

The crest of Tacoma Baptist High School is a shield-shaped emblem. It features a blue shield with a white cross in the center. Above the cross is a yellow banner with blue text. The shield is surrounded by a yellow border with blue and white decorative elements. The text "Tacoma Baptist" is written in a stylized font above the shield, and "Secondary" is written below it. The entire crest is set against a white background.

Tacoma Baptist Secondary Parent/Student Handbook 2018-19

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Welcome and Introduction to the 2018-2019 School Year!

Welcome to Tacoma Baptist Schools! A well-known phrase from the Westminster Catechism states that the chief end of man is to glorify God and to enjoy Him forever. In essence, that 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 complete harmony with absolute Biblical truth. We hold unwaveringly to all that scripture teaches, regardless of cultural changes in opinion. In all matters of the details of the interpretation, our school board holds final determination.

Our God is a God of order; therefore He commands that His work be “done decently and in order” (1 Corinthians 14:14). This Student/Parent Handbook is intended to convey answers to frequently asked questions, explain general school policies and procedures, and provide other 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. For Your Special Notice: We have made updates to the following policies; please make sure to carefully read the new information in this handbook:

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

Our Accreditation

TBS is accredited by the Association of Christian School International (ACSI) and by the Northwest Accreditation Commission (NWAC). The schools are “Approved Private Schools” in Washington State.

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. The Tacoma Baptist campus will serve more than 300 students in PS-12 this year.

In April 2006, our district incorporated under the name South Sound Christian Schools (SSCS).

Our Purpose

Tacoma Baptist Schools exist to glorify God by developing DiscipleLeaders through a Christ-centered community that is growing in faith, knowledge, and service.

Our Vision

Tacoma Baptist Schools seeks to be a model school that operates and instructs in complete harmony with Biblical truth, producing knowledgeable, skillful students who are inspired to a lifetime of exceptional service.

Our Philosophy of Education

God has given to parents the primary responsibility to educate and train their children in every way to be disciples of the Lord Jesus Christ. The purpose of Christian education is to assist the parents in the awesome responsibility of raising their children to know, love, obey, and serve God.

Our Core Beliefs

About the Bible: The Bible is the Word of God. It is complete and without error; it has final authority over everything it addresses. We accept the Bible as the standard for all areas of life.

About God: We believe in the one and only true God existing in three Persons: the Father, the Son, and the Holy Spirit. They are eternal, equal, and distinct, yet perfectly united.

About Sin and Salvation: Every human being has sinned and stands condemned before God. Jesus Christ, the Son of God, died to pay the penalty of sin. He was buried and rose again, demonstrating His victory over sin and death. Those who trust in Christ are forgiven before God and are eternally saved; those who reject Christ remain condemned in their sinfulness and will suffer eternal punishment.

About Christ's Return: Jesus has ascended to heaven where He now rules providentially as God the Son. He will return to earth one day to rule forever with His saints.

About Sanctification: It is the privilege and responsibility of every Christian to grow in Christ-like character and carry out the Great Commission (Matthew 28) while we await Christ's return.

For a copy of our complete statement of faith, please contact the school office.

Our Core Values

Academic Excellence: We develop and deliver with excellence a Biblically integrated and academically challenging education that leads naturally to a greater appreciation of God's magnificence.

Biblical Authority: We recognize the Bible as the absolute authority for what we believe and how we behave as articulated in our Statement of Faith.

Integrity: We strive to be consistent in what we believe and how we behave in private and public life.

Spiritual Growth: We challenge believers to submit to God's unique work in their lives, which is the basis for spiritual growth.

Faithful Stewardship: We accept responsibility to manage with excellence all the resources entrusted to us by God.

Loving Relationships: We demonstrate our value for people by developing personal relationships inspired by grace and truth.

Servant-leadership: We promote an attitude of service characterized by wisdom, willingness, and humility.

Partnership: We seek strong partnerships with the Christian home and church in the task of educating and nurturing students.

Our School Leadership

TBS is in fellowship with the Baptist Network Northwest (Formerly the General Association of Regular Baptist Churches). Several local GARBC churches founded TBS and maintain a supportive relationship with us. TBS is governed by a board of nine trustees. Six of the representatives are appointed by our founding churches, and three representatives are at large.

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

Our Six Founding Churches

First Baptist Church of University Place, 2844 Mt. View Avenue West, University Place, WA 98466
253-564-2818, email: info@fbup.org

Mt. Tahoma Baptist Church, 5220 - 74th West, Lakewood, WA 98499
253-472-7074 / FAX 253-472-7074, email: mttahoma@integrityol.com

Puyallup Community Baptist Church, 1318 - 9th Ave. SW, Puyallup, WA 98371
253-848-9373 / Fax 253-848-9376, email: office@puyallupbaptist.org

Southside Baptist Church, 626 S. 86th Street, Tacoma, WA 98444
253-535-2000 / FAX 253-536-1635, email: ssbapt@juno.com

Temple Baptist Church, 1108 Columbia Avenue, Fircrest, WA 98466
253-572-9155, email: tbctacoma@juno.com

Tillicum Baptist Church, 8415 Maple SW, Lakewood, WA 98498
253-584-1864, email: tillicumbc@juno.com

Admissions

Application for enrollment is made by submitting completed application forms and applicable fees to either TBJH or TBHS. Students and their parent/guardian must be able to support the statement of faith, the educational philosophy, and school policies. All TBJH and TBHS students and at least one parent/guardian must regularly attend a Bible-believing church, whose primary doctrine is in agreement with the core beliefs of TBS, and must maintain a high standard of Christian conduct.

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

International Students

Tacoma Baptist High School and Junior High accept a limited number of international students in grades 7-12. 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 attend church with the family.

Re-Enrollment

All students are required to re-enroll annually. Admittance into TBJH and TBHS 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.

Withdrawal (Student's Withdrawal) from Tacoma Baptist

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 TBJH/TBHS administration, tuition fees cease to accumulate as of the last day of the student's attending class at TBJH or TBHS.

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.

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Academics

Students are expected to earn satisfactory grades to ensure they gain mastery in each subject matter, meet graduation requirements, and ultimately glorify God with the work they do during and after their time at TBS. Students at TBS JH/HS are held to a high standard and expected to meet or exceed our academic and behavioral expectations in and outside the classroom.

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 high school counselor for information regarding Concurrent Credit classes, and colleges who offer online or other courses. High academic standing is a pre-requisite for administrative approval, extra fees may apply.

Alternative Course Options

If approved in advance by the principal, 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 Counselor's office) and receive permission to participate in an alternative course option. There may be additional cost for alternative course options.

Class Schedule Changes

TBHS recommends that students follow the course of study recommended by the school counselor in order to meet graduation requirements. Course selection and requests for schedule changes are made at the Counselor's 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 counselor 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.com. For information about ACT test dates and locations and online registration, go to www.act.org. Foreign 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 in order to have their scores reported to TBHS.

Community Service

Students in grade 9 are required to complete five (5) hours of community service; in grade 10, ten (10) hours; in grade 11, fifteen (15); and in grade 12, twenty (20). Students should consult the front office for guidelines regarding Community Service.

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 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) Student who receive a C- or below may retake an entire course (when available) to receive credit and 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 credit retrieval courses if he/she has taken an identical entire 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 will 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 are placed on a Plan of Improvement (POI) for three weeks. During this time they must complete a weekly POI form. Please see the course of action for all athletes who do not meet the standards on page E-1.

Students not participating in sports or clubs will be required to complete and turn in the form by the stated due date or they will earn an afterschool detention for each day it is late. Students to continue to not meet the grade expectations we'll not be able to participate in on and off campus events and 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 reload a 2.0 may be asked to withdraw from TBS.

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:

HONOR	Grade Point Average
Principal	4.0
Crusader	3.75-3.99
Honor	3.4-3.74

Grading Scale

TBJH and TBHS 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	0.82 or less

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, including completing the Scripture memory and community service requirements.

TBHS Graduation Requirements

(Effective for Class of 2019 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 (including U.S. and Washington state history)	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 junior high students. Certain courses may require additional homework time. 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, leadership qualities, and community service. The Christian Ambassadors chapter of South Sound Christian Schools is affiliated with the National Honor Society.

Program/Academic Modifications

As private Christian schools, TBJH/TBHS receives no funding and has no obligation to offer services under Section 504 of the Rehabilitation Act of 1973. Additionally, TBJH/TBHS has only a limited obligation to offer some physical accommodations under the Americans with Disabilities Act. As a service to our families, TBJH/TBHS does offer programs for students needing academic support through the Instructional Support Center. 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 school principal or Academic Dean. 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 school principal will be the final determiner of whether and to what degree any modification of the program will be offered.

Classroom teachers at TBJH/TBHS may modify a student's coursework or workload in order to help aid in their academic success. Students requiring modifications through the ISC in high school will meet with the ISC Teacher, Academic Dean and/or principal 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 TBJH and TBHS 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 TBJH and TBHS are met. Credits are accepted from all public and approved private schools.

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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 principal, contact them directly to make arrangements. Our faculty is happy to meet with parents regarding their child's progress.

Scripture Memory Requirements

Juniors and Seniors are required to recite 75 and 125 scripture verses, respectively. All verses must be from the approved list available. Verses not on the list may be submitted to the Bible faculty for approval. The principal will determine the amount to be recited by students who transfer mid-way into the high school program. Verses may be said at any time during the school year, or before the year starts by appointment. Seniors who fail to recite their verses prior to May 31st are ineligible to attend the senior class trip and/or to participate in graduation exercises.

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.

Testing

TBJH and TBHS are 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 grades 9 thru 11 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).

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. 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 one world language; any two of these sciences: (honors chemistry, physics, advanced human biology) and advanced math/trigonometry or calculus and AP classes
4. Honors 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 will 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). TBJH/TBHS expects regular attendance for all students enrolled, regardless of age.

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. Students absent more than 10 times during a semester will be required to appear before an attendance committee and may lose credit for that class. Parents are encouraged to regularly check their student's attendance record on RenWeb. A parent may appeal to the Attendance Committee 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 voice mail 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 secondary principal 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 a 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 will 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 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 Attendance Committee. Chronic absence may result in dismissal from school.

Sports Events/Activities Absences

TBJH and TBHS 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

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 = Call or Email Home

4-6 Unexcused Tardies = After School Detention

7+ Unexcused Tardies = Detention + Attendance Committee Meeting

- Students who fail to serve their detention within the communicated time will automatically escalate their consequence to In School Suspension.
- Students will be required to serve one hour of detention for each unexcused tardy.
- Excessive tardies will result in a meeting with the attendance committee.
- 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 obtained from the Principal.

Athletics

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

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 principal/athletic director can excuse an absence for participation in a practice or contest.

Day after 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 TBJH or TBHS 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 TBJH or TBHS.

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 TBJH/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 at 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, reinstituted, 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 TBJH/TBHS does not offer that sport) unless permission has been granted by school administration. In order to be considered, all athletic eligibility requirements for TBJH/TBHS must be met by the student. TBJH/TBHS 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 a student has made a commitment, they are responsible for attending practices, games, events, etc. Students who fail to keep their commitments may be subject to penalty. A student who quits a sport without school permission will be suspended from the first 25% of the athlete's games for the next sport season joined. 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 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.

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.

Conduct and Dress

Tacoma Baptist encourages students to make God-honoring choices. When matters of discipline arise, TBJH and TBHS reserves the right to discipline and/or dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including student and parent willingness to cooperate with the school administration and to abide by its policies and regulations. TBJH and TBHS administration reserves the right, in its sole and absolute discretion, to determine the degree and appropriate level of disciplinary action in all disciplinary matters. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration when dealing with discipline and conduct issues. Acceptance and continuance as a student at Tacoma Baptist is conditional upon outward behavior and attitude toward the school policies and its mission. Tacoma Baptist administration and personnel will work diligently to follow Matthew 18 principles when handling disciplinary matters, involving the teacher, parent, and student(s) appropriately.

Tacoma Baptist reserves the right to grant an exception under the policies described below on a case by case basis for any reason; an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child attends TBJH or TBHS.

Parents, guardians, and students recognize and agree that this Discipline and Conduct policy is general in nature. In general, expected conduct, of each student includes:

1. Respect and support the purposes, standards, and beliefs of Tacoma Baptist.
2. Attend services of their local church regularly.
3. Maintain Christian standards with regard to compliance to civil law, and personal and social morality.
4. Refrain from the public display of affection and/or inappropriate physical contact; couples are not allowed to be alone in unsupervised areas.
5. Refrain from any form of cheating or plagiarism. All cheating is viewed as a serious offense and may result in loss of credits as well as application of disciplinary measures.
6. Refrain from the use of tobacco, alcohol, drugs and chemicals, or other similar substances which would be harmful to their health and Christian testimony.
7. Dress appropriately according to the dress code.
8. Know and obey the rules of TBJH and TBHS.

Disciplinary Measures

Disciplinary measures for inappropriate behavior will depend upon the severity, age of student, and repetition of behavior. Misconduct has been classified into three categories: Procedural Offenses, Attitudinal Offenses, and Moral Offenses.

Procedural Offenses:

Procedural offenses include, but are not limited to:

1. Tardiness
2. Inappropriate dress
3. Using unauthorized electronic devices at school

Repeated procedural offenses may also be viewed as either an attitudinal offense or a moral offense.

Discipline for procedural offenses includes, but is not limited to, detention, removal from classroom instruction, removal from extra-curricular activities, parent conference, and other corrective measures.

Attitudinal Offenses:

Attitudinal offenses include, but are not limited to:

1. Disruptive conduct
2. Disobedience
3. Disrespect to faculty/staff member
4. Repeated attitudinal offenses may also be viewed as a moral offense

Discipline for attitudinal offenses includes, but is not limited to, detention, removal from classroom instruction, removal from extra-curricular activities, suspension, and possible expulsion.

Moral Offenses:

Moral offenses include, but are not limited to:

1. Misrepresentation/lying
2. Fighting
3. Inappropriate language/swearing
4. Bringing dangerous objects to school, including weapons as described below under "Weapon Policy"
5. Vandalism
6. Use of drugs, alcohol, or tobacco
7. Inappropriate physical contact (non-sexual or sexual contact)
8. Theft
9. Cheating and plagiarism
10. Assault
11. Activities in violation of civil law

Discipline for moral offenses includes, but is not limited to, in-school suspension, suspension, and expulsion. A second offence will result in a more serious consequence or expulsion.

The table below illustrates consequences for student misconduct at TBJH and TBHS:

	A. Expulsion	B. Suspension and Possible Other	C. Parent Conference Possible In-School Suspension or Other	D. Detention, Removal from Classroom, or Other
Weapons	X			
Substance Abuse	X			
Death Threat	X			
Vandalism	X & restitution	X & restitution		
Stealing	X & reparation	X & reparation		
Cheating	X & zero score	X & zero score	X & zero score	
Disrespect and Lying	X & reparation	X & reparation	X & reparation	X & reparation
Inappropriate Physical Contact	X	X	X	X
Vulgar Language	X	X	X	X
Tardiness	X	X	X	X
Disobedience and/or Disruptive Conduct	X	X	X	X
Inappropriate Dress	X	X	X	X

Removal from classroom instruction: Students with procedural, attitudinal, or moral offenses may be removed from classroom instruction to an assigned location if their offense is deemed distracting, disturbing, or unsupportive to the classroom and/or school atmosphere. 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. Student’s who miss more than 10 minutes of class time will be marked absent for that period.

Removal from extra-curricular activities: Students with procedural, attitudinal, or moral offenses may be removed from extra-curricular activities, including sports, if their offense is deemed distracting, disturbing, or unsupportive to the extra-curricular and/or school atmosphere. 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 TBJH/TBHS administration.

Detention: Detention is served after school as assigned. 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 principal, the counselor, academic dean, 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.

Academic and Behavioral Probation: Students receiving a failing grade in one or more subjects on a report card, having a G.P.A. below 2.0, or earning fewer than 2.5 credits (high school) may be placed on academic probation. Probationary status will be reviewed on a quarterly basis. A period of prolonged probationary status will lead to ineligibility for extra-curricular activities and will ultimately result in the student's dismissal.

Any student failing more than two classes in any semester may be dismissed upon review by the administration. If a student is allowed to continue at Tacoma Baptist, he/she must pass at least five classes the following semester or he/she will be dismissed. Failure to pass at least six classes each semester will result in the need for summer school or additional work.

Students whose attitude or behavior indicates a continuing lack of Christian maturity may be placed on behavioral probation.

In School 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 70%.

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 Head of School's approval. The student will be suspended from school pending the decision of the Head of School. An appeal of the Head of School's determination 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.

Dress Code and Appearance

TBJH and TBHS has established this dress code to clarify our school community standards and to promote a wholesome environment. Students are expected to comply with the dress code when attending classes on campus during regular school hours, or attending a school function in which a specific dress code is requested.

	Boys	Girls
Top	No inappropriate slogans, pictures and or advertisements. No tank tops.	No inappropriate slogans, pictures and or advertisements.
Bottom	Pants, jeans or cargo shorts. Must be clean and have no skin showing through any holes. No basketball shorts.	Pants, jeans, knee-length shorts. Must be clean and have no skin showing through holes. Dresses or skirts must be no shorter than 3" above the knee. No basketball shorts.
Hair/Grooming	No extreme color or hairstyles.	No extreme color or hairstyles.
Accessories	No pierced body jewelry or inappropriate visible tattoos. No hats or hoods worn in the building.	No pierced body jewelry or inappropriate visible tattoos. No hats or hoods worn in the building. Make-up in moderation.
Chapel	Button-down or polo shirts with a collar. No t-shirts or hoodies.	Dresses or dressy style shirt with slacks, jeans or skirts. No t-shirts or hoodies.

Those who violate our dress code may be required to sit at the office until a parent or guardian can come to school and provide appropriate clothing or will be required to wear provided clothing that adheres to the dress code. Repeated violations of the dress code may lead to increased consequence (See tardiness for example).

Note: Blankets, yoga pants, jeggings, tights, spandex, or running shorts are not permissible. When permitted, shorts must be basketball style shorts to the knee. Sweat pants with this year's design are permitted each Friday of school.

General Requirements for All Students:

Fit Proportionately: Clothes should not be too loose or too tight. Except for waistbands, at least one inch of material should be able to be gathered ("pinch an inch"). Hooded sweatshirts are considered "outer wear" and teachers may request that students remove them during class time.

Promote Modesty: There should be no question as to whether an article of clothing provides adequate coverage of body parts. Midriffs must not show, even when the wearer's arms are extended over his/her head. Shirts must have sleeves. Girls' blouses may be sleeveless but must cover shoulders. If a see through shirt is worn, the under shirt must adhere to the dress code. Girls' hemlines are to be no higher than three inches above the knee including slits. Leggings may be worn as long and the top hangs mid thigh to cover appropriately. Dresses with spaghetti straps must be worn with an appropriate modest shirt, jacket, sweater, or vest that covers the shoulders.

Be Consistent with Christian Values: Garments must be free from questionable slogans, pictures, and/or advertisements. Students' appearance should not be disruptive by calling attention to themselves.

Field Trips/Retreats: School personnel may modify the dress code to accommodate the field trip or special activity. If shorts are permitted, they must be no shorter than mid-thigh.

Guidelines for Girls Formal Dress: During the weeks prior to the event, anyone with questions or concerns about whether his/her date's chosen attire will be appropriate should consult with the high school office. Formal attire is not acceptable for classroom wear. Use the following guidelines when selecting dresses for formal events:

1. Necklines – cleavage should not be visible.
2. Shoulders/Sleeves – Off-the-shoulder sleeves and spaghetti-straps are acceptable as long as the criteria for neckline is met. No strapless dresses are allowed.
3. Back – The dress may not be open below the middle of the back.
4. Length/Slit – Dress length must be no higher than the top of the knee; slit height may be no more than 2 inches higher than the top of the knee.
5. Tightness – Keep the 'pinch an inch' principle in mind – it should be easy to gather an inch of fabric on either side of the dress anywhere except at the waist. Knits or fabrics designed to hug the body or that are see-through or otherwise revealing should be avoided.

Dress Code for Parents/Volunteers

Parents and Volunteers should dress in an appropriate manner for the event for which you are volunteering. In general, if you will be on campus to help with an event held during the school day, dress in compatibility with our dress code. If you are volunteering for field trips, outdoor work, special occasions or athletic events, please check with the faculty or event coordinator for any specific dress guidelines. For more information, please contact the receptionist or school secretary.

Harassment 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. Harassment is defined as any conduct or communication that has the purpose or effect of substantially interfering with an individual's performance or well-being, or that creates an intimidating, hostile, or offensive environment for someone else. Unlawful discrimination is considered a form of harassment. Suspicion of harassment should be reported.

If an individual believes they have been harassed, intimidated or bullied, they should first, if possible and practical, attempt to resolve the issue with the party(ies) directly involved in accordance with the Matthew 18 principle. If this is not possible, the information should be reported to school administrative personnel. 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.

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

TBJH and TBHS 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

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 principal 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 July 1st (5% discount) Payable to TBS.
2. Pay in Full by August 1st (3% 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 bases. Tuition Assistance is not a guaranteed rate from year to year.

Additional Information and Policies

Abuse or Neglect and Reporting

Professional 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 TBJH/TBHS 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.

Booster Club

The Booster Club is open to all parents of TBS students who participate in sports, and is also open to anyone 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 junior high and high school 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

TBJH/TBHS 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 high school 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 TBS 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 South Sound Christian School District shall be final.

Driving and Pick Up/Drop Off

Junior high and high school 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 3pm; parents will be notified to make arrangements for students who are not involved in a school activity to be off campus by 3pm. Students are expected to leave campus within 30 minutes of the end of their last activity.

Electronic Equipment

Tacoma Baptist Schools is committed to training its students in how to appropriately utilize technology.

Tacoma Baptist High School and Junior High 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 a way that honors the Lord. Junior High students are not permitted to use devices during passing periods or lunch. During assessments, students may 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 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. Difficulties regarding adherence to this policy may result in all permissions being removed for devices.

Tacoma Baptist Junior High and High 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 here. Many times in an emergency misinformation 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:

Pray

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 may be instructed to meet at the back parking lot of HOME DEPOT (72nd and Tacoma Mall Blvd.)

LOCKDOWN INFORMATION:

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 TBJH/TBHS 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.

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Food in Class

Students are not permitted to eat during class.

Guests and Visitors

For the safety of students and school employees, TBJH/TBHS 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/secretary, 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, 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.

High School Retreat

The High School Retreat is an overnight activity for all high school students held at a location off campus. It provides a setting away from school for spiritual renewal and fellowship. All high school students are required to attend.

Holiday Observance

1. Halloween is not observed at TBJH or TBHS.
2. Christmas is observed as the celebration of Christ's birth.
3. Easter is observed as the celebration of Christ's resurrection.

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° or higher) should not come to school until symptoms have ceased for 24 hours.

Lockers

Students in grades 7-12 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. Girls and guys may not locker together. 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 high school and junior high school "Lost and Found" are discarded or donated to a charity or thrift store approximately every quarter to avoid excessive storage problems. You may check with the office regarding lost items.

Lunch

Junior high and high 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 responsible to properly dispose of their litter. Students are not permitted on the field, playground, or in the gym during lunch. Lunches can be prepaid through the Elementary office or online. Seniors are allowed to leave campus during lunch, a permission form is available in the 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 health aid.

Parent Involvement

We encourage your involvement in your student's education at Tacoma Baptist. 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.

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.

Parties and Social Functions

Dates and places of school-related parties, activities, and social functions must be approved in advance by the junior high and high school office and by the principal. 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. TBJH students are generally not permitted to bring non-TBJH 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.

Public Displays of Affection

Students are encouraged to not date. We are a no touching campus. Students should never be alone with another student of the opposite sex on campus or at any TBS functions or events.

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.

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 not to use Wapato Street south of 66th street.

Transportation

To find out whether school transportation is available in your area, please contact the receptionist. 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. TBJH/TBHS 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
7. Male and female students are not permitted to ride in the same seat unless they are related

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 receptionist or school secretary.

Volunteer Hours:

1. The continued success of TBS is a testament to the dedication and involvement of the parents and families of our students. Parents who volunteer time, talents and resources are critically important in making it possible for TBS to provide many of the programs, events and services that make us a great school.
2. We believe it is beneficial to all students to have each family volunteer in the school life in whatever way they are able. This shows students that the staff and parents are in one accord in accomplishing the mission and it helps build our school programs.
3. All families are suggested to serve 20 hours each year. Many parents complete many more than 20 hours a year and find they enjoy the fellowship with other parents as they work together for the growth of the school.
4. A list of opportunities for service is included in the school enrollment forms. Parents will be contacted for help based on the areas they express interest in. However, we encourage parents to take the initiative and volunteer wherever they see a need.
5. We appreciate our volunteers and pray God's richest blessing on them!

Wapato Street Traffic

In order to maintain positive relationships with our neighbors, please use the main streets, Tacoma Mall Boulevard or Oakes Street and 64th or 66th Streets to access the school.

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, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; tazers; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and 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 listed above 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 the way to school or in a school location or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.