

Welcome and Introduction

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Welcome and Introduction

Welcome

It is a joy to welcome you to Tacoma Baptist! A well-known phrase from the Westminster Catechism states that the chief end of man is to glorify God and to enjoy Him forever. In essence, that is Christian education: to learn about God, about His world, and to live productive, joyful lives in response to this awesome God. We endeavor to be a school that operates and instructs in complete harmony with Biblical truth.

Our God is a God of order; therefore He commands that His work be “done decently and in order” (1 Cor. 14:14). This Student/Parent Handbook is intended to convey answers to frequently asked questions, explain general school policies and procedures, and provide contact and other information.

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

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

Our Accreditation

SSCS is accredited by the Association of Christian School International (ACSI) and by the Northwest Association of Accredited Schools (NAAS). The schools are “Approved Private Schools” in Washington State.

Our History

In the fall of 1959, through the combined efforts of several local Baptist churches, Tacoma Baptist Schools was formed. Initially, the school offered education in grades K-8, with high school classes first offered in the fall of 1966.

The Tacoma Baptist campus serves more than 400 students in PK-12. In the summer of 2003, New Hope Christian School in Graham, WA, joined TBS to form a multi-campus school district. New Hope educates over 225 students in grades PK-6.

In April 2006, the two campuses incorporated under the name South Sound Christian Schools (SSCS) which includes our Tacoma Baptist campus and our New Hope Campus.

Our Mission

South Sound Christian Schools exists to support the Christian home and church by providing Biblically-based education that challenges young lives to grow in faith, knowledge and skill that they might glorify God and serve others.

Our Vision

South Sound Christian Schools seek to be model schools that operate and instruct in complete harmony with Biblical truth, producing knowledgeable, skillful students who are inspired to a lifetime of exceptional service.

Our Philosophy of Education

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

Welcome and Introduction

Our Core Beliefs

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

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

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

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

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

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

Our Core Values

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

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

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

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

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

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

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

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

Our School Leadership

SSCS is in fellowship with the General Association of Regular Baptist Churches (GARBC). Several local GARBC churches helped to found and continue in a supportive relationship with South Sound Christian Schools. South Sound Christian Schools is governed by a board of nine trustees. Six of the representatives come from our founding churches, and three representatives are at large.

South Sound Christian Schools also enjoy cooperative relationships with many churches throughout the community. Our students represent more than 100 different local churches including a variety of denominations.

Welcome and Introduction

Our Six Founding Churches

First Baptist Church of University Place, 2844 Mt. View Avenue West, Tacoma WA 98466
253-564-2818, e-mail: firstbapup@aol.com

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

Puyallup Community Baptist Church, 1318 - 9th Ave. SW, Puyallup WA 98371
253-848-9373 / Fax 253-848-9376, <http://puycombap.home.att.net>

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

Temple Baptist Church, 1108 Columbia Avenue, Tacoma WA 98466
253-572-9155, e-mail: tbctacoma@juno.com

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

Admissions

Admission and Registration

Application for enrollment is made by submitting completed application forms and applicable fees to either TBJH or TBHS. Students and their parent/guardian must be able to support the statement of faith, the educational philosophy, and school policies. Students entering grades 6-12 at our Tacoma Baptist campus must be born-again believers who want to attend South Sound Christian Schools. All TBJH and TBHS students and at least one parent/guardian must regularly attend a Bible-believing church and must maintain a high standard of Christian conduct.

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

International Students

Tacoma Baptist high school accepts a limited number of international exchange students in grades 9-12. International students must meet all SSCS requirements for admission, as well as meet all applicable federal and state requirements, including a completed BCIS (Bureau of Citizenship and Immigration Services) I-20 form. For more information, visit the US Bureau of Citizenship and Immigration Services web page <http://www.bcis.gov/graphics/howdoi/academic.htm>. While attending SSCS, international high school students are required to reside with their school-approved guardian (or parent).

Re-Enrollment

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

Statement of Non-Discrimination

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

Withdrawal (Student's Withdrawal) from Tacoma Baptist

To give the school time to enroll a replacement student from the waiting pool, regardless of a student's last day of attending classes at SSCS, tuition fees will continue to accumulate for twenty-one (21) school days from the date of written notice or until the last day the student attends SSCS, whichever is later.

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

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

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

Academics

Class Schedule Changes

TBHS recommends that students follow the course of study recommended by the school counselor in order to meet graduation requirements. Course selection and requests for schedule changes are made at the counselor's office but are subject to parental and administrative approval. Junior High schedule changes are made the JH/HS office. No academic penalty is incurred for changes made during the first two weeks of a semester. After the second week, classes may not be added for credit. Classes dropped after the second week will carry a grade of WP (withdraw pass) or WF (withdraw fail) which remains a part of the student's official transcript but does not affect the student's GPA. Classes may not be dropped after the half-way point of the semester without receiving a failing grade.

College and Career Counseling

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

Community Service

As part of each year's Bible course, students in grade 9 complete five (5) hours of community service; in grade 10, ten (10) hours; in grade 11, fifteen (15); and in grade 12, twenty (20). Students should consult their class advisors for acceptable types of Community Service.

Concurrent/Dual Credit Courses

Students who wish to earn college credit while in high school may contact the high school counselor for information regarding Running Start policies, and colleges who offer online or concurrent courses. High academic standing is a pre-requisite for administrative approval.

Correspondence Courses

If approved in advance by the principal, high school students may be allowed to take courses at their own cost at another institution to make up a failed course. No more than two credits earned through correspondence courses may be applied towards a student's graduation requirements without prior administrative approval.

Failing Grades

Students failing one or both semesters of a high school math or language class may not enroll in a higher level math or language class until they have passed the failed course satisfactorily.

Final Exams

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

Academics

Grading Scale

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

TBS Scale	Letter Grade	Point Equivalent
100 - 95 %	A	4
94 - 90 %	A-	3.67
89 - 87 %	B+	3.33
86 - 83 %	B	3
82 - 80 %	B-	2.67
79 - 77 %	C+	2.33
76 - 73 %	C	2
72 - 70 %	C-	1.67
69 - 67 %	D+	1.33
66 - 65 %	D	1
64 or below	F	0.82 or less

Graduation Requirements

For students who entered TBHS prior to the Fall of 2008, a minimum of 24 credits (Carnegie Units) must be earned by high school students in order to graduate. **For students who entered as a freshman in the Fall of 2008 or after**, a minimum of 25 credits for students on the general graduation track and 27 credits for students on the college prep track is required. A credit, as defined by Washington state law, is a minimum of 150 hours of instruction, or 180 fifty-minute class sessions. Seniors will not be permitted to participate in commencement exercises, attend the senior trip, or receive a diploma if they have not completed all requirements for graduation, including completing the Scripture memory and community service requirements.

Please see the following pages for a list of our current graduation requirements and course offerings.

TBHS

Graduation Requirements

(Effective with the Class of 2011)

Subject	Minimum state graduation requirements	Minimum requirements for TBHS*	College Prep requirements for TBHS*	Minimum requirements for public, four-year colleges and universities**	Recommended courses for highly selective colleges and universities
English	3 credits	4 credits	4 credits	4 years	4 years
Bible	0 credits	4 credits	4 credits	0 credits	0 credits
Math	2 credits	3 credits	4 credits****	3 years***	3-4 years***
Science (one must be a lab)	2 credits	2 credits	3 credits	2 years	3-4 years
Social Studies (including U.S. and Washington state history)	2.5 credits	3 credits	3.5 credits	3 years	3-4 years
World language (same language)	0 credits	2 credits	3 credits	2 years	3-4 years
Visual or performing arts	1 credit	1 credit	1 credit	1 year	2-3 years
Speech	0 credits	0 credits	0 credits	0 credits	0 credits
Health (required) and fitness	2 credits	2 credits	2 credits	* TBHS requirements may be higher than state minimums. ** Students must have a minimum 2.00 grade point average. *** Must be Algebra II or higher. **** Must be Trig or Higher.	
Occupational education	1 credit	1.5 credits	1.5 credits		
Electives	5.5 credits	2.5 credits	1 credit		
Total	19 credits	25 credits	27 credits		

Participation in co-curricular athletics equals .25 credits per sport

Academics

Homework

Homework strengthens our academic program. Generally homework should not exceed 90-120 minutes daily (20-30 minutes per academic class) for high school students and 60-90 minutes daily (15-20 minutes per academic class) for junior high students. Certain courses may require additional homework time. Incomplete class work may require additional homework time. Contact teachers directly if you have questions or concerns about assigned homework.

Honor Society

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

Incomplete Coursework

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

Program/Academic Modifications

As private Christian schools, TBJH/TBHS receives no funding and has no obligation to offer services under Section 504 of the Rehabilitation Act of 1973. Additionally, TBJH/TBHS has only a limited obligation to offer some physical accommodations under the Americans with Disabilities Act. As a service to our families, TBJH/TBHS does offer programs for educationally challenged students through the Instructional Support Center. The Instructional Support Center is not intended to serve students with severe learning disabilities.

In very limited circumstances, classroom teachers at TBJH/TBHS may choose to modify a student's coursework or workload in order to help aid in their academic success. Such modifications are most often done in the early years of the elementary program. Rarely are such modifications done at the junior high level and they are not done at all in the high school due to requirements for earning credits in high school classes. Students receiving special modifications through the ISC in high school will receive a modified diploma, which is unlikely to be sufficient for entry into a four year college or university.

The request for any modification of an academic program must come from the student's parent or guardian and be directed to the school principal. In order for the request to be given consideration, the request must be accompanied by written recommendation(s) based on the results of testing done by an appropriate educational specialist, such as a family doctor, psychologist, or psychiatrist. The school principal will be the final determiner of whether and to what degree any modification of the program will be offered. Additionally, in order for a junior high student to receive consideration for any modification of the academic program, they must first be enrolled in the junior high Study Skills class.

Records and Transcripts

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

Report Cards, Progress Reports and Conferences

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

Academics

Retaking Courses

Students receiving a grade higher than a C- in a particular course at TBHS may not retake the course with the intention of raising their grade; however, teachers may recommend a student retake a course before going on to a higher level class.

Scripture Memory Requirements

Juniors and seniors are required to recite 75 and 125 scripture verses, respectively, in one sitting. Students may use any of the following versions: KJV, NKJV, NASV, or NIV Bible. Fifty (50) verses must be from the approved list available in the HS office. Verses not on the list may be submitted to the Bible faculty for approval. The principal will determine the amount to be recited by students who transfer mid-way into the high school program. Verses may be said at any time during the school year. Students who fail to recite their verses prior to May 31st risk being considered ineligible to attend the senior class trip and/or to participate in graduation exercises.

Student Organizations

ASB membership includes all students in grades 9-12. High school students elect ASB officers annually. ASB officers and class officers make up the Student Council. Students elected to the Student Council must enroll in the Student Leadership class. Drama Club provides an extracurricular opportunity for students who love performing and wish to improve their skills in acting and stage craft by working on at least one production per year. Students in grades 9-12 are welcome to participate. For information on Honor Society, see the heading "Honor Society" on previous page.

Testing

TBJH and TBHS are dedicated to the pursuit of academic excellence. Our curriculum is Christ-centered, and all subject matter is designed to be taught in the light of God's Word. The school has a detailed program of testing designed to measure students' abilities and progress. Students in grades K-9 take the Stanford Achievement Test each spring to measure achievement in English, Mathematics, Science, and Social Studies. Students in grades 10 and 11 take the Preliminary Scholastic Aptitude Test (PSAT) every October. Before graduating, seniors must take and have the scores reported to TBHS for at least one of the following: the Scholastic Aptitude Test (SAT), the American College Test (ACT) or the Test of English as a Foreign Language (TOEFL).

Valedictorian and Salutatorian Qualifications

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

1. Has attended Tacoma Baptist for at least two (2) full years
2. Has the highest Grade Point Average (GPA)
3. Has taken the following classes: two years of one foreign language; any two of these sciences: chemistry, honors chemistry, physics, anatomy and physiology, advanced biology; and advanced math/trigonometry or calculus
4. Honors English in the junior and senior years
5. Is a current member of the National Honor Society

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

1. Has attended Tacoma Baptist for at least two (2) full years
2. Has the second highest Grade Point Average (GPA)
3. Has taken the following classes: two years of one foreign language; any two of these sciences: chemistry, honors chemistry, physics, anatomy and physiology, advanced biology; and advanced math/trigonometry or calculus
4. Honors English in the junior and senior years
5. Is a current member of the National Honor Society

Attendance

Regular, consistent attendance in school is required by the State of Washington for all students ages 8-18. It is also conducive to high scholastic achievement and is good training for the work God calls us to do (Ps. 90:17, Prov. 12:24, Eccl. 9:10, Zech. 3:16, I Thess. 4:11, Col. 3:23). TBJH/TBHS expects regular, consistent attendance for all students enrolled, regardless of age.

Students in high school are permitted no more than fifteen (15) absences per semester in each class. Students absent more than 15 times during a semester will be subject to a loss of credit in each class. Parents are encouraged to check their student's attendance record on RenWeb. A parent may appeal to the principal to reinstate credit if they believe extenuating circumstances (i.e, extended illness, extreme family trauma, etc.) merit review. This appeal must be made within two weeks after report cards have been issued.

Absence

Parents are requested to contact the junior high or high school office when a student is absent from school. Students are required to submit a note upon their return including the date(s) and reasons for the absence to the office. They can then obtain an admit slip to class.

Early Departure

For a mid-day absence, such as a doctor appointment, students must bring a written request for excuse from the parent prior to the appointment and must sign in/out at the office. Students cannot be allowed to leave campus without parental permission. Parents may request consideration for early dismissal privileges from the high school principal for student employment, off-campus classes, etc.

Excessive Absences

A student will receive a grade of "F" as well as not receiving credit in a course in which he/she has exceeded fifteen (15) absences per semester, excused or unexcused. This includes absences for medical appointments and illnesses. A parent may petition for credit if the parent believes extenuating circumstances merit review of the student's record. The petition process begins by a parent calling the office to schedule a review. Chronic absence may result in dismissal.

Excused Absence

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

Students who are aware that they will be absent from school for an extended period of time are required to contact their teachers for their assignments prior to the absence. If a major project is due during the intended absence, the assignment must be turned in prior to the absence unless other arrangements have been made with the teacher.

Sports Events/Activities Absences

TBJH and TBHS students may not participate in extra-curricular activities if they have been absent from school for any class after 9:00 a.m. on the day of the activity. This does not apply to absences due to a doctor, dental, or similar appointment.

Tardiness

Students arriving more than ten (10) minutes late to a class are considered absent. Students who arrive after school begins or leave before the school day ends must sign in/out at the office. Students are expected to be on time to all classes. Students must clear a tardy through the office prior to proceeding to class. High school students who accumulate three unexcused tardies in any given semester will serve an after school detention. More than five tardies to any given class per semester may result in the student's grade being lowered by 2% for the 6th tardy (excused or unexcused), and 2% for each succeeding tardy. Chronic tardiness may result in dismissal.

Attendance

Tuant

Students absent without parental/guardian knowledge are considered truant. No work will be accepted for the absence, and tests or quizzes given will receive a failing grade. Disciplinary action will be taken for truancy as deemed appropriate by the administration. If a student is truant three times during a school year, he/ she may be expelled from school.

Unexcused Absence

An unexcused absence is one in which the student has been absent but has not provided a note from his/her parent explaining the reason for the absence. Students whose absences are unexcused will be expected to make up work for days missed. As a general rule, all graded work will be reduced by at least one letter grade. A pattern of unexcused absences may result in disciplinary action.

Athletics

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

Absences on Days of Events

TBJH and TBHS students may not participate in extra-curricular activities if they have been absent from school for any class after 9:00 a.m. on the day of the activity. This does not apply to absences due to a doctor, dental, or similar appointment.

Accidents/Injuries

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

Cheerleading

Students wishing to try out for the junior high or high school cheer squads must have attended the Tacoma Baptist campus or New Hope campus for at least one semester prior to tryouts and receive faculty approval. Cheerleaders must be full-time students at TBJH or TBHS.

Eligibility

The Washington Interscholastic Athletic Association (WIAA) requires a student to be passing 5 out of 7 classes each semester. If a student does not meet WIAA standards, he/she is ineligible for a period of 5 weeks, at which time his/her grades must meet TBJH/TBHS standards. Grades are checked every three weeks for all SSCS students; an athlete whose grades do not meet the minimum G.P.A. of 2.0 with no failing grades will be placed on academic probation for three weeks and will be ineligible for competition during the first week of academic probation. On the first day, usually Monday, of week 2, the student will do another grade check on the Plan of Improvement (POI) form and turn it in to the athletic office at the end of the day. If the student is passing all classes, he/she will be eligible for competition in week 2. The student must repeat the same process for week 3. Academic probation lasts only three weeks and can be instituted, reinstated, or removed after each regular grade check period. If a student is placed on academic probation for four weeks, the student is removed from the team for the duration of that sport season. Students on academic ineligibility are required to attend practice unless special arrangements have been made for the student to receive tutoring. Ineligible athletes may not dress for games or travel with the team if it will result in missed class time.

Participation at Other Schools

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

Physical Examination

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

Student Commitment

Once a student has made a commitment, they are responsible for attending practices, games, events, etc. Students who fail to keep their commitments may be subject to penalty. A student who quits a sport without school permission will be suspended from the first 25% of the athlete's games for the next sport season joined. A second offense of quitting without permission will result in suspension from participation in all athletics for 12 months.

Athletics

Student Insurance

Students must provide proof of medical insurance coverage prior to practicing or participating in any sports. Students are required to have medical insurance either through their parent/guardian or may obtain coverage by purchasing student insurance. Contact the athletic or administration office for information about student Insurance plans.

Student Transportation to Sporting Events

As a general rule, athletes are required to ride with the team on school-provided transportation to events. Students are only allowed to ride home with a parent/guardian or family member.

Conduct and Dress

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

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

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

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

Disciplinary Measures

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

Procedural Offenses: Procedural offenses include, but are not limited to:

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

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

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

Attitudinal Offenses: Attitudinal offenses include, but are not limited to:

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

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

Conduct and Dress

Moral Offenses: Moral offenses include, but are not limited to:

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

Discipline for moral offenses includes, but is not limited to, in-school suspension, suspension, and expulsion.

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

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

Removal from classroom instruction: Students with procedural, attitudinal, or moral offenses may be removed from classroom instruction to an assigned location if their offense is deemed distracting, disturbing, or unsupportive to the classroom and/or school atmosphere. Students removed from classroom instruction are still responsible for material and assignments missed, and will receive no extra time to make up any assignments. Removal from classroom instruction is **not** an “In School Suspension” or “Suspension” as described below.

Conduct and Dress

Removal from extra-curricular activities: Students with procedural, attitudinal, or moral offenses may be removed from extra-curricular activities, including sports, if their offense is deemed distracting, disturbing, or unsupportive to the extra-curricular and/or school atmosphere. Students removed from extra-curricular activities are not allowed to perform or participate in the extra-curricular activity according to the length of time determined by the TBJH/TBHS administration.

Detention: Detention is served during lunch period or after school as assigned. A student may also be assigned work detail or quiet time sitting in the classroom or library. Detention has priority over other after-school activities including school-sponsored activities, athletics, and transportation. Notice will be given to avoid conflicts. If a student fails to serve assigned detention, the detention will be doubled and other consequences may be applied.

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

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

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

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

In School Suspension (In School): This constitutes removal of a student from the classroom to an assigned location (such as the office) during which time students are responsible to make up all assigned work, exams, and projects but will only receive a maximum of 64%.

Suspension (Out of School): At the discretion of school administration, a student may be suspended from school for a specified period of time (usually from 1-10 school days). Specific changes in attitudes and actions are required prior to re-admission to school. A conference will be held with the parent prior to the student's return to school. The student is required to complete any or all assignments while serving a suspension, but the highest grade that can be earned from those assignments is 64%. The student may also be placed on probation when he/she returns to school.

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

Conduct and Dress

Dress Code and Appearance

	Boys	Girls
Top	Polo shirts, t-shirts, or other collared shirts. No plain white t-shirts. No suggestive sayings. Must be clean and without tears or holes. No tank tops.	Polo shirts, t-shirts, or other collared shirts. No plain white t-shirts. No suggestive sayings. Must be clean and without tears or holes. No tank tops.
Bottom	Pants or jeans. Must be clean and have no holes.	Pants, jeans or skirts. Must be clean and have no holes.
Hair/Grooming	Must be neat and clean, off the collar, out of the eyes, and no longer than the bottom of the ear. No extreme hair styles.	Must be neat and clean. No extreme hair styles.
Accessories	No earrings, pierced body jewelry or visible tattoos. No hats or hoods worn in the building.	No pierced body jewelry or visible tattoos. No hats or hoods worn in the building. Make up in moderation.
Shoes	Appropriate for the activity.	Appropriate for the activity.
Chapel	Button-down or polo shirts with dress pants, slacks or corduroys. No blue or colored jeans or t-shirts.	Dressy style shirt with slacks, dresses or skirts. No jeans or t-shirts.

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

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

Promote Modesty: There should be no question as to whether an article of clothing provides adequate coverage of body parts. Midribs must not show, even when the wearer’s arms are extended over his/her head. Shirts must have sleeves. Girls’ blouses may be sleeveless but must cover shoulders. Girls’ hemlines are to be no higher than the top of the knee and slits may be no higher than two inches above the knee. Dresses with spaghetti straps must be worn with an appropriate undershirt, jacket, sweater, or vest that covers the shoulders.

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

Provide a Clean Appearance: Garments should not be ragged, torn, tattered, or overly faded. Clothes need to be clean, reasonably pressed, and worn in such a way that they give a conservative, neat appearance.

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

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

Conduct and Dress

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

Dress Code for Parents/Volunteers

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

Harassment and Harassment Prevention

It is the school’s aim to maintain a learning environment that fosters respect for the dignity of every individual (Gen. 1:26-27) and is free from physical, sexual, verbal, or any type of harassment. Harassment is defined as any conduct or communication that has the purpose or effect of substantially interfering with an individual’s performance or well-being, or that creates an intimidating, hostile, or offensive environment for someone else. Unlawful discrimination is considered a form of harassment. Suspicion of harassment should be reported.

If an individual believes they have been harassed, intimidated or bullied, they should first, if possible and practical, attempt to resolve the issue with the party(ies) directly involved in accordance with the Matthew 18 principle. If this is not possible, the information should be reported to school administrative personnel. If the harassment has been perpetrated by a teacher, administrator or other person in a supervisory position, report the incident to the next higher level of authority. The school administration will take prompt, equitable, investigative and remedial action (when warranted) on all reports received or which are brought to their attention either through formal or informal channels. When appropriate, the school will involve outside sources such as a pastor, counselor, or law enforcement officer to help remedy the situation.

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

Finance

Delinquent (Past Due) Accounts

Accounts more than forty-five (45) days past due will result in the student being suspended from school. Report cards will be held, and requests for transcripts/transfer of records will not be honored for students whose accounts are past due. The account must be current before a student is permitted to re-enroll for the following year.

Development and Fundraising

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

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

Fundraising

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

Other Fees

A statement covering fees not included in tuition (such as BASC charges, fines, sports, transportation fees, lab fees, etc.) will be sent to you. Please pay these fees to the school directly. Contact the Finance Office to discuss questions, discrepancies, or concerns about your account. A late charge of \$25.00 is applied to accounts not paid by the 5th day of the month due, and late charges continue to accrue as the account remains delinquent.

Records and Transcripts

Records and transcripts may be held back until all financial commitments to TBJH and TBHS are met.

Tuition

Tuition may be paid in one of the following three ways:

1. Pay in full at the beginning of the school year and receive a 3% discount. Payable to SSCS directly.
2. Pay in full at the beginning of 1st and 2nd semesters (August 1st and January 1st), no discount. Payable to SSCS directly.
3. Pay in 11 monthly installments August – June; by direct debit from your bank account on the 5th or the 20th of each month. The school has contracted FACTS Tuition Management to handle these accounts. Families choosing this option will need to complete necessary forms and pay all applicable FACTS fees.

Tuition Assistance

Assistance is given based upon need and the financial resources available to the school. Requests for tuition assistance must be submitted according to school procedures. Please contact the receptionist or superintendent's office for information.

Additional Policies

Abuse or Neglect and Reporting

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

Accidents/Injuries

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

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

Booster Club

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

Chapel

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

Closed Campus

TBJH/TBHS maintains a "closed campus." All students are required to remain on campus during school hours, including lunch period, unless permission from the appropriate office is obtained, and they have signed in/out at the appropriate office. For the safety of our students, we require all volunteers, parents, and guests to sign in at the receptionist's desk, obtain and wear an identifying badge, and sign out when they leave the campus. Permission for a visitor on campus must have approval from the high school office no later than the day prior to the intended visit.

Conflict Resolution

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

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

Driving and Pick Up/Drop Off

Junior high and high school students are dropped off and picked up in the gymnasium parking lot. Students should arrive no earlier than 7:30 a.m. and should be picked up by 4:00 p.m. unless they are involved in sports or other school related activities after school.

Additional Policies

Electronic Equipment

Listening, viewing, and gaming devices such as CD's and DVD's and their players, iPods, MP3's, and other electronic devices should not be brought on campus. Students who bring such materials to school may have them confiscated and/or taken to the school office for pick up at the end of the day by the student or their parents.

Cellular Phones: Cell phones should be turned off during class and other organized school times. Misuse or disruptive use of a cell phone may result in the loss of a student's privilege to have one on campus.

School Computers: TBJH and TBHS computers are only to be used in support of educational endeavors or school operations. Students using TBHS computers or other equipment agree to abide by the school's internet use policies and standards for conduct. Students may only use computer lab equipment during computer classes unless permission has been obtained for use outside of class.

Emergency and Disaster Practices

Tacoma Baptist has detailed procedures designed for implementation in the event of emergencies including fire drills, drop and cover drills, lock downs, and procedures for care of children on campus during extended periods of time in the event of a real emergency. Procedures include information regarding contacting emergency services, parents, and performing campus safety analysis. For information specific to an emergency event, or to update your student's emergency contact, health file, or for other related information, please contact the receptionist or school secretary.

Facilities and Gymnasium Use

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

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

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

Guests and Visitors

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

Prospective students and their families are welcome to come to Tacoma Baptist to visit anytime. Calling ahead is suggested to ensure our offices are open and to arrange a tour of the areas of interest. Prospective students coming as a current student's guest to visit SSCS during the school day should dress in accordance with the school dress code. TBJH/TBHS has several open house events on the calendar for prospective and current families. Both are welcome and encouraged to attend. Contact the school receptionist for more information.

Head Lice (Pediculosis)

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

Additional Policies

High School Retreat

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

Holiday Observance

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

Illness

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

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

Library

The library is open for use during posted hours. The library is designed for study and research, and a quiet atmosphere is to be maintained. No one may remove library materials without proper check out of items by library staff.

A fee (published annually) is charged on a per-school-day basis for overdue resources. Fines do not accrue beyond the last school day of the year. Decisions on overdue fines, library policies, and enforcement rest within the discretion of the library staff. If a student is absent on the date a library resource is due, the resource is due upon the student's return to school. Fines will not be assessed unless the student does not return the resource upon their return to school. Students with overdue books or unpaid fines will not be permitted to check out additional resources. Students with unpaid fines of more than \$5 will have final report cards withheld and fees will continue to appear on account statements into the next school year. Seniors will not receive final report cards, diplomas, transcripts, etc. until all library obligations are cleared.

Students are responsible to report the loss or damage of library resources as soon as possible. Materials overdue for three weeks will be presumed lost, and a replacement cost will be billed to the student's account. Students are responsible for the replacement and/or repair cost of lost or damaged materials. Students may purchase a new copy of the same title and comparable quality (cover type, size, etc.) for the library or pay for a replacement. In either case, a \$5 service fee will be charged to the student's account. If a book is returned after a replacement has been made, the library staff may give a tax receipt for the fee or return the used book to the student.

Lockers

Students in grades 7-12 are assigned lockers at the beginning of the year. (High school students need to provide their own locks.) The lockers should remain locked at all times as TBS will not take responsibility for items that are missing or stolen. Inappropriate pictures, posters, etc. are not to be hung inside the lockers, and lockers should always be kept neat and clean. Because TBS reserves the right to check the contents of lockers at any time. Students who use their own locks and have not turned in the combination numbers to the office take the chance that their lock will be cut off if a locker check is needed.

Lost and Found

Items in the high school and junior high school "Lost and Found" are discarded or donated to a charity or thrift store approximately every two weeks to avoid excessive storage problems. You may check with the office regarding lost items.

Additional Policies

Lunch

Junior high and high school students may eat their lunches in the student center, the patio area, or in designated classrooms. Hot lunches may be purchased daily. Students are responsible to properly dispose of their litter.

Medications and Prescriptions

Tacoma Baptist must have written permission from a licensed practitioner and parent to administer prescription and/or over the counter medication. All medication needed by a student during the school day must be brought to the office with a note from the parent/guardian, containing information regarding the prescription.

Medications must be in their original containers accompanied by a doctor's signature and note with the name of the medication, specific dosages, methods of administration, and the administration schedule. For a proper form, please see the health aid.

Parent Involvement

We encourage your involvement in your student's education at Tacoma Baptist. In addition to many opportunities to use your skills on campus (assisting with or donating to building and maintenance projects, and participating in campus work days), we invite you to come as our guest to school concerts, special programs, weekly chapels, athletic events, etc. Parents wishing to provide birthday treats for students should make arrangements with the teacher in advance. Parents desiring to participate in school-related events and field trips off campus must have a background check/report on file with Tacoma Baptist prior to participating in the activity.

Parties and Social Functions

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

Prayer Support

Parents are encouraged to pray regularly for the school.

Security

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

Senior Trip

The senior class retreats to a location of their choice (with administration approval) for three days in the spring. The senior class advisor and other faculty members and/or parents accompany the class. The retreat is paid for by the class.

Skateboarding, Bicycle Riding and Rollerblading

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

Student-Driven Vehicles

A high school student who drives a vehicle to school may be asked to register their automobile with the school office and show proof of insurance to obtain a parking permit. Careless driving or failure to adhere to student vehicle policies may result in loss of privilege to park on campus, a fine, or other discipline. The speed limit for all campus areas is 5 MPH. To maintain positive relationships with our immediate neighbors, students are asked not to use Wapato Street south of 66th street.

Additional Policies

Transportation

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

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

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

Use of School Equipment

Office and classroom phones are not for student use. With permission, students may use the office phone for school-related issues and the phone in the athletic office for sports-related issues.

Except in emergency situations, students and teachers will not be disturbed to receive telephone calls. If your message is time-sensitive, please leave it with the receptionist or school secretary.

Wapato Street Traffic

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

Weapons

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments may be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in a school location or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.