



# Brainerd Baptist

S C H O O L

STUDENT HANDBOOK 2020-2021

Expanding *Minds*. Preparing *Hearts*.

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*The mission of Brainerd Baptist School is to provide a high quality comprehensive academic program in a loving Christian environment. The school is dedicated to the belief that young people need both strong educational and spiritual guidance to grow into adults who will be positive contributing influences in the community and the world.*

*Brainerd Baptist School desires to partner with parents to create a foundation upon which students expand their minds through creative and intellectual development and prepare their hearts for social and spiritual growth.*

## - OUR MISSION STATEMENT

### **BELIEFS**

- Learning in a Christian environment is the chief priority of the school.
- All of our student's needs should be developed to his/her potential academically, physically, socially, emotionally and spiritually.
- An exceptional academic program which features small classes, a family-like atmosphere and a strong foundation based on love of God and country should be provided for each student.
- Each student's intellectual curiosity and critical thinking skills should be encouraged and stimulated.
- The curriculum should present clear goals with high expectations for student achievement through instructional strategies and learning activities.
- Students need to demonstrate their understanding of essential knowledge and skills, as well as be actively involved in solving problems and producing quality work.
- Character traits such as integrity, responsibility, kindness, diligence, and service to others should be emphasized across the curriculum.
- The commitment to continuous improvement is imperative if our school is going to enable our students to become confident, self-directed, lifelong learners.

### **PREFACE**

God inspired Moses to write the book of Deuteronomy as an instruction manual for living. In the sixth chapter, verse seven, God commands us concerning His words: "and you shall teach them diligently to your sons and shall talk of them when you sit in your house or when you walk by the way and when you lie down and when you rise up."

We believe the Bible teaches that parents are responsible for the education of their children (Proverbs 22:6), and we are happy that you have chosen Brainerd Baptist School to assist you in this process. Because we are an extension of you, we must understand and support each other. It is the prayer of the faculty of this school that you will carefully read this booklet so that, in full understanding and led by the Holy Spirit, we will truly work together to "train up the child in the way he should go."

Attending Brainerd Baptist School is a privilege. Brainerd Baptist School does not knowingly admit students who are not honest, of good character, and respectful of authority and property. The Golden Rule of "treating others the way you would like to be treated" is the basic rule at Brainerd Baptist School. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time who, in the opinion of the school, does not fit into the spirit of the institution.

### **FOREWORD**

Any attempt to compile the rules, regulations, policies, etc. of a school can only be undertaken with the understanding that it is a complex and continuous process. The need for continuous input from school personnel, students, and parents is fully realized. The author recognizes that the policy statements, rules, etc. contained in this manual may need to be revised and updated periodically. Your help is solicited in making this manual both functional and informative. To insure orderly revision and to inform all interested persons of the revision process, the following procedures will be utilized.

When it becomes apparent that a need exists for revising, deleting, or adding a statement: the person(s) involved should make this need known, in writing, to the Head of School. This written statement should identify the discrepancy in the statement and the suggested alternative for correction. The Head of School will submit the recommended policy and/or rule change to the appropriate policy committee for consideration and advice. After review and consideration, the Head of School will submit the committee's recommendation to the full School Board for consideration. Revisions and periodic updates will be communicated to the entire school community by means of the monthly newsletter. It is our hope that the information contained in this handbook will be useful. Thank

## OUR PURPOSE

### *Christian Education...What Is It?*

Many have tried to separate subject matter into two groups: religious and secular. Some have thought that it is the job of the school to teach the “three R’s” and the task of the church to teach Bible, integrity, moral standards, and faith in Christ. Actually, no subject of truth or knowledge can be divorced from the Christian framework. Christian education requires a Christian point of view for the whole curriculum, a God-centered program in every department, a born-again educator before every class (Proverbs 2:1-11).

Every system of education has some philosophy behind it. It is impossible not to have an opinion about things as important as God and the Bible. More important than opinion is the philosophy that is brought in and used each day in the classroom. Brainerd Baptist School believes Christian education assumes God’s view of man as found in the Bible. It employs God’s methods as outlined in His Word, and it teaches truth in a system consistent with the inspired Word of God. The Great Commission prohibits us from remaining silent on this issue.

BBS is unique in that its purpose is to provide a Christian education for students who exhibit high academic potentials. Our goals, objectives, and methodologies allow each student to advance to his highest God-given potential.

## OUR STATEMENT OF FAITH

“We believe in the Lord and Savior Jesus Christ who is the incarnate God, who came to earth to die on the cross to pay for our sins. This salvation is free to all who repent of their sins and believe in His death, burial and resurrection. We believe the Bible is the inerrant and infallible Word of God, and a follower of Christ strives to know God more and develop a Christ-like mind through the power of the Holy Spirit.”

*We understand that from time-to-time, other issues or topics may need further clarification. For questions regarding those issues, the school refers to the Baptist Faith and Message - <http://www.sbc.net/bfm2000/bfm2000.asp>*

## OUR STUDENTS

Students are accepted who give evidence, by scores made on standardized tests and by their previous academic records, of being willing and able to achieve in our school. Brainerd Baptist School accepts students who are honest, of good character, and respectful of authority and property. The students, together with their parents/guardians, agree with the philosophy and purpose of our school, and they agree to abide by the rules established for our school.

## OUR FACULTY

Teachers in our school demonstrate an unselfish dedication to Christian education, a sincere love of children, and most importantly, a complete devotion to the Lord Jesus Christ. All teachers are Christian in practice as well as profession. Further, all of the members of the faculty and staff are carefully chosen on the basis of their education, experience, ability and moral integrity.

## *Board of Trustees*

**Cory Hathorne**, *Chair*  
**Matt Lawson**, *Treasurer*  
**Krisi Johnson**, *Secretary*  
**Dr. Sean Corcoran**, *Head of School*

**Kyle Boyd**  
**Celeste Bradley**  
**Sherri Burns**  
**Colin Clanton**  
**Jeff Collier**  
**Micah Fries**  
**Amy Jo Osborne**  
**Sydni Paris**  
**Skip Pond**  
**Steve Settle**  
**Jacob Stone**  
**Nishani Vincent**  
**Josh Woodard**

## *School Staff*

**Dr. Sean Corcoran**  
*Head of School*

**Regina Ateca**  
*Assistant Head of School*

**Bradley Chambers**  
*Director of Information Technology*

**Ellen Baggenstoss**  
*Director of Development*

**Robin Morris**  
*Administrative Assistant to the Head of School*

**Missy Henson**  
*Director of Academic Counseling, STEM Lab*

**Rhonda Hinkle**  
*School Secretary*

**Michelle Richardson**  
*Upper School Secretary*

**Chris Shields**  
*Chief Financial Officer*

**Rachel Adams**  
*School Nurse*

**Anna Gallman**  
*Cafeteria Manager*

**Chris Williams**  
*Building Superintendent*

**Tina Bowen**  
*Development Office*

## ADMISSIONS

As stated in the section Our Students, students who are admitted to Brainerd Baptist School must give evidence of being able and willing to achieve here; must, together with their parents/guardians, agree with the philosophy and purpose of our school; and must agree to abide by the rules established for our school. All students must be capable of functioning in a traditional classroom environment. All new students entering Brainerd Baptist School will be on probation for the first grading period.

Students entering K3 must be 3 years old by August 15th and completely potty trained. Students entering K4 must be 4 years old by August 15th. Students must have on file in his Cumulative Folder a certified copy of his birth certificate, school entry medical examination, social security number and proof of immunizations as required by state law.

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

## ATTENDANCE

### *School Starting Times*

School begins at 8:15 a.m. for K3 through grade 5. Classrooms will be open to receive students at 8:00 a.m. Early room will open at 7:00 a.m.

### ***Regular attendance is essential to success in school. It is important for each child to be at school every day.***

A student who has been absent must bring a written note to his teacher from his parents when he returns to school. This note should contain the date(s) of absence(s) together with the reason. ***All absences must have a note from the parents.*** Typical reasons for excused absences are: verifiable illness of the student, bereavements, and verifiable medical and/or dental appointments. Doctor's appointments will be excused with a note from the doctor's office. We encourage such appointments to be scheduled after school hours.

Students with an excused absence will be allowed to make up all work missed. Students with an unexcused absence will not be allowed to make up missed work, and zeros shall be recorded for this work.

No student will be permitted to participate in an extracurricular activity or athletic activity unless he has reported to school by 11:30 am on the day of the activity.

### ***Any absence from school of more than 3 1/2 hours is counted as a full day's absence.***

### *Tardies/Early Dismissals*

Students are counted tardy by their teachers after 8:15 a.m. After 8:30 a.m. students must be accompanied to the office by a parent and signed in for the day.

Excused tardies will be considered only with a note from the parent. Excused early dismissals are for emergencies or doctor's appointments. Please notify the classroom teacher of appointments with a note ahead of time so that they can have the student ready to leave at the appropriate time.

For any reason, such as a doctor or dental appointment, parents must sign the student out in the school office before the

student can be dismissed. We will not release any student to anyone other than parents or guardians (or people listed on the pickup list) without written permission.

#### *Excessive Tardies & Absences*

***Please note: We are required to report excessive absences without adequate excuse to the state of Tennessee. If a student reaches 10 absences, the parents will be asked to meet with the School's Administrative Team. Students may be subject to administrative intervention, academic probation, or retention. If absences continue to accrue after initial notification and meeting, a legal report will be made to the State of Tennessee.*** Unexcused absences may be grounds for suspension or dismissal by the Head of School. Five (5) tardies and/or early dismissals equal one absence.

#### *Permission For Extended Absences*

Parents must request permission, in advance, for any absence other than verifiable illness of the student, bereavements, and/or vacations. If the requested absence is more than 3 days, the request must be submitted, in writing, to the teacher and approved by the Head of School 10 days in advance. The note must state the dates of the requested absence, length of absence, and reason. The extended absence must be approved in advance in order to avoid academic penalties. Each request for extended absence will be considered on an individual basis. Students are expected to turn in all work the day they return and be prepared to take any scheduled tests.

### **ILLNESS**

A "Request for Medication Administration" form must be completed for any prescription medication that a student will take at school. The medication must be in its original pharmacy labeled container. It is the parent's responsibility to provide and keep the medication replenished as needed.

All students will need a "Parent Permission to Give "Occasional" Over-the-Counter Medication" form on file at school. No over the counter medication will be given without written parent consent. Cough drops are considered medication and will not be given without parental consent.

At the beginning of the school year, we ask you to fill out a "Permission to Participate and Consent to Obtain Medical Care" telling us who to contact if we cannot reach you should your child become sick or injured while at school. Rest assured that we will do everything possible to reach you. Please inform the school office of any phone number changes.

Students who are sick and whose attendance would endanger their health or the health of others should be kept at home. If your child develops a fever or vomits while at school, you will be notified and your child must be picked up from school as soon as possible. ***Students should be free from fever or vomiting for 24 hours before they are brought to school.***

### **INCLEMENT WEATHER**

Because our school population comes from all parts of the metropolitan area, it is extremely difficult for us to know when to close school due to inclement weather. ***If your particular area becomes dangerous, please feel free to keep your child home or pick him up early, as the case may be.*** Please notify the school office as soon as possible. Your child will be given the same time to make up work missed as with any other excused absence.

## EMERGENCY ANNOUNCEMENTS

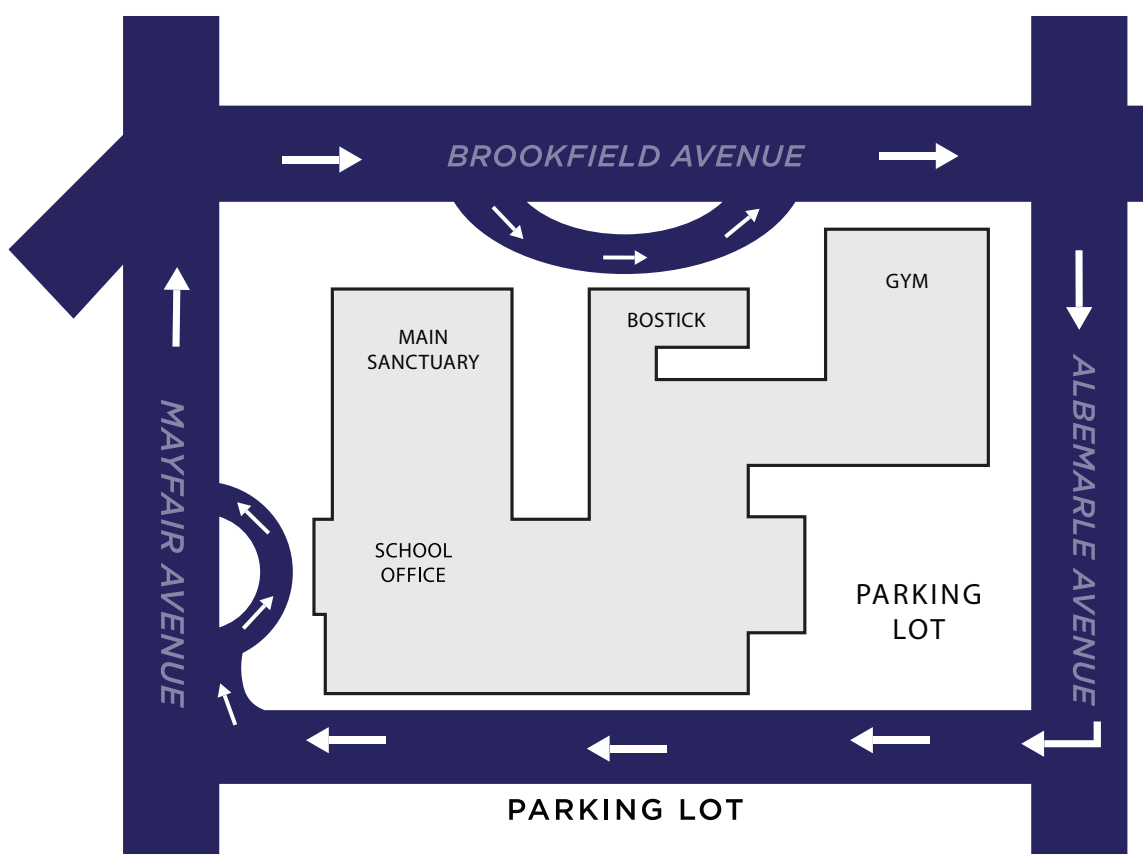
For announcements about opening and closing of school in case of emergencies such as snowstorms, you will be informed through our parent phone notification, E-mail, BBS Website at [www.brainerdbaptistschool.org](http://www.brainerdbaptistschool.org), and social networks (Facebook & Twitter).

All information will be given to the media in ample time for students to prepare for school. Early room will always be available 45 minutes prior to the start of school. This will hold true even if the start of the school day is delayed.

## TRAFFIC CONTROL

Follow the arrows on the diagram below. This will insure an easy flow of traffic. There is no parking allowed on any street. Please use the parking lots. Students may not cross the street without their parents. Always use the crosswalks.

***We highly recommend all parents to drop off in drop off lines. This keeps traffic moving quickly and safely.***



## DISMISSAL TIMES AND LOCATIONS:

- K3 will be picked up at the canopy on Mayfair at 12:30 p.m.
- K4 will be picked up at the canopy on Mayfair at 12:30 p.m.
- K5 will be picked up at the canopy on Mayfair at 2:30 p.m.
- Grades 1 & 2 will be picked up at the canopy on Mayfair at 3:00 p.m.
- Grades 3, 4 & 5 will be picked up at the canopy on Brookfield at 3:15 p.m.

## VISITORS

All visitors and parents must report to the office, sign in, and pick up a visitor's pass before proceeding to the classroom. Please work with us on this, as it is for the safety of your child.

## **SECURITY SYSTEM**

A security system is installed in the church and school. It helps us monitor people coming into the building, thus creating a safer environment for our children and our staff.

Intercoms are located at all school entrances and cameras are also located throughout the building.

The intercom will ring at the appropriate desk and that person will be able to respond immediately. When you identify yourself, a button at her desk will release the lock on the door allowing you to enter the building where you must sign at either the kindergarten or main school office.

## **PARENT & FACULTY RELATIONS**

Our teachers are professional people who are dedicated to the task of providing your child with a quality education with Christ at the center. Information needs to be communicated between parent and teacher in order to give the child the greatest opportunity to grow both academically and spiritually.

We ask that parents arrange conferences with your child's teachers by appointment only. If you worship with a faculty member, we further request that everyone observe Sundays and Wednesday evenings as times for worship and not as convenient times to conduct school business with faculty members.

Please understand that the policies of our school are established to provide a framework for a harmonious working relationship among parents, students, faculty and administration. From 8:00 a.m. until 3:30 p.m. teachers are responsible for classroom preparation and instruction. Please refrain from visiting with teachers at this time unless you have a scheduled appointment.

## **DISCIPLINE POLICY**

### *General Philosophy Of Discipline*

Our students, teachers, Head of School, and administrative staff form a close-knit family who work together to sustain Christian attitudes and high standards of conduct. Students are expected to conduct themselves as Christian young ladies and gentlemen while on the school grounds and in all other places. Brainerd Baptist expects all students to be honest, of good character, and respectful of authority and property. It must be kept in mind that they are representatives of the school and that their behavior brings credit or discredit to the school as well as to themselves. The administration reserves the right to deal with any breach of conduct that may occur on the school grounds or off campus.

The following are considered to be examples of deliberate disobedience: refusing to obey rules, lying, stealing, cheating, vandalism, hurting others on purpose, fighting, bullying, cursing, sexual misconduct, gambling, habitual tardiness, absenteeism, profanity, vulgarity, use or possession of tobacco, possession of fireworks, possession of illegal drugs and/or alcoholic beverages.

## **SCHOOLWIDE BEHAVIOR GUIDELINES**

### *Hallways*

We observe Quiet Zones throughout our school. These are areas where student behavior could affect the activities of others such as the library, sanctuary, and church offices. The general guideline is that of respecting others.

We walk through the hallways in an orderly fashion.

We respect people and property by keeping our hands, feet, and objects to ourselves.

All staff members are to help the students follow through on these expectations. These expectations not only show respect



for adults and our school, but also show self-respect.

### ***Specific Overt Acts Resulting In Discipline***

Brainerd Baptist School believes that certain overt acts of misconduct should result in standardized discipline. For example:

***Possession of Weapons:*** Students having in their possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon shall be expelled from school and turned over to the appropriate law enforcement personnel.

***Fireworks:*** It is illegal to possess or explode fireworks on school property.

***Damage to School Property:*** Students who participate in a break-in and/or malicious damage to school property shall be suspended with readmission to the school system contingent upon financial compensation for said damages. Depending on the facts and circumstances, such students may be expelled from school, and may be reported to the appropriate law enforcement agencies.

***Use or Distribution of Alcohol or Illegal Drugs:*** Any students found to be under the influence of non-prescription drugs or alcohol, possessing illegal drugs or alcohol, using illegal drugs or alcohol, or selling or distributing drugs or alcohol of any type on or near school property shall be expelled from school and reported to the appropriate law enforcement agencies.

***Insubordination and Disrespect:*** Any student or parent determined to be insubordinate toward a member of the faculty or staff, may, in the discretion of the Head of School, be suspended. Any student or parent who manifests disrespect by improper physical contact or verbal abuse with a staff or faculty member may not be allowed on school premises.

***Procedure for Discipline:*** The teachers, with approval of the Head of School, shall carry out their own classroom Discipline Policy. Should a student be sent to the office for disciplinary measures, the Head of School may contact a parent/guardian. Depending on the nature of the offense and the past disciplinary record of an offending student, a teacher or the Head of School will generally counsel and pray with a student before imposing any discipline. Appropriate disciplines may include, but are not limited to, being: reprimanded, given detentions, deprived of privileges, isolated from his group and/or activities, assigned jobs, paddled, suspended for a period of time, expelled from the school or any combination of such actions.

***Activities Reflecting Negatively on School:*** Brainerd Baptist School reserves the right to discipline any student who is involved, on or off school grounds, in an activity that, in the discretion of the Head of School or the Board of Trustees, reflects negatively on the school. Any conviction of an offense in a court of law may result in disciplinary action by the school.

***In-School Suspension:*** A student may be placed in In-School Suspension for, but not limited to: excessive rudeness, bullying, destruction of school property, or insubordination. While in In-School Suspension, the student will be isolated through the school day and will not attend special classes or participate in any extracurricular activities. The student is expected to complete all school work given to him/her. All school work done while in In-School Suspension will have a penalty of points off as determined by individual grade specifications.

***Suspension:*** When a student is suspended from school, the student is not to be on campus at all during school hours. This includes extracurricular activities. A student may be suspended from 1 to 3 days. While on suspension, a student is considered absent (unexcused) which carries a penalty of zero on all school work completed during that time frame. A student may be suspended for, but not limited to, destruction of school property, fighting, any illegal behavior,

habitually using improper language (cursing or using God's name in vain), violation of the Honor Code, or excessive rebellion toward faculty and staff. A student may be suspended by the Head of School with notification to the Chairman of the Board of Trustees.

**Expulsion:** The most drastic discipline to be imposed under this Policy is expulsion from the school. Students may be expelled from Brainerd Baptist School pursuant to this Discipline Policy by the Administrative Team, the Executive Committee of the Board of Trustees or by the joint action of the Head of School and the Chairman of the Board of Trustees. The Head of School may exclude from classes any student he has recommended for expulsion pending action on his recommendation by the Chairman, the Executive Committee of the Board of Trustees. Any disciplinary action of the Head of School may be appealed to the Executive Committee of the Board of Trustees in writing, addressed to the Chairman of the Board of Trustees, and delivered to the school office within three school days after the disciplinary action.

## **CAFETERIA RULES & POLICIES**

### *Voices*

Talk quietly to your neighbors - only at your table.

Raise hand if you need anything (ex: have a spill, need to go to the restroom, etc.).

### *Seating*

Get everything you need before you sit down (napkin, ketchup, etc.).

Walk to your assigned table.

Feet under table.

Food over table.

Bottom on seat.

Face the table.

### *Cleanliness*

Chew with mouth closed.

No talking with food in mouth.

Walk to take tray to throw trash away.

Return to table to help clean.

Leave table clean for others – clean table, floor, and chairs.

Sit down at table until you are dismissed.

Push in chair and walk to your teacher.

All students K5 through grade 5 will have assigned tables, by the homeroom teacher.

We will implement a universal sign to get everyone quiet in a quick manner. When a teacher raises their hand, all students are to raise their hand as well, stop talking and look at the teacher.

## **CHAPEL**

In the Chapel, we:

Enter and exit quietly and reverently.

Sit quietly so as not to distract others.

Show a respectful attitude toward people and property.

Consequences of not following these guidelines are at the teacher's discretion.

## **PLAYGROUND**

On the playground, we:

Play safely.

Play fairly.

Follow instructions.

Consequences of not following these or other playground guidelines are at the teacher's discretion. Parents please do not leave children unattended after school hours.

## **FIELD TRIPS**

Students must follow school behavior policies while on trips. Students must follow the instructions of the drivers. Parents of children who misbehave may be asked to accompany their children on future trips. Students who fail to stay with the group will be asked to not attend the next trip. ***Please be aware that siblings may not attend field trips due to the fact that parents who attend field trips are serving as chaperones and therefore need to be able to devote their full attention to the students that they are supervising.***

## **HONOR CODE**

Colossians 3:17 - "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him."

***Out of a desire to please God, I pledge to be truthful in my words, honorable in my actions, and respectful to others.***

I know that when my name goes on an AR test, I am stating that I have read the entire book and/or participated in the reading, not just watched the movie. Also, that I am taking the test for myself, not for another student. I know that when my name goes on any assignment, test, quiz or homework that I am saying it is my work only, not someone else's. I know that the consequence for violating the Honor Code is one day of suspension. On the day of suspension, a zero will be given for all graded work that is assigned that day. All students in grades 1 through 5 are required to sign our Honor Code.

## **RESPECT PLEDGE**

Matthew 7:12 - "So in everything, do to others what you would have them do to you."

***At BBS, we believe that respectful behavior is essential for the well-being of our school. With God's help, I pledge to respect the worthiness of others. I will also respect the rights and property of others.***

All students in grades 1 through 5 are required to sign our Respect Pledge.

## **ANTI-BULLYING POLICY**

Bullying, which is defined when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skills, verbal ability, or another resource. Bullying can take many forms, including any combination of physical, emotional, and verbal abuse, all of which are unacceptable behaviors for our school.

Bullying differs from harassment in that the latter can result from a single incident or small number of incidents – which everybody recognizes as harassment – whereas bullying tends to be an accumulation of many small incidents over a long period of time. Each incident tends to be trivial, and on its own and out of context, does not constitute an offense or grounds for discipline.

We feel it is important for BBS to have a policy about bullying. Since we are a Christian school, we believe that we should follow the example left by Jesus. We are encouraged in Matthew 7:12 (NIV)... “So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.” In Ephesians 4:32 (KJV) we read... “And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you.” These two verses define our expectations on how students will treat each other. We believe that taking a strong stand against bullying will create a safe environment for all children. All students in 1 through grade 5 are required to sign our Respect Pledge.

The school counselor will teach lessons on recognizing the characteristics of a bully and handling bullying situations.

Our policy and consequences will be age appropriate for our wide range of students.

Consequences for bullying may include one or more of the following:

- Teachers will notify the Head of School immediately when bullying occurs.
- Warning by Head of School (parents will be called at home or at work).
- Students will be required to write a paragraph about why it was wrong and what they will do the next time. Parents will be required to sign and return it to school the next day.
- Students may be sent home immediately.
- Suspension of 1 to 3 days.
- Expulsion

## **SEXUAL HARASSMENT POLICY**

In continuing to make our school a safe environment for each child, we recognize that sexual harassment is a form of bullying. Therefore, our policy will focus on student-to-student relationships. Sexual harassment consists of the following inappropriate behaviors: touching, sexual language, displaying and/or showing of body parts, and adult-like sexual role-playing. In any grade, when any student exhibits any of these actions, the Head of School will be notified immediately.

We expect parents to take the responsibility of educating their children about our sexual harassment policy and its consequences. “Give me a kid who knows nothing about sex and you’ve given me my next victim,” quoted from literature distributed by the Children’s Advocacy Center, Chattanooga, TN from a sexual offender.

Consequences for Sexual Harassment may include one or more of the following:

- Teachers will notify the Head of School immediately when the incident occurs.
- Warning by Head of School (parents will be called at home or at work).
- Students will be required to write a paragraph about why it was wrong and what they will do the next time. Parents will be required to sign it and return it to school the next day.
- Students may be sent home immediately.
- Suspension of 1 to 3 days.
- Counseling may be recommended.
- Counseling may be mandated before readmission.
- Expulsion

The Head of School is responsible for letting the Chairman of the Board of Trustees know the discipline options for bullying and sexual harassment especially when suspension and expulsion occurs.

## **GRIEVANCE PROCEDURES**

Any parent of our school body deserves a right to express concerns and be heard. If the concern is with a teacher, take that concern to the teacher FIRST. If the situation cannot be resolved to the satisfaction of both parties, the matter will be referred to the Head of School. The decision of the Head of School may only be appealed to the chair of the Board of Trustees. This appeal must be done in writing and sent to the Chair of the Board of Trustees and the Head of School at least one week before the next scheduled meeting. Please make sure you follow the chain of command in resolving grievances: FIRST speak with the teacher; THEN to the Head of School if necessary.

No one is perfect. We are all human and as such make mistakes. Matthew 6:14 states, “If you forgive men their trespasses, your heavenly Father will also forgive you.”

True and lasting growth can only occur when we walk in the Lord’s will. This is where we must be. Pray for each other and our Board of Trustees. It is only when we are in step with the Lord that we can accomplish anything of value and importance.

## **SOCIAL NETWORKING**

Over the last few years social networking sites like Facebook, Twitter, Instagram, etc. have become ingrained in our society. Brainerd Baptist School recognizes the impact of these sites, and utilizes social media to highlight various activities at our school. It is with this in mind that we have developed the following guidelines for all social media posts that reflect Brainerd Baptist School:

Brainerd Baptist School believes that a positive and constructive working relationship between the school and a student’s parents or guardians is essential to the accomplishment of the school’s educational mission. Brainerd Baptist School accordingly reserves the right to terminate or not renew a student’s enrollment contract if the school reasonably concludes that the actions of the parent or guardian makes such a positive and constructive relationship impossible or otherwise seriously interferes with Brainerd Baptist School’s accomplishment of its mission.

## **DRESS CODE**

*The Scriptures tell us that Christ was an ordinary and modest man in appearance so that in no case did people follow Him for His looks or style or dress, but for the life He lived. So it should be with us.*

### **K3 and K4**

The K3 and K4 children spend a great deal of time in various forms of play and art activities. Their clothing should reflect these kinds of activities. Here are some guidelines that we ask you to observe:

- We expect the children to be clean, neat and modest in dress.
- Clothing should be free from inappropriate slogans, advertisements, comic strip, cartoon, or TV personalities.
- **Tennis shoes and socks must be worn at all times.** Flip-flops, sandals, open toed shoes, boots of any kind are not permitted at any time. Shoes should fit properly and be appropriate for PE class and the playground.

### **GRADES K5 – 5**

The purpose of a uniform dress code is to enhance the safe and orderly environment of the school. It is our desire to implement and enforce a dress code that will allow for comfort, modesty, uniformity and eliminate distractions. The administration has final say and complete discretion in enforcing dress code issues. Students are expected to maintain a neat and well-groomed appearance. Uniforms must fit students appropriately.

*Pants and Shorts:*

- Navy, khaki, or gray uniform or cargo style pants and shorts.
- Shorts may be worn year-round.
- Shorts must be of modest length, no shorter than 2” above the top of **the front and back of the knee.**
- Legging pants or yoga type pants may NOT be worn on any regular school day, civilian day, or field day.

*Shirts:*

- Dri-Fit polo shirts in navy, white, chambray (light) blue, maize, ice pink, cobalt or gray. Dri-Fit polo shirts must be monogrammed with the official school logo.
- Polo style shirts in navy, white, chambray (light) blue, maize, ice pink, cobalt or gray. Polo shirts must be monogrammed with the official school logo.
- Uniform shirts do not have to be tucked in.
- Blue or white oxford cloth shirts with button down collars (long or short sleeves). They do not have to be monogrammed, but must be free of visible brand names or logos.
- White or navy turtlenecks may be worn, and do not have to be monogrammed.

*Shoes and Socks:*

- DUE TO SAFETY ISSUES, **NO SANDALS OR BOOTS OF ANY KIND** ARE ALLOWED TO BE WORN ON ANY REGULAR SCHOOL DAY, PICTURE DAY, OR ANY CIVILIAN DAY.
- Tennis shoes and socks must be worn at all times.
- Shoes should fit properly and be appropriate for PE class and the playground.

*Hats:*

- No hats or head coverings may be worn in the building.

*Jackets:*

- Any jacket is allowed for outside wear.
- Only **plain** navy, gray, chambray (light) blue, royal blue or black jackets may be worn in class.
- No non-BBS logos larger than a credit card.

*Sweaters:*

- Plain white, chambray (light) blue, navy, maize or gray sweaters and sweater vests.
- These do not need to be monogrammed with the official school logo.

*Sweatshirts:*

- Navy or gray Brainerd Baptist sweatshirts may be worn and must have the official school logo.
- Brainerd Baptist sweatshirts may be worn at any time, but must have a uniform shirt underneath.
- SWEATPANTS ARE NOT PERMITTED.

*Additional information for Girls:*

- 5th grade girls will be required to wear a uniform skirt on Chapel days and special event days.
- Uniform style shorts, uniform style skorts, and uniform style skirts may be in khaki, navy, gray, or the official BBS school plaid.
- **All dresses, skirts, jumpers, and skorts must be no more than 2” above the top of the front and back of knee.**
- Shorts must be worn under all skirts and dresses.

- Polo dresses in chambray blue, classic navy, ice pink, and gray heather must have the official school logo.
- Jumpers must be the official plaid, khaki, gray, or navy. Polo shirts, turtlenecks, or oxford shirts must be worn under jumpers.
- **PLAIN** ankle length leggings and tights may be worn under skirts, jumpers, dresses or skorts. Leggings must be solid white, gray, black or navy.
- **Capri pants are not permitted.**
- Our official BBS school plaid may be purchased only at Educational Outfitters. Plaid from Land's End is no longer permitted.

*Grooming:*

- Make-up is not allowed.
- Moderate jewelry is allowed, and hair should be styled neatly.
- 

*Additional information for Boys:*

- 5th grade boys will be required to wear the BBS tie on Chapel days and special event days.
- Ties must be worn with a white, chambray blue, yellow, or gray oxford shirt. These plaid ties may be purchased at Educational Outfitters.

*Grooming:*

- Boys must have moderate haircuts (hair must be off the collar and trimmed above the eyebrows) and be well groomed at all times.
- Slogans or symbols cut into the hair are not allowed.
- No earrings are allowed for boys.
- Undershirts must be the same color as shirt or white.

*Physical Education Dress Code*

Students in 4th and 5th grade will dress for Physical Education class and are required to wear a BBS PE uniform. These uniforms can be ordered through Sports Spectrum.

*Civilian Day/Special Event Dress Code*

- A sleeveless top is acceptable; however, halter-tops, tank tops, spaghetti straps, or bare midriffs are never acceptable.
- Clothing should be free from inappropriate slogans, advertisements, comic strips, cartoon, or TV personalities. Shirts with writing must contain appropriate messages.
- Skirts or shorts must be no shorter than 2" above **the front and back of the knee.**
- **Leggings or yoga style pants may NOT be worn on any regular or special event school day.** However, as stated above, leggings may be worn under uniform clothing.
- There must be no writing on the back of shorts or pants.
- Tennis shoes must be worn. **Boots or sandals of any kind are not permitted on any regular or special event school day.**
- Clothing must fit appropriately. If in doubt, it is best not to wear it.
- Only on special event days athletic shorts of appropriate length may be worn. School administration will notify families when athletic shorts are acceptable. Athletic shorts are not permitted at any other time.

*\*\*Shirts and other uniform items may be purchased through Educational Outfitters or Land's End. Our official school plaid may be purchased only at Educational Outfitters. Educational Outfitters is a local store with online ordering that has worked with us for 15 years. We are comfortable that they will outfit your child correctly.*



Please be aware that students found to be in violation of the dress code may receive a note regarding the violation and will not be allowed to return unless the violation is corrected. After this warning, parents will be called to pick up or bring a change of clothes for students who are found to be in violation of the dress code. This will be strictly enforced.

## **FINANCIAL INFORMATION**

### *Tuition And Fees*

K3 (3 yr old Kindergarten)	Tuesday & Thursday	\$4,540
K3 & K4 (3 & 4 yr old Kindergarten)	Monday, Wednesday & Friday	\$6,440
K3 & K4 (3 & 4 yr old Kindergarten)	Monday - Friday	\$7,870
K5 (5 yr old Kindergarten)		\$10,180
1st – 5th Grade		\$10,660

### ***Books and field trips are included in the tuition.***

### *Payment Plans*

FACTS is a convenient online payment plan that allows you to manage your family's tuition and other payments. Families can access the site to set up their accounts by visiting the school webpage. Payment options:

- Option 1      Pay full year by June 16, 2020, (A \$100 discount will be given for paying the year's tuition in advance.)
- Option 2      Pay one-half by June 16, 2020, and one-half by January 16, 2021.
- Option 3      10 month beginning August 2020, through May 2021.
- Option 4      12 month beginning June 2020, through May 2021

Monthly dates for those utilizing the 10 or 12-month option are 5th, 16th, or 25th of each month. Payments will be made through bank drafts or credit cards (a convenience fee will be charged on credit card payments). Sign-up information for FACTS will be issued at time of acceptance.

### *Lunches*

Parents may choose from 3 options when purchasing student lunches.

- 10-Day Lunch Ticket - \$55.00
- 30-Day Lunch Tickets - \$160.00
- Yearly Lunch Plan for K3-2nd - \$525.00 & 3rd-5th - \$700.00
- Milk Tickets can be purchased for \$15.00. This ticket contains 30 punches.

### ***Lunch tickets must be used during the current school year.***

Using a "Meal Choice Calendar", a student may elect to bring his lunch from home or purchase it the day of at \$6.00. If a student needs to charge their lunch, the cafeteria will charge your FACTS account. Charges are posted every other Friday.

Students may not use the microwave due to the safety issue. We appreciate your understanding in this matter.

### *Activity Fee*

The Activity Fee will cover such expenses as field trips. The fee is included in the tuition. This amount does not include any overnight trips.



### *Before and After School Care*

Before School Care is available from 7:00 a.m. until school begins at no additional charge. For safety reasons, the parent must escort students arriving between 7:00 a.m. and 8:00 a.m. into Room 18 for K3 & K4, and the Multi-Purpose Room for K5 - 5th grade. No student should be in the class or in the hallways before 8:00 a.m.

After School Care is available until 6:00 p.m. at the rate of \$4.00 per hour or any portion of an hour. Any child picked up after 6:00 p.m. will be charged a late fee of \$1.00 per minute in addition to the hourly rate.

Students who are not picked up by 15 minutes after their dismissal time must report to After School Care. Students not picked up promptly from clubs will be taken to After School Care and charged the current rate. All students in the school are assumed enrolled in After School Care. After School Care accounts will be posted monthly on FACTS. Balances will go out the first of each month reflecting the previous month's balance. Parents will have 15 days to pay the balance in order to avoid a late fee of \$10. Payments may be made online to FACTS or by paying with a check.

These are the current school year fees. Fees are subject to change. ALL FAMILY FINANCIAL RECORDS MUST BE CLEAR before report cards can be viewed on RenWeb, before any school records will be sent, or before a student can re-enroll for the following school year.

Brainerd Baptist School depends entirely upon tuition and gifts for the operating budget of the school. Each year, careful study is given to keep the tuition charges to a minimum. In light of this, we require that each family make their tuition payments in a timely manner.

### *Insurance*

Included in the registration fee is the cost of school-time accident insurance for each student. A copy of this policy is available in the school office. This insurance is secondary to the parents' insurance and claims must be filed on the parents' insurance first. In case of an accident on the playground, in the classroom, or during a school-sponsored activity, a form for filing a claim will be provided by the school office.

### *Annual Fund*

Tuition does not cover the cost of educating the students at Brainerd Baptist School. We depend upon donations from our patrons and supporters. Our Annual Fund provides the support to meet the needs of our students. Our Annual Fund helps to meet the gap between the cost of educating a student at Brainerd Baptist School and the price of tuition. We prayerfully solicit your consideration of making contributions to Brainerd Baptist School so we may continue to provide one of the finest Christian educational environments in the state of Tennessee. Your participation is vital to the growth and development of our school.

## **FINANCIAL AID**

Brainerd Baptist School offers financial aid to students in grades K5-5 who could not otherwise afford to attend. Brainerd Baptist School does not discriminate on the basis of race, national or ethnic origin in regards to the administration of the financial aid program. Brainerd Baptist School's financial aid funds are reserved for families who have no alternative to requesting aid. It is important to understand that there are always more requests for aid than there are monies to be awarded.

All aid is awarded for one year on the basis of financial need as demonstrated through FACTS. The Financial Aid Committee is a subcommittee of the Board of Trustees and also includes the Head of School. The committee meets in April of each school year to review the financial aid applications and make awards. All families receiving financial aid are required to pay all remaining fees and tuition on time. The financial aid committee will place any student not meeting Brainerd Baptist School's

basic standards for academic and extracurricular performance on financial aid probation. Once on probation, the student and his parents will be notified. The committee will make a decision regarding continued support in May.

### *Financial Aid Agreement*

When financial aid awards are accepted by a family, the following contract is made by the parents and student. Please read this agreement carefully.

The student will maintain an academic record commensurate with his abilities and academic history. Certainly, the student will maintain a passing average in all course work.

The student will conduct his personal affairs in such a way as to reflect positively as a Christian example on the school, himself, and his family. Any major disciplinary infractions or any other suspension punishments will result in a review of financial aid.

Financial aid requests are reviewed in the spring, and the committee will be interested in the student's academic record, parental support, participation in activities, and citizenship.

Specific information regarding deadlines and due dates can be found on the school's website:

**<http://www.brainerdbaptistschool.org/financial-aid/>**

The financial aid season typically runs from December 1st through the re-enrollment period in January 31. Specific dates and cut-offs will be given each year on the school's website (listed above). It is very important to have all information submitted by the deadline.

For questions regarding your FACTS account, please contact them (toll free) at 877.606.2587 or email them at [info@factsmgt.com](mailto:info@factsmgt.com). You may also contact Mrs. Robin Morris at [rmorris@brainerdbaptist.org](mailto:rmorris@brainerdbaptist.org) if you have specific questions relating to the process. FACTS charges a fee to process your application. This payment is made to FACTS and does not go to Brainerd Baptist School.

FACTS will send a financial aid recommendation based on your application to Brainerd Baptist School. Award decisions are not made by FACTS. The information provided by FACTS will be reviewed by our Financial Aid Committee along with your child's academic record, test record, participation in activities and citizenship.

Financial aid decision letters will be sent to families requesting financial aid in mid-March after the financial aid committee meets. While deciding who receives financial aid is a difficult task, certain guidelines have been established to give order to this process. The following groups represent the order in which financial assistance will be considered:

- Currently enrolled students and siblings
- Students who will enter a grade where there are several openings
- New families or special situations

Financial aid grants are awarded only on a one-year basis. The application process with FACTS must be repeated EVERY year of a student's enrollment at Brainerd Baptist School.

## GRADING INFORMATION

### *Extracurricular Activities*

Students who participate in extracurricular activities, such as sports or student council, must maintain a “C” or better average in all subjects including enrichment classes. Students may not have a 69 or below in academics or a “U” in behavior during any grading period. We expect students involved in our extracurricular activities to have high standards of behavior in the classroom. Students may lose the privilege, at the discretion of the Head of School, to participate in such activities for unsatisfactory behavior.

### *Report Cards On RenWeb*

Be sure that you view your child’s report card on RenWeb! Refer to the school calendar or “Notes Home” to find out the dates those grades will be available. Discuss the grades with your child. Your encouragement is vital and important. Viewing your child’s report card on RenWeb may be blocked for financial holds such as a past due tuition balance, lunch charges, lost library books, or unpaid After School Care balances.

### *Grading Policy*

Parents will be informed of their child’s educational growth by means of progress reports, notes and phone calls from teachers, graded papers and report cards.

K5 and 1st grade will utilize a skilled-based report card.

The following grading scale is used at Brainerd Baptist School for 2nd–5th grades:

93-100	A
84-92	B
74-83	C
70-73	D
69 & below	F
Incomplete	I

We expect all parents to meet with teachers on teacher conference days. The following conduct scale will be used:

85–100	S
70–84	N
69–below	U

There will be no + or – given from any teacher who uses this scale (fine arts or classroom), nor will an E/Exceptional grade be given. All fine arts teachers, except library and technology, will give a conduct grade, and some will give an academic grade as well. Conduct grades will include: participating in class, following directions, staying on task, being prepared for class, and respecting your teacher and classmates.

Here is how Fine Arts Teachers will grade for their subject:

**Bible:** K5–5th grade will receive a conduct grade.

**Spanish:** K5–5th grade will receive a conduct grade.

**Art:** K5–5th grade will receive a conduct grade.

**PE:** K5–5th grade will receive a conduct grade, and 4th & 5th grade will be required to dress out which will be included in their conduct grade/number grade.

**Music:** K5–5th grade will receive a conduct grade

### *Academic Probation*

Any student that fails two or more subjects for any quarter will be placed on Academic Probation. When a student is on Academic Probation, he is expected to pass all subjects in the next grading period. If a student fails to pass all subjects, he/she may be asked to leave BBS by the Head of School with confirmation from the Board of Trustees.

### *Homework*

Homework is an integral part of our program of studies. It serves two purposes. First, homework reinforces the knowledge and processes developed in the classroom. Second, it gives students the opportunity to pursue independent assignments of a creative and personal nature to enrich their classwork.

The amount of time a student spends on homework varies from day to day. Considering the subject-matter and the individual student's needs and abilities, the faculty attempts to gear assignments so that only a reasonable amount of time will be required.

The school urges that each student plan out-of-school activities wisely so that adequate time is available for homework. This wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility.

## **SERVICES & ACTIVITIES**

### *After School Care And Clubs*

All students in the school are assumed enrolled in After School Care. Students who are not picked up by 15 minutes after their dismissal time must report to After School Care. Students not picked up promptly from clubs will be taken to After School Care and charged the current rate.

BBS offers a variety of after school clubs that are available during the year. They include activities such as: ballet, music, gymnastics, chess, and other school clubs. A fee may be charged and varies per activity.

### *Athletics*

Brainerd Baptist School offers basketball, soccer, volleyball, track, and cheerleading to our fourth and fifth grade students. We also offer cross-country to students in 3rd–5th grade. These sports are offered with the understanding that there is enough interest in each sport to field a team.

Other athletic programs may be offered throughout the school year.

### *Chapel*

Chapel is held at 8:30 a.m. on Wednesdays and will be attended by students in 1st–5th grade.

## **LIBRARY**

We have approximately 15,000 carefully selected titles in our Library. We are constantly expanding our collection of books and other materials for the benefit of our students. Books may be checked out of the Library for a period of one week. If a book is not in demand, it may be renewed for an additional week.

A replacement price of \$20.00 will be charged for lost books. If a book is damaged, a fee will be assessed according to the extent of damage.

Report cards and final records will be held if a student owes a fine or has a lost or overdue book.

While the school carefully adopts the basic texts used, it is not possible to screen all Book Club Lists made available to our students. Therefore, we cannot endorse all such reading materials, and we encourage parents to carefully review any order for book purchases placed by students.

## **LOST & FOUND**

Items found in the school building or on the school grounds will be held in the school office and/or the kindergarten office for a short period of time to be identified and claimed by their owner(s). Valuables such as jewelry, purses, etc. will also be kept in the school office. After two weeks, unclaimed items will be contributed to one of our local missions. All other items will be discarded. Please make sure your child's name is written on lunch boxes, jackets, sweatshirts and any article of clothing he/she may take off during the day.

## **STUDENT CELL PHONES & WEARABLE TECHNOLOGY**

Students are not allowed to use their cell phones, Apple watches, or other devices to call or text during the school day. Apple watches, Fit Bits, etc. may be worn provided they do not become a distraction. A teacher may ask a student to remove any item that interferes with instruction at his or her discretion.

If a student must bring a phone to school, it must remain on silent and in his or her backpack. If a student is found texting or calling on a watch, phone, or other device, the teacher will keep it until a parent picks the student up.

## **VOLUNTEERS**

Educational organizations agree that when parents get involved in their children's education, and stay involved from elementary all the way through high school, their children do better in school. At Brainerd Baptist we want our parents to feel comfortable being at school. One of the best ways to do this is to volunteer. There are several ways to get involved:

### *Service Hours*

Parental involvement is crucial to the success of any school. Brainerd Baptist is no exception. It is with that in mind that we ask each family to complete at least 10 school service hours per school year. Opportunities for service hours may be downloaded from our PSO page on our website under the "On Campus" tab.

### *Homeroom Parents*

A homeroom parent is invaluable to a teacher! They assist the teacher in everything from planning class parties to driving for field trips. Homeroom moms/dads are busy, but the job is very rewarding.

### *Parent Support Organization*

Each year, our PSO raises thousands of dollars to help fund improvements at our school. Over the years, the PSO has funded hundreds of thousands of dollars worth of capital improvements. We ask each parent yearly to help with this support by paying a \$20.00 PSO Fee.

## **STUDENT RECORDS**

### *Availability of Student Records*

Information contained in the student's academic record is held confidential. Student academic records are available for review by the student's parents under the supervision of school staff. Please refer to the financial section of this handbook for information on the release of student records. This policy is consistent with the Family Educational Rights and Privacy Act (FERPA: 20 U.S.C. 1232g; 34 CFR Part 99).

## **INTERNET ACCESS**

As you may know, BBS is connected to the Internet. We have Internet access in all the homeroom classrooms from K5 to 5th grade and in many of the resource classrooms including the lab. Brainerd Baptist School provides the students with filtered access.

Students may be using the Internet from their classrooms to do research or access supplemental materials. They may also access the Internet with their class for group projects or presentations by the instructor. Teachers or other school personnel will supervise access.

In signing the Parent Contract Agreement, your initial indicates that you have read and support the school's Dress Code, Technology Acceptable Usage Policy and other school policies. You understand that your child may be accessing or exposed to the Internet at Brainerd Baptist School. You understand that this access is filtered and will be supervised by school personnel.

## **ASBESTOS NOTIFICATION**

In compliance with the amendment to the ASBESTOS HAZARD EMERGENCY RESPONSE ACT of 1986 (AHERA), we would like to give notice that Brainerd Baptist School has been inspected by a duly licensed company. Our campus was found to be WITHOUT any ASBESTOS as defined in the act of 1986. (The report may be viewed in the school office.)

The required "management plan" has been filed with the State of Tennessee. To the best of our knowledge, and to the knowledge of our consulting firm, our facilities are within compliance of all the standards of safety as issued in the law (AHERA Act of 1986).

Thank you for your trust and confidence as we all work together with the various governmental agencies to help ensure that a safe and proper school environment is provided for your children. If you have any specific questions or concerns, please contact the school office.

## **TENNESSEE DEPARTMENT OF EDUCATION SUMMARY OF CHILDCARE APPROVAL REQUIREMENTS**

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-1. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-1 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, [www.state.tn.us/sos/rules/0520/0520-12/0520-12-01.pdf](http://www.state.tn.us/sos/rules/0520/0520-12/0520-12-01.pdf) or by writing the Office of School-based Support Services, Tennessee Department of Education, Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

### **1. Organization and Administration, Chapter Section 0520-12-1-.06:**

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan, including the names of persons to whom the child may be released for each child.
- Staff records must also be kept on each employee that include educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures and this summary as well as a replacement visit.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance

and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.

2. Staff, Chapter Section 0520-12-1-.07:

a. Qualifications:

- The director is responsible for the day to day operations, including staff and program.
- Another person must be left in charge if the director is out.
- Any person with a condition that could be harmful to a child or a person convicted of a crime harmful to or involving a child must not be present.
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have at least a high school diploma and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors and caregivers must have 30 hours in-service training each year and caregivers 12 hours.

b. Supervision and Grouping of Children:

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios be doubled.
- Each group must have their own space.
- Infants and toddlers must have their own space and not grouped with older children.
- At naptime, ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per groups of children (adult: child ratio) must be maintained.
- Please refer to ratio charts for specific adult:child ratios for each age group.

3. Equipment, Chapter Section 0520-12-1-.08:

- All equipment must be in good condition and kept clean.
- There must be age appropriate equipment for all groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up that isn't in a playpen or crib.
- There must be enough equipment so children have choices.
- There must be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

4. Program, Chapter Section 0520-12-1-.09:

a. Schedule and Routines:

- Routines such as snacks, meals and naps must occur about the same time of day.
- Children must have time for free play as well as adult-directed activities.
- Children must have choices regarding activities and an opportunity to help plan activities.



- If TV programs, tapes and computers are used, other choices should be available.
- Parents must be informed of shows and movies to be shown.
- Staff must monitor computers.
- Outdoor play must be offered, weather permitting.
- A rest period must be offered for children up to 5 years of age in care 6 or more hours.
- Children should be able to form their own sleep patterns.
- A quiet area must be available for children.

b. Behavior Management and Guidance:

- Caregivers must be knowledgeable of developmentally appropriate behavior.
- Discipline must be appropriate and redirection should be used when possible.
- No corporal punishment is allowed.
- Good behavior must be praised and encouraged.
- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate his/her feelings.

c. Educational Activities:

- Children must have opportunities for learning, self expression, and participation in activities each day.
- Activities that provide for both large and small muscle use must be provided.
- Children must receive child abuse awareness and personal safety information.
- Child care programs shall provide opportunities for learning self expression and participation in a variety of creative activities.

d. Nighttime Care:

- If children receive night care, caretakers must provide a calm nurturing environment and a routine hygiene plan must be in place.

5. Health and Safety, Chapter Section 0520-12-1-.10:

a. Children Health:

- Children must have immunizations in accordance with current TN law and the center must have documentation for this as well as a physical for each infant/toddler.
- Instructions for any child's special health needs must be documented.
- Parents must be notified if their child is hurt and becomes ill.
- All parents must be notified of any communicable diseases.
- Medications must be labeled with instructions and must be kept under lock.
- Documentation of administration and side effects must be kept.
- There is to be no smoking in the presence of children.
- The diapering area must be appropriate, near handwashing lavatory and cleaned after each changing.

b. Staff Health:

- Staff must have documentation they are physically and mentally able to work with children.
- Physicals are required every 3 years.

c. Safety:

- There must be a staff member present at all times who has current CPR and first aid training.



- A first aid kit must be on the premises as well as a first aid chart.
- There must be no firearms on the premises.
- All dangerous utensils and tools must be out of reach of children.
- General emergency telephone numbers must be posted and staff must have availability to children's emergency numbers at all times.

6. Food, Chapter Section 0520-12-1-.11:

a. Nutritional Needs:

- Children will receive meals and snacks based on the amount of time spent in the program.
- Menus will be posted.
- Consideration must be given to daily food requirements when planning menu.
- Special diets and instructions must be provided in writing.
- When introducing new foods to infants and toddlers, guidelines must be followed.
- Parents and caregivers shall work together when weaning an infant and will not begin weaning when children are new to the program.

b. Meal Service:

- Children are to have appropriate size table and chairs for meals and adults must sit with them.
- Servings must be adequate.
- Formula must be refrigerated upon receiving and not placed back in the refrigerator once warmed.
- Open baby food jars must not be accepted.
- Infants shall be held while being fed until the child is able to sit in a high chair, infant seat or at the table.

7. Physical Facilities, Chapter Section 0520-12-1-.12:

- Centers must be in buildings that are not hazardous or dangerous to children.
- All facilities must have annual fire and health inspections.
- All centers must have a working telephone.
- Centers must have 30 square feet of usable space per child, including naptime.
- Playgrounds must have 50 square feet per child and safeguards must be in place, if warranted.

8. Care of Children with Special Needs, Chapter Section 0520-12-1-.13:

- When a center serves children with special needs, they are to receive the same care and participate in the same activities, as appropriate.
- Adaptations must be directed towards helping the child become independent and developing self-help skills.
- Specialized services provided must be documented and information shared with appropriate parties.

## **CHILD ABUSE PARENT EDUCATION**

Children are a heritage and reward from God, but raising children is one of life's greatest challenges! It is time-intensive and can be difficult, especially if you are dealing with life stressors such as relationship and financial problems, grief, or physical issues.

Recognizing there is a problem is the first step to getting help. Some of the warning signs are as follows:

- Uncontrollable anger
- Emotional disconnect with your child
- Inability to meet the child's daily needs
- Concern expressed by others

The next steps are to...

- Learn what is realistic, age appropriate behavior
- Seek out parenting skills information (books, classes, other parents, teachers, pastor)
- Get enough rest and relaxation for yourself (the same idea as putting the oxygen mask on yourself first before assisting others)
- Recognize the emotions and their roots
- Get professional help if necessary

Child abuse may or may not be physical abuse, but any kind (physical, emotional, sexual, neglect) can leave lifelong psychological scars. Children depend on and expect their parents to take care of them. Parents are the most important people in the lives of their children. Good or bad.

For more information go to:

**[www.helpguide.org/mental/child](http://www.helpguide.org/mental/child)**

### **DISENROLLMENT POLICY PRESCHOOL PROGRAMS (K3 & K4)**

Brainerd Baptist School provides a loving Christian environment for students to grow physically, spiritually and emotionally. Our staff is knowledgeable in areas of child development and appreciates the characteristics and behaviors that accompany each stage. Our staff partners with families to foster success, but on rare occasions the family may be asked to find a more suitable setting for a short term or permanent basis. Please know that we will do everything we can to take constructive steps towards finding a solution that resolves the problem.

### **EXAMPLES OF CAUSES FOR DISENROLLMENT**

The child is unable to adjust after a reasonable time. The child is physically or verbally abusive.

The child has ongoing tantrums or angry outbursts. The child exhibits potentially dangerous behavior.

### **EXPULSION POLICY**

Children will not be expelled if parents make a complaint regarding alleged violations, reporting abuse or neglect against the program, or questioning the program regarding the school's rules and regulations.