

# Treasure Valley Baptist School

*...called to be saints...*



## SCHOOL HANDBOOK

*"...that in all things he might have the preeminence."*

Colossians 1:18

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## **HISTORY**

Treasure Valley Baptist School (TVBS), a ministry of Treasure Valley Baptist Church (TVBC), began in August of 2007. The school opened with grades kindergarten through eighth. Each subsequent year, the school added a grade, and by the 2011 – 2012 school year, TVBS was a complete K5-12 school. K4 was added in 2018.

## **PURPOSE**

The chief objective of our school is to equip and prepare students for a lifetime of devotion to their Saviour, the Lord Jesus Christ, and to glorify the Lord in all that they do.

*“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” 1 Cor 10:31*

*“And whatsoever ye do, do it heartily, as to the Lord...for ye serve the Lord Christ.” Col 3:23-24*

The Bible is not substituted for any academic subject, but it is integrated into the total educational program. The Bible is taught so that the students will:

- develop sound values and convictions that will govern every step of his or her life.
- acquire wisdom, knowledge, and understanding to serve the Lord.
- learn the biblical principal in 1 Corinthians 14:40, *“Let all things be done decently and in order.”*

Not only should a young person’s appearance, conversation, demeanor, and disposition reflect the Lord Jesus, but he or she must also learn to maintain good works for necessary uses (Titus 3:14, Matthew 5:14-16, Ephesians 6:12). It does matter to God how we look and how we act.

The rules & procedures included in this handbook are gleaned from biblical principles and convey:

- the message that we are here to learn
- clarity on acceptable norms of behavior
- the structure students need to feel that the classroom is a safe and predictable place

Since attendance at TVBS is a privilege and not a right, students may forfeit this privilege if they do not conform to school standards, ideals, and rules.

## **ABOUT THIS HANDBOOK**

We have endeavored to make this school handbook as complete and precise as possible. The handbook was written by the administration of TVBS. Since there is a possibility that facets of the school’s operation were omitted or that circumstances may arise that are not covered in this handbook, the administration of TVBS retains sole authority to make decisions over the omission or circumstances in question.

## **OUR VISION**

### **Treasure Valley Baptist School**

#### **Mission**

Train and equip our students to excel  
in God's purpose for their life.

#### **ASPIRATIONAL GOALS**

College Ready  
Serve God  
To Stand



#### **ENDURING VALUES**

Excellence  
Integrity  
Service

***“Cursed be all learning that is not subservient to the Cross of Christ.”***

Dr. John Witherspoon – First President of Princeton

#### **SPECIFIC FOCUS AREAS**

- Enable students to develop godly Christian character
- Educate with Bible-centered academics & activities
- Encourage students to achieve their full potential
- Equip students for a lifetime of service for Christ
- Elevate the student's love for God and country

## **DOCTRINAL STATEMENT**

As a ministry of TVBC, TVBS holds without apology to the church's statement of faith. A copy is available on request. TVBC is a separated, missions-minded, independent, fundamental, Bible-believing Baptist church.

## **PHILOSOPHY OF EDUCATION**

Our school is a ministry of TVBC, designed to partner with families rearing their children for Christian service. Our major goal is to produce believers that possess Christian character and exhibit Christian leadership. We will accomplish this through three areas of emphasis:

- Teaching students the Word of God so the Bible becomes a practical & workable tool in their lives
- Instilling in each student a desire to reach the lost for Christ
- Setting a solid foundation in academics so the student can effectively meet the challenges of today and tomorrow

## **ADMISSION**

**Acceptance:** TVBS is not a public school; therefore, attendance is not a right but a privilege. TVBS admits students of any race, color, and national or ethnic origin that is of like faith and practice. Any student admitted must agree to abide by our standards of conduct, and the parents must sign a pledge of cooperation. Students must live with their parents or a legal guardian. Any student moving away from home may be subject to withdrawal from school.

Transfer students are admitted on a conditional basis until all transcripts and records from their previous school are received. We will accept credits for comparable class/credits (as determined by the administration) awarded from other schools. The administration reserves the right to review applications with extenuating circumstances on a case-by-case basis.

**Accreditation:** TVBS is not accredited by any state or federal agency. Accreditation of a private church school is not necessary for a graduate of that school to enroll in most colleges or universities. Registrars of most institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests (SAT/ACT). We do not seek accreditation by any outside educational institution; however, we do endeavor to provide the highest possible academic program and take part in nationally standardized testing.

**Admission Confirmation:** A student's confirmation of admission is dependent upon the administration's review and approval of all forms, documentation, testing scores, and interview with parents and student. Parents will be notified of the student's acceptance/nonacceptance status.

**Appointment:** A parent or legal guardian of new students must set an appointment date for an interview with the principal or administration before they can register their child(ren) in school.

**Diagnostic Test:** New students are required to take a diagnostic test (a \$25 testing fee applies). Returning students are not required to take this test unless they've missed a year in-between.

**Probation:** All new and re-enrolling students will be placed on a nine-week probation to determine their capability of maintaining the academic, spiritual, and behavioral standards of the school. If the administration feels that the student is unable to conform to any of these three, he or she will be subject to immediate removal without refund of registration or tuition.

**Psychological Assessments:** The faculty of TVBS is not trained nor able to conduct or provide student psychological assessment, test, or review in any form for the purpose or use of any state agency or school. TVBS will not provide this service for any reason.

**Registration:** Internal enrollment (those currently enrolled wishing to reenroll for the next school year) begins on March 15 for the following school year. Every family must pay the required registration fee each year. Upon receipt of the non-refundable registration fee, required forms, and documents, a student is considered registered for the upcoming school year. Only if the school is unable to accept the student will the registration fee be refunded. If class size permits, enrollment will be offered to those on the waiting list on April 1.

Registration fees for the school year:

- Through April 30: \$ 35 per student or \$100 for 3 or more
- Starting May 1: \$ 50 per student or \$150 for 3 or more

**Signing of Forms:** Signing of registration forms indicates annual agreement with the student handbook, all philosophies, financial arrangements, standards, and rules of TVBS. These forms must be in the school office before the student will be allowed to enter classes.

**Transcripts:** Transcripts are required upon enrollment. Under certain circumstances, we may permit a student to attend classes prior to our receiving their transcripts; however, it is with the understanding that classes may change to meet credit requirements.

## **FINANCES**

Our school, which is an extension of TVBC, is not designed for profit. Our teachers are dependent on the prompt payment of tuition from each school family.

Payment \*Options:

- Lump Sum – Receive a \*5% discount when paying the entire year's tuition by August 31 (if there is no school that day, the payment will be made on the next scheduled school day)
- Bill Pay (**preferred method**) – Schedule monthly payments to TVBS through online Bill Pay
- Check – There is a \$25 returned check fee + late fees if paid after the 5<sup>th</sup> calendar day past approved payment date.
- Cash (least preferred method)

*\* If paying by credit card, there is a mandatory 2.75% surcharge added (pays the processing fee)*

**Payment Schedule:** Tuition must be paid in full or monthly beginning on the day of the month within the school administrator approved payment plan. The grace period for overdue tuition ends on the fifth calendar day past the date approved within the payment plan. Any late payments will be assessed a \$5.00-per-week late fee after the 5<sup>th</sup> day (5-7 days late = \$5; 8-14 days late = \$10; 15-21 days late = \$15; 22-28 days late = \$20; 28-30 days late = \$25; for >30 days late see the paragraph below). If an unforeseen situation occurs that will cause a late payment, consult with the school office immediately to arrange a plan to mitigate late fees.

- **No account can be permitted to be more than thirty days overdue.** Students will be withdrawn until the delinquent account is paid. Financial withdrawals may be counted as excused absences (administration decides). No student will be accepted for re-admission until the total bill is current.
- Students attending one day or more of any period will owe the full period's tuition.
- All graduating seniors must be paid in full before the night of their graduation.

**Payment Procedure:** Payment may be dropped off at any time the church office building is open. If paying after office hours or if the school office is unexpectedly closed, insert payment in an appropriately marked/sealed envelope and slip it through the mail slot in the school office door. If you prefer, you may use Bill Pay to make payments, but the payment must be received by the due date. Ensure you include a memo with the payment, so it is credited to the account.

**Please note:** End of year report cards and testing results **will not** be mailed or sent home until the account is paid in full. Transcripts will not be sent until the account is paid in full.

## Tuition Rates

(Reviewed annually. Subject to change.)

	<u>Regular Tuition</u>				<u>TVBC Members</u>			
	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>*&gt;3, each:</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>*&gt;3, each:</u>
K4/5	\$2,530.00	\$2,277.00	\$2,024.00	\$385.00	\$2,205.00	\$1,984.50	\$1,764.00	\$340.00
1-6	\$4,070.00	\$3,663.00	\$3,256.00	\$605.00	\$3,496.50	\$3,146.85	\$2,797.20	\$525.00
7-12	\$4,180.00	\$3,762.00	\$3,344.00	\$605.00	\$3,591.00	\$3,231.90	\$2,872.80	\$525.00

\*>3 Covers Books & Materials/Iowa Testing/Labs

### Regular Tuition Discounts:

- TVBC members receive a discount since their tithes and offerings cover utilities, building maintenance, and property upkeep.
- For multi-student families, 1<sup>st</sup> Child tuition applies to highest grade, 2<sup>nd</sup> Child next oldest, etc. (Example: Family of four: 7<sup>th</sup> grade = 1<sup>st</sup> Child, 4<sup>th</sup> grade = 2<sup>nd</sup> Child, 2<sup>nd</sup> grade = 3<sup>rd</sup> Child, and K4 = >3 pricing.)
- The tuition charge for 4<sup>th</sup> and subsequent children covers books, materials, testing, and labs.
- A 5% discount will be applied to accounts paid in full by 8/31.
- Receive a \$200 statement credit after 8/31/2022 if a referred family enrolls in the school.

Except for consumable workbooks or activity logs, textbooks must **not** be written in and must be returned in good condition to the school at the end of the school year. Charges will be placed on the family's school account for damaged or unreturned books.

## Annual Sports Fees

<b>Sport</b>	<b><sup>1</sup>JV</b>	<b>Varsity</b>	<b>Pre-Season</b>	<b>Season</b>	<b>Tournament</b>	<b>Pasco</b>
Volleyball	\$100	\$150	Volleyball Camp mid-Aug, practice starts the week after.	~ 7 weeks First of Sep thru 3 <sup>rd</sup> week of Oct	End of Oct, beginning of Nov	Practice begins in Jan. Tournament is in Feb over the President's Day holiday thru Wed
Football	\$100		Practice begins ~2 <sup>nd</sup> week of Aug	~ 7 weeks First of Sep thru 3 <sup>rd</sup> week of Oct	End of Oct, beginning of Nov	N/A
Basketball	\$100	\$150	Practice begins in late Nov or early Dec	~7 weeks First week of Jan thru mid-Feb	Mid-late Feb	In Feb over the President's Day holiday thru Wed

<sup>1</sup>Selected JV players may qualify as a floater and gain playing time/experience with the varsity team. These players will only pay JV costs.

## **SCHOOL OFFICE**

### **Hours:**

- School Year: The office is opened Tuesday-Friday (except holidays) 8:00am – 3:30pm.
- Summer: The office is opened Tuesday-Thursday (except July 4<sup>th</sup>) 8:00am – 2:00pm.

Please conduct school business during these hours. If office hours are not conducive due to your work schedule, please call the school office to arrange time outside school hours to meet. Please avoid conducting school business on Sundays, Wednesdays, or during special meetings (exceptions may be granted on a case-by-case basis).

**Phone Number:** Call (208) 898-9023 to reach the school office. If your call goes to voicemail, leave a message and you will receive a call back as promptly as possible. If you call the church number after hours and wish to leave a message with the school, select extension 3 at the prompt.

### **SCHOOL HOURS:** 8:15am – 3:25pm (all grades)

- Kindergarten (K4 & K5) – Only 3 days a week (Tuesday thru Thursday)
- 1<sup>st</sup> thru 12<sup>th</sup> – All week (Monday thru Friday)

## **DROP OFF & PICK UP**

**Safety:** Please exercise extreme care while dropping-off or picking up your students in the pickup/drop off lines. You can also park your vehicle and escort your student to and from your car. At pickup, please do not pull out of the lineup should the car in front of you be delayed in securing passengers.

**Morning Drop Off:** School doors are unlocked at 8:00 AM. **Do not** drop off your children outside the building before 8:00 and leave. Students enter their specific building between 8:00 and 8:15. Students should proceed immediately to their classroom areas (unless placing items in their lockers). The first bell rings at 8:10. School begins promptly at 8:15 AM. ***Students not in their seat when the 8:15 bell rings will be marked tardy.*** Drop off:

- K4-5<sup>th</sup> grade students in the north parking lot nearest the west Gym entrance with the cipher lock.
- 6<sup>th</sup> -12<sup>th</sup> grade students in either north or south parking lots They enter the Multipurpose Building through the double doors facing the south parking lot.

The doors are locked and secured at the times noted in the table below. Any student arriving after the doors are locked must report to the school office for an admission slip and access card to gain entry to the building where their classroom is located (see Tardiness under Attendance Policies).

### **Late Starts/Noon Release/Half -Day:**

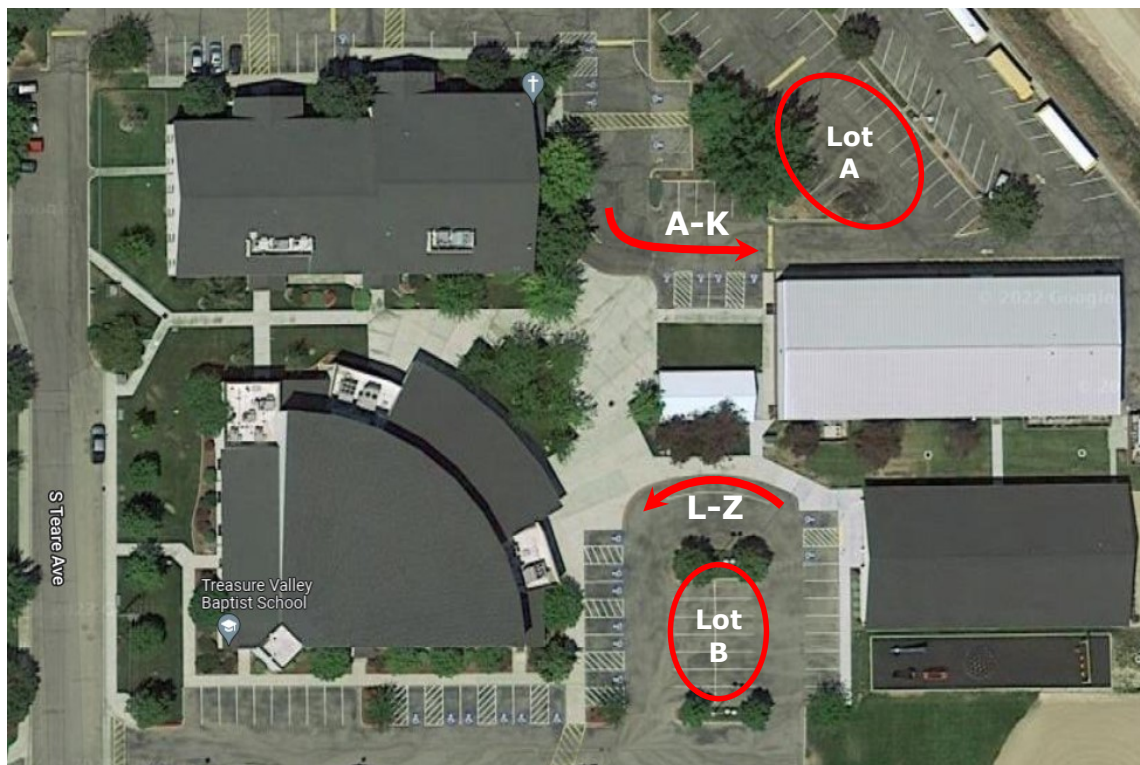
	<u>Doors Open</u>	<u>First Bell</u>	<u>Doors Locked &amp; Tardy Bell Rings</u>	<u>School Dismisses</u>
Regular Schedule	8:00 AM	8:10 AM	8:15 AM	3:25 PM
Late Starts	8:50 AM	9:00 AM	9:05 AM	3:25 PM
Noon Release / Half-Day	8:00 AM	8:10 AM	8:15 AM	12:00 PM



**End of Day Pick Up:** The end of school day bell rings at 3:25pm. Shortly after the bell rings, the K4-5<sup>th</sup> grade students will exit the building and assemble on the concrete pad. Students in 6<sup>th</sup>-12<sup>th</sup> will be released from the multipurpose building at or shortly before 3:25pm. After the elementary students are assembled on the concrete pad, teachers will release students to the appropriate pickup line or to a parent or sibling in 6<sup>th</sup> grade and above.

Receiving Students (see map below):

- Escort: Parents may park their vehicle in the 'A' or 'B' parking locations and wait near the pavilion (covered picnic tables) to pick their child(ren) from the teacher and escort them to the car.
- Lines: There are two pickup lines based on family name: A-K and L-Z. Students will be released to the first four cars in both lines. Please do not pull out of line after your students are in the vehicle. Please wait for the vehicle in front of you to exit. Please be patient as some parents need to secure children in car seats.



**Late Pickups:** We understand situations arise in which students are not picked up on time. Parents must notify their child's teacher(s) by text if they find themselves late in picking up their child(ren). Each family picking up later than 3:40 PM (or 15 minutes after school dismissal) will be assessed a \$10.00 fee to be applied to the next month's bill. Families will be charged an additional \$10.00 for each additional 10-minute period afterward. Students who have permission to walk home must leave the property immediately after school.

All students, except for those in late pickup, will be required to exit all buildings (unless accompanying a staff member) 15 minutes after dismissal. **The school will not be responsible for students and their siblings left on school/church property after school dismissal.**

## **ATTENDANCE**

Regular attendance is essential to successful class work. Students are expected to attend class each day. Please schedule, as much as possible, all appointments (doctor, dentist, etc.) for *after* school hours and non-emergency family trips during scheduled school vacation times. If you know in advance that your child will miss a school day notify the teacher as early as possible.

Any absence requires a note from a parent or guardian explaining the reason for the absence. This note must be turned into the office either prior to or within one day of the student's return from an absence, tardy, or early out; at that time, the absence, tardy, or early out will be determined to be excused or unexcused. Failure to send an excuse note will result in the student's receiving an unexcused absence, unexcused tardy, or unexcused early out.

In the event a student is absent for a portion of class, they are responsible for the work they missed. Work missed during an excused absence may be made up within the same number of days the student has been absent. Students and parents are responsible (not the teacher) to ensure that all make-up work is completed as assigned and turned in on time.

**Absence:** All students who are out of school more than 3 ½ hours will be considered absent for the day. Students dismissed after 12:00 PM will be considered present for the day. All students who are not present a minimum of 30 minutes during a class period will be considered absent for that class.

A student may miss no more than 7 days in one quarter and no more than 10 absences in one semester. If students miss 7 days of school in a quarter the student's teacher may refer the student to the principal for review. Students absent for more than 10 days per semester may only receive credit for that year by approval of the principal. In the case of an extended illness, the absence limit will be determined by the administration.

Excused Absences: Reasons for an excused absence include the following: illness of student, death in the family, or any circumstances/causes acceptable to the school administration. TVBC-sponsored activities will be excused; however, work missed during this type of absence must be made up according to the Academic Makeup Policy stated on page 10.

Unexcused Absences: All non-emergency absences or absences for the sake of convenience of the parent or student will be considered unexcused (e.g., skipping school for any reason, parents using older children at home to baby-sit, or simply not feeling like coming to school). An accumulation of unexcused absences may forfeit a student's eligibility for an award at the end of the year.

**Tardiness:** Tardiness is disruptive to the classroom and has an adverse effect on a child's educational progress. Any student who arrives after 8:15 AM is tardy. Tardy students must not attempt to gain entrance to the building by knocking on the doors or windows of classrooms. This activity is disruptive and disrespectful to the classes in session. Tardy students must obtain an admission slip and a door access card from:

- Monday, 8:15-9:00 AM – Multipurpose Building, Rm 1, Mrs. Skelton (knock on outside door)
- Monday, after 9:00 AM – Text Mr. Scharnett at 253-312-6548 to receive instructions.
- Tuesday – Friday: School Office, 2<sup>nd</sup> Floor of the Church Office Building

If a student has a valid note of explanation from the parent or guardian, the office will mark the tardy as **"excused"** (late due to illness, medical appointment, or car trouble, etc.) or **"unexcused"** (simply "running late"). If the student has no note of explanation, the tardy will be considered "unexcused".

The office will issue a dated admission slip and access card to the parent or guardian of children in K4 through 6<sup>th</sup> grade. The parent or guardian must escort their child to their classroom and give their teacher the admission slip and access card.

All students who miss less than 3 ½ hours of school will be considered tardy. If a student misses twenty minutes or less of a class period, he will be considered tardy to that class. A student is considered tardy when he is not in his seat with his belongings put away. He must be ready for class when the class begins. Every student that arrives to class tardy must have an admission slip from a teacher or the school office. Failure to obtain said pass will result in the student being sent to the office for a tardy slip.

Excused Tardy: Reasons for an excused tardy include illness of student, death in the family, and medical or dental appointments. Students are responsible for the work they missed.

Unexcused Tardy: A tardy that does not meet the excused criteria is considered unexcused. Work made up resulting from an unexcused tardy will receive a ten-point reduction. Students will be given one day to make up work from an unexcused tardy. After one day, the grade will be a zero. An accumulation of unexcused tardies may forfeit a student's eligibility for receiving an award at the end of the year. Two unexcused tardies in one week will result in one demerit.

**Early Out**: All students who are dismissed after 12:00 PM will receive an early out. If a student misses 20 minutes or less of a class period, their absence is considered an early out from that class. The person picking up the student must come to the school office Tuesday-Friday (on Mondays, text Mr. Scharnett at 253-312-6548). The office staff will escort the student from class to the pickup person. Students dismissed *before* 12:00 PM are counted absent for the day.

Excused Early Out: Reasons for an excused early out include the following: illness of student, death in the family, unavoidable medical or dental appointments. Work missed during an excused early out may be made up within the same number of days the student has been absent.

Unexcused Early Out: An early out is considered unexcused except for student illness, death in the family, and unavoidable medical/dental appointments. Work missed during this type of absence must be made up according to the Academic Makeup Policy on page 10. An accumulation of unexcused early outs may forfeit a student's eligibility for receiving a yearend award.

**Snow Day**: Safety is our primary concern. We realize our students live all over the valley and road conditions may vary dramatically. If the driving conditions are unsafe keep students at home until it is safe to drive. Students will receive an automatic excused tardy for late arrivals on snowy or icy days.

We follow the West Ada County School District to determine if we alter classes for weather-related reasons. The district has resources monitoring weather throughout the night and will decide between 5 and 6am.

Please monitor the following sources for weather related announcements:

- Television: Channel 2, KBCI; Channel 6, KIVI; Channel 7, KTVB
- AM Radio Stations: KBOI, 670; KIDO, 630; KGEM, 1140
- FM Radio Stations: KJOT, 105; K-106, 106; K-LITE, 104; KHEZ, 103.3; KIZN, 93.1; KBSU, 90.3
- West Ada County School District website: <https://www.westada.org/Home>

As weather begins to impact the region during the school day, we may decide to close school early to mitigate the impact of accumulating snow or ice. We will communicate with parents directly via Remind, text, email, phone calls or a combination of all four.

**PARENTAL NOTES:** Students may not sign notes for their parents at any time.

## **LUNCHES & SNACKS**

**Lunches:** Hot lunches are extremely limited for the school year. Students need to bring a sack or boxed lunch each day unless notified otherwise. It should include a complete lunch and a drink (in addition to their morning snack – see below). There are several microwaves available for student use. Younger students are assisted in using the microwaves.

**Snacks:** Students should bring a nutritious snack each day in addition to their lunch. Students are given time during mid-morning break to eat their snack. (E.g., crackers, cheese sticks, PBJ sandwich, raisins, granola/protein bars, yogurts, nuts, fruit, etc.)

## **ACADEMICS**

A student's average is considered passing based on the core subjects: math, English, science, and history (with special attention to math and English). Students who do not achieve skills in math and English will continue to struggle as they proceed to the next grade.

The goal of TVBS is to see the academic abilities and preparedness of the students sharpened. To accomplish our objectives, we use a variety of Christian curriculums and methods that we believe prepares students to perform well at the collegiate level.

**Bible:** The Bible is not only the most important subject matter but also the source of the principles determining the other subject matters and the way in which they are taught. The presentation of Biblical truth is thus not confined to a single segment of the curriculum (Bible class) but diffused throughout the teaching of all subjects. All students are required to have a 1611 King James Bible at school.

**Chapel:** Chapel is considered part of Bible class. Chapel is held every Wednesday morning during first period. Parents are welcome to attend. Our pastor and staff are fully involved in the chapel program. Students are required to bring their Bible to chapel.

**Academic Makeup Policy:** This covers all classroom assignments, including scheduled projects, homework assignments, tests, and quizzes.

- Excused absences: A student has the same number of days to make up any work as days he or she was absent.
- Unexcused absences: All work must be completed prior to the absences, unless previously arranged with the teacher.

For incomplete projects, a maximum of one week (five school days) will be allowed for projects to be turned in after their due date. Teachers deduct ten points for each day a student is late turning in the project. If the project is not turned in by end of the grace period, the student receives a zero.

**Grading:** Report cards are issued every quarter to indicate progress being made. If students are absent near/at the end of a grading period, the rules given under the Academic Makeup policy stated on page 10 are followed for missed quizzes/tests/projects. After the allowed makeup days have expired, students will be given a zero for work missed; then their average is calculated.

**Homework:** Homework serves three main purposes:

1. Provides practice & refinement of skills in applying concepts initially presented in the classroom.
2. Allows for research outside of school and preparation for projects and papers.
3. Allows opportunity to have more time in class to discuss a lesson or concept.

Homework is often class work that the student did not finish in class, not an additional assignment. We all value time at home, so teachers are asked to keep that in mind when assigning homework. Making up homework, tests, quizzes is the responsibility of the student. Homework is checked regularly.

**NOTE:** No homework is issued on Wednesday, nor will Wednesday count against any makeup homework days.

**Incomplete Homework:** Any student who fails to complete his homework will receive a zero for the assignment and a demerit. Please see Academic Makeup Policy stated on page 10 for more information.

**Test/Quiz Keys:** If parents or students have test or quiz keys of any curriculum used by TVBS, they must be turned-in to the school. Students using these keys for studying will receive demerits for cheating.

**Honor Roll:** Honor Roll for all students will be calculated at the end of each quarter based on grades in Math, English, History, and Science. No other subject will be calculated for a student's G.P.A., however, an "F" in any class will disqualify that student from obtaining Honor Roll.

**Grading Scale:**

A+	100-98%	B+	91-89%	C+	82-80%	D+	73-71%	F	64% or less
A	97-95%	B	88-86%	C	79-77%	D	70-68%		
A-	94-92%	B-	85-83%	C-	76-74%	D-	67-65%		

**Standardized Testing:** Each year students are required to take the Iowa Basics Skills test. We use this test to evaluate the student's progress and the effectiveness of our academics. Our school's scores are compared with those of other schools across the nation. Students absent during these scheduled days will not be required to make up the test; however, if the test is not taken, the fee will not be refunded.

## **HONOR ROLL**

Students receiving a 3.5 or higher GPA based on Math, English, History, and Science will be on the Honor Roll each quarter. Students who have a 3.5 or higher for all four quarters will receive an **HONOR ROLL AWARD CERTIFICATE** at the end of the year.

## **GRADUATION**

There is a formal graduation ceremony for students successfully completing kindergarten and 12<sup>th</sup> grade at the end of the school year. A standard graduation fee for items including caps, gowns, stoles, and HONOR cords will be assessed to each graduate. A letter will be sent home explaining costs/fees, dress code (chapel attire), and further details.

### **High School Graduation Requirements:**

- Forty-eight credits are required for a General Studies Diploma and fifty-four for a College Preparatory Diploma. TVBS credit/class requirements are listed on the next few pages.
- A student enrolled in the General Studies Diploma program must earn a minimum of 12 credits each year to advance to the next grade. A student enrolled in the College Preparatory Diploma program must earn a minimum of 14 credits each year to advance.
- All students graduating from TVBS must take one college entrance exam (SAT or ACT) before the end of the 11<sup>th</sup> grade year.
- All students graduating from TVBS must complete the civics test or alternate path. Successful completion of this requirement will be reflected on the student's transcript.
- Seniors must complete a senior project, including research paper and oral presentation.

Classes are taught in a combined format (9<sup>th</sup>/10<sup>th</sup>, 11<sup>th</sup>/12<sup>th</sup>) in which history and science courses are alternated yearly. Math courses listed are the standard for each grade. However, students may be placed according to their proficiency.

### **Required Subjects for High School Graduation:**

#### **9<sup>th</sup> Grade**

Bible  
English  
World Geography *or* World History  
Biology *or* other science  
Algebra I  
P.E.  
Core Elective/Elective

#### **10<sup>th</sup> Grade**

Bible  
English  
World Geography *or* World History  
Biology *or* other science  
Algebra II/Geometry  
P.E.  
Core Elective/Elective

#### **11<sup>th</sup> Grade**

Bible  
English (*includes SAT prep*)  
U.S. History *or* Government & Economics  
Chemistry *or* other science  
Algebra II/Geometry  
P.E.  
Core Elective/Elective

#### **12<sup>th</sup> Grade**

Bible  
English  
U.S. History *or* Government & Economics  
Physics (*optional*)  
Advanced Math/Consumer Math  
P.E. (*optional*)  
Core Elective/Elective

**High School Diplomas:** TVBS offers two diploma options:

1. The General Studies Diploma provides students with a solid educational foundation in all required subjects.
2. The College Preparatory Diploma (CPD) provides college-bound students with additional math and science skills. TVBS automatically places every student entering 9<sup>th</sup> grade into the CPD requirements, unless otherwise requested by the student's parents.

Credit requirements for each diploma are listed below:

<u>Idaho Minimums</u>	<u>TVBS General Studies Diploma</u>	<u>TVBS College Preparatory Diploma</u>
	Language Arts:	Language Arts:
8	<i>English</i> 8	<i>English</i> 8
1	<i>Speech</i> 1	<i>Speech</i> 1
	Mathematics: (2 taken in Sr year)	Math ( <i>Advanced Math</i> required)
2	<i>Algebra I</i> 2	<i>Algebra I</i> 2
2	<i>Geometry</i> 2	<i>Algebra I</i> 2
2	<i>Student Choice</i> 2	<i>Geometry</i> 2
		<i>Advanced Math</i> 2
	Social Studies:	Social Studies:
2	<i>U.S. History</i> 2	<i>U.S. History</i> 2
2	<i>Government</i> 2	<i>Government</i> 2
1	<i>Economics</i> 1	<i>Economics</i> 1
6	Science: (4 credits lab-based)	Science:
	<i>Physical Science w/lab</i> 2	<i>Physical Science w/lab</i> 2
	<i>Biology w/lab</i> 2	<i>Biology w/lab</i> 2
	<i>Chemistry w/lab or</i> 2	<i>Chemistry w/lab</i> 2
	<i>Other science</i>	<i>Physics w/lab</i> 2
*2	Humanities	*Humanities/Electives:
	<i>Bible</i> 8	<i>Bible</i> 8
<u>1</u>	Health <u>1</u>	Health <u>1</u>
<b>29</b>	<b>Total Required Core 35</b>	<b>39</b>
	Core Electives:	Core Electives:
	<i>World History</i> 2	<i>World History</i> 2
	<i>World Geography</i> 2	<i>World Geography</i> 2
	<i>Spanish</i> 2	<i>Spanish</i> 2
	<i>P.E.</i> 6	<i>P.E.</i> 6
	Other Electives:	Other Electives:
	( <i>Art, Music, Drama, etc.</i> ) <u>1</u>	( <i>Art, Music, Drama, etc.</i> ) <u>3</u>
<b>*17</b>	<b>Total Required Electives 13</b>	<b>15</b>
<b>46</b>	<b>Diploma Totals 48</b>	<b>54</b>

\* *Bible, World History, World Geography, Spanish, P.E., Christian World View, Life Management, and Computer Science* classes meet the state's Humanities and Electives requirements.

Permission from the school administration is required for juniors and seniors to drop or add a course after enrollment. Dropping and adding units may only be done during the first two weeks of a semester. There are no refunds/credits of class fees if a course is dropped.

## **AWARDS**

Valedictorian is given to the top student who has a cumulative high school G.P.A. of 3.6 or higher as a College Preparatory Diploma graduate. The valedictorian graduate must have earned twenty-seven of fifty-four credits at TVBS and must not display any behavioral problems.

College Preparatory Diploma graduates will wear stoles to distinguish them at graduation from those who have earned a General Studies Diploma. Students who earn a 94% average in core subjects will be eligible for an HONORS award. In addition, HONOR cords will be worn with stoles at graduation.

## **COMMUNICATION**

**Parents with Teachers:** Effective communication between parents and teachers is imperative and is encouraged. We strongly urge parents to contact their child's teacher with any questions or concerns that they may have. Please keep in mind that we as staff need to hear from you about any issues that you feel are important. If they are important to you and your child – they are important to us.

Most of our teachers use cell phones, texting and/or email to communicate with parents. These are excellent ways for you and your child's teacher to stay in communication. We ask that if you text a teacher, please be aware that teachers may not be able to respond back immediately due to classroom responsibilities.

Teachers will also be available to parents for questions or concerns each day after school. (Please allow 10 minutes for teachers to get their students delivered to parents). *Teachers will not be available during class time hours as they will be focusing on educating our students.*

**Note:** *Please avoid/minimize addressing concerns or problems with teachers on Sundays, Wednesdays or during special meetings, as this is a time of worship for our faculty.*

**Announcements:** TVBS announcements may be made at any time from the pulpit of TVBC. The school may use letters, \*text, email, phone calls or a combination of these. If you are sick or on vacation, it is the parent's and/or student's responsibility to contact the office or student's teacher to see if there have been any schedule changes regarding school classes.

*\*Remind is a mass text-message service. Access Remind from your mobile phone and receive school-wide news by texting @tvbsn to 81010.*

## **MEDICINES**

All medicine sent in with a student must be turned in to their teacher or school office. Elementary teachers may keep medicine locked in their cabinet and administer as stated by the instructions provided by the parents. Medicine brought by the student should be in a Ziploc-type bag labeled with the student's name, the date, dosage level, and times to administer written on the outside.

Students with asthma or any other breathing problems need to keep an inhaler in the school office or with the teacher. Prescription medication should be prescribed for the specific child. The only medication provided by the school and administered to your child with your consent will be acetaminophen.

No medication shall be administered by injection except when a student is susceptible to predetermined, life-endangering situation (i.e., requiring use of an Epi-pen). In such a case, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from a licensed health professional. A staff member shall be trained prior to injecting a medication.



## **SPORTS PROGRAM**

It is a privilege for any student to participate in extra-curricular programs of the school. The privilege of participating may be restricted due to grades, behavior, attitude, accumulation of demerits, or any serious infraction of school rules. It is our goal to have athletes that possess character both on and off the court/field and ensure that mature Christian students represent TVBS.

**Grades:** Every student will maintain a minimum 75% (C-) average in core subjects (math, English, history, and science) without failing any class. If a student fails a class but still maintains a C- average, he or she is automatically ineligible because of the failing grade. Every participant:

- must always have a positive school spirit.
- must attend all scheduled practices. A written doctor's note is required to excuse a participant's absence from a scheduled practice.
- must travel to and from the game on the bus with the team unless the coach approves other arrangements.
- is expected to be on time for all practices, games, and bus departures.
- must attend school on the day of a game, unless cleared through the office prior to the day of the game.

**Suspension:** A suspension will result in the loss of all sports activities for a period of five school days beginning on the day of suspension. Students who are ineligible due to grades, demerits, or suspension will not be allowed to participate in practices or games, suit up with the team, go to away games, or sit with the team during home games for the duration of those five school days.

**Ineligible:** If a student is ineligible at the beginning of a grading period, he will remain ineligible until the next check, which will be one week from the posting of grades. Weekly checks will continue until the student becomes eligible or the next grading period. Work missed due to sporting events needs to be coordinated with the teacher to be made up to receive credit.

**Note:** *There is a non-refundable sports fee based on the number of participants and anticipated expenses. This fee must be paid before a student can participate with the team.*

**Opportunities:** TVBS offers an exciting opportunity for Jr. and Sr. High students to play on our school teams. TVBS has Boys Flag Football, Girls Volleyball and Boys Basketball teams. Teams are open to TVBC homeschooled students.

**Team Guidelines:** Homeschooled students that play on TVBS teams must follow the same guidelines. All teams require a sports fee to be paid and some teams may require students to purchase individual uniforms.

Proper behavior while traveling to, from, and during sporting events is expected of all our athletes. Dress code, prohibited items, and cell phone policies will be enforced. Athlete's friends that are not members of the team will not be permitted to ride the bus without prior parental notification and faculty approval.

Playing on a TVBS team is a privilege, and our Christian testimony must be exemplified within our sports programs. Students may lose playing time or be suspended from the team for any of the following:

- Disrespectful attitudes towards coaches
- Unsportsmanlike behavior on or off the court.
- Behavior unbecoming to a Christian on or off court (including bus ride).
- Complaining spirit (Ex.: Team player complaining or whining about coach's decisions or policies. This would also include parents complaining about TVBS coaches or not complying with coaching styles or team policies.)
- Apathetic attitude
- Excessive absences from or tardies to practices
- Discouraging team morale or being critical of team members
- Failure to follow Sports Team Dress Code Guidelines (as stated in this Handbook)
- Failure to follow Cell Phone Policy (as stated in this Handbook)
- Classroom discipline problems or excessive demerits
- Grade point average below 2.5

**Agreement:** All athletes and their parents must agree with and sign a copy of the TVBS Sports Team Guidelines, to include the dress code and cell phone policy.

## **CELL PHONE POLICY**

Cell phones may only be used before 8:00 AM and after 3:25 PM. All student's cell phones must be completely powered off and secured in their locker or backpack during school hours. If a student must use their phone to make a call during the school day, he/she must first receive permission from a faculty member.

Please make all arrangements with your student(s) before school (transportation, lunch, P.E. clothes, etc.). A student or teacher will not be interrupted in class to receive calls in the school office. In case of emergency, a message may be left with the school office.

If cell phones are left on/used during the day, they may be confiscated by the teacher for the remainder of the school day. The teacher may take disciplinary action and/or the student may lose the privilege of bringing a cell phone to school.

If there is significant disregard for the cell phone guidelines, teachers may confiscate cell phones from all students for the remainder of the day. If a student is found playing games or using the internet on their cell phone, their cell phone privilege will be revoked, and demerits given.

Cell phone rules apply to traveling on the bus to field trips, as well as to sporting team events. Cell phones may be brought to athletic events but must remain off (no texting or calls to friends). Cell phones may only be used to call a parent (exceptions may only be granted by the team's coach).

## **PROHIBITED ITEMS**

Students must not bring the following items to school:

- Handheld electronic devices
- Video or digital cameras (unless prior permission was granted by a faculty member)

- Guns, pocketknives, Swiss Army knives, Leathermans, cap guns, rubber band guns, sling shots, toy guns or other similar items
- Any items that depict questionable graphics, logos, or characters.

Teachers will confiscate items that fall within the above guidelines, or any other item deemed unsafe or inappropriate. Items will only be returned to parents, and disciplinary actions may be taken. The rules for Prohibited Items apply to traveling on the bus to field trips, as well as to sporting team events.

## **DAMAGE TO PROPERTY**

It is expected that all damage, even accidental, will be acknowledged by the person involved and that a plan for reimbursement to the school be made. As well, any defacement of property will not be allowed. Students are not to write in grade books, in attendance books, on walls, or on furniture. Students are not to write messages or draw on chalkboards/white boards without permission.

## **OFF-LIMITS AREAS**

Off-limits areas include anywhere other than where a teacher has instructed a student to go. Students caught in an off-limits area are subject to disciplinary actions.

**STUDENT DRIVERS**: Students desiring to drive to school must submit a request to the school office and include:

- A copy of a valid Idaho driver's license
- A copy of vehicle registration
- A copy of vehicle insurance
- A written consent from parents to transport other TVBS students of the same sex, other than their family members

If approved, the following rules must be observed or driving privileges will be revoked:

- Students must drive slowly (10 mph) and carefully while in the TVBS parking lots.
- Students may not sit in parked cars anytime during the school day (8:15 a.m. – 3:45 p.m.).
- Students must park in the designated student parking area in front of the multipurpose building.
- Cars must be parked between lines in the parking lot.
- Students may not return to their car during the school day without permission from a school faculty member.
- Students required to leave the property early for a doctor or dentist appointment etc., must provide a note from their parents to a TVBS faculty member in advance.
- At no time shall members of the opposite sex be alone in a car, except for siblings or students taking others to school if an adult or parent-approved chaperone is present.

Any reckless driving or excessive speed of a vehicle on school grounds will constitute immediate suspension of all driving privileges for the quarter on the first offense and for the year on the second offense.

## **DRESS & APPEARANCE STANDARDS**

**Purpose:** These guidelines are not to legislate morality (which must come from the heart) but rather to encourage Christian young people to be concerned with the Biblical principles of modesty. Uniform dress and appearance standards give students a sense of belonging to a school and help foster a common identity which draws us closer in the bonds of unity. Standards improve learning by reducing distractions, sharpening focus on schoolwork, and reducing the tendency to compare ourselves to others.

**Parents are the Gatekeepers:** Please ensure your students are aware of and in compliance with the Dress and Appearance Standards. Please review the way your student(s) are attired before coming to school. Please do not place the school faculty in the role of dress and appearance ‘police’.

*NOTE: As your kids grow during the year, please keep an eye on how that growth impacts modesty.*

**General Requirements:** All clothing worn to school must:

- Be clean and neat in appearance (ironed if necessary)
- Modest (not tight, form fitting, attract other’s eyes away from the face, etc.)
- NOT call undue attention to itself
- NOT have questionable images or companies
- NOT identify with a rebellious element of society contrary to God and the Gospel of Jesus Christ

TVBS requires uniforms be worn by all students. Dress standards always apply on church property, on school property, or at school activities. The administration reserves the right to be the final judge of clothing or fashions which it deems inappropriate for any occasion. If you are in question about a clothing item, please seek approval **BEFORE** wearing it. If students wear inappropriate/unapproved clothing, they will be sent home to change into approved attire.

Please mark all your child’s clothing with a permanent laundry marker...it is quite easy for items to be misplaced due to similarities.

### **Boys’ Dress & Appearance**

#### **General Guidelines:**

**Hair:** Hair is to be neatly cut, combed, and naturally tapered in the back and sides, not “block-cut.” It must not touch either the ears or the collar and may not have a part down the middle of the head. Hair may not be closer than two finger-widths from the eyebrows. Sideburns will be no longer than the middle of the ear opening.

No perms, punk rock, bowl, or fad haircuts will be allowed. No boy will be allowed to change his hair from its natural color. A hairstyle should not call attention to itself. “Fad” haircuts are not permissible. (The administration determines the meaning of “fad” haircuts.)

**Facial Hair:** No facial hair (beards, mustaches, or ‘soul patches’) is allowed.

**Jewelry:** No necklaces, bracelets, or earrings are to be worn. Tasteful watches are permitted.

**Ties:** All boys are required to wear ties on chapel days. Ties must be tightened completely to the collar. Elementary boys may remove their ties after chapel. Bow ties are permitted.

**Hats:** Boys may not wear hats inside the building.

**Pants:** No baggy, joggers, or skinny-fit pants are permitted. Pants must not be faded and have holes or worn/frayed areas.

**Shorts:** No shorts are to be worn without the approval of the administration.

Boys' Daily Uniform:

**Shirts** (*see pictures below*): A light blue, navy-blue, burgundy, or white polo shirt (short or long sleeve) is required. Only the top button may remain unbuttoned. Polo shirts may be worn tucked or untucked, but a belt must be worn under the untucked shirt.



**T-Shirts:** A solid white T-shirt must be worn under dress shirts. Long sleeved undershirts may not be worn under short sleeve shirts.

**Pants:** Navy-blue, black, or khaki dress slacks or brushed cotton pants (not denim) are required. Boys must wear a belt. All slacks/pants must be loose-fitting. They can have either a flat or pleated front. No cargo pockets allowed.

**Belts:** A solid black or brown belt with silver or brass buckle must be worn with pants that have belt loops. K-4 and K-5 boys may wear pants with an elastic waistband and patch pockets; a belt must still be worn if these pants have belt loops.

**Socks:** Boys' socks are to be as dark as or darker than their uniform pants. No white socks are to be worn with their school uniform. Exception: Elementary students may wear white socks if wearing tennis shoes.

**Shoes:** Casual, athletic, or dress shoes may be worn. Shoes must be neat and clean and may not have questionable images. No work boots, sandals, slippers, slides, **"Skater"** or flip-flops may be worn with any uniform, and all shoes must be tightly laced.

**Coats:** Coats may not be worn in the classroom. Lightweight outerwear (zipped/pullover sweatshirts/'hoodies', fleece jackets and fleece vests) may be worn in the classroom on cooler days. These must be a *plain* navy blue, dark or light gray *with no printing*. See pictures below. Exception: TVBS Saints logoed navy-blue or gray sweatshirts/'hoodies', fleece vests or jackets may be worn.

**Note:** 'Hoodie'/sweatshirt hoods are not permitted to cover a student's head while in any building.



### Boy's Wednesday Chapel Attire:

Shirts must remain tucked in all day. Ties must be properly tied or clipped onto the shirt. Wear uniform pants with a **light blue** or **white** button-down, long or short sleeved dress shirt with coordinating:

- regular style tie or bow tie (neither may have questionable images)
- socks, belt, and dress shoes

**Elementary:** The tie may be removed after chapel, and the student may change into a polo shirt after chapel. Daily uniform pants may be worn.



### Boys' Dress Down Uniform:

**Shirts:** T-shirts, sweatshirts or other shirts may be worn. Shirts may not have questionable images or have company names (i.e., Abercrombie, Hollister, etc.). Shirts with buttons must be fully buttoned except for the top button. Only square hemmed shirts may be left untucked.

**Pants:** Athletic pants or any neutral color of casual pants such as brushed cotton, Dockers, or jeans that are clean and neat in appearance are acceptable. Jeans must not have holes or worn/frayed areas. No cargo pockets.

**Outerwear:** Lightweight outerwear (zipped/pullover sweatshirts/'hoodies' be worn and must not have questionable images).

**Socks:** Must wear socks (cannot be faddish or outlandish in color or design).

**Shoes:** Athletic or casual shoes are permitted (may not have questionable images). Shoes must be neat and clean. No work boots, sandals, slippers, slides, "**Skater**" or flip-flops may be worn with any uniform, and all shoes must be tightly laced.

### Boys' P.E. Uniform:

- Loose-fitting (not of clingy style knit fabric) navy or black shorts that are at the bottom of the knee or lower when sitting or loose-fitting navy or black sweatpants. (Students that have TVBS logoed shorts may wear them if they meet the length requirements.)
- Solid gray or navy T-shirt or sweatshirt (no logos, emblems, etc.). (Exception: Students that have TVBS or TVBC logoed shirts may wear them.)
- Athletic socks (cannot be faddish or outlandish in color or design)
- Athletic shoes. Cleats are not to be worn to school unless required by the P.E. teacher.

### **Girls' Dress & Appearance**

#### General Guidelines:

**Hair:** Hair must be clean and styled neatly. It should be feminine in appearance. No fad or punk hairstyles (including unnatural coloring or bleaching). The face should always be visible.

**Makeup:** Makeup may be worn with discretion (7<sup>th</sup> – 12<sup>th</sup> grades only). It should be unnoticeable and natural in appearance. No glittery makeup will be allowed.

**Nail Polish:** Only fingernail polish that is clear or natural in color should be worn. (No black or unnatural colors). No glitter is allowed.

**Jewelry:** Jewelry must be modest. No excessive or gaudy jewelry may be worn. Ankle bracelets and choker necklaces are not allowed. No large, flashy, hoop or dangling earrings over 1½ inches are permitted. No more than two earrings should be worn. No earrings should be above the earlobe. Girls are not allowed to wear boys' coats, ties, watches, rings, etc.

**Hats:** May not wear hats inside the building.

**Undershirts:** If an undershirt (camisole top) is worn, it must be of a coordinating color and be plain with no lace. Even if a camisole is worn, polo shirts may only have the top button unbuttoned.

**Shoes:** Open toed or open heeled shoes and sandals may be worn in August, September, and May. "Skater" style shoes may not be worn, and all shoes must always be laced tightly. Flip-flops are only allowed on "Dress Down Days" in August, September, and May.

#### Girls' Daily Uniform:

**Shirts:** A light blue, navy blue, burgundy, pink, or white polo shirt (short or long sleeve) is required. Only the top button may remain unbuttoned. Girls' polo shirts may be worn untucked. Polo shirts must not be snug or form fitting. Clothing should not draw attention to the shape of the individual.

**Jumpers/Skorts/Skirts** (see pictures below):

- Length: Must be at the bottom of the knee or lower when sitting.
- Jumpers: K – 4<sup>th</sup> grade only.
- Skorts & Skirts: All grades. Pleated or non-pleated.
- Colors: Khaki, black or navy.



**Footwear:** Enclosed shoes with neutral solid colored ankle or knee socks, plain tights or nylons are to be worn. Tennis shoes may be worn on all days for girls K – 6<sup>th</sup> and on all non-chapel days for grades 7<sup>th</sup> – 12<sup>th</sup> (may not have questionable images). Boots are allowed in cooler weather.

**Coats:** Coats may not be worn in the classroom. Lightweight outerwear (zipped sweatshirts, girls uniform style cardigan sweaters, fleece jackets and fleece vests) may be worn in the classroom on cooler days. Sweatshirts must be a plain navy-blue or gray zip front with no printing. Sweaters must be solid light blue, navy blue, burgundy, pink, white, or black with no writing. Exception: Students possessing navy blue TVBS hooded sweatshirts, fleece vests or jackets with the **TVBS Saints** logo may wear them.

#### Girls' Wednesday Chapel Uniform (*Jr. & Sr. High Only*):

- Polo shirt, skirt, and nicer shoes (with or without socks).
- Skirts may have a subdued pattern such as small flowers, small polka dots, tiny stripes, or small chevrons.
- **No** skorts, athletic shoes, and the Saints pullover sweatshirts are allowed in Chapel.

#### Girls' Dress Down Uniform:

**Shirts:** All shirts must be unquestionably modest (not low cut, sleeveless, form fitting or of see-through fabric). Shirts should not draw attention to an individual's shape. Any color shirt, pullover, or \*T-shirt may be worn that meets modesty requirements and has no writing or logos across the bust line. A print that covers the front of the shirt from chest to abdomen is acceptable. Shirts may not have questionable images or have company names (i.e., Abercrombie, Hollister, etc.). Shirts with buttons must be fully buttoned except for the top button.

*\*Jr. & Sr. High:* T-shirts can be worn only if underneath a buttoned or pullover shirt.

**Skirts:** Jean skirts must be at the bottom of the knee or lower when sitting and not be tight fitting. Fabric should be a **solid** denim – no tie die or certain areas purposely faded or worn. (Example: streaking worn areas on back of skirt or purposely worn or frayed areas or holes.) If the skirt has a slit, it should not go above the top of the back of the knee.

**Pants:** Loose fitting athletic pants or capris may be worn. Athletic pants or capris must not be of clingy knit type fabric. No shorts are permitted.

#### Girls' P.E. Uniform:

- Loose-fitting (not of clingy style knit fabric) navy or black shorts that are at the bottom of the knee or lower when sitting or loose-fitting navy or black sweatpants. (Students that have TVBS logoed shorts may wear them if they meet the length requirements.)
- Solid gray or navy T-shirt or sweatshirt (no logos, emblems, etc.) (Exception: Students that have TVBS logoed shirts may wear them.)
- Athletic socks
- Athletic shoes. Cleats are not to be worn to school unless required by the P.E. teacher.

**Sports Team Uniform:** Players should wear team uniforms prior to/after games and on the team bus. Navy or black athletic pants may be worn over basketball shorts in colder weather. Athletic pants must be loose fitting and not of thinner knit fabric. They must not draw attention to an individual's shape. Athletes may not change into jeans, pants, or shorts other than team shorts, (except for loose fitting athletic pants), prior to or after games or on the team bus.

**Field Trip Uniform:** TVBS students wear their "Daily Uniform" with a light blue polo shirt for all field trips unless otherwise specified.



## **DISCIPLINE & REWARDS**

The principle of self-discipline is the basis of our disciplinary structure. We believe every student must honor and respect others. God made us all different, and commands us to love one another.

*"For they verily for a few days chastened us after their own pleasure; but he for our profit, that we might be partakers of his holiness. Now no chastening for the present seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby."* Heb 12: 10-11

**Perspective:** Biblical discipline is training that produces righteousness. We want to promote Christlikeness and develop Christian character in our students. Our disciplinary actions are applied with the primary purpose to help young people develop attitudes and actions that please God and assist them in becoming contributing members of the body of Christ.

An undisciplined life is largely an unproductive life. We challenge each student to accept responsibility for assignments, and each student is expected to accomplish his work promptly and efficiently. This prepares him for a life of stewardship and discernment. Students are reminded that, "Whatsoever ye do, do all to the glory of God." (I Corinthians 10:31)

**Purpose:** Biblical discipline provides lessons for the students for both the present and the future. Lessons of discipline include teaching the following:

- The fear of the Lord (Proverbs 1:5-7)
- To stand alone for righteousness (Proverbs 1:10-19, 29-33)
- God's laws of cause-and-effect (Galatians 6:7, Deuteronomy 11:26-28)
- Restitution for offenses (Matthew 4:23-24, 18:15)

Discipline at TVBS is never carried out with a goal of hurting (or demoralizing) but rather of protecting the student from unprofitable life directions. Control is displayed in that our disciplinary system is designed to be meted out with equity based not on who the student is but based on what principle or policy the student has violated.

Our goal in discipline is to match the consequences to the offense and counsel restitution to the offended party (Matthew 18:21-35). TVBS expects full cooperation from both the students and parents in the academic and spiritual education of the student. If at any time the school administration feels that this cooperation is lacking for any reason, the student's privilege to attend TVBS will be revoked without refund of tuition or curriculum expense.

**Classroom & Personal Behavior:** Students are expected to respect the authority of teachers and adults. We expect our students to reply to adults courteously and behave as young ladies and gentlemen in their conduct and speech. No student shall use profanity.

*"Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers."* (Ephesians 4:29).

Teachers are responsible for the control of students under their supervision. This responsibility shall include the enforcement of schoolwide standards of conduct, appropriate classroom behavior and dress code compliance. Teachers will explain these standards the first day of the school year.

Disruptive behavior is not tolerated in the classroom and parents will be notified if patterns of negative behavior develop. If students refuse to be corrected by or comply with teacher instructions and persists in disobedience or defiance, parents will be notified for an early pickup. This will result in an unexcused

absence if before 12:00 PM or unexcused early out if after 12:00 PM. Classwork missed must be returned the next school day. Continued defiance of classroom rules and authority could lead to a suspension.

Behavioral Expectations:

1. Listen, obey, be respectful and respond quickly to those in authority.
2. Play/be in designated areas only.
3. "Walk" on sidewalks, in the hallways and area outside of playground. (Students must walk and not run while with their class, in line going to lunch, chapel, activities or special classes).
4. Play safely (be careful and aware of others while running, swinging, etc.).
5. Resolve differences without fighting or yelling.
6. Only talk in class with permission. (Raise hand when asking or answering questions.)
7. Remain in seat unless permission is granted to be out of seat.
8. Respect others and be kind in actions and words. (Ephesians 4:32)
9. Show respect for church property and clean up after yourself.

Student Conflict Resolution: Students should use the following guidelines to resolve problems:

1. Treat others as you would like to be treated.
2. Be willing to admit when you are wrong.
3. Talk it over and listen.
4. Apologize when necessary.
5. Ask for help from the person in authority.

**Merits & Demerits:** The merit/demerit system is a school-wide discipline plan focused on behavior with a connection to academics. Our desire is to provide a balanced approach to help students make positive choices which in turn supports a positive climate for learning.

Rewards and consequences reinforce Bible principles of accountability. According to 2 Corinthians 5:10, all believers will appear before the judgment seat of Christ *"that every one may receive the things done in his body, according to that which he hath done, whether it be good or bad."*

In 1 Corinthians 3:12, a believer's "works" in this life will result in either that which will remain after the trying fire (gold, silver & precious stones) or that which will burn up (wood, hay & stubble). To that end, we will use both merits and demerits to reinforce and correct behavior.

Merits (*Gold, Silver & Precious Stones*): Earned merits can remove demerits and be used for Merit Rewards. To earn merits, students must exhibit positive behaviors on a **CONSISTENT** basis. Students who demonstrate the following **POSITIVE** behaviors can earn 1-3 merits (teacher discretion):

- Trustworthiness (honesty, returning lost items)
- Respect (value other's opinions & property, listen to peers & superiors alike)
- Followership (demonstrating a submissive and respectful spirit to leadership)
- Responsibility (be accountable, returning important documents, reporting incidents)
- Judgment (appropriately handling/walking away from conflict and/or confrontation)
- Fairness (cooperate, be willing to do what is best for everyone)
- Citizenship/Community Service (pride in your church and school/volunteering in the community)
- Caring (holding the door, saying please and thank you, assisting a classmate)
- Participation (being supportive and involved in classroom activities)
- Random Merits (school spirit, fire drill and chapel behavior)

### Specific Merit Awards

# of Merits	Activity
1	<ul style="list-style-type: none"><li>• Promptness: Only 1 tardy during the quarter</li><li>• Attendance: Only 1 absence during the quarter</li><li>• Academic Performance: <sup>1</sup>GPA of 2.5-2.99 during the quarter</li><li>• Academic Improvement: 0.25 <sup>1</sup>GPA increase from last quarter</li></ul>
2	<ul style="list-style-type: none"><li>• Demerit free during the quarter</li><li>• Promptness: No tardies during the quarter</li><li>• Attendance: Perfect attendance during the quarter</li><li>• Academic Performance: <sup>1</sup>GPA of 3.0-3.49 during the quarter</li><li>• Academic Improvement: 0.5 <sup>1</sup>GPA increase from last quarter</li></ul>
3	<ul style="list-style-type: none"><li>• Academic Performance: <sup>1</sup>GPA of 3.5-3.99 during the quarter</li><li>• Academic Improvement: 1.0 <sup>1</sup>GPA increase from last quarter</li></ul>
5	<ul style="list-style-type: none"><li>• Academic Performance: <sup>1</sup>GPA of 4.0 during the quarter</li><li>• Academic Improvement: 1.5 <sup>1</sup>GPA increase from last quarter</li></ul>

<sup>1</sup>GPA...only Math, English, Science, and History are used to calculate merits

### Redeeming Merit Rewards: Redeem merits for a specific award listed below:

<u>Merits</u>	<u>Award</u>
5	Eliminate 1 demerit.
15	30 minutes of Chromebook time during Study Hall if student has no homework. Limit 1 per week. Jr & Sr High Students Only.
15	One “free” homework. Must have B average or above. Only one per grading quarter.
20	One dress down day.
25	\$5 gift card (only if no demerits are on file).

### Demerits (Wood, Hay & Stubble)

Applying demerits is not designed as a punitive measure, but *rehabilitative* in nature. Teachers are expected to handle minor discipline incidents in the classroom as well as in common areas of the school (hallways, playground, gym, etc.). Teachers may also use other interventions besides demerits for dealing with inappropriate behaviors in their classroom.

While verbal reprimands are usually appropriate and enough to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as losing privileges or receiving demerits. Major infractions may result in disciplinary action that is not addressed using demerits.

The demerits are designed to document and track repeated discipline infractions. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline. Demerits will be documented, and parent contact made accordingly.

## Demeritable Offenses

The degree of punishment and recommended number of demerits for the offenses listed below are as noted. Blatant or repeated offenses will result in a greater number of demerits being given (first offense = one demerit, second offense = three demerits, third offense = five demerits) and/or more punishment (such as suspension or expulsion).

We respect the right of every parent to establish boundaries and dictate behavior for their child. It is not our intention to dictate how parents should train their children while away from school, and we do not wish to overstep into the realm of authority given to parents. However, to maintain the integrity of the school as a ministry of the local church, it is necessary to lay out and enforce certain rules that may extend outside of school hours or away from school property.

The administration reserves the right to judge case by case in determining the appropriate number of demerits or degree of punishment. Please note: Behavior away from the school *does* affect the student, and they *may* receive demerits for offenses committed away from the school.

The following offenses *may result* in a maximum of one demerit:

- Being in off-limits areas
- Chewing gum without permission
- Daydreaming/inattentiveness
- Disturbance in class/chapel
- Dress code violation
- Eating in classrooms without permission
- Entering building by means other than an unlocked door
- Failure to return signed parent notices, quizzes, test, etc.
- Garbage left at lunch table
- Horseplay in classroom, bathrooms, or hallways
- Inappropriateness (questions or responses)
- Incomplete homework
- Irresponsibility
- Name calling/verbal teasing or provoking
- Note passing
- Out of class/seat without permission
- Physical contact/roughhousing/teasing
- Playing with sports equipment (balls, Frisbee, etc.) in gym during unauthorized times (before school, between classes, after school, before 3:40 p.m. etc.)
- Running, pushing, bumping in line in the lunchroom or classroom
- Talking without permission
- Tardy to class
- Tattling
- Two unexcused tardies to school in one week
- Unnecessary disturbing noise (i.e., whistling, tapping, shouting)
- Unpreparedness
- Untidy appearance, desk, backpack, locker, etc.)

The following offenses *may result* in a maximum of **five demerits** depending on the severity:

- Biting
- Doing homework from one class in another without permission from the teacher
- Dress code violation for immodesty (and sent home to change)
- Inappropriate literature (book, magazine, etc.)
- Negative comments about the pastor, school, or staff
- Negative facial expressions, gestures, comments (throwing up arms, whining, grumbling, etc.)
- Provoking a fight
- Throwing objects

The following offenses *may result* in a maximum of **ten demerits** depending on the severity:

- Cheating
- Direct disobedience
- Display of speed or reckless driving of an automobile
- Fighting/bullying
- Inappropriate address to a teacher, staff member, student, etc.
- Lying/forgoing signature
- Singing, humming, or whistling tunes associated with the types of music listed as “Listening to inappropriate music” below.
- Stealing
- Unacceptable language
- Unpatriotic behavior
- Damage to school property (plus reimbursement for repairs)

The following offenses *may result* in a maximum of **twenty-five demerits** depending on the severity:

- Disrespect or insubordination to teachers
- Inappropriate physical contact with the opposite gender (such as holding hands, kissing, hugging, hitting, kicking, etc.)
- Listening to inappropriate music (including rock, Christian rock, jazz, rap, country/western, and any other music associated with dancing)
- Passing unauthorized petitions or assembling of unauthorized meeting
- Sitting or riding (alone or in a group) in a car with the opposite sex (except siblings) without a parent or parent-approved chaperone present
- Skipping class or school

We realize there are unintentional or first-time offenses arising from an overlooked area or an inadvertent policy misunderstanding; however, the consequences of demerits must still be applied to the fashion of the student’s failure. In such case, a minimal number of demerits will be administered. In contrast, cases of deliberate disobedience reflecting purposeful or premeditated action will meet with full consequences of demerits. Demerits may be assigned by a part or full-time staff member of TVBS.

#### **Demerit Process:**

1. Teacher records student demerit(s) in gradebook and on the Demerit Record Spreadsheet (hard copy for office).

2. Teacher verbally notifies the student of the demerit(s) they have received.
3. Teacher sends email/text notice to parents of demerit(s) received that day.

Notes:

- Demerits start over (at 0) at the beginning of the 2nd semester.
- Parents are responsible to check their email/texts for updates on demerits from teachers.
- Parents/students have 1 week from the date a demerit was issued to appeal the demerit. After that date the demerit stands with no further review or appeal.

**Appeal Process** (an appeal must be made within one week of the date the demerit was issued):

1. Contact the teacher to gain clarity on the matter. (Please maintain civility in all conversations.)
2. If the matter is not resolved, schedule a meeting with the school administrator.
3. If the matter is still unresolved, contact the school office and request a meeting with the Discipline Committee (Principal, Pastor/Assistant Pastor, and two Deacons unrelated to the applier). Consult the Discipline Committee paragraph at the end of this Handbook.

**Suspension Process:** A letter from the principal or administration will be sent via email to notify parents when their student accumulates a certain number of demerits. They are as follows:

Grades K – 3: 30, 80, 130, 180

Grades 4 – 6: 25, 60, 95, 130

Grades 7 – 12: 15, 40, 65, 90

A student will be suspended or expelled for accumulation of demerits as follows:

<u>Grade</u>	<u>1-Day Suspension</u>	<u>2-Day Suspension</u>	<u>3-Day Suspension</u>	<u>Expulsion</u>
K – 3rd	50	100	150	200
4 <sup>th</sup> – 6 <sup>th</sup>	35	70	105	140
7 <sup>th</sup> – 12 <sup>th</sup>	25	50	75	100

It is reasonable to expect that the average student will receive a few demerits in one semester. For this reason, accumulation of demerits will restart at zero when the new semester begins. **This will not, however, be true of suspension.** There is no excuse for a student to be suspended.

No student will be allowed to be suspended five times in one academic year. Upon the fifth suspension offense, the student will be expelled. If a student is suspended four times in one semester, they will be expelled.

Suspension will result in the loss of all privileges occurring during the time of the suspension, for a period of five school days. Students are responsible for completing all work missed during their suspension. All work must be turned in to their teachers the day the student returns to school.

The suspension notice will be given to the student's teacher/homeroom to be distributed to the student the following morning and must be returned to the school office upon his return. **The suspension notice is the student's note back into school once it has been signed by the parent.**

**Expulsion:** The following offenses may result in immediate expulsion from school:

- 100 demerits in a semester (7<sup>th</sup> – 12<sup>th</sup>)
- 140 demerits in a semester (4<sup>th</sup> – 6<sup>th</sup>)

- 200 demerits in a semester (K4 – 3<sup>rd</sup>)
- Abuse of school property of building
- Arrest or involvement in crimes other than traffic tickets
- Blasphemy
- Direct and defiant disobedience
- Extreme disrespect
- Fighting
- Gambling
- Immorality in any form
- Membership in any gang or unacceptable clubs
- Pornography (gestures, language, or materials related in any form)
- Possession or use of alcohol or tobacco
- Possession, distribution or use of illegal drugs or paraphernalia
- Possession of knives, firearms, or any other fighting instrument
- Sexual impropriety or extreme lewd conduct
- Striking a teacher
- Swearing
- Theft

Attendance at TVBS is a privilege and not a right. Students who forfeit this privilege will only receive credit for the semester prior to being expelled. They will not be allowed to take mid-term or final exams or participate in any school-related activities. Once a student is expelled, the educational relationship is ended. Materials will not be loaned or ordered for the student.

Students expelled cannot apply for re-enrollment until the following year. Returning expelled students and families will be required to meet with the principal before re-enrollment. If the student is re-enrolled, they will be on probation for six months. The administration will periodically evaluate the progress of said student and may request the student to withdraw based on any misconduct.

**Consequences for Offenses in Lieu of Demerits:** Disciplinary action is age appropriate and will be determined by the teacher. The following are consequences that may be applied as a remedy for minor violations:

*Additional Work* – This may include character-building written assignments that are to be completed during playtime or recess.

*Loss of Privilege* – This may include restrictions or suspensions from activities such as P.E., field trips, special days and athletic team practices or games.

**Administrative Discipline Referral Procedure:** Teachers may refer students for administrative discipline under the following conditions:

- After efforts imposing classroom discipline procedures are exhausted
- Willful destruction of personal or church property
- Serious breaches of conduct in the classroom or on the school grounds
- Serious cases where the student is accused of fighting, lying, using foul language, or cheating

- Cases where the student has done something that threatens the safety or wellbeing of others

Prior to the decision to impose consequences based on referrals from teachers, the administration will take into consideration alternative methods of discipline which are designed to foster a positive change in the student's behavior. These methods may include:

1. An informal talk or Biblical counseling.
2. Methods of discipleship which would encourage correct behavior.

## **DISCIPLINE COMMITTEE**

The Discipline Committee consists of the Principal, Pastor DeMichele/Pastor Doty, and two deacons not related to the appellant. Parents must either write a letter of appeal or personally meet with the Discipline Committee. Parents will receive a letter stating the final decision that was made.

***"We hardly know what discipline means in modern American society. And yet, there is no other way to attain godliness: discipline is the path to godliness. You must learn to discipline yourself for the purpose of godliness." Jay Adams***