check period. If a student is placed on academic probation for six consecutive weeks, the student may be removed from the team for the duration of that sport season. Students on academic ineligibility are required to attend practice unless special arrangements have been made for the student to receive tutoring. Ineligible athletes may not dress for games or travel with the team if it will result in missed class time.

Enrollment / Summer Athletics

High School students must be fully enrolled at TBS for the upcoming year to be able participate in summer high school athletic opportunities. These summer opportunities begin after the final spring sport state tournament which is considered summer opportunities. To be **fully enrolled**, parents must complete their online enrollment forms and complete all the tasks required under TBS policy.

Participation at Other Schools

Students may not participate in athletics at other schools (even if TBS does not offer that sport) unless permission has been granted by school administration. In order to be considered, all athletic eligibility requirements for TBS must be met by the student. TBS will not transport, absorb costs, or assume liability for athletic participation at another school.

Physical Examination

Students must submit WIAA physical results from a qualified medical practitioner and an emergency medical treatment form to the athletic office every two years in which they participate in athletics.

Student Commitment

Once an athlete has made a commitment to a team, he/she is responsible for attending practices, games, events, etc. Athletes will be given a try-out period where they can decide if they want to do the sport, but once teams are decided, then athletes are expected to be committed to the team. Any athlete who fails to keep his/her commitment may be subject to penalty. An athlete who quits a sport without going to the coach for discussion and getting permission from the athletic director will be suspended from the first 25% of the athlete's games for the next sport season he/she joins. A second offense of quitting without permission will result in suspension from participation in all athletics for 12 months.

Student Insurance

Students must provide proof of medical insurance coverage prior to practicing or participating in any sports. Students are required to have medical insurance either through their parent/guardian or may obtain coverage by purchasing student insurance. Parents/guardians are responsible for all costs associated with care. In all cases of injury or accident requiring medical attention, diligent effort will be made to contact either the parents/guardians, the listed emergency contact, or the student's physician listed in the student's health office file on the Treatment Authorization Form.

Student Transportation to Sporting Events

As a general rule, athletes are required to ride with the team on school-provided transportation to events. Students may ride home with a parent/guardian after a contest ONLY if the athlete is officially signed out on the sign-out sheet with the coach. Another adult or friend cannot transport any student(s) other than their own family member(s) from a contest without prior paperwork / approval done through the athletic director office.

Athletic Code of Conduct

Tacoma Baptist Student Athletic Code exists to provide specific guidelines to be followed by students who represent Tacoma Baptist in athletics. In addition to this policy, athletic program participants are also governed by their school's student handbook and W.I.A.A requirements. All students who participate in the athletic programs at Tacoma Baptist will comply with the rules and regulations of the athletic code of conduct from first participation until graduation of their senior year

Tacoma Baptist Substance Abuse Policy

Students who use, possess, or sell drugs, alcohol, or tobacco/vaping products will be in violation of school policy. Any athlete found in violation of the athletic code will meet with the athletic director and parent prior to returning to play. Students suspended for athletic code violations will be given the right to try-out for a sport that makes cuts and then the suspensions will resume after final cuts are made.

Illegal Use, Sale, and/or Possession of Tobacco or Vaping Products

First Offense – Up to a five-day suspension from athletics will occur. Athlete will be immediately suspended from interscholastic competition, but the athlete will be allowed to continue practicing during the suspension. This suspension will carry over to the next season if the imposed suspension is not complete.

Second Offense – Up to a ten-day suspension from athletics will occur. Athlete will be immediately suspended from practice, all interscholastic competition, and will lose all league and athletic awards earned. This suspension will carry over to the next season if the imposed suspension is not complete.

Third Offense – Athlete will be immediately suspended from all interscholastic competition for the rest of the year.

Underage Use, Sale, and/or Possession of Alcohol / Marijuana (Including THC products)

Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where alcohol is present and underage students are drinking or using marijuana, and the student makes no effort to leave the location immediately.

First Offense – Up to a fifteen-day suspension from athletics. This consequence reduces to seven days if the student enrolls and successfully completes a school-approved substance abuse program. The cost for this program will be the responsibility of the student's parents. Athlete will be allowed to continue practicing with the team during suspension.

Second Offense – Up to a thirty-day suspension from athletics. This consequence reduces to fifteen days if the student enrolls and successfully completes a school approved substance abuse program. The cost for this program will be the responsibility of the student's parents. Athlete will be immediately suspended from practice, all interscholastic competition, and will lose all league and athletic awards earned.

Third Offense – Athlete will be immediately suspended from all interscholastic competition for the rest of the year.

Illegal Use, Sale, and/or Possession of Legend Drugs, Illegal Drugs/Controlled Substances

Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where drugs are present and underage students are using drugs, and the student makes no effort to leave the location immediately.

First Offense – Immediate suspension from athletics for the remainder of that season. The athlete will lose all league and athletic awards earned. This consequence reduces to a fifteen-day suspension if the student enrolls and successfully completes a school-approved drug abuse program. An athlete who successfully completes community assistance program may allow his/her athletic eligibility to be re-instated in that athletic season, pending recommendation by the administrative team. The cost for this program will be the responsibility of the student's parents.

Second Offense – Athlete will not participate in interscholastic competition for a period of one calendar year from the date of the second violation.

Third Offense- Immediate expulsion. A participant who violates for a third time shall be permanently ineligible for interscholastic competition.

Dress Guidelines

Our guiding principle is to partner with parents in promoting attire that is modest, safe, and comfortable as well as respects the individual tastes of students.

General Guidelines

- Student apparel should cover an area from the upper chest to the midhigh.
- On Fridays, students are encouraged to wear TBS attire.

If you have questions, please contact an Administrator.

Tops should not:

- Contain inappropriate images, words, ads
- Have rips or tears below the shoulders
- Have spaghetti straps (including camis)
- Include strapless attire (halter tops, tube tops), low cut or immodest necklines
- Be cut-off or muscle shirts

Bottoms should not:

- Expose the leg above mid-thigh
- Have rips, tears, or holes above mid-thigh where skin is showing
- Include spandex shorts without running shorts
- Include leggings or running tights without coverage to mid-thigh

Footwear

For safety reasons:

- Elementary students are required to wear shoes that have a back strap
- Secondary are encouraged to keep safety in mind

Accessories

- Ear gauges or facial posts are not permitted while on campus or during off campus school functions & events
- Vulgar, racist, sexual, or gang tattoos are not permitted
- Hats, beanies, and hoods are to be removed during chapel, ceremonies, and based on classroom protocol and teacher preference

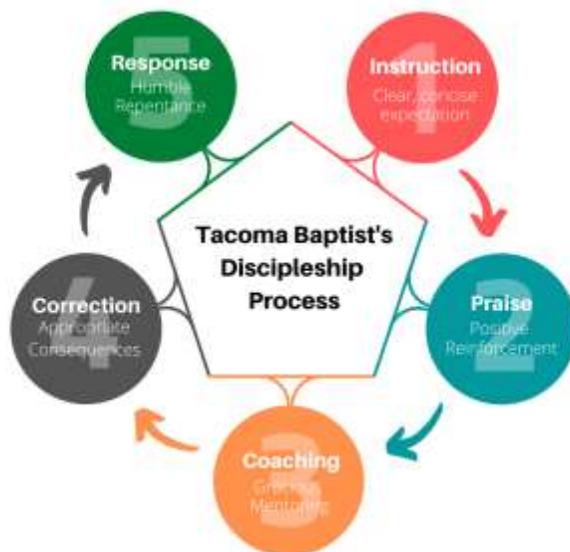
Discipleship

Discipline through Discipleship

Tacoma Baptist Schools prioritizes the training and discipleship of each student. For that reason, your student will be spiritually mentored by teachers and administration through instruction, praise, coaching, and correction. The goal of the entire training process is to teach students respect, responsibility, and humility as they serve God and others.

Each student should benefit from the discipleship process as they continue their academic journey through TBS. We believe our discipleship cycle provides every student an equal opportunity to grow in character, learn through failure, and develop personal values that glorify God and support our community.

TBS Discipleship Process



Instruction:

Above all things, a disciple is “one who is taught,” a learner. We believe the best foundation of discipleship is clear and precise teaching regarding following Jesus. Apart from the classroom environment, instruction occurs at retreats, chapels, MOTUS groups, sporting events, and forums hosted by TBS.

Praise:

Students should be recognized and honored when they make wise choices, demonstrate character, or lead in a way that Jesus would lead. We believe that students who receive encouragement will continue to persist in spiritual growth.

Coaching:

When a student fails to show respect or responsibility on campus, our next response is to coach him/her personally and try to uncover the root of the problem. This includes further instruction from Scripture, prayer for the student, and personal accountability. Coaching may be done by the teacher, the spiritual mentor, or an administrator.

Correction:

All disciples learn and grow when their actions produce consequences. TBS chooses to use consequences, not for the purpose of mere punishment, but for the purpose of correction. Motivated by a love for the student, we assign consequences in order to teach lessons and help students grow through their failure. These consequences may be applied by a teacher or an administrator. *(See below for more details regarding consequences.)*

Response:

It is our sincere prayer that students who experience consequences will respond with humility, demonstrate a desire to improve, and seek forgiveness from the offended party if possible. Humility is a sign of the true disciple, and it is the fuel that accelerates spiritual and moral growth. We would expect that a student at TBS will continually revolve through the discipleship cycle resulting in stronger character, deeper humility, and greater love and respect for others.

Of course, Tacoma Baptist is limited in our ability to manufacture the response of humility within a student. If a student refuses to stay within the cycle of discipleship by demonstrating willful disobedience and continual disregard of others, it will be the unfortunate decision of the administration to remove him/her from our student body.

Areas of Correction

To ensure the physical and spiritual health and safety of our campus community, TBS will seek to correct students in specific areas of action, attitudes, and moral choices. Though we respect the spiritual liberty of every Christian family, these areas are specific to our campus life, and students and families are required to follow these guidelines during their time as a Crusader.

We recognized that some behaviors are more serious than others. Certain areas are considered a greater risk of danger to our campus community and therefore will be addressed with a stronger consequence. Consequences for inappropriate behavior will depend upon the severity, age of student, and repetition of behavior. *(This list is not exhaustive, nor does it limit teachers and administration from addressing other behaviors.)*

Green <i>*Minor actions that disrupt the classroom or campus environment</i>	Yellow <i>*Behaviors that demonstrate a lack of respect and a disregard of others</i>	Orange <i>*Serious actions that threaten campus health and safety, break clear moral codes, may be motivated by willful disobedience or intentional disregard, and may violate school guidelines and local laws.</i>	Red <i>*Major actions that are calculated threats to the spiritual or physical safety of our campus. They may violate school guidelines or local laws.</i>
<i>Classroom misbehavior</i>	<i>Repeated Green behaviors</i>	<i>Repeated Yellow behaviors</i>	<i>Repeated Orange behaviors</i>
<i>Disrespect toward faculty, staff, or TBS</i>	<i>Swearing / Cursing</i>	<i>Harassment or bullying of other students or staff on campus or online</i>	<i>Weapon(s) on campus</i>
<i>Dress code violations</i>	<i>Cheating / Plagiarism</i>	<i>Violation of TBS's Social Media Policy</i>	<i>Direct, stated threats to campus safety</i>
<i>Public displays of affection (holding hands, long hugs, etc.)</i>	<i>Major disruptive behavior or disrespect toward a teacher</i>	<i>Vandalism or destruction of property</i>	
<i>Using electronic devices during unauthorized times</i>	<i>Serious PDA (kissing, intimate embracing, etc.)</i>	<i>Sexual behavior including possession and/or distribution of pornography</i>	
		<i>Theft</i>	
		<i>Fighting / Physical Assault</i>	
		<i>Consumption, distribution, or possession of alcohol, tobacco, e-cigarettes, or drugs</i>	

Consequences Utilized

Consequences are an essential component to the discipleship process. Below is a list of consequences that TBS utilizes for purpose of training. We recognize that consequences must be congruent to the violation and therefore assign stronger consequences to stronger offenses. (*This list is not exhaustive, nor does it limit teachers and administration from assigning other consequences.*)

Green	Yellow	Orange	Red
<i>Conversation with the teacher or spiritual mentor</i>	<i>Parent/Guardian meeting on campus</i>	<i>Parent/Guardian meeting on campus</i>	<i>Expulsion from TBS</i>
<i>Behavior addressed and corrected in class by teacher</i>	<i>Meeting with spiritual mentor or administrator</i>	<i>Suspension</i>	<i>Student is banned from campus indefinitely</i>
<i>Lunch detention</i>	<i>After-school detention</i>	<i>Withdrawal from TBS</i>	<i>Police notified (if crime)</i>
<i>RenWeb documentation sent to parents/guardians</i>	<i>Suspension</i>	<i>Behavioral Contract</i>	
<i>Call or email to parents/guardians</i>	<i>Behavioral Contract</i>	<i>Police notified (if a crime is committed)</i>	
	<i>Outside, professional counseling</i>	<i>Outside, professional counseling or treatment</i>	

Consequences Explained

- Removal from classroom instruction

Students whose behavior is deemed distracting, disturbing, or unsupportive to the classroom and/or school atmosphere may be removed from the classroom and sent to the office. Students removed from classroom instruction are still responsible for material and assignments missed, and will receive no extra time to make up any assignments. Removal from classroom instruction is not an “In School Suspension” or “Suspension” as described below. Students who miss more than 10 minutes of class time will be marked absent for that period.

- Removal from extra-curricular activities

Students whose behavior is deemed distracting, disturbing, or unsupportive to the extra-curricular and/or school atmosphere may be removed from extra-curricular activities, including sports. Students removed from extra curricular activities are not allowed to perform or participate in the extra-curricular activity according to the length of time determined by the TBS administration.

- Detention

Detention is served during specific lunch periods or after school as assigned by a faculty member or administrator. A student may also be assigned work detail or quiet time sitting in the classroom or library. Detention has priority over other after-school activities including school-sponsored activities, athletics, and

transportation. Notice will be given to avoid conflicts. If a student fails to serve assigned detention, the detention will be doubled and other consequences may be applied.

- Probation

Students who fail to meet expected academic or behavioral standards may be placed on probation at the discretion of school administration. Probation is a period of time when a student's performance will receive careful observation by school administration to ensure compliance with school standards. Students on probation may be required to meet regularly with the Dean of Education, the Guidance Counselor, Dean of Students, or an assigned faculty member for the purpose of disciplining the student and evaluating the student's progress toward specified goals. The student is responsible to be punctual and cooperative at these meetings. Students on probation will be periodically re-evaluated by those school faculty involved to measure progress. If a student has demonstrated marked improvement, the student may have some or all of the probation restrictions removed. If the decision is made that the probation will continue, the student will become ineligible for participation in all extra- and co-curricular activities. If the student has not demonstrated marked improvement by the end of the probationary period, more disciplinary measures may be given, including expulsion.

- Suspension (In School)

This constitutes removal of a student from the classroom to an assigned location (such as the office) during which time students are responsible to make up all assigned work, exams, and projects but the highest grade that can be earned is 60%.

- Suspension (Out of School)

At the discretion of school administration, a student may be suspended from school for a specified period of time (usually from 1-10 school days). Specific changes in attitudes and actions are required prior to re-admission to school. A conference will be held with the parent prior to the student's return to school. The student is required to complete any or all assignments while serving a suspension, but the highest grade that can be earned from those assignments is 60%. The student may also be placed on probation when he/she returns to school.

- Expulsion

The decision to expel a student is reviewed by school administration and requires the approval of the administrative team. The student will be suspended from school pending the decision of the administrative team. An appeal of the administrative team's decision to suspend or expel a student must be made according to school procedures for "Conflict Resolution". In rare cases, the unacceptable behavior or attitude of a parent may result in expulsion, non-acceptance of a student for the following term, or a request that the student be withdrawn.

Elementary Students

TBS encourages students to make God honoring choices and will focus on three categories of expectations with our elementary students:

- Character
- Cooperation
- Commitment

Creating positive elementary culture, creating boundaries for our students with positive outcomes, and partnering with our parent/guardians are important pieces to our discipline policy (discipleship process).

When matters of discipline arise, teachers will always work with students to re-direct, help them to problem solve solutions, will communicate with parents on a plan. If problems do not resolve or are more serious in nature, then behavioral issues will be handled by the Associate Dean of Students.

- Conduct Report (Elementary only)

The student and school personnel involved will complete a report describing the misconduct, providing guidance from God's Word, and identifying corrective action to be taken. Students are responsible to obtain a parent's signature on the report and return it to the office the next school day.

- Contract (Elementary only)

If an on-going behavior persists, the Associate Dean of Students will meet with the student and his/her parent/guardian and may put the students on a contract designed to assist the specific areas of concern. The student and parent must support this contract. Violation of the terms may result in other disciplinary action (see Consequences Explained on the previous pages)

Conflict Resolution

It is the policy of Tacoma Baptist Schools to resolve conflicts according to the principle laid out in Matthew 18:15-17 between parties most directly involved in the conflict. Therefore, parents are asked to go directly to the teacher with any problems that may arise. If the conflict cannot be resolved by those most directly involved, the party seeking resolution should go to the next higher administrative level of authority until relief is given or a final determination by school administration has been made.

Bullying and Harassment Prevention

It is the school's aim to maintain a learning environment that fosters respect for the dignity of every individual (Genesis 1:26-27) and is free from physical, sexual, verbal, or any type of harassment. Bullying is defined as: "When a person or group or people behaves in ways on purpose and over and over that makes someone feel hurt, afraid, or embarrassed."

Calling someone a name, pushing someone once, being rude, or having an argument with someone is not bullying. Of course, these behaviors should be addressed, but may have different consequences and interventions, which is why the distinction is critical.

To be defined as bullying, all three components must be present: (1) repeated actions or threats, (2) a power imbalance and (3) intention to cause harm.

Suspicion of harassment should be reported. If a student believes they have been harassed, intimidated or bullied, they should first, report the incident to a school administrator. If a school administrator is not available reporting the incident to a classroom teacher is the next step.

If the harassment has been perpetrated by a teacher, administrator or other person in a supervisory position, report the incident to the next higher level of authority. The school administration will take prompt, equitable, investigative and remedial action (when warranted) on all reports received or which are brought to their attention either through formal or informal channels. When appropriate, the school will involve outside sources such as a pastor, counselor, or law enforcement officer to help remedy the situation.

Individuals who knowingly report false allegations or corroborate false accusations will be subject to appropriate disciplinary action.

Academic Integrity (Plagiarism)

Tacoma Baptist School regards academic honesty as a key component of its educational mission. It is expected that all school work submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of that person's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft.

Examples include the following....

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- Using online translators for assignments and assessments

TBS will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- A. Discussion with the student
- B. Referral to the Dean of Students or Associate Dean of Students
- C. Call to parents by an administrator and or teacher

When plagiarism is found to have taken place, the student may be allowed to rewrite the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "70%." Failure to rewrite the assignment will result in a "0" for that assignment.

A second plagiarism offense may result in a "0" for the course.

Tacoma Baptist Substance Abuse Policy

Students who use, possess, or sell drugs, alcohol, or tobacco/vaping products will be in violation of school policy. Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where alcohol is present and underage students are drinking, and the student makes no effort to leave the location immediately. Any student found in violation will meet with the Dean of Students and parent prior to being allowed to return to school.

Illegal Use, Sale, and/or Possession of Tobacco or Vaping Products

A student who is found to use, sell, and/or be in possession of vape or tobacco products shall be in violation of school policy.

First Offense – A two-day suspension from school and a five-day suspension from any extra-curricular or cocurricular (athletics, leadership, worship team, drama etc.) will occur.

Second Offense – A five-day suspension from school and a ten-day suspension from any extra-curricular or co-curricular activities (athletics, leadership, worship team, drama, etc.) will occur.

Third Offense – Consequences will be addressed by administration and may include expulsion from TBS.

Underage Use, Sale, and/or Possession of Alcohol / Marijuana (Including THC products)

Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where alcohol is present and underage students are drinking or using marijuana, and the student makes no effort to leave the location immediately.

First Offense – A five-day suspension from the school occurs and fifteen-day suspension from any extra-curricular or co-curricular activity (athletics, leadership, drama, worship team, etc. This consequence reduces to three days/seven days if the student enrolls and successfully completes a school-approved substance abuse program. The cost for this program will be the responsibility of the student's parents. Athlete will be allowed to continue practicing with the team during suspension.

Second Offense – A ten-day suspension from school occurs and thirty-day suspension from any activity (athletics, leadership, worship team, play, etc.). This consequence reduces to five days/fifteen days if the student enrolls and successfully completes a school approved substance abuse program. The cost for this program will be the responsibility of the student's parents.

Third Offense – Mandatory enrollment in substance abuse program, 30-day suspension from school, or possible expulsion.

Illegal Use, Sale, and/or Possession of Legend Drugs, Illegal Drugs/Controlled Substances

Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where drugs are present and underage students are using drugs, and the student makes no effort to leave the location immediately.

First Offense – A fifteen-day suspension from school will occur and an immediate suspension from any extracurricular or co-curricular activity (athletics, leadership, worship team, play, etc.)

Second Offense – A thirty-day suspension and possible expulsion from school.

Third Offense- Immediate expulsion.

Weapons

No student shall possess, use, or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student who violates this policy.

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including objects that have been modified to serve as a weapon. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon, and such objects, devices or instruments may be treated as weapons including, but not limited to, weapons which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

A student who finds a weapon on or near school grounds should immediately report it to an administrator.

Finance

Delinquent (Past Due) Accounts

Accounts more than sixty (60) days past due may result in the student being suspended from school. Report cards will be held, and requests for transcripts/transfer of records will not be honored for students whose accounts are past due. The account must be current before a student is permitted to re-enroll for the following year. Students will not be permitted to participate in graduation ceremonies and will not be considered graduates of TBS until all financial obligations are met in full.

Development and Fundraising

TBS conducts several fundraising events throughout the year including major events such as the Annual Auction. Student organizations also conduct fundraising events during the school year to support activities. Your support of fundraising activities is always needed and appreciated because tuition does not cover the whole cost of a quality TBS education.

Enrollment/Registration

Application and registration fees are non-refundable. Class space for a student is not reserved until application and registration fees have been paid in full.

Fundraising Approval

All fundraising activities, sales, solicitations or promotions conducted on behalf of or using school contacts must receive prior approval from the school administration. Posters, flyers, and other advertisements for school events must be pre-approved by school administration. Contact the administration directly if you have questions about fundraising.

Other Fees

The Finance Office monthly statements can/may only cover tuition. We do not manage the BASC/ Student Center charges. If there is a charge, a monthly statement will be sent via mail. Please pay these fees to the school directly. Contact the Finance Office to discuss questions, discrepancies, or concerns about your account. A late charge of 1.5% per month or \$25/month (the greater of the two amounts) is applied to accounts not paid by the 5th day of the month due, and late charges continue to accrue as the account remains delinquent.

Tuition

Tuition may be paid in one of the following ways:

1. Pay in full by June 1st (7% discount) payable to TBS.
2. Pay in full by July 1st (5% discount) payable to TBS.
3. Pay in full by August 1st (3% discount) payable to TBS.
4. Pay in full after August 1st (2% discount) payable to TBS.
3. Pay in 11/12 equal monthly payments via bank to bank transfer.

The school has contracted FACTS Tuition Management to handle accounts. If you intend to establish a FACTS payment plan, a family will be required to submit required FACTS forms and pay all applicable FACTS service fees.

Tuition Assistance

Aid is given to those on a needs-based financial account of documents submitted to FACTS Tuition Management system. Families are required to re-submit their Tuition Assistance packet on a year to year basis. Tuition Assistance is not a guaranteed rate from year to year.

Additional Information and Policies

Abuse or Neglect and Reporting

School employees are legally required to report all suspected child abuse or neglect. This is the case whether the suspected abuse or neglect occurs on or off the school premises. Reports will be made to Child Protective Services, the Department of Health and Social Services, or to the police.

Accidents/Injuries

Any individual who witnesses an accident on school premises, at a school event, or who is injured on campus (or at any school-sponsored event) is responsible to immediately report the injury to a teacher, coach or other school personnel who will be responsible to ensure provision of first aid, contact emergency services, complete a TBS incident report, or perform other required actions.

Students will be transported via ambulance at the discretion of school or emergency personnel. Parents/guardians are responsible for all costs associated with care. In all cases of injury or accident requiring medical attention, diligent efforts will be made to contact either the parents/guardians, the listed emergency contact, or the student's physician listed in the student's health office file on the Treatment Authorization Form.

Asbestos

According to EPA regulations, all schools nationwide are required to undergo systematic asbestos inspections to ensure the safety of students. TBS is inspected every three years by a certified professional and conducts a self-inspection every six months. We keep an active manual of all documents and inspections in the finance office. Additional information is available upon request.

Asbestos Management Plan and Annual Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, please be advised that copies of the Asbestos Management Plans can be found in the Facilities/Athletics office at Tacoma Baptist Schools.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act, which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to the condition of the potential hazard. Every three years, the Tacoma Baptist District conducts a reinspection to determine whether the condition of the known or assumed asbestos-containing material has changed, in order to make recommendations on managing or removing the material.

The management plans are site-specific guidance documents that the District must follow in managing the asbestos-containing building materials (ACBM) present in some of the schools. Each plan is updated to keep it current with on-going operations and maintenance, periodic inspections, and response action activities.

Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person, Dwayne Beavers at dbeavers@tacomabaptist.org.

Booster Club

The Booster Club is open to all parents of TBS who would like to be a part of fundraising efforts for TBS athletics. The Booster Club is not a governing body but serves to provide cooperative support to the school administration, staff and its policies. Contact the Athletic Office for information on how you can participate.

Chapel

Our weekly chapels provide an opportunity for students, faculty, and staff to fellowship together in worship and teaching. Local pastors, missionaries, and other speakers provide a variety of chapel presentations/messages. Parents and those interested in Tacoma Baptist Schools are invited and encouraged to attend chapels, especially the special all-school and holiday chapels held during the year. No prior arrangements need to be made.

Closed Campus

TBS maintains a "closed campus." All students are required to remain on campus during school hours, including lunch period, unless permission from the appropriate office is obtained, and they have signed in/out at the appropriate office. For the safety of our students, we require all volunteers, parents, and guests to sign in at the receptionist's desk, obtain and wear an identifying badge, and sign out when they leave the campus. Permission to host a visitor on campus must be obtained from the office no later than the day prior to the intended visit. Students who attend other local schools are not permitted on campus unless they receive appropriate permission.

Conflict Resolution

It is school policy to resolve conflicts between the parties most directly involved in the conflict according to the principle laid out in Matthew 18:15-17. If the conflict cannot be resolved by those most directly involved, the party seeking resolution should go the next highest administrative level of authority for resolution. The process should be repeated until resolution is achieved or until a decision from the highest administrative authority is given.

If an impasse develops between the parties involved and the administration has not been able to settle the grievance, an appeal may be made to the school board. After hearing a complaint or grievance, the decision of the board of Tacoma Baptist Schools shall be final.

Driving and Pick Up/Drop Off

Elementary

PreK-5th: Those dropping off students in PreK-5th grade should use the parking lot of drive through area in the lower elementary parking lot on 64th street, directly in front of Building C. Please do NOT allow students to exit the vehicle except in front of the C Building for safety reasons. Also, students must exit the vehicle from the side closest to the building, not on the side where cars drive. Additionally, parents who park are asked to walk students to the crosswalk and then cross over to the play area. Please do not walk with students in traffic lanes.

Preschool: parents must walk their child to their classroom and pick them up from the classroom.

Identification Numbers: For the safety of our students, parents and guardians will be given a student identification number that matches that of their student(s). Parents, guardians, and/or all those listed on the family emergency contact/pick up forms will need to show school employees that number when picking up their student or signing their student out of our BASC program.

Secondary

Secondary students are dropped off and picked up in the gymnasium parking lot. Students should arrive no earlier than 7:30 a.m. and should be picked up by 3:00 p.m. unless they are involved in sports or other school related activities after school. Supervision is not provided for students remaining on campus after school unless they are a part of an official after-school activity. Middle school students are expected to stay in the library until their parent/guardian arrives to pick them up. Students are expected to leave campus within 30 minutes of the end of their last activity.

Electronic Equipment

Elementary – Electronic devices should not be brought on campus. If there is an extenuating circumstance, parents are asked to receive approval from the administration prior to allowing their student to bring a phone or electronic device to school.

Students are not permitted to use their personal electronic devices during class. During passing periods and lunch, high school students are permitted to use their devices in accordance with TBS guidelines. Middle school students are not permitted to use devices during passing periods or lunch.

During assessments, students will be expected to relinquish their devices upon teacher request. Devices utilized during assessments are considered a violation of student integrity and will be treated the same as cheating.

Students found in violation of these policies may have a detention issued and their devices confiscated and/or taken to the school office for pick up at the end of the day by the student or a parent.

High school and middle school computers and iPads are only to be used in support of educational endeavors or school operations. Students using computers, iPads, or other equipment agree to abide by the school's internet use policies and standards for conduct. Students may only use computer lab equipment during computer classes unless permission has been obtained for use outside of class by an administrator or teacher.

Emergency and Disaster Practices

In the case of an emergency, it will be important for parents and guardians to know this information and follow the procedures outlined below. In an emergency situation, misinformation often abounds. Please do not react to information unless it is received directly from school authorities or the local authorities involved with the emergency.

In any emergency please do the following:

- Resist the instinct to contact the school or your child. While a parent's instinct is to contact a child or the school, there are several reasons NOT to do this:

In some situations you could actually endanger your child if his/her phone makes a sound.

Even using cell phones, an influx of calls could jam reception and interfere with the school's communication with local authorities.

Calling your child could result in your receiving inaccurate information.

- Wait for a Parent Alert and instructions from the school. Information will be sent as soon as possible.
- Parents/guardians wait for further instruction on where to pick up your children through the parent alert system.

Lockdown Information:

The office will make every attempt to put the following card indicators in the front office window in the event of a lockdown.

GREEN "card" indicates a lockdown drill or a precautionary modified lockdown.

No one will be permitted to enter or leave the buildings during a drill. During a modified lockdown, parents and guardians may be allowed to enter the building on a limited basis.

For a modified lockdown, used only as a precautionary measure, a Parent Alert will be sent.

Parents arriving at school may remain in the parking lot while waiting.

YELLOW "card" indicates a lockdown due to an intruder IN THE NEIGHBORHOOD.

A Parent Alert will be sent.

No one should come to the school.

Use the back part of the HOME DEPOT parking lot to await further information/instructions.

RED “card” indicates a lockdown due to an intruder ON THE CAMPUS.

A Parent Alert will be sent out as soon as possible.

No one should come to the school.

Anyone inadvertently arriving at the school should leave immediately.

Parents/Guardians should meet in the back part of the HOME DEPOT parking lot to await information and instructions.

Facilities and Gymnasium Use

The school gym may be used for school events with the permission and scheduling of the athletic office and under the discretion of the administration. Guidelines, usable resources, fees, and instructions for gym use are available from the athletic office.

Only students with approved TBS supervision are allowed in the gym or on the stage. When the gym is in use by a team, class, or other authorized group, the gym is off-limits to all other students and other groups. The stage and balcony areas are always off-limits except for supervised activities.

When playing on the gym floor, only approved, indoor-type (non-marking) gym shoes are to be worn. When approved by administration, posters, signs, etc. may be hung up with tacks or staples. When they are removed, the tacks/staples must also be removed.

Guests and Visitors

For the safety of students and school employees, TBS is a closed campus. Visitors, including parents of students, are welcome to come to the school to do volunteer work, participate in events, chaperone student activities, or for other reasons at any time. All visitors, including parents, are required to first sign in with the school receptionist, obtain a visitor’s pass, and return it and sign out when they leave.

Prospective students and their families are welcome to visit Tacoma Baptist anytime, but we encourage prospective students to attend a scheduled Shadow Day. Calling ahead is suggested to ensure our offices are open and to arrange a tour of the areas of interest. Prospective students coming as a current student’s guest to visit TBS during the school day should dress in accordance with the school dress code. TBS has several events on the calendar for prospective families. They are welcome and encouraged to attend. Contact the school office for more information.

Head Lice (Pediculosis)

Students affected by head lice are not allowed to attend school. Students found to have lice will be sent home. This common condition can easily be treated by following the directions for an anti-lice shampoo. Students absent due to head lice must be cleared by the school office before returning to class.

Illness

Students who become ill must report to the Health Center. If they are not able to go back to class, a parent/guardian will be contacted to make arrangements to pick up their child. The child must be signed out at the school office and will only be released to an authorized parent/guardian or another designated individual.

Students who have been ill at home (vomiting, or running a temperature of 100 degrees or higher) should not come to school until symptoms have ceased for 24 hours.

Lockers

Students in grades 6-12 are assigned lockers at the beginning of the year. High school students need to provide their own locks. The lockers should remain locked at all times as TBS will not take responsibility for items that are missing or stolen. Inappropriate pictures, posters, etc. are not to be hung inside the lockers, and lockers should always be kept neat and clean. TBS reserves the right to check the contents of lockers at any time. Students who use their own locks and have not turned in the combination numbers to the office take the chance that their lock will be cut off if a locker check is needed. Lockers may not be “traded.” Students are responsible for any damage that occurs while the locker is assigned to them.

Lost and Found

Items in the “Lost and Found” are discarded or donated to a charity or thrift store approximately every quarter to avoid excessive storage problems. Locations are located in the elementary and middle school buildings.

Lunch

Typically, elementary students eat lunch in their classrooms. Once or twice a week, classes (Grades K-5) take turns eating in the student center. High school and middle school students may eat their lunches in the student center, the patio area, or in designated classrooms. Hot lunches may be purchased daily. Students are not permitted on the field, playground, or in the gym during lunch unless approved by faculty or administration. Lunches can be prepaid through the elementary office or online. Seniors are allowed to leave campus during lunch on Tuesdays, and Thursdays if a permission form is signed by a parent and on file in the secondary office.

Medications and Prescriptions

Tacoma Baptist must have written permission from a licensed practitioner and parent to administer prescription and/or over the counter medication. All medication needed by a student during the school day must be brought to the office with a note from the parent/guardian, containing information regarding the prescription. Medications must be in their original containers accompanied by a doctor’s signature and note with the name of the medication, specific dosages, methods of administration, and the administration schedule. For a proper form, please see the school office.

Parent Involvement / Volunteer Hours

We request each family to volunteer for 20 hours a year. This gives parents the opportunity to be involved in their child’s education and to contribute to the community atmosphere. There are a multitude of areas in which parents can be involved. If a parent is not contacted for involvement, he/she should contact the office or a faculty member to ask where help is needed.

In addition to many opportunities to use your skills on campus and fulfill the suggested 20 volunteer hours each year, we invite you to come as our guest to school concerts, special programs, weekly chapels, athletic events, etc. Parents wishing to provide birthday treats for students should make arrangements with the teacher in advance. Parents desiring to participate in school-related events and field trips off campus must have a background check/report on file with Tacoma Baptist prior to participating in the activity.

The TBS Parent Volunteer Network (PVN) is a group of parents that meet once a month with a common goal to serve our school, support our staff, community, fundraising and new family outreach. 1 Peter 4:10 says "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." The Parent Network is made up of a President, Vice President, Secretary and Treasurer with additional support from various volunteers at different events throughout the year. The PVN helps to coordinate school room parents.

Parties and Social Functions

Dates and places of school-related parties, activities, and social functions must be approved in advance by the secondary office and by the administration. A form is available for requesting approval. Students wishing to bring a non-TBHS student to an official TBHS function must complete a visitor form and submit it to the high school office for approval at least two days before the event. Visitors are required to meet school dress and behavior expectations. TBMS students are generally not permitted to bring non-TBMS students to school functions. Students will be held responsible for the actions of their guests.

Prayer Support

Parents are encouraged to pray regularly for the school. Please contact the school office if you would like to meet with others for prayer or would like a monthly prayer update. Currently, we have a parent prayer group that meets weekly on campus.

Security

For the safety of our students, the TBS campus is a closed campus. If you observe persons on campus who you feel should not be there or notice any unusual, unsafe, or suspicious circumstances, please report the information to school personnel as soon as possible.

Also, for the safety of our students, students from other schools, alumni, and unauthorized adults are not permitted on campus without the approval of administration.

Senior Trip

The senior class retreats to a location of their choice (with administration approval) for three to five days prior to the end of the school year. The senior class advisor and other faculty members and/or parents accompany the class. The Senior Trip is paid for by the class.

Social Media Policy

Students are expected to follow the guidelines listed below in order to create a safe, respectful, and moral atmosphere in every online environment. Students who violate this policy will be assigned appropriate consequences (listed under "Discipleship" in this Handbook) and risk forfeiting their privilege of being a student at Tacoma Baptist.

Students at Tacoma Baptist Schools must sign an agreement stating that they agree to...

- Represent Christ and Tacoma Baptist School well by posting content that reflects Christian and Crusader values. Content or comments will not be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity. This includes links to websites and content that contain offensive or immoral media.
- Avoid showing approval of inappropriate posts (by "liking", sharing, commenting, etc.). Doing so is seen as equivalent to posting the content and will result in similar consequences.

- Interact with others in a respectful, courteous, and positive manner through comments and posting of content.
- Identify truthfully through my social media accounts. Social media accounts will not be created under an alias, nickname, or someone else's name nor will false information be given within their account.
- Respect the privacy of others. This includes not post the phone numbers, addresses, email addresses, or other personal information of other individuals. They understand that if they post their own personal information, that information is now public and can be misused.
- Protect personal social media accounts. This means not allowing another individual or entity to use their personal identification to post content or comments on their behalf.
- Stand up for the safety and well-being of others. Students agree to notify school faculty or administration if they are aware of a student being bullied, harassed, slandered, or threatened online by someone else.
- Respect the rights of other people and their content. This includes not posting content or comments that infringe on the rights of TBS or any individual or entity, including privacy, intellectual property, or publication rights.

Skateboarding, Bicycle Riding and Rollerblading

Skateboarding, bike riding, or rollerblading is not permitted on campus. Bike riding is permitted only as a means of transportation to and from school.

Student-Driven Vehicles

A high school student who drives a vehicle to school may be asked to register their automobile with the school office and show proof of insurance to obtain a parking permit. Careless driving or failure to adhere to student vehicle policies may result in loss of privilege to park on campus, a fine, or other discipline. The speed limit for all campus areas is 5 MPH. To maintain positive relationships with our immediate neighbors, students are asked to drive slowly and carefully on Wapato Street south of 66th street.

Transportation

To find out whether school transportation is available in your area, please contact the office. The following are the transportation department's general rules:

1. The driver is in full charge at all times of the bus and all riders
2. TBS standards of behavior are in force
3. Eating is not permitted
4. Head or arms of students may not be extended out of windows
5. The aisle will be kept clear of items (including student belongings)
6. Students are to remain seated while the bus is in motion

Rule violations are reported to school administration and student's parents.

Use of School Equipment

Office and classroom phones are not for student use. With permission, students may use the office phone for school-related issues and the phone in the athletic office for sports-related issues. Except in emergency situations, students and teachers will not be disturbed to receive telephone calls. If your message is time-sensitive, please leave it with the front office or school secretary.