

Trinity Baptist School

A ministry of Trinity Baptist Church

280 Trinity Drive – Williston, VT 05495

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Parent/Student Handbook

2019-2020



Making Servants for the Savior
to the Glory of God

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Philosophy

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

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

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

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

Statement of Faith

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

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

6. That there is one God manifest in three persons—Father, Son, and Holy Spirit. (Matthew 28:18-19)
7. That believers should witness for Christ Jesus, be filled with the Holy Spirit, resist Satan's destructive efforts, attend and support a Bible-believing church regularly, and stand against false movements of the age and those who lend support to such compromises. (I John 2:15-17)

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

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

Mission Statement

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

Statement of Objectives

- ✓ To provide young people with the opportunity to receive a bible-based education that is conducive to spiritual, mental, physical, and emotional growth.
- ✓ To produce mature Christians who will be examples of Christ to the world.
- ✓ To teach respect towards God, parents, authority, and the church.
- ✓ To build character by stressing the importance of a godly life, self-control, and a desire for excellence in every endeavor.
- ✓ To establish our students in the principles of God's Word, so that they might stand boldly for the truth and show others the way to God through faith in the Lord Jesus Christ.

Parental Support

Trinity Baptist School is a ministry of Trinity Baptist Church; therefore, it is a uniquely religious, educational institution. The education we provide is done in a distinctive Christian environment and all subject matter will be presented from a biblical worldview.

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

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

Affiliations

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

Recognized Independent School of Vermont

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

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

Admission

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

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

Enrollment Procedures

- An interview should be requested to discuss enrollment. Bringing previous report cards and other academic records to aid in placement is necessary. Depending on the academic record, placement testing may be required.
- Parents or guardians must complete an application and sign all cooperation statements.
- Near the end of the enrollment process, parents/guardians will be called or contacted by email as to whether or not the student has been accepted for enrollment at Trinity Baptist School.
- The school handbook must be read.
- A completed immunization record must be filed as required by the state of Vermont.

- A medical and emergency form must also be filed allowing for medical attention.
- Enrollment is not complete until the full registration fee is paid.
- Vermont Statute 16-25-1073(a) states that children must have “attained the age of five years on or before January 1” to enroll in kindergarten. However, "a school may require that students admitted to kindergarten have attained the age of five on or before any date between August 31 and January 1.”

Financial Information

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

The current tuition rate as of June 1st, 2019 is as follows.

	<u>Grades - K-6</u>	<u>Grades 7-12</u>
1st Student	\$5,200.00	\$5,500.00
2nd Student	\$4,680.00	\$4,950.00
3rd Student	\$4,056.00	\$4,290.00
4th and above - per student	\$925.00	\$1,100.00



Reduced rates for tithing members of Trinity Baptist Church are available.

Students may re-enroll the following year on the current school year's rates as long as they are enrolled by May 1st. After May 1st they will enroll at the next year's rate.

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

Graduation fees are charged for Kindergarten at \$15 and for Grade 12 at \$75. These fees will be payable with the April tuition payment.

Financial Plan

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

Past-Due Payments

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

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

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

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

Attendance

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

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

If a student is to miss school due to illness or unexpected family emergency, the school should be called or emailed for the absence to be excused. A contact should be made each day the student is absent. The parent/guardian must state the specific reason for the tardy or absence. School personnel are available in the office by 8:00 a.m. to take calls. If parents desire for homework assignments to be sent home, they should make the request by 9:00 a.m. This will allow the teacher(s) time to prepare the list of assignments by the end of the day.

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

Students are expected to attend all school activities for their age group recorded on the school calendar and to attend announced special events begun during the day and ending after regular school dismissal time.

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

Planned Absences

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

- Planned absences should not conflict with school concerts, other programs, or when a sports team is in tournament play.
- Parents should notify the school office at least a week prior to the planned absence. A planned absence form will be given to the student and a parent/guardian signature will be required. The Administrator will then indicate on the form whether or not the absence will be excused, and students will take the form to their teachers for their signatures as a way of notifying them of the absence.
- Responsibility for completing assignments will rest with the parents and students. Students will be encouraged to do as much of their classwork prior to the absence. Students will have one day for every day they miss to complete their work when they return.
- Parents should not expect planned absences to be excused for students who are struggling academically or who have been excessively absent.
- Unexcused planned absences may result in grades of "0" for work missed.

Tardies

Secondary students arriving late in the morning must report to the office to receive an admittance slip. Generally, excused tardies will be granted only in the case of vehicle breakdowns or unusual weather conditions. Being tired and sleeping in will not be excused. Every four tardies will be counted as an absence for the morning class or classes, and four tardies will disqualify a student from perfect attendance.

Partial Days

Anyone coming to school tardy after 10:00 a.m. will be credited for a ½ day's attendance. Anyone leaving school before 1:00 p.m. (for appointments, etc.) will also only be given credit for a ½ day's attendance. Half day absences may affect perfect attendance.

Signing in/Signing Out

Parents of elementary students and secondary students must sign out and sign in at the school office when leaving the school for any reason and returning later (i.e. medical appointments), or leaving early and arriving late. Those that fail to do so will be considered “unexcused.” Students will remain in their classrooms until parents/guardians come to the school office to take their child out of school.

Arrival

School begins at 8:00 a.m. The side entrance to the building will be open at 7:30 a.m. Any students arriving between 7:30-7:50 a.m. will remain in the cafeteria. Students will be dismissed from that area at 7:50 to their lockers and classrooms.

After Care

After school, students will go to the cafeteria until their ride comes to take them home. Students not picked up within 20 minutes of the final bell and who are not participating in school sanctioned and supervised activities will be sent to After Care. After Care is available until 5:00 p.m. each school day.

Fees:

- Weekly: \$37 per student (sign up is required)
- Daily: \$13 per student (flat rate)
- Late Pick-Up: After 5:05 there will be a \$5 charge assessed for every 5 minutes.

School Closings

In the case of inclement weather, parents should listen for potential school closings which will be announced by WCAX (Channel 3) and WPTZ (Channel 5). Parents that provide the necessary information to the school office will also be notified by a text message.



Academic Information

Grading Scale

A (93-100)	I (Incomplete)
B (85-92)	O (Outstanding)
C (75-84)	S (Satisfactory)
D (65-74)	N (Needs Improvement)
F (0-64)	U (Unsatisfactory)



Progress Reports and Report Cards

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

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

Honor Roll

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

- A Honor Roll: Students who receive all A's on their semester report card.
- A/B Honor Roll: Students who receive a combination of A's and B's on their semester report card.

Student Records

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



Homework and Make-up work

- Each student is to do his own work. Any student who copies work from another source or another student has cheated on the assignment and will be disciplined accordingly.
- To encourage Wednesday night church attendance, tests will not be given on Thursdays. Quizzes will be permitted and homework to be due on Thursdays will be limited.
- Reduced homework and no tests will be given the weeks of special meetings/events at Trinity Baptist Church.
- Homework is due on time. Students not having work done on time will not receive full credit or possibly any credit for the particular assignment; however, on the secondary level, the assignment may be required to be turned in if the student is to receive credit for the course.



- A student who has an excused absence is required to make up regular assignments upon returning to school. As a general rule, students will have one day for every day they miss to make up their work.
- All work assigned prior to an absence must be submitted upon return, and all tests assigned prior to an absence must be taken upon return.
- Make-up work for long periods of absence is given special consideration and handled on an individual basis. Whenever a student is absent from a class, he is responsible for finding out what was covered in class.

Elementary Course of Study

Phonics
Reading
Spelling
Handwriting
English
Mathematics

Heritage Studies
Bible
Science
Art
Music



Junior High Courses

Bible
English
World Studies/American History*
General Math 7/Pre-Algebra

Life Science/Earth & Space Science*
P.E./Health*
Music

Senior High Courses

Ninth & Tenth Grades

Bible
English & Literature
Geography/World History*
Algebra 1/Geometry*
Physical Science/Biology*
Foreign Language
Computer Applications
P.E./Health*
Music

Eleventh & Twelfth Grades

Bible
English & Literature
U.S History/Government*
GeometryAlgebra 2/Precalculus*
Chemistry/Physics or Anatomy*
Speech
P.E./Health*
Music

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

Electives

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

Fine Arts Competitions, School Programs, and Performances

Students in choirs, ensembles, handchimes, speech, etc. are required to attend all competitions and performances if the group participates. Depending on the type of class, grades are given as either percent and letter grade or as a Pass/Fail. Students grades will be effected if they are either tardy or absent for a performance and could result in a failing grade in a particular marking period.

Graduation Requirements

The minimum requirements for graduation are:

4 credits Bible
4 credits English
4 credits History
3 credits Science
3 credits Math
1 credit Foreign Language
½ credit Speech
½ credit Computer Applications
1 P.E./Health
3 credits Electives

24 total credits are needs for graduation.



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

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

On the years that a senior trip to the WILDS Christian Camp and Conference Center in North Carolina is scheduled, all seniors are required to attend. The trip is regarded as a major factor in the student's spiritual development. Opportunities to offset the cost of the trip will be presented to the student through the lunch program and organized fund raisers.

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

Textbooks and Equipment

Books distributed to students that are not consumable should be covered with a sturdy book cover and returned at the end of the year in good condition.

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

Homeschool Connection for Grades 7-12th

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

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

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

Fees:

\$100 Registration

\$800 per Class (limited to 3 classes)

\$150 per Sport

Disciplinary System

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

In an attempt to direct behavior in the direction that our Lord sets before us in Scripture the following guidelines have been established.

RESPECT

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

HONESTY

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

INTEGRITY

- Display character that is Christlike.

COOPERATION

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

EFFORT

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



HONOR CODE

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

Principles of Discipline

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

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

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

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



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

Elementary Discipline

Students will be dealt with individually by the teacher as problems arise. In the event corrective measures are not effective, the parents may be notified to help motivate the child. Parents should be active at home in helping solve issues that arise at school.

Junior High/Senior High Discipline

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

After school detentions may also be used as a means of discipline.

Students will be given demerits for infractions of school rules.

Minor Offenses – 1-4 demerits for each offense

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

Major Offenses – 5-40 demerits

- Disrespect
- Cheating
- Direct disobedience
- Dishonesty
- Improper social conduct (on campus or at school activities)
- Inappropriate material
- Leaving campus without permission
- Intentional class absence
- Stealing
- Unexcused absence
- Willful mistreatment of property

- Vulgar or profane language
- Pornography
- Major Horseplay
- fighting
- Inappropriate conduct with the opposite sex
- Plagiarism (and/or an appropriate academic penalty)
- Inappropriate internet or email use at school

Expulsion-Worthy Offenses

- Dangerous weapons
- Alcohol use whether on property or at home
- Immorality whether on property or off
- Smoking
- Use or possession of drugs whether on property or off

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

Demerit Accumulation

When a student reaches a specific amount of demerits, the following procedure is followed.

- 5 demerits.....Grace (demerits will not be counted on the students record.)
- 16 demerits.....Loss of low demerit activity that semester.
- 20 demerits.....Letter to parents or guardian
- 30 demerits.....Conference with parents
- 40 demerits.....1 day at home suspension with academic consequences
- 50 demerits.....2 day at home suspension with academic consequences
- 60 demerits.....Expulsion (up to the discretion of the administrator)

Each semester every student begins a new (zero balance) demerit record.



Whether at school or away from school, students should do all things to the glory of God (I Corinthians 10:31); therefore, students should be aware of those things that please God and refrain from those that do not glorify Him. Students should not promote or portray things that God's Word condemns. Students should avoid those things that tend to conform their thinking to worldly philosophies and desires as these will be a detriment to spiritual growth and take away the spiritual fervency a Christian should have.

The school may request that parents withdraw their child or may dismiss any student who consistently and habitually disregards authority and school rules. Likewise, any student that does fit into the spirit of the philosophy and policies of the school may be withdrawn.

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

Low Demerit Activities

To encourage excellent behavior, students with 15 or fewer demerits will have the opportunity to participate in a fun activity planned by the administration each semester.

High Demerit Activities

During low demerit activities, students who have more than 15 demerits will be required to do some work at school such as cleaning or an improvement project.

Parent Cooperation

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

Human Sexuality and Morality

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

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

Dress Code

The purpose of the dress code is to provide for neat and modest attire. In determining the dress code we do consider, above all else, the Scriptural principles of modesty, testimony, deference, distinction from the world and the opposite sex, and appropriateness. We ask that you support our application of the Scriptural principles. Some of our policies are institutional policies, written to be easily understood and enforced. Students should dress neatly, not sloppily. The administrator, and to a degree the teachers, reserve the authority to determine compliance with any dress standard. Students dressed immodestly or inappropriately may be required to change clothes or be sent home for non-compliance. All students are required to meet the school dress code for school and school events and activities on campus or away unless otherwise specified.



Girls

Elementary

- ✓ All girls must wear dresses or skirts that come to the knee when standing.
 - Slits in skirts or dresses must not extend above the knee.
 - Loose fitting feminine pants (no jeans, athletic wear, or leggings) will be permitted during the months of December through March.
- ✓ Tops may not be sleeveless.
- ✓ Sneakers, dress shoes, casual shoes, or sandals may be worn to class. (no flip flops)
- ✓ No nylons or make-up are to be worn.
- ✓ Socks or tights must be worn.
- ✓ Extreme hairstyles and unnatural hair colors are not allowed.
- ✓ Piercings are limited to 2 per ear.
- ✓ Sweatshirts or sweaters with or without a hood may be worn to class; however, hoods may not be worn in the building.

Secondary

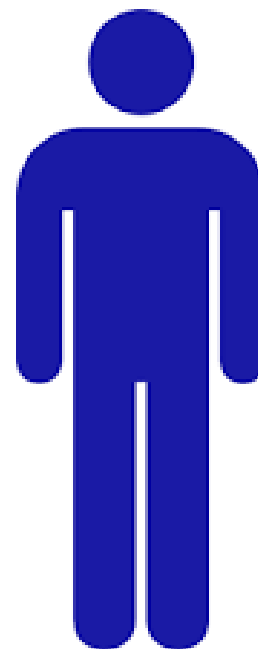
- ✓ All girls must wear dresses or skirts that come to the knee when standing.
 - Slits in skirts or dresses must not extend above the knee.
 - Loose fitting feminine pants (no jeans, athletic wear, or leggings) will be permitted during the months of December through March.
- ✓ Tops may not be sleeveless and must have modest necklines no lower than 3 inches below the clavicle and no visible cleavage.
- ✓ Dress shoes, casual shoes, sneakers, or sandals may be worn to class (no flip flops)
- ✓ Extreme hairstyles and unnatural hair colors are not allowed.
- ✓ Clothing must never be revealing through the girl's normal range of motion.
 - Clothing should fit properly and loosely. Tight or form-fitting clothing is not permitted.
 - Undergarments or their hemlines and outlines should not be seen.
- ✓ Piercings are limited to 2 per ear.
- ✓ Excessive make-up is not permitted.
- ✓ Sweatshirts or sweaters with or without a hood may be worn to class; however, the hoods may not be worn in the building.



Boys

Elementary

- ✓ Boys are to wear long pants and are allowed to wear conservative and un-faded denim including blue.
- ✓ Boys may wear any of the following types of shirts: dress, polo, turtleneck, or wide-neck banded t-shirt. (t-shirts that resemble undergarment shirts should not be worn.)
- ✓ Boys are encouraged to wear sneakers.
- ✓ No “fad” haircuts or unnatural coloring of the hair is allowed.
 - Hair should be trimmed so that it is not touching the collar, eyebrows, or ears.
 - Hair on the back of the head should be tapered.



Secondary

- ✓ Dress pants or khakis and collared shirts are to be worn to school and school events unless otherwise directed.
 - No denim.
 - Shirts designed to be tucked in are to be tucked in.
 - Pants need to have a belt.
- ✓ Dress shoes, casual shoes, or sneakers may be worn.
- ✓ No “fad” haircuts or unnatural hair color is allowed.
 - Hair should be trimmed so that it is not touching the collar, eyebrows, or ears.
 - Hair on the back of the head should be tapered.
- ✓ Boys should be clean-shaven with sideburns no longer than the middle of the ear.
- ✓ Sweatshirts or sweaters with or without a hood may be worn to class; however, the hoods may not be worn in the building.

Dress for Concerts and Special Activities

At times we will require a specific dress uniform to be worn at performances such as fine arts activities, concerts, and at certain off campus activities. This uniform can be purchased through our school's personalized Lands' End site. Trinity will provide scarfs and ties as a part of the uniform.



Girls Dress Uniform

- Land's End white blouse and long black and pleated skirt with black shoes and natural hosiery.

Boys Dress Uniform

- Long sleeved white oxford shirt and black chino pants with black dress shoes and black socks.

PE and Recreational Attire

- For PE and when the school has special recreational activities, students may wear athletic pants or shorts that come to the knee. T-shirts may be worn. Leggings are not permissible nor is form-fitting attire for boys or girls. Jeans are only permissible when announced by the administration.

Medical Information

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

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

- Students are not to carry any medication with them. All medication must be brought to the school office in its original container, and it must have the student's name on it. This includes non-prescription medications such as Tylenol, Advil, aspirin, etc.
- Authorization forms, which may be obtained from the school office, must be filled out by the parent/guardian for non-prescription medications, and by the parent and doctor for prescription medications. These are kept on file and may be checked by the health department.
- No student with a temperature of 100 degrees or more will be allowed to remain at school.
- If your child has an allergy to anything, please notify the school office in writing, stating what the allergy is and how it is to be treated. If special medication is needed for your child, please fill out the prescription medication form and see that there is an adequate supply of the medication in the school office.
- State law permits students with life-threatening allergies or with asthma to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs under the following conditions.

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

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

Media Standards

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

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

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

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

Cell Phones

Students may only use cell phones and other communication devices during school hours with administrator or teacher permission.

All phones must be turned off or to vibrate and either left in the school office, in the student's locker, or the student's vehicle.

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

Ride Share

Students should leave school with their regular ride unless there is a permission note, email, or phone call to the school office and/or teacher from a parent of the child who is leaving by a different way. This lets us know of your approval to ride with other parents or students and ensures their safety.

Visitors and Visiting Parents

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

Volunteers

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

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

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

Cleaning

Each family's assistance is needed in order to clean our school building during the school year. We require each family to clean two times per school year. Cleaning days are typically done on the weekend after school lets out on Fridays. There is a schedule and detailed cleaning list in the school's janitor's closet next to the girls' restroom.

If your family is unable to clean on your assigned date(s), you may let the office know well in advance and they will adjust the schedule to find a date that is more convenient for your family. If no date is suitable, you will need to submit a \$40 per cleaning fee to the school office.

Communication

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

About Asbestos

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

Athletic Policies

Athletic Philosophy

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

Principles Stressed

Testimony

Keeping one's testimony and glorifying God is primary and foremost at Trinity Baptist School. Whether it is players, coaches, or fans we are to participate in athletics in a

manner that would give a right opinion of Christ and our Christianity. We also want each one to do his best each time they compete.

Hard Work

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

Unity

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

Sportsmanship

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

Giving Proper Honor

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

Maturing as a Christian

Our athletes will be strongly encouraged to work consistently at the basics of their Christian life. Our participants will be expected to be regular in their attendance to church, maintain a regular relationship with God, and a testimony for Christ.

Team involvement

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

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

Academic Eligibility

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

General Guidelines

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

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

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

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

Be courteous to visiting teams and spectators.

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

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

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

Dismissal

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

Final Comments

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



ADDENDUMS

Recognized Independent School of Vermont

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

- (1) The enrollment notice shall contain the following information and assurances:
 - (A) A statement that the school will be in session an amount of time substantially equivalent to that required for public school;
 - (B) A detailed description or outline of the minimum course of study for each grade level the school offers, and how the annual assessment of each pupil will be performed; and
 - (C) Assurances that:
 - (1) The school will prepare and maintain attendance records for each pupil enrolled or regularly attending classes;
 - (2) At least once each year the school will assess each pupil's progress, and will maintain records of that assessment, and present results of that assessment to each student's parent or guardian;
 - (3) The school's educational program will include the minimum course of study set forth in section 906 of this title; and
 - (4) The school will meet such state and federal laws and regulations concerning its physical facilities and health and safety matters as are applicable to recognized independent schools.
- (2) If the commissioner has information that creates significant doubt about whether the school would be able to meet the requirements set forth above, the commissioner may call a hearing. At the hearing, the school shall establish that it can meet the requirements for recognized independent schools. Failure to do so shall result in a finding by the commissioner that the school must take specified action to come into compliance within a specified time frame or the children enrolled must attend another recognized independent school, approved independent or public school, or home study program, or be declared truant unless absent with legal excuse.
- (3) A recognized independent school shall provide to each student's parent or guardian a copy of its currently filed statement of objectives and a copy of this section. The copy shall be provided when the pupil enrolls or before September 1, whichever comes later. Failure to comply with this subsection may create a permissible inference of false advertising in violation of section 2005 or Title 13.
- (4) A recognized independent school shall renew its enrollment notice annually. An independent school shall be recognized for a period not to exceed five (5) years by the commissioner without need for filing an annual enrollment notice if:

- (A) It is recognized by an organization approved by the state board for the purpose of recognizing such school, or
 - (B) It is accredited by a private, state, or regional agency approved by the state board for the accrediting purposes. Nothing contained herein shall be construed to prohibit the commissioner from initiating a hearing under this section.
- (5) If the commissioner has information that created significant doubt about whether the school, once in operation, is meeting the requirements for recognized independent schools, the commissioner may call a hearing. At the hearing, the school shall establish that it has met the requirements for recognized independent school. Failure to do so shall result in a finding by the commissioner that:
 - (A) The school may not be in operation for the remainder of the school year and that the children are truant unless absent with legal excuse or enrolled in an approved public or independent school or a home study program, or
 - (B) The school must take specified action to come into compliance within a specified time frame or the school will not be permitted to operate for the remainder of the school year.
- (6) Each recognized independent school shall provide to the commissioner on October 1, of each year, the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the recognized independent school shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials designated in section 1126 of this title.
- (7) After the filing of the enrollment notice or at a hearing if the school is unable to comply with any specific requirements due to deep religious conviction shared by an organized group, the commissioner may waive such requirements if he or she determines that the educational purposes of this subsection are being or will be substantially met.

Anti-Harassment and Anti-Bullying Policy

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

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

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

Definitions

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

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

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

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

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. In addition, a person who knowingly makes a false report may be subject to the same action that the school may take against any other individual who violates this policy. The term *false report* refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Consequences

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

Implementation of Anti-Harassment and Anti-Bullying Policies

Reporting

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

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

Pastor Billy Gotcher Superintendent
Pastor Rob McIlwaine Administrator

Formal Procedure

Step 1

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

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

Step 2

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

The investigation will be completed as soon as practicable, but no later than fourteen (14) calendar days from the complaint or report. The harassment complaint official shall make a written report to the superintendent and the school board upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3

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

Step 4

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

Alternative Complaint Procedures

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

Outside Agencies

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

Notice and Publication

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



Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.

I Corinthians 10:31