

# Student & Parent Manual

Tri-State Baptist Academy | A ministry of Tri-State Baptist Church  
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## Student & Parent Manual

### Table of Contents

INTRODUCTION	2	ACADEMIC POLICY	14
Statement of Faith	2	Grading Scale	14
Nature & Purpose	2	Report Cards	14
Objectives	3	Homework	14
Non-Discriminatory Policy	3	Tutoring Services	15
Christian Lifestyle	3		
Parent Conduct	4	RETENTION	16
		Kindergarten	16
ADMISSIONS	5	First - Third Grades	16
Requirements	5	Fourth - Sixth Grades	16
Enrollment Procedure	5	Seventh - Twelfth Grades	16
Admission Age	5		
		EMERGENCIES	17
FINANCES	6	Emergency School Closings	17
Registration Fees & Tuition	6	Communicable Diseases	17
Books	6	Sickness at School	18
Withdrawals	6	Medications Policy	18
		ARRIVAL/DEPARTURES	19
ATTENDANCE	7	Elementary Arrival & Dismissal	19
Absences	7	Secondary Arrival & Dismissal	19
Tardiness	7	After-School Care	19
Excessive Absences	7	Traffic Patterns	19
Make-up Work	8	Student Drivers	20
Illness During the School Day	8	Leaving School Grounds	20
Leaving School	8		
Chapel	8	SCHOOL COMMUNICATION	21
Missing Physical Education	8	Parent-Teacher Conferences	21
		Problems	21
STUDENT BEHAVIOR	9	OFFICE & FACILITIES	22
General Conduct	9	School Office Hours	22
Discipline	9	Visitors	22
Social Media	9	Lost & Found	22
Bullying	10	Lunchroom	22
Articles Prohibited	10	Telephone	22
Cell Phones	10	Selling On Campus	23
Music	10	Fire Drills	23
		DRESS CODE	24
DISMISSAL	11	Elementary Girls	24
Reasons for Dismissal	11	Elementary Boys	24
Reasons for Expulsion	11	Secondary Girls	25
		Secondary Guys	26
ACADEMICS	12	General Policies	27
Curriculum	12		
Requirements for Graduation	12	FINAL REMARKS	28
Study Halls	12		
Field Trips	13		



# Introduction

## STATEMENT OF FAITH

- We believe in the verbal inspiration, preservation, and authority of the Scriptures, using the King James Version as the most accurate translation in the English language of God's preserved Word. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages. (2 Tim. 3:16-17; 2 Pet. 1:20-21)
- We believe in God the Father, God the Son, and God the Holy Spirit. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26)
- We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8)
- We believe that salvation is by the grace of God alone. The conditions to salvation are repentance and faith. (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; Matt. 12:31-32; 1 John 1:9)
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. (Rom. 13:13-14; Gal. 5:13; Titus 2:11-15)
- We believe that once a person has been redeemed, he is a child of God permanently. (John 6:37-40; 10:27-30; Rom. 8:1; 38-39; 1 Cor. 1:4-8; 1 Pet. 1:4-5)
- We believe in the visible, personal, and pre-millennial return of Jesus Christ. (Ps. 89:3-4; Dan. 2:31-45; Zech. 14:4-11; I Thess. 1:10; 1 Thess. 4:13-18; Titus 2:13; Rev. 3:10; 19:11-16; 20:1-6)
- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15)

## NATURE AND PURPOSE

Tri-State Baptist Academy is an educational institution created as a ministry of Tri-State Baptist Church. Our admissions policies are free from discrimination regarding race and color. We insist that every student be given equal opportunity in every aspect of our academy ministry. Our teachings and philosophies are founded on Biblical truths as interpreted by Tri-State Baptist Church, an independent, Bible-believing local church, which is the "pillar and ground of the truth" (I Timothy 3:15).

The main emphasis of Tri-State Baptist Academy is upon the spiritual and educational growth of its students. In seeking to meet both the spiritual and educational needs of the student, the aim of Tri-State Baptist Academy is to give the student an understanding of the Christ-centered life. To accomplish this, we believe that all subjects should be taught in the light of the Scriptures in keeping with the verse, "The fear of the Lord is the beginning of knowledge" (Proverbs 1:7).

Tri-State Baptist Academy is dedicated to acquainting each student with the person of Jesus Christ and helping them to know that God has a plan and a purpose for his/her life. After reaching the students for Christ, our goal is to send them out as well-trained Christian leaders of tomorrow, serving in whatever area of life the Lord has called them.

In training the student intellectually, Tri-State has a strong academic program and a caring, dedicated faculty. Our curriculum consists of *A Beka Book* textbooks and teaching videos. The present curriculum is also planned to fulfill the State of Connecticut requirements for graduation.

### **OBJECTIVES**

Our objectives in the education of your children are as follows:

- To prepare them spiritually by instilling in them a personal responsibility and appreciation for the Lord Jesus Christ, God the Father, and the Holy Spirit.
- To encourage them to think clearly, logically, and independently in accordance with God's Word.
- To offer an instructional program that meets the academic needs of the child.
- To achieve mastery in the tools of learning and communication.
- To develop a sense of responsibility in each child as a citizen and a Christian.

### **STATEMENT OF NON-DISCRIMINATORY POLICY**

Tri-State Baptist Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies and admissions policies.

### **STATEMENT OF CHRISTIAN LIFESTYLE**

Tri-State Baptist Academy is a uniquely religious educational institution that seeks to provide a quality education in a distinctly Christian environment. One of the goals of Tri-State Baptist Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities (Matthew 5:13). Tri-State Baptist Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Tri-State Baptist Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs.

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, condoning, 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.

Matthew 19:5 says, “And said, For this cause shall a man leave father and mother, and shall cleave to his wife: and they twain shall be one flesh? 6. Wherefore they are no more twain, but one flesh. What therefore God hath joined together, let not man put asunder.”

### **PARENT CONDUCT**

Improper conduct by a parent can result in his or her child's dismissal from school. This includes shouting at a teacher or staff member, continual or flagrant disruption of classes in progress, and any public outburst or display that is inappropriate or detrimental to the spirit of Tri-State Baptist Academy.



# Admissions

## **REQUIREMENTS**

Students are accepted on the basis of available space, their character, scholastic record, without regard to race, color, national, or ethnic origin; and a genuine desire on the part of the parents to have their children in a Christian school. Only those children who we feel will adjust to our particular program, and whose parents agree to cooperate fully with the teachers and administration, will be admitted.

## **ENROLLMENT PROCEDURE**

1. Schedule an interview with the Pastor.
  - A. Please bring recent records and standardized tests to the interview.
  - B. A placement test may be required after the interview.
2. Upon student acceptance, parents need to complete registration papers.
3. Submit a complete State of Connecticut Health Assessment Record (this may be secured from any physician or the Academy office).
4. Pay the registration fee.

If the Pastor does not feel that the student should be accepted into the school at the time of the interview, he will notify the parents at that time. If, after receiving the records or recommendations on the student, the administration chooses not to accept the student, the parents will be notified in person or by phone and be sent a letter officially stating that the registration has been denied.

## **ADMISSION AGE**

K-5 students must be five (5) years old by September 1<sup>st</sup>.



# Finances

Tuition, fees, and gifts form the financial basis of Tri-State Baptist Academy. We do not accept monies from any government agencies.

## **Tuition for 2016-2017**

All applicants Registration Fee -	\$ 75.00
Academy (K5 ½ day program) Tuition -	\$1,900.00
Academy (Grades 1 <sup>st</sup> -4 <sup>th</sup> ) Tuition -	\$2,250.00
Academy (Grades 5 <sup>th</sup> -12 <sup>th</sup> )	
Available to church members only-	\$2,250.00

## **REGISTRATION FEES AND TUITION**

Tuition is due at time of enrollment; however, for the convenience of our parents, tuition may be paid in monthly installments. We will have a total of 6 payments, the first of is due on September 1<sup>st</sup>.

Payments are due on the **first** of the month. A \$30 late fee is applied to any account if a balance of tuition and/or fees is not paid by the **tenth** of each month. (This fee is also applied to returned checks.) If the account balance is still outstanding by the **twenty-fifth** of the month, the student may not attend classes; report cards, transcripts, and records cannot be released until this outstanding balance is paid in full.

## **BOOKS**

Parents are responsible to purchase books from the Academy. Prices for the books vary depending on the grade level of the student(s) and the courses taken in the Jr. and/or Sr. High School. The average cost of books is a \$150-\$225 a year.

## **WITHDRAWALS**

Registration fees are not refunded for any reason. In the event a student leaves before the end of the month for any reason, tuition will still be considered due for that entire month.

Withdrawals must be made through the school office and must be in writing. A parent should notify the school office, if possible, a week prior to the last day of school so that the withdrawal papers can be ready. The withdrawal form can only be released when all Academy-owned books are returned to the office. All records and report cards will be withheld until all tuition costs or other official school fees are paid.



# Attendance

## **ABSENCES**

In order to gain the most from the school, each student must be in regular attendance. The school calendar at TSBA reflects that of the public school system in that we strive to hold classes for 180 days with 50 minute class periods (at the high school level). We place great importance on school attendance, and as a result, allow few exceptions for excused absences.

Student attendance is recorded on a period-by-period basis for each course. Students are expected to attend all assigned classes. Parents are responsible for contacting the office prior to the start of the school day to notify the school of their child's absence. If the student has seen a physician, please send a physician's note along with the parent's note upon the student's return. Parents are asked to be extremely conscientious in sending notes the day their child returns to class.

Students who are absent from school as a result of illness for three (3) or more consecutive days must report directly to the office with professional documentation upon their return to school.

It is the responsibility of the absent student to request assignments from his/her teachers. Tests or exams must be made up within five (5) days of return.

Any student who is absent will not be able to attend any extracurricular activities on that day (i.e., ball games, concerts, etc.) unless special permission is granted by the principal in advance to participate due to extenuating circumstances.

## **TARDINESS**

Because promptness is an important Biblical principle, students will be expected to be at school on time. Excessive tardiness hinders the student's effectiveness and disrupts the class being taught.

Students who come to school late must report to the school office and present a note stating the specific reason for tardiness. The office will determine if it is excused and will give the student a pass to class. Students with no note (or verbal contact from the parent) will receive an unexcused tardy.

## **EXCESSIVE ABSENCES**

If a student is excessively absent—eight (8) days or more during the semester - this could result in a failing grade for courses affected by the absences. In addition, if the student is in high school, this could result in a loss of credits for the affected courses. Parents will be required to make arrangements for the student to make up the credits.

**MAKE-UP WORK**

All work, including tests, missed due to an excused absence must be made up according to the number of days absent. Each student is given the number of days he is absent plus one extra day to make up his work (i.e., if a student misses four days, he has five days to complete his work). If work is not made up in the time allotted, zeros will be given for each incomplete assignment.

All quizzes and tests must be made up after school. Teachers may leave tests and quizzes in his/her box in the school office. An office representative will administer the make-up test or quiz. All missed schoolwork due to an unexcused absence must be completed on the day the student returns to school or the student will receive a zero.

**ILLNESSES DURING THE SCHOOL DAY**

Please do not send students to school who have experienced a fever, sore throat, diarrhea, or vomiting within the past twenty-four hours. Please give them time to recover. If a child becomes ill during the school day, the parent will be notified. Sickness at school is generally determined if the child is running a fever or vomiting.

**LEAVING SCHOOL**

All parents coming during class time to pick up students for dental appointments, medical appointments, or other excused absences must report to the office and not to the student's classroom. If a student must leave school early, a written note from the parent stating the reason is to be brought to the school office before classes begin in the morning. A slip will be given to the student to show the teacher when it is time to leave. The parent is to come to the school office and ask for the student.

**CHAPEL**

Every student of Tri-State Baptist Academy is required to attend chapel every Friday. Each student must bring his/her Bible to chapel. Special dress code considerations for chapel days are delineated in the Academy dress code.

**MISSING PHYSICAL EDUCATION**

Students who are unable to participate in physical education must have a doctor's excuse or a note from a parent.



## Students & Behavior

An important goal at Tri-State Baptist Academy is to train children to be like the Lord Jesus Christ. In order to aid us in accomplishing this goal, we address three main areas of attitude corrections on a daily basis:

Disobedience - Disrespect - Irresponsibility

### **GENERAL CONDUCT**

In the classrooms of Tri-State Baptist Academy, these four fundamental rules are to be followed:

1. No student is to be out of his seat without permission.
2. No student is to speak out in class without permission.
3. Students shall always address and reply to the teacher with utmost respect.
4. No student should respond to correction or direction with a negative attitude.

All rules and regulations apply to students attending any school-sponsored functions, programs, ball games, field trips, and other events. This includes following the dress code unless otherwise stated.

### **ELEMENTARY AND SECONDARY DISCIPLINE**

There is no demerit system in grades one through twelve; however, discipline is administered as the teacher deems it necessary. Discipline notices will be issued from time to time and parents are asked to sign these and return them to the teacher. A continual discipline problem will result in the following progressive interventions:

1. A warning is issued.
2. Classroom discipline is administered (a "time out," etc.).
3. The child is sent to the principal's office.
4. The principal calls the parent and asks the parent to come to school and take the child home.

### **SOCIAL MEDIA**

Social media is prevalent and widely used in today's culture. Though it has many positive uses and can be a great tool for communication, it can also be used negatively and inappropriately.

Any student using social media outlets must allow a minimum of two TSBA staff members as friends/followers on their accounts.

If the administration becomes aware of any inappropriate material on a student's outlet of social media, including but not limited to Facebook, Twitter, Instagram, Snapchat, personal blogs, etc., the student and parents of the student will be asked

to have a meeting with the pastor. Inappropriate content or endorsement of it can be grounds for disciplinary action.

Inappropriate content or endorsement would include but is not limited to the homosexual lifestyle, Satanic or gothic lifestyle, profanity, hashtags or abbreviations for profanity, sexual innuendo, or gossip.

As a student of Tri-State Baptist Academy, you are a representation of your God, your school, and your family. It is only reasonable that your social media be honoring to God and uplifting to others.

### **BULLYING**

Bullying is defined as persistent inappropriate behavior (physical, verbal, written, or online) from one student to another. Cases of suspected bullying should be brought directly to the school administrator to be dealt with immediately. In the event of a case of bullying, the administration would then meet with all parents involved for notification and/or help in correction of the problem.

### **ARTICLES PROHIBITED**

Tobacco, alcoholic beverages, narcotics, knives, guns, matches, lighters, explosives of any kind, and gambling materials are strictly prohibited. Also prohibited are skateboards, shoes with wheels, water guns, magazines, and unapproved books. (Students must have all outside books approved by the teachers or the administration.) Questionable literature is not to be brought to school or to school functions. Any item that is in any way connected with the “rock” music or drug culture is strictly forbidden. Only items that are appropriate for an educational atmosphere will be permitted.

Also prohibited are electronic devices including games or devices that play music, laptops, or headphones. Any student found to be in possession of an electronic device will have the device confiscated and held until the end of the school day.

### **CELL PHONES**

Cell phones are permitted; however, they must be turned off and remain in the student’s locker or bag room. Phones may only be checked after school is dismissed. To contact the student please call the school office.

### **MUSIC**

Tri-State Baptist Academy requests parents to protect their children from secular music that is carnal, explicit, sexually oriented, or rebellious.



## Dismissal

A student may be dismissed or expelled from school at any time if he/she is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration.

Students engaged in questionable conduct, which in the opinion of the administration brings reproach on the testimony of Tri-State Baptist Academy, are subject to dismissal. This policy is true regardless of time or location.

### **REASONS FOR DISMISSAL**

- Parent will not cooperate with the administration or the school.
- A student's conduct, attitude, negative influence, or lack of effort makes it inadvisable for that student to remain in Tri-State Baptist Academy.
- Continual failure to achieve academically or continual lack of effort.
- Failure to remain current on school account.

### **REASONS FOR EXPULSION**

- Drugs or alcohol (use, possession, or association).
- Threats (by parents or students) to administration, faculty, staff, or students.
- Destruction of personal or school property.
- Obscene gestures and language directed at the faculty, staff, or other students.
- Immorality (any sexual activity outside of marriage).
- Inappropriate social media content (as explained on page 9-10).

Tri-State Baptist Academy expects that its students show respect to God, Country, family, faculty, and fellow students. Anyone who will not cooperate spiritually, morally, or scholastically will not be allowed to remain at Tri-State Baptist Academy.



# Academics

## **CURRICULUM**

At Tri-State Baptist Academy, we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, “Wise men lay up knowledge.” The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of Tri-State Baptist Academy. All students have a Bible class or chapel each day that includes Bible study, Bible memorization, and practical Christian training. In the Bible classes and chapel, students are asked to use the Old King James Version of the Bible.

In our elementary school, we use the *A Beka Book* textbooks. These textbooks place a strong emphasis on phonics, reading comprehension, and math.

Our high school program has a college preparatory track and a general track with textbooks selected from *A Beka Book*. Keyboarding, computer, music, math, physics, and other electives are available to our high school students.

## **REQUIREMENTS FOR GRADUATION**

Tri-State Baptist Academy requires a student to complete a program of study at least equivalent to the State of Connecticut. A student must accumulate at least twenty-four (24) credits to graduate during the ninth through twelfth grades. The following number of credits is required:

- Bible (4 credits)
- English (4 credits)
- Math (3 credits)
- Science (2 credits)
- American History (1 credit)
- American Government
- Geography (1 credit)
- World History (1 credit)
- Speech (1 credit)
- Foreign Language (2 credits)
- Physical Education (1 credit)

A student must be within one credit of graduation in order to participate in commencement.

## **STUDY HALLS**

Study halls are designed to provide students the chance to complete homework or to study for an evaluation in a quiet and orderly setting. Study halls may be scheduled on a regular basis or when deemed appropriate. Students are expected to work on school assignments only and should bring all necessary work with them to the study hall. Students may also use study halls to make up tests or quizzes or to check out books from the library for class assignments.

**FIELD TRIPS**

During the year, there will be field trips to different points of interest. On these trips parents are asked to assist with the students. Parents may see their child's teacher if they would like to volunteer. Since a parent is representing Tri-State Baptist Academy on field trips, we request that ladies wear a skirt or dress that reaches the middle of the knee and that men wear long pants with a collared shirt. A minimal transportation fee may be charged to help defray costs.



# Academic Policy

## **GRADING SCALE**

The following letter grading system will be used in the kindergarten through high school:

A	90-100%	4.0 GPA
B	80-89%	3.0 GPA
C	70-79%	2.0 GPA
D	60-69%	1.0 GPA
F	0-59%	0 GPA
I	0%	0 GPA

## **REPORT CARDS**

Tri-State Baptist Academy operates on a nine-week grading period. Report cards are typically sent home one week after the conclusion of the grading period. Report cards not only state the academic progress of the student, but also describe the conduct of that particular student.

Any parent who desires to meet with his/her child's teacher may call the office to schedule an appointment. Please do not arrive unannounced and request a conference-this does not allow the teacher to adequately prepare his/her thoughts and recommendations for improvement. Unannounced visits typically interrupt the time that a teacher needs to effectively prepare for his/her classes.

To keep elementary parents informed of their child's progress during the grading period, folders are sent home on a weekly basis.

## **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student. Therefore, each student is expected to successfully complete his homework assignment each day.

Homework may be given for the purposes of remedial reasons and individual projects relating to school studies. Continued failure to complete homework assignments will result not only in academic penalty, but also disciplinary measures. No homework is assigned on Wednesdays or during other special meetings of Tri-State Baptist Church. We are happy to work with families who attend other churches who may have special meetings throughout the year in their churches. Please contact the principal concerning such situations.

There will be reasonable amounts of homework given to students of all grades. All homework must be done neatly and correctly and on the exact paper specified by the teacher.

Each Monday, elementary students will take home folders that need to be signed by the parent and returned the next day. Students should make any corrections or

complete unfinished work as instructed by the individual teacher. The folder will include tests, class papers, and school notices. While we encourage parents to keep daily work, we ask that they return all tests and quizzes to the teacher.

Parents will receive homework notices if homework is not turned in or is unacceptable. Disciplinary measures will be applied as necessary and reduced grades may be given. Please return signed homework notices the day after they are sent home.

### **TUTORING SERVICES**

If a student requires tutoring services, TSBA administration will recommend a TSBA teacher to provide tutoring services. Parents will be required to make payment directly to Tri-State Baptist Academy: \$25 per hour.



# Retention

## **KINDERGARTEN**

- If a student fails reading, he/she is retained.
- If a student is considered to be too immature for first grade work, retention is recommended.
- If a student is weak in phonics and reading, tutoring will be recommended

## **FIRST - THIRD GRADES**

- If a student fails both math and reading, he/she is retained.
- Tutoring is recommended if a failing grade is earned in either math or reading.
- If a student is weak in phonics and reading, tutoring will be recommended.

## **FOURTH - SIXTH GRADES**

- A student who earns a D in math, language, or reading is recommended for tutoring.
- A student who earns an F in any one of the above mentioned subjects is recommended for tutoring.
- If a student earns an F in all three of the above mentioned subjects, he/she is retained.

## **SEVENTH - TWELTH GRADES**

- A student who earns an F in both math and English is retained.
- A student who earns an F in either math or English is recommended for tutoring.
- A student must pass three out of four major subjects (math, English, social studies, and science) to be promoted.
- It is strongly recommended that students who earn D's in both semesters of either math or English receive a tutor.



# Emergencies

## **EMERGENCY SCHOOL CLOSINGS**

Should the Academy need to close due to building problems or snow, it will be announced on WTNH (Channel 8). Parents and students may subscribe to the early warning alert system at [www.wfsb.com](http://www.wfsb.com). The school office will not call parents concerning weather-related closings. Tri-State Baptist Academy does not follow any town or other school closures. Because our families travel to the campus from all over the state, considerations are made based on a large territory, not only the town of Thompson.

When school is not yet open in the mornings, these announcements should be on the local stations by 7:00 a.m.

## **COMMUNICABLE DISEASES**

Tri-State Baptist Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Tri-State Baptist Academy may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. Tri-State Baptist Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control spread of communicable diseases within the school. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal.

The reportable diseases include the following contagious diseases:

- Chicken Pox
- Conjunctivitis
- Head Lice
- Hepatitis
- Impetigo

## **SICKNESS AT SCHOOL**

- Influenza
- Measles
- Mononucleosis
- Mumps
- Pneumonia
- Rubella

\*\*To control the spread of common illnesses, please do not send your student to school if he has a fever or has vomited within 24 hours.

## **MEDICATIONS POLICY**

All medications are to be brought to the school office, and a medication form must be filled out by the parent and signed by the doctor in order for the office to dispense the medication. This will include aspirin or Tylenol (etc.) as well as prescriptions from the doctor. Please be sure you leave the medicine in the pharmacy bottle. Do not transfer medicine to another container.



# Arrival & Departure

## **ELEMENTARY ARRIVAL & DISMISSAL**

Parents bringing their children to school are to drop them off **ONLY** in the designated area, which is the front door by the carport. A traffic pattern map will be given out. Students may be dropped off as early as 7:45 A.M. Upon arrival, elementary children are to go directly to the downstairs area. After the first week of school, parents should drop off their children. We ask that you please not wait in the auditorium with your child and request that you not escort your children directly to the classroom. If a meeting with the teacher is desired, a parent may schedule one through the school secretary by calling the school office.

All students in the K5 program will be dismissed at 12:00 P.M. daily. All students from grades 1<sup>st</sup>-12<sup>th</sup> will be dismissed at 2:15 P.M. daily. Once the bell rings, students will be dismissed to either their parents or siblings.

## **SECONDARY ARRIVAL & DISMISSAL**

Grades 7<sup>th</sup>-12<sup>th</sup> should be dropped off at the same location, which is the doors under the carport. A traffic pattern map will be given out. Students may be dropped off as early as 7:45 A.M.

Junior/Senior high school students must be out of the building as soon as possible after the 2:15 P.M. dismissal bell. Students not immediately picked up after school will wait in the auditorium.

## **AFTER-SCHOOL CARE**

There is no after-school care at TSBA. Students who are not picked up promptly after school will be waiting in the auditorium from which parents must pick up their children. A fee of \$10.00 will be charged to the student's school bill for every fifteen minutes that he/she is not picked up thirty (30) minutes past the 2:15 P.M. dismissal time on normal school days or 12:15 P.M. on noon dismissal days. If a student requires a late-fee charge to his/her account, a parent or responsible party will be required to sign the student out on a late pick-up form from the finance office.

Students who remain after school for school functions will be under proper supervision.

## **TRAFFIC PATTERNS**

Parents bringing their children to school are asked to abide by the following traffic regulations. Please observe the 5-mph speed limit to ensure the safety of the students. Please observe the following:

- Please park in a designated space. Do not leave your car at the curb or in the traffic line at any time.
- To avoid unnecessary delays, have your student collect items needed and be ready to exit the car upon arrival.

- Once your child has exited the building after 2:15 p.m., please have him/her go directly to your car.

\*Please do not expect the teacher on duty to watch your child while you visit with other parents.

### **STUDENT DRIVERS**

Students who drive to school are to park in the student designated area. Students are to leave their cars when they arrive at school. Students are not allowed to return to their cars during the day without permission from the office.

Students who drive to school must strictly abide by all safety rules. Failure to do so will result in a meeting with the administrator and loss of driving privileges. A student must register his/her car in the school office. Students who wish to ride together must have permission notes on file in the office from both parents of the rider and the driver.

### **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the school day without permission from the office and written or verbal parent permission, per school administrator.



# School Communication

## **PARENT-TEACHER CONFERENCES**

Our teachers are more than willing to speak with you about your child's grades or other concerns. Therefore, if you wish to talk to your child's teacher, please arrange for a private conference by calling the office or by sending an email to the teacher. Please do not go directly to the classroom to meet the teacher before or after school since this detains the teacher from individual responsibilities. Teachers are happy to arrange for conferences with parents at scheduled times.

Parents are encouraged to request conferences at any time deemed necessary. Tri-State Baptist Academy's teachers and administration welcome such opportunities and are eager to help with student problems. We recommend that parents contact the teacher on a weekly basis if the student is having difficulty in a class.

\*As a general rule, parents are asked not to call their child's teacher at home or speak to them at church about assignments and other situations which may arise.

## **PROBLEMS**

Although Tri-State Baptist Academy has a dedicated staff comprised of Christians who are faithfully and actively serving in their local churches, these staff members are still human and susceptible to mistakes. We request that parents who have a concern about a situation consult privately with those directly involved while continuing to support the school and its staff in the presence of their children and other parents.

We ask that parents who have a problem with a teacher or the administration follow Christ's outline for problem solution in Matthew 18 by taking that particular concern to the person originally involved. If, after talking to the person, the parent is not satisfied with the solution, he should schedule a meeting with the pastor and teacher or staff member involved. Any unresolved problems with the administration of Tri-State Baptist Academy should then be directed to the pastor of Tri-State Baptist Church. We ask that parents never supersede the chain of authority (teacher, administrator, then pastor) when a problem needs to be resolved.

Approaching the proper person in the chain of authority would allow for the higher authority to better understand and handle the problem should it have to be presented to him.

If, after a conclusion concerning a specific problem has been made, the parents are still unable to support the staff, administration, or pastor, those parents should withdraw their child(ren) from the school. All matters will be kept private by Tri-State Baptist Academy, and parents are expected to abide by the same policy.



## Office & Facilities

The buildings, facilities, and property of Tri-State Baptist Church and Christian Academy belong to God. Respect for the appearance and care of the school is a part of one's Christian duty. Damaging or destroying property, littering, and other offenses are not evidences of proper Christian character.

Willful damage or destruction of church or school property will not be tolerated. All damage must be paid for, whether willful or accidental.

All students are expected to report to the office any damage to furniture or other school property immediately.

Students must also respect the property of other students.

### **SCHOOL OFFICE HOURS**

The school office opens at 7:45 A.M. and closes at 2:15 P.M. Appointments may also be made for other days. Staff members are unavailable for drop-in meetings on these days.

### **VISITORS**

Visitors to Tri-State Baptist Academy must obtain a pass from the school office before visiting or observing classes, music, practices, or the lunchroom. This policy also includes former students. Special arrangements for these visits or observations must be made through the administration or office staff. The policy for visitors would also apply to school volunteers.

### **LOST & FOUND**

Lost or misplaced articles may be picked up in the school office before school, during lunch, and after school. Parents are asked to write their child's name clearly on all items brought to school, including jackets, lunch boxes, and books. All items not identifiable will be disposed of after a reasonable amount of time.

### **LUNCHROOM**

Students need to bring their own lunches. Due to time restraint, please limit how often you pack items that need to be heated up.

Students are asked not to bring food or drinks out of the lunchroom since this generally creates a littering problem. Students should not chew gum in the lunchroom.

### **TELEPHONE**

Students will not be allowed to make phone calls during the day unless the calls are considered necessary by the office staff. In the case of an emergency, the office staff will place the call.

**SELLING ON CAMPUS**

Any students or organizations wishing to sell items on the campus of Tri-State Baptist Academy must gain prior approval of the dates, items, and methods from the Academy administrator.

**FIRE DRILLS**

Fire drills will be conducted on a quarterly basis under the supervision of the administration and the Thompson Fire Department.



# Dress Code

Believing that our outward appearance is a reflection of our heart and mind, Tri-State Baptist Academy expects all parents to exercise good taste and judgment in the dress of their children at all times. Through our clothing, makeup, and hairstyles, we either draw attention to ourselves or we magnify the Lord. The dress code applies to all school functions except where specified.

## **Elementary Girls**

### **SKIRTS AND BLOUSES**

- Our young ladies are to wear either a jumper or skirt chosen from Lands' End.
- All elementary outfits should reach the middle of the knee when sitting or standing.
- Slits in jumpers or skirts may not go above the required length of the dress.
- Leggings may be worn under skirts and jumpers.
- Collared polo shirts (long/short sleeved), Oxford dress shirts, or "Peter Pan" blouses with the school logo are to be worn. You will find these shirts on the Lands' End website.
- Sweaters with the school logo are also acceptable, but a collared shirt must be visible underneath. You can find these on the Lands' End site.

### **SHOES AND SOCKS**

- All girls are to wear socks or tights.
- Elementary girls may wear athletic shoes (for gym class) or simple flats, but all shoes must have backs on them.
- Boots, with 1" or lower heels may be worn during the school day. Snow boots must be removed in the classroom.

### **ACCESSORIES**

- Accessories and makeup should be tasteful and appropriate for a Christian atmosphere.

## **Elementary Boys**

### **SHIRTS**

- Boys should wear selected shirts with the school logo from the Lands' End website. All shirts must be tucked in and buttoned.
- A sweater with the school logo may also be worn, provided that a collared shirt or is visible underneath.

### **PANTS**

- Boys must wear the pants that are selected from the Lands' End website.
- Pants should fit neatly, without sagging.

## **HAIR**

- Conventional hairstyles must be kept neat and combed at all times. Hair must be off the ears and collar.

## **ACCESSORIES**

- Belts must be worn with pants that have belt loops.
- Boys may not wear necklaces, earrings, or bracelets (except medical).

## **Secondary Girls (7<sup>th</sup>-12<sup>th</sup>)**

### **SHIRTS AND BLOUSES**

- Shirts that are made to be tucked in should be tucked in. Polo shirts may be worn out, but should not look sloppy (too long, baggy, etc.). Regardless of style, all shirts should be neatly pressed.
- Polo shirts with the school logo can be found on the Lands' End site.
- Cardigans and sweater vests with the school logo may be worn over a collared polo or oxford shirt.
- All shirts must be buttoned, except for the top button.
- Camisoles should not be visible below the hem of the shirt.

### **SKIRTS**

- Skirts should be at least to the middle of the kneecap in length. Slits should not extend above the knee.
- Skirts must not be tight or form fitting. They must be able to move freely over the hips.
- Conservative leggings are allowed.

### **SHOES AND SOCKS**

- Casual flats are preferred. Shoes should not have a heel higher than 2".
- Conservative boots with heels no higher than 2" are permitted.
- Backless shoes are not permitted.
- Athletic shoes should only be worn for PE classes and sports practices.

### **JEWELRY/ACCESSORIES**

- A maximum of two piercings in the outer ear is permitted. Gauges and bars are not permitted.
- Ankle bracelets are not permitted.
- Hats should not be worn in the building.

### **FADS**

- Extreme or faddish clothing, accessories, or hairstyles are inappropriate.
- No bleached or unnatural hair coloring is appropriate (this includes colored streaks, i.e. pink, blue, etc.). Basic highlighting is allowed.
- No glitter makeup or tattoo-style designs are acceptable.
- Nail polish should be tasteful and feminine.

## **Secondary Guys (Grades 7<sup>th</sup>-12<sup>th</sup>)**

### **SHIRTS**

- All shirts must be tucked in and neatly pressed.
- Boys should wear selected shirts with the school logo from the Lands' End website. All shirts must be tucked in.
- Cardigans and sweater vests with the school logo may be worn.
- Shirts must be buttoned, except for the top button. (The top button must be buttoned when a tie is worn.)
- A polo or oxford, with a visible collar must be worn under sweaters or vests.
- Button-down shirts with a button-down collar must be worn on chapel days. If the shirt does not have a button-down collar, a tie or sweater must be worn. Ties should never be loosened or worn at "half-mast".
- Any t-shirt worn under a uniform shirt must be plain white with no printing.

### **PANTS**

- Boys must wear the pants that are selected from the Lands' End website.
- Pants should not be frayed, tight, sagging, or cut. "Skinny" style pants are not acceptable.
- A solid-color belt must be worn and must be visible. Belts should not have studs or other similar decorations on them. They should also have conservative buckles.

### **SHOES AND SOCKS**

- Brown or black casual shoes are preferred.
- Sandals, shoes resembling slippers, and shoes with thick heels are not appropriate.
- Socks should be worn at all times.
- Athletic shoes are appropriate for PE and sports practices only.

### **ACCESSORIES**

- Hats should not be worn in the building.
- Necklaces, earrings, and ankle bracelets may not be worn at school or at any other school function.
- One ring may be worn on each hand.

### **HAIR**

- Conventional hairstyles must be kept neat and combed at all times. Hair must be off the ears and collar.
- Sideburns should not extend below the middle of the ears and should be neatly trimmed.
- Extreme or faddish haircuts or styles are not appropriate.
- The use of dye, streaks, bleach, or other such coloration of the hair is not permitted.
- Boys must be clean-shaven. No facial hair is allowed.

## **GENERAL POLICIES**

- Zippered vests and any hooded garments are considered outdoor wear and are not to be worn in the building.
- No sloppy or oversize clothing is allowed.
- Backpacks and lunch boxes should be free from questionable logos, etc. (Pop groups, skulls, or things of a violent nature are not permitted.)
- The school dress code is to be followed at all school functions, on or off campus unless otherwise instructed. This includes evening and weekend school activities. The administration reserves the right to determine for both boys and girls if dress or appearance is appropriate or not. Clothing or accessories that have inappropriate connotations will not be permitted. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem. This may on occasion require the parent being asked to come to school to pick up the child or bring the necessary items for him to change.



## Final Remarks

We reserve the right to alter any of the regulations and procedures in this handbook at any time if deemed necessary. We would like for the parents to understand that the sincere desire of the administration of our school is to see your children grow up to be fine Christian young men and women. Since we care for and love your children, this handbook is provided so that both the school and the home can work together to accomplish the greatest spiritual and educational goals for your child.