



POLICY MANUAL

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APPENDICES

CHAPTER I. School Board

Policy 1.01 Triad School Board Responsibilities

Consistent with, and in addition to, any and all duties required of the Triad School Board required in the Articles of Incorporation and By-Laws, the major corporate responsibilities of the Triad School Board are:

- To exercise spiritual leadership.
- To establish and maintain organizational structure.
- To establish policies and maintain the policy manual.
- To recommend hire of school principal.

- To maintain a quality faculty and staff performance review system.
- To maintain fiscal stability.
 - Develop and approve the annual budget.
 - Establish a system of expenditure controls.
 - Establish tuition and fee policies.
 - Authorize promotional activities designed to increase donated support.
- To provide adequate facilities.
- To plan for the future via long-range planning.
- To establish public relations to promote the school.
- To maintain open communications via defining channels of communications and responsibilities.
- To provide reasonable salaries and benefits for faculty and staff.
- To assist the administration in maintaining a good working relationship with local Christian, with local public schools, with the state Department of Education, regional accreditation associations, and with Christian school associations.
- Maintain Biblical and open lines of communication among the school families.

Policy 1.03 Submitting and Implementing Policies

Any board member, school principal, elder, administrator, teacher, parent, or student may submit policy recommendations or amendments.

The person(s) submitting a proposal for a policy or amendment shall:

- Generate a first draft of a recommended policy or an amendment to an existing policy and submit the draft to the school principal. The school principal will review the proposed policy change in consultation with those affected by the proposed policy change and shall submit the policy to the board president with their recommendation for action.
- A person submitting a proposal may attend either a committee meeting or a board meeting to hear the reading of the first draft of the policy with the recommended changes that have been made by either the school principal and/or a committee assigned to review the policy. Board members may open discussion on the proposed policy or amendment and may vote to approve it at the first reading if there are no changes or only minor changes are required. The board may choose to defer voting should the proposal require major changes.

The board may require additional input or may need to give more consideration and prayer before casting a vote. In this case, a second reading is required the board shall:

- Review the submittal of the first draft of the policy or amendment.
- Formally document any questions or concerns. Questions or concerns may be electronically communicated between board members as well as the person submitting the proposal prior to the board meeting. At the next scheduled board meeting, the board shall vote on the draft policy or amendment. If approved, the board shall notify the school principal of its decision. If disapproved, the board chair shall notify the person who submitted it of the decision and reason for disapproval.

Policy 1.04 Implementation Authority

The school board shall delegate authority to implement board decisions of either a policy or operational nature to the school principal who has the responsibility for the particular issue or policy in need of implementation. The board has the final authority for the policies, procedures and performance review of the school staff.

Policy 1.05 Policy Revision

Revision of any policy or procedure in the Triad School Board Policy manual shall only occur if made in writing and following the approval of the board.

When a written revision or amendment to a policy is made, the school principal will make an effort to notify all impacted parties prior to implementation of that revision or amendment; however, there may be cases where such notice will not occur until the revision or amendment has been put into effect.

Policies should be reviewed at least every three years, or sooner if circumstances dictate changes, the board president shall assign the review duties as appropriate.

Policy 1.06 Policy Interpretation

Occasionally, the need arises to determine how to apply Triad policy to a specific situation. In those cases, the following procedure will be followed:

- The involved parties will ask the appropriate staff member which policy or policies may apply to the situation.
- If the situation does not seem to be covered by a policy, or the policy statement isn't clear as to how it might apply to the situation, the involved parties can ask for an initial review by the school principal.
- If either the school principal or the involved parties need further clarification of board intent, they may ask the board president for a policy interpretation.
- The board president may choose to convene the entire board for a policy clarification if warranted.

Policy 1.07 Policy Exceptions

Policy exceptions may be granted by the board from time to time in specific situations and circumstances. A policy exception does not change the underlying policy of the board. Policy exceptions always require specific board approval.

Policy 1.08 Conflict of Interest

Conflict of Interest Policy

Article I – Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Triad School) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

Any director, school principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which Triad School has a transaction or arrangement, or
- A compensation arrangement with Triad School or with any entity or individual with which the Organization has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Triad School is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III – Procedures

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

An interested person may make a presentation at the Triad School Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The Chairman of Triad School Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, The Triad School Board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, The Triad School Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

If the Triad School Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, The Triad School Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of The Triad School Board and all committees with board delegated powers shall contain: The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.

The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

A voting member of The Triad School Board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

Article VII - Periodic Reviews

To ensure The Triad School Board operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to The Triad School Board written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ANNUAL CERTIFICATION OF CONFLICT OF INTEREST BY THE TRIAD SCHOOL BOARD

A conflict of interest form is located in the appendix.

Each director, school principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Triad School Board is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

I affirm and agree with the above statements.

Signed

Date

Policy 1.09 Standing Board Committees

Consistent with the Articles of Incorporation and by-laws, the board shall be organized into the following standing subcommittees:

- Friends of Triad (FOT)
- Budget Committee

Other committees may be formed as future needs dictate.

Pursuant to the by-laws, board committees shall be advisory only. They shall not (absent a specific board resolution) have the power and authority to act on behalf of the board, but rather, shall make reports and recommendations to the board.

Each committee shall have a specific written charter approved by the board and signed by the board president.

Each committee is to meet independently and report to the board at regular meetings through a written report submitted by the committee chairman.

Policy 1.10 School Principal Evaluation

- The evaluation process with the board will be done in Executive Session.
- The school principal will be evaluated annually at the end of each school year by the Bible Baptist Church Senior Pastor based on an evaluation form developed jointly between the school principal and the board.
- The senior pastor will seek input from the board.
- The school principal’s job description will be the basis, the yardstick, for evaluation.
- The evaluation will identify strengths and weaknesses.
- The senior pastor will personally present and review a written copy of the evaluation report to the board.
- The senior pastor will go over the evaluation with the school principal following the board meeting.

Policy 1.12 Triad Board Member Pledge

- My loyalty is first to the Lord and then to the board, and by extension, to the school and its components.
- I will not divulge the content and nature of board deliberations to any outside parties.
- I will not allow myself to be influenced by, nor will I respond unilaterally to, the complaints or pressures of groups or individuals.
- I will channel all such complaints or pressure to the chairman of the board or the head of the school.
- I will abide by board decisions and the directives of the board chairman.
- I will seek no advantage or privileged treatment for others or myself.
- I will attend all possible meetings, properly prepared and ready to vote my conscience as guardian of the school.
- I will honor and do my utmost to fulfill my fiduciary obligations to the school, to give as generously as I am able and to solicit the generosity of others.

Signature _____ Date _____

Policy 1.13 Triad School Board Vacancy Policy

In accordance with the Bylaws of Triad School the Triad School Board consists of seven to eleven positions:

- Position 1:** Senior pastor, Bible Baptist Church – Term is for the duration the individual is called to the position.
- Position 2:** School principal, Triad School (Associate Pastor Bible Baptist Church) – Term is for the duration the individual is called to the position.
- Position 3:** Bible Baptist Elder Board Member

The remaining positions will consist of two to six individuals who would be either a Bible Baptist Church Member at-large, a parent of currently enrolled Triad student, an alumni parent or an alumni of Triad School, or an active grandparent of Triad School.

Note: All Terms are staggered 3-year terms unless vacated and filled as unexpired terms, with the exception of the senior pastor and school principal. Position 1 and 2 are exempted from the normal election process. However, position 3 will be appointed by the Bible Baptist Church Elder Board every 3 years.

In accordance with Bible Baptist Church policies, at least 50% of the Triad School Board shall be Bible Baptist Church members.

Normal Election Process:

Vacancies will be filled through Triad School Board recommendation and approved by the Bible Baptist Church Elder Board. The appointee must be a member of Bible Baptist Church, a parent of a currently enrolled student at Triad School, an alumni parent of Triad School, or a grandparent of Triad School.

The term of office will be for three years. However an individual may serve if elected to two consecutive terms. However, an individual who has served previously for two terms may be elected again providing there has been at least one year break in service.

Terms will expire on August 31st of each year. Terms that are normally expiring shall be advertised no later than March 31st in the year that a position is expiring. Individuals desiring to serve on the board shall complete The Triad School Board Application and submit the application to The Triad School Board no later than April 30th. The board will review applications and conduct interviews at board meetings. After review and interviews, the board will nominate one or more candidates, and then vote on those nomination(s). The candidate receiving the most votes will be recommended to the Bible Baptist Church Elder Board for appointment to The Triad School Board. Appointment by the Elder Board shall be effective September 1st.

Vacancy Occurring Prior to Normal Expiration of Term.

If the vacancy occurs in any of the above positions, with the exception of Positions 1, 2, 3, 4 & 5, the board shall advertise for a twenty day period to find an eligible candidate which meets the requirements of the vacated position. If an eligible cannot be found, the board shall recommend appointment of an eligible individual who are either a parent, Bible Baptist Church member, grand parent, or an alumni parent.

The appointee will serve until August 31st of the year when a regular election by The Triad School Board is held. If, however, a vacancy occurs on a board after the filing date for candidates, the appointee will serve until August 31st of the following regular board election year. At the next regular board election, a replacement will be duly elected.

A board member so elected as a replacement will serve the remaining year(s) of the term of office of the board member being replaced. Upon appointment by the elder board, the newly appointed board member(s) will be seated immediately.

Chapter III. Personnel Policies

Policy 3.01 Personnel Philosophy Statement

Triad School cannot maintain a strong educational program without a stable core of teachers who are academically, professionally, and spiritually competent.

The life of the teacher has a tremendous impact on the lives of the students. Teachers are “the living curriculum” in our school. After a pupil has been fully trained, he will be like his teacher. (Luke 6:40) The school staff determines the academic and spiritual quality of the school. Therefore, the senior pastor and administration at Triad School are committed to selecting, hiring, and retaining academically and spiritually competent faculty.

Policy 3.02 Personnel Qualifications for Employment

- All employees at Triad School shall be born again Christians.
- All full-time teaching staff shall be active members of Bible Baptist Church. This is to help insure a unity of Christian message and vision. In rare occasions, waivers to this policy may be given by Bible Baptist Church Elder Board.
- All other employees of Triad School must be active members of evangelical churches.

- Teachers shall have a minimum of a Bachelor of Arts or Bachelor of Science degree from a recognized accredited college or university. This requirement may be waived by recommendation of Triad School Board in cases of part time teachers.
- All new employees will serve 180 work days probationary period.

Policy 3.03 Spiritual Qualifications for Employment

- Has accepted Jesus Christ as Lord and Savior (Rom. 10:9-10).
- Views their employment at Triad School as a ministry position, seeks to be an ambassador for Christ (2 Cor. 5:20).
- Demonstrates consistent outward evidence of inward Christian character (1 Tim. 4:12).
- Has read, understands and agrees with the Bible Baptist Church statement of faith.
- Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man (Titus 2:2-8).
- Has a workable knowledge of the Word, knowing how to feed him/her self spiritually (1 Tim. 4:7).

Policy 3.04 Background Checks

At Triad School reference checks are conducted on all school employees. Triad School will use a third party agency to conduct the background checks. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual's criminal history, past employment, education, character, finances, reputation, etc. This process is conducted to verify the accuracy of the information provided by the applicant.

Triad School will ensure that all background checks are held in compliance with all federal and state statutes. The only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other issues that can impact the workplace.

Policy 3.05 Recordkeeping

All information obtained from the reference and background check process shall only be used as part of the employment process and kept strictly confidential. Executive staff will maintain a log that will include the position applied for, the applicant's name, and the date of the background check.

Policy 3.06 Contracts of Employment

Contracts for teachers and administrative staff members will be renewed annually unless the school principal recommends non-renewal.

Teachers shall be notified by June 15 or earlier if their services will not be required for the following year.

All new employees will serve a one school year probationary period.

Policy 3.07 Employee Classifications

Triad has the following classes of employees:

- Full-time
- Part-time
- Temporary/Substitutes
- Adjunct

Policy 3.08 School Pastor/Principal Contract

Contract for the school principal will be recommended by the school board and approved by the senior pastor. The contract shall be reviewed annually.

Policy 3.09 Compensation Policy for Executive Staff

This policy on the process for determining compensation applies to the compensation of the following positions employed by Triad School:

The school principal, secretary, and treasurer, or other executive staff positions as may be added by approval of the Triad School Board.

The compensation of the person(s) is reviewed and approved by the Triad School Board or compensation committee of the Organization, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.

The compensation of the person(s) is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.

Policy 3.10 Establishing Personnel Salaries

The salaries of all personnel, individually or by schedule, shall be recommended annually by the Triad School Board and approved by the Bible Baptist Church Elder Board. All salaries shall be proposed by the school principal.

The school principal shall be responsible for the following:

- Communicating salary schedule to all personnel.
- Developing procedure for payment of salaries.
- Developing payroll and other related procedures.

Policy 3.11 Credit for Teaching Experience

In determining the proper pay level for each teacher the following guidelines will be used:

Certified teachers who are newly employed by Triad School will be allowed credit for all the years of certified teaching experience and placed in the pay level equal to those years of experience to a maximum of eleven years. All other teachers will be per the current pay chart.

Credit will also be allowed for uncertified teaching experience at a rate of 1-year credit for each 2 years of uncertified experience, regardless of location of experience. In calculating the credit only full year experiences will be used, and any odd year will be disregarded. The maximum of 5 years credit will be allowed for all uncertified experience

Policy 3.12 Employee Absence Policies

Jury Duty Leave

A full time salaried employee summoned to jury duty shall be granted leave of absence while fulfilling the jury duty assignment. The leave shall be with pay. The employee shall be required to notify the school principal immediately upon receiving the jury duty assignment. Hourly employees are not entitled to receive pay for any time absent from work under this policy.

Military Service Leave

Any employee is entitled to special consideration of a year's leave of absence by making written application to the school principal for consideration by the school committee stating the reason said leave of absence is required.

Requests will be considered on the following grounds, when not accompanied by the pursuit of other gainful employment; military service if called because of national emergency and for 1 year thereafter.

Bereavement Leave

All employees shall be allowed up to three days without loss of pay or sick leave credit when a death occurs in the immediate family. Immediate family is defined as spouse, father, mother, sister, brother, child or any other person residing in the same household.

All employees shall be allowed one day without loss of pay or sick leave credit when a death is a more remote relative, grandparent, immediate in-law, grandchild, aunt, uncle, niece, nephew, cousin.

Additional time, not to exceed two days shall be granted without loss of pay or sick leave at the discretion of the school principal, when it is necessary to travel in connection with the death of a relative.

Sick leave/Personal leave

The purpose of sick leave is to provide employees with paid time off from work that can be used for personal or family illness or doctor appointments.

All full time employees will earn sick leave of 9 days per school year. Part-time employees who have a set-schedule will earn sick leave proportionally to the number of hours worked each month.

Employees may use time from their sick leave in hourly increments.

Two days per year may be used as personal leave days. A request for personal leave must be submitted to the Principal two (2) days prior to the time off. Employees that take more than their allotted personal leave time will be charged the cost of their substitute.

Employees who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the school principal that permits them to return to work.

Unscheduled absences, due to illnesses of four hours or more that result in consecutive days absent from work are considered one absence incident in relationship to potential disciplinary action.

An employee that is experiencing long term absence because of extenuating circumstances is eligible to receive donated sick leave from other employees if approved by the school principal. Employee donations of sick leave to another employee are strictly voluntary, and employees are under no obligation to donate sick leave. An employee may donate as much sick leave as they choose. An employee who donates sick leave will complete the donation form stating how many hours they wish to donate and have the form approved by the school principal and turned into payroll.

Triad will follow all requirements of the Family and Medical Leave Act.

Progressive disciplinary action relative to incidents of absenteeism is administered on a rolling 12 month calendar as follows:

- One - three incidents: No disciplinary action - Supervisory coaching
- Fourth incident: Verbal warning with a documented coaching session
- Fifth incident: Written warning in the employee's file
- Sixth incident: Employment termination

An employee who receives a second written warning in a rolling 24 month time period will have his or her employment terminated.

An employee who has used all of his or her FMLA and Short Term Disability benefits, and is still unable to return to work, will have his or her employment terminated unless excepted by the Leave Without Pay Policy (LWOP).

Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

Maternity Leave

A teacher may request a leave of absence for maternity purposes up to 12 consecutive weeks in length. This leave is without pay and does not count as experience on the salary schedule.

- Covered full time salaried employees shall be entitled to maternity leave of up to 12 weeks after the birth of a child.
- Maternity leave is, in and of itself, voluntary and without pay.
- Maternity leave, without the existence of medical reason for the leave, simply guarantees the employees right to return to her position.
- Full time salaried employees must apply to the school principal for maternity leave in a timely fashion both prior to commencement of the leave and prior to its expiration.

Leave Without Pay (LWOP)

Triad recognizes that there may be extenuating circumstances where an employee may be absent beyond what other sections of this policy may cover. In such cases the employee may request LWOP in writing, describing the circumstances, to the school principal. LWOP will be granted with the intent that the employee will return to full duty.

Policy 3.13 Medical Insurance

All full time and part-time faculty and staff working at least 75% full-time are currently eligible for health insurance coverage outlined below.

All eligible faculty and staff may elect to receive the health insurance benefit for themselves. This insurance does not cover other members of their immediate family, however, eligible faculty and staff may elect to personally pay to have their family covered.

If an employee was working at least 75% full-time and the employee's hours were reduced to less than 75%, the employee may continue their medical insurance at the current rate for employees.

Policy 3.14 Liability Insurance

Comprehensive general liability insurance shall be maintained by Bible Baptist Church, which covers all employees.

Policy 3.15 In-Service Education

Faculty meetings will ordinarily be used for the school's in-service training program, attention being given to various areas in the instructional program needing study and/or improvement. Teachers are urged to maintain contact with current studies and periodicals in education and to read at least one book on related areas each year.

Policy 3.16 Educational Conferences

The school principal may, at his discretion, allow teachers and staff members to attend educational conferences or to visit educational institutions if, in his opinion, it is professionally desirable, without loss of pay. The school principal may require written reports to be submitted as a part of the school's in-service program.

Policy 3.17 Mentoring

Once employed, all incoming staff will be assigned to a designated mentor for the purpose of orientation, assistance and guidance. This special program will be coordinated by the school principal as an ongoing process that will be dually phased out during the entry year. The substance of the mentoring will include meetings, periodical evaluations, and classroom observations.

Policy 3.19 Dismissal of Employees at the end of the Contract Year

The senior pastor of Bible Baptist Church, with the recommendation of the school principal and school board, may terminate the employment of an administrator or teacher at the end of the contract period set forth, if in his judgment, the best interest of the school will be served.

The administrator or teacher is discharged and salary payments terminated by the senior pastor of Bible Baptist Church during the school year for one or more of the following reasons: immorality, conviction of any felony or other crime involving moral turpitude, failure to comply with official directives or with established Triad School policies, physical or mental capacity preventing performance of the contract of employment, repeated and continued neglect of duties, inefficiency or incompetency in performance of duties, breach of contract, failure to comply with such reasonable requirements as the employer may prescribe for achieving professional improvement and growth, necessary reduction of personnel by the school (such reductions shall be made in the reverse order of seniority in specific teaching fields), for good cause determined by the employer, good cause being failure of administrator or teacher to meet accepted Christian standards of conduct as stated in this policy manual. Before the administrator or teacher shall be discharged prior to the end of the school year for any of the causes set forth in the preceding section, the employee shall be notified in writing of the proposed action. See Policy 4.23 for additional information on layoff and recall procedures. In any decisions to terminate employment of an administrator or teacher no consideration shall be given to sex, national origin or race of the employee.

Policy 3.21 Resignation and Abandonment of Contract

If it should become apparent that the teacher or employee under contract shall not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to school principal.

When an employee is absent from his duties for more than three days without due approval, the school board may rule the contract to have been breached and declare the position open.

The employee shall notify the administration in writing if he/she is unable to fulfill the terms of the contract. The employee shall be obligated to remain until proper replacement can be secured. In no case shall this be less than two weeks. At the time of resignation the contract shall be dissolved and remaining compensation forfeited.

Policy 3.23 Layoff and Recall

Economic conditions, or other unforeseen circumstances may require adjustments in staff levels by means of a layoff or reduction-in-force.

Layoff is defined as situations where work is no longer available, the job is eliminated, the contract expired, the department closed, etc.

When the number of employees must be reduced, the school principal, Triad School Board, or their designee, will establish the order in which the positions are affected. Layoffs may be made according to relative qualification. Retention will be based on skills and abilities. Employees will not have bumping rights based on seniority.

Whenever possible, thirty (30) days' notice will be given to employees scheduled to be separated due to layoff.

Policy 3.24 Teacher Evaluations

The school principal shall conduct at least two formal times of classroom observation for every teacher every year. There will be a teacher/principal conference after each evaluation. The teacher will receive a copy of the evaluation for their files and one will be kept by the school. The school files on the teacher shall be accessible to the teacher. End of the year conferences will be scheduled with all teachers.

The school principal shall be responsible for developing, organizing, and implementing the program of evaluating the instructional process as one means to insure quality control of instruction.

Policy 3.25 CPR Training and First Aid Certificate

The administration shall schedule at regular intervals, training for all staff members in CPR methods.

Any person employed as an aid, teacher, or administrator of Triad School is required to hold a valid first aid and CPR certificate. It will be that person's responsibility to take such courses as are necessary to keep a standard first aid and CPR certificate.

Policy 3.26 Faculty Responsibilities and Duties

- All teachers will attend all faculty meetings, or other meetings as directed, and perform other duties which may be assigned by the school principal, without additional compensation. Such duties may include attending school functions, i.e. athletic events, musicals, meetings, drama, etc.
- The length of day shall be fixed by the school as well as the hours of teaching and duties to be performed. The teacher agrees that, in addition to the regular school work to be performed, he will carry out the program of contacts with parents and students, pursuant to the direction of the school principal.
- Teachers will be in their classrooms by 7:30 AM each day.
- The teacher's duties will involve not only the responsibilities ordinarily incumbent but also those responsibilities related to the special spiritual ministry to which he or she is called-training of the child in Christian faith and practices. In a very real sense, therefore, is the expectation of Bible Baptist Church that the teacher will strive at all times to understand, appreciate, love and serve peoples entrusted to him or her for instruction and that he/she will to the best of his/her ability, provide for their fullest intellectual, physical, emotional, and spiritual development.
- Teachers are to be present at all faculty prayer times.
- Teachers are to abide by the regulations and policies set forth in the Triad School policy manual and to cooperate in every way with the school authorities.
- The teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.
- Attendance at faculty meetings, conferences, meetings with parents, counseling sessions with students and preparation time are normal duties and may require additional time.
- Teachers are expected to integrate a biblical world view with each subject they teach.

Policy 3.27 Field Trips

Teachers are encouraged to take their classes on educational field trips throughout the school year. Teachers should fill out a field trip request form two weeks in advance and submit it to the school principal for approval.

The teacher is to assure that field trips are well supervised. They should ask parents to come as chaperones when an activity demands more supervisory personnel than we have school personnel attending. If students return to school after a field trip and the regular after school supervisory staff has left, the teacher is responsible to stay with the students until the last student has been picked up.

Policy 3.28 Extra-Curricular Activities

Teachers, other staff, and coaches supervising students at extra-curricular activities are responsible to ensure the student's behavior is respectful, safe and represents Triad School and Christ's will. After the activity is over, the teacher, staff member, or coach is responsible to stay with the student until the last student is picked up.

Policy 3.29 Sexual Harassment of Employees or Students

No staff member shall harass another employee or student in reference to sexual relations. Any harassment should be reported immediately to the Triad Board President and the senior pastor.

Policy 3.30 Disciplinary Policy

Teachers, other staff, and coaches supervising students are responsible to enforce the standards of conduct consistently.

Policy 3.31 Substitute Teacher Salaries

Pay for substitute teachers is recommended annually by the Triad School Board.

Policy 3.32 Worker's Compensation

Triad participates in mandatory worker's compensation insurance coverage. All injuries due to an employee's work must be reported to the office within one day of such injury or illness. Triad must make a written report of the injury or illness within 24 hours to the school's insurance company.

Because Triad desires a safe environment for employees, parents, and students, and because our insurance rates are based on our safety record, all employees are encouraged to avoid unsafe activities and to immediately report any unsafe working conditions to the office.

Policy 3.33 Political Activity Policy

Triad School will not engage or use funds in political campaigns on behalf or in opposition to candidates for public office. This includes publishing or distributing statements or other printed material on behalf or against any candidate for public office.

Triad School understands that as an organization exempt under Statue 501(c) (3) that we are prohibited from participating in political campaigns for or against candidates for public office and may be censured by the IRS by the following:

- The IRS may require Triad School and officers to pay stiff excise taxes on political expenditures, and/or
- The IRS may obtain a court order against an employee barring his/her political expenditures, and/or
- The IRS may revoke Triad's 501(c)(3) exempt status.

Policy 3.34 Scope and Sequence

A scope and sequence for each subject shall be adopted to guide teachers in the use of curriculum materials provided by the school. See separate notebook.

Policy 3.35 School Principal Position Description

The Position: Triad School Principal is the chief administrative officer appointed by the elder board and school board to implement the mission and educational operating policies of Triad School. Accountable to the senior pastor and school board, the school principal is the spiritual and educational director who provides day-to-day direction and operational

practices that represent a consistent and effective model of integrity, efficiency, and accountability. In addition, the school principal performs and/or directs all other duties as, from time to time, may be assigned by the senior pastor or school board.

The school principal is an associate pastor of the Bible Baptist Church. As an associate pastor he shall supervise, develop, promote, and administer his designated ministry area in cooperation with the senior pastor, other staff, and the elders. He shall be responsible to the senior pastor, and serves as an ex officio member of the elder board, committees, and associated ministries in his area of ministry.

PROFESSIONAL QUALIFICATIONS:

- A Master's degree in educational administration/supervision or equivalent.
- Experience in Christian school administration is desirable, but not required.
- Ability to demonstrated supervisory leadership.

SPIRITUAL QUALIFICATIONS:

- Meet the biblical qualifications as stated in 1 Timothy 3: 2-13, Titus 1: 6-9, and 1 Peter 5: 1-3.
- Hold to the Doctrinal Statement and Teaching Position of the Bible Baptist Church and shall be an example of the Standard of Character and Conduct.
- Publicly profess to be a believer in Jesus Christ and have a lifestyle that reflects a maturity and intimacy with God.
- Have an authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony.
- Committed to the mission of achieving excellence by educating students spiritually, morally, and academically through cultivating Christian values and promoting Christian service.
- Possess personal humility.
- Be a servant-leader whose conduct exemplifies Biblical principles
- Be a genuine excitement and passion about Christian leadership.
- Be able to lead in a Godly manner.

PERSONAL AND GENERAL QUALIFICATIONS:

- Be able to create and lead effectively in a team environment.
- Be able to mentor other leaders, build teams, and create a supportive work environment.
- Be confident – an inclusive decision-maker when confronted with challenging issues and concerns.
- Have enthusiasm, appreciation, and commitment for the school's mission.
- Have proven strength in interpersonal skills and human resource management.
- Possess a natural talent to meet people easily and cordially; comfortable with people representing diverse backgrounds.
- Have a professional demeanor while at the same time developing close relationships with parents, staff, and community.
- Have a healthy level of self-confidence combined with Biblical humility.
- Be able to think strategically and to analyze complex situations.
- Be a problem-solver who can engage appropriate parties in the development and implementation of solutions.
- Possess insight into contemporary culture and the challenges facing families, youth, and Christian education.
- Be an innovative practitioner of ways to invoke educational programs and administrative processes that engage parent and staff support while fostering desired student outcomes.
- Be able to extend beyond philosophy and theory to invoke practical application.

DUTIES AND RESPONSIBILITIES:

EDUCATIONAL LEADERSHIP AND SCHOOL MANAGEMENT:

- Provide leadership to a planning process designed and intended to assure the school's readiness and ability to provide a sound, relevant, and spiritual educational experience for students.
- Provide sound financial leadership and policies to prudently manage the school's accounting and financial records.
- Lead the faculty and school board in planning for the school's continuing educational growth and spiritual maturity as a highly respected Christian school.
- Oversee all academic, extra-curricular, and student programs to achieve a complete Christian education experience.
- Establish and promote goals for faculty and staff that result in every student achieving his/her fullest academic and personal potential.
- Recruit teaching and administrative personnel whose philosophies match those of the school.
- Develop and apply strategies to continuously improve faculty and staff professional development, salaries and benefits.
- Develop and implement a positive reinforcing system for evaluating effective teaching, strengthening the curriculum, and encouraging professional development.
- Provide the leadership and management skills necessary to maximize the efforts of teachers and students in an environment conducive to spiritual and educational enhancement, growth, and achievement.
- Evaluate virtual and technological education as a tool for enhancing the academic offering of the school.
- Remain abreast of educational trends.

COMMUNICATION:

- Serve as the primary spokesperson for Triad School.
- Be committed to maintaining excellent relationships with parents, faculty, staff, students, school board, elder board, and the leadership team of The Triad School.
- Effect constant and open communication with all school stakeholders.
- Promote a warm Christ-centered atmosphere within the school.
- Maintain a high profile by being visible and attending school events to build awareness, strengthen parent relations, and encourage support of the school.
- Serve as the instructional leader of the school by providing leadership in curriculum development and implementation.
- Provide strong, collaborative leadership to ensure consensus on future direction.
- Be involvement in the daily life and activities of students by personally recognizing their achievements and sharing in their successes as well as their problems and concerns.

ORGANIZATIONAL SETTING:

- Ensure compliance with accrediting and school membership agencies.
- Establish objectives and procedures to ensure operational efficiency.
- Ensure compliance with local, state, and federal agencies and guidelines.
- Ensure that the school's academic staff adheres to all personnel policies, procedures, and guidelines.
- Ensure staff collaboration and cooperation with facilities management and other facility users as it relates to the physical use and maintenance of the school's buildings and grounds.
- Develop, maintain, and update a School Safety Plan, as required.

OTHER DUTIES AND RESPONSIBILITIES:

- Implement established school policies and collaboratively review and make recommendations for change to the school board.
- Keep the school board fully informed of critical needs as they affect educational operations.
- Review and approve parent, teacher, and student efforts.
- Support the development, goals, and objectives of The Triad School.

- Monitor, support, and guide the activities of the parent, teacher, student and other parent volunteer groups to identify and supplement the needs of The Triad School.
- Collaboratively establish and meet performance goals and objectives of the school board.

Policy 3.36 Complaints Policy

A. Overview

Complaints are handled and resolved as close to their origin as possible. Although no person will be denied the right to petition the board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the board. Exceptions are complaints that concern board actions or board operations. Any complaint about school personnel will be investigated by the administration before consideration and action by the board.

The board advises the student, parent or community patron that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

- Teacher
- School principal
- Senior pastor
- Board president
- The Triad School Board

If the senior pastor, school principal or board members are approached with a complaint first, they should direct the complainant back through the proper channel.

B. Complaint Procedure

When a student, parent or patron of the community has a complaint concerning the operation and administration of the school, school personnel, learning materials or a related program, the procedure will be as follows:

- The teacher will hold a meeting with the complainant after receiving a written complaint and shall try to resolve the problem as quickly as possible.
- If satisfaction is not reached, the complaint will immediately be sent to the school principal. The school principal will hold a meeting with the complainant and the teacher and will render a decision at the end of the meeting if possible.
- If the complaint has not been resolved, the school principal, teacher, and complainant will meet with the senior pastor to resolve the problem.
- If the complaint is still not resolved, the complainant will meet with the senior pastor and the board president to resolve the problem.
- If the complaint still has not been resolved, the matter will be placed on the next board agenda for board review. The board will listen to both sides of the issue and will render a decision at the next regularly scheduled board meeting.

Scriptural Basis for Policy

“If your brother should do wrong against you, go and show him his fault privately; in case he listens, you have won your brother. In case he does not listen, take one or two along, so that from the testimony of two or three witnesses the whole dispute may be settled.” (Matthew 18:15-16)

Policy 3.37 Reporting of Suspected Child Abuse

A. Reporting

To facilitate the use of protective social services to prevent further abuse, safeguard and enhance the welfare of abused children, it is the policy of Triad School that all employees shall promptly comply with the statutory requirements concerning the reporting of a suspected child abuse. In particular, all Triad School employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report the suspected abuse immediately to the local office of the Oregon Department of Human Services, or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. Triad School employee must also immediately inform his/her supervisor, school principal and superintendent of the suspected abuse and file a report using the Reporting of Suspected Child Abuse form. If the suspected abuser is a Triad School employee, then the employee must also inform the senior pastor and the school board president.

B. Definitions:

Oregon Law recognizes these types of abuses:

Physical;
Neglect;
Mental injury;
Threat of harm;

Child means an unmarried person who is under 18 years of age

If known, such report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

Triad School has designated the senior pastor and the board chair to receive reports of suspected child abuse by school employees and specify the procedures to be followed upon receipt of a child abuse report. Triad School has posted the name and contact information of the senior pastor and the board chair. When action is taken on the report, the person who initiated the report must be notified.

When Triad School receives a report of suspected child abuse by one of its employees, and the senior pastor determines that there is reasonable cause to support the report, Triad School shall place the school employee on paid administrative leave until the Department of Human services or a law enforcement agency either:

- Determines that the report is unfounded or that the report will not be pursued; or
- Determines that the report is founded and Triad School takes the appropriate disciplinary action against the school employee. If the Department of Human Services or a law enforcement agency is unable to determine whether the child abuse occurred at the school, Triad School may either reinstate the employee or take disciplinary action at the school's discretion.

C. Confidentiality of Records

Documents, reports and records compiled by Triad School employees pursuant to the provisions of the Child Abuse Act are confidential and are not accessible for public inspection. The senior pastor or designee shall make such records available to any law enforcement agency, the Department of Human Services, the Teacher Standards and Practices Commission or a child abuse registry in any other state for the purpose of subsequent investigation of child abuse, and to any physician, at the request of the physician, regarding any child brought to the physician or coming before the physician for examination, care or treatment. However, prior to the disclosure of a disciplinary record, the senior pastor

or designee shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record.

D. Failure to Comply

Any Triad School employee, who fails to report a suspected child abuse as provided by this policy and the prescribed Oregon law, commits a violation punishable by law. A Triad School employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected child abuse or fails to maintain confidentiality of records, the employee will be disciplined.

E. Cooperation with Investigator

Triad School staff shall make every effort in suspected child abuse cases to cooperate with investigating officials as follows:

- If the student is to be interviewed at the school, the senior pastor or representative shall make a conference space available. The senior pastor or representative of the school may, at the discretion of the investigator, be present to facilitate the interview. Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the senior pastor or representative. The officer shall sign the student out on a form to be provided by the school;
- When the subject matter of the interview or investigation is identified to be related to suspected child abuse, Triad School employees shall not notify parents;
- The school principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;
- Triad School employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

F. Immunity from Liability

Any Triad School employee participating in good faith in the making of a report pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected child abuse may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected child abuse by a Triad School employee in good faith, the student will not be disciplined by the board or any Triad School employee.

Policy 3.38 Classroom Teacher

- Teach subjects and classes assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance them.
- Attend and participate in the following:
 - Morning devotions
 - Teachers' meetings
 - Evening programs involving his/her students
 - Other meetings as assigned
- Weekly lesson plans will be available for review by the school principal giving each day's educational objectives and assignments will be prepared by teachers and will be available to the school principal before classes begin each Monday, or earlier if the school principal so requires.
- To supervise duties before school as assigned and after school every day.
- Hold "help" classes after school as needed or as requested by parents.
- Complete paperwork including the following:

- Weekly progress reports
- Reports cards (4 times per year)
- Grade cards for permanent files
- Weekly eligibility reports for athletes
- Inventories of classroom equipment, supplies and books
- End-of-year evaluation forms
- Records of attendance
- Administration and scoring of tests
- Other paperwork as assigned
- Maintain building classroom cleaning and repair:
 - Be responsible for daily and end-of-year cleaning of classroom area
 - Assist in overall cleanliness of facility
 - Promptly report repair needs to administration
- Plan parties at designated holidays.
- Maintain proper classroom discipline, take care of minor problems personally and refer major problems to the school principal.
- Be available to any parent or student who wishes to have conference before or after school.
- Hold bi-annual conferences with parents of each student.
- Supervise extra-curricular activities, organizations, outings as assigned.
- Fulfill homeroom duties as assigned.
- Complete the Christian philosophy of education in-service program within the first two years of teaching.
- Carry out any other duties as assigned.

Policy 3.39 Librarian

- Choose from the books donated to the school those which are to be included in our library.
- Purchase new books and supplies for library as funds are available.
- Maintain library including books, card catalogs, magazines and equipment.
- Take care of all check-out, check-in, and shelving of books.
- Send out overdue notices and collect fines.
- Assist teachers and students in finding books and materials in specific subject areas.
- Teach students how to use library and technology available in the library.
- Establish time for the use of the library by elementary classes.
- Carry out any other specific duties as assigned by the school principal.

Policy 3.40 Employee Responsibilities, Ethics and Conduct

- It is the expectation of Triad School that the employee will strive at all times to understand, appreciate, love and assist the pupils entrusted to him/her for instruction and that he/she will, to the best of his/her ability, provide for their fullest intellectual, physical, emotional and spiritual development.
- Teachers are expected to integrate Biblical concepts with each subject they teach. All topics are to be taught in a manner consistent with Scripture.
- Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
- Teacher will to attend meetings, conferences and/or events as may be required by the senior pastor, board, school principal, or other administrative officer. Required activities may include, but not limited to, student functions, i.e. musicals, etc., society business meetings, and/or major school events. Attendance at faculty meetings, conferences, meetings with parents, counseling sessions with students, school events in which students from their classes are participants, and preparation time are considered part of each teacher's normal duties.
- The Teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.

- Teachers are to maintain a professional relationship with all parents and avoid developing a relationship that makes them feel that they must treat a student differently because of the relationship. Teachers should avoid discussion of the school problems in any areas where parents, students, or others may overhear and should avoid “talking shop” with parents.
- No employee of Triad shall engage in activities that would use students of Triad as possible contacts for commercial sales or financial gain.
- Unless they have the parents’ written permission, teachers may not share any information from a student’s file or other private information with anyone outside of the Triad professional school community.
- Teachers are never to discuss negative aspects of one student in front of another.
- The length of the school day shall be established by the board as well as the hours of teaching and duties to be performed. The Teacher agrees that, in addition to the regular school work to be performed, they will carry on a program of contacts with the parents of the students, pursuant to the directions of the school principal.
- Employees shall have the right to inspect their personnel file. Comments of a derogatory nature shall not be entered until the employee has had an opportunity to review and make comments within three working days of any written interview. The employee will be required to sign acknowledging the comments.

Policy 3.41 Removing Students from School during School Hours

With the exception of authorized field trips, no students shall be taken from school during school hours by any person, with the following exceptions:

- By a parent or guardian when properly identified.
- By a relative or family friend, only upon written request, properly verified by the parent or guardian.
- By properly identified representatives of law enforcement agencies:
 - In making an arrest.
 - Taking the student into custody.
 - When the assistance of a child is required by the officer of the law in the detection or apprehension of a criminal.

While it is the duty of the law officer to notify parents or guardian of the person taken into custody or placed in detention, it is still the responsibility of the school principal to confirm this notification with the parent or guardian of the child

Policy 3.42 Resource Material for Classroom and Library Use

Resource materials include literature, text, film, video, recordings and art. These materials for the classroom and/or the library must reinforce the objectives and philosophy of Triad. The language of the material must not be coarse, profane, and immoral or take the Lord’s name in vain.

As much as possible, Christian material should be used. Non-Christian materials should be examined to determine their potential for teaching truth.

Resource materials must be previewed by the teacher before use. If there is any question or doubt concerning the materials, they should be submitted to the administration for review.

Scriptural principles upon which this policy is based are as follows:

- Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -if anything is excellent or praiseworthy -think about such things. (Phil. 4:8)
- See to it that no one take you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world, rather than on Christ. (Col. 2:8)
- You shall not misuse the name of the Lord your God, for the Lord will not hold anyone guiltless who misuses His name. (Exodus 20:7)

- Put away perversity from your mouth; keep corrupt talk far from your lips. (Proverbs 4:24)
- Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. (Eph. 4:29)
- Flee from sexual immorality. (1 Corinthians 6:18a)
- But I tell you that anyone who looks at a woman lustfully has already committed adultery with her in his heart. (Matthew 5:28)
- I will set before my eyes no vile thing. (Psalm 101:3)

Policy 3.43 Triad Media and Review Policy

The goal of the Triad Media Selection and Review Policy is to uphold the mission of our school (Celebrating the Truth of Christ in a College Preparatory Setting) and to adhere to a Biblical worldview in the selection of our literature, music, and media materials. This policy is also to assist our students in being able to determine what is of the world and that which is glorifying to God, and enriching their relationship with Christ.

Purpose of Books, Music, and Media Materials

We seek to provide books, music, and media materials that:

- Enrich and support all subject areas of the school curriculum taking into consideration the varied interests, abilities, and maturity levels of the students served and their teachers.
- Encourage and guide our students to become life-long learners and readers.
- Stimulate growth in factual knowledge, literacy appreciation, aesthetic values, and ethical, moral and Biblical convictions.

Guiding Principles for the Selection of Books, Music, and Media Materials

Our selection of books, music, and materials will be guided by the following fundamental principles:

- **Propriety:** Biblical standards and Triad policies will determine the selection of materials that are honoring to God and useful to His people. (Phil. 4:8, Eph. 5:4, I Peter 3:15-16, Prov. 4:20-27, Deut. 6:5-9) We recognize and respect a parent's role in making choices for what is acceptable in their home, however Triad School reserves the ability to choose appropriateness for the greater Triad community. Materials with gratuitous profanity, excessive violence, objectionable sexual content, or ethical and philosophical themes that are in conflict with Christian values.
- **Moral Integrity:** Wisdom, reason, and fairness will be used in selecting materials which represent current world affairs. In the selection process, all attempts will be made to recognize the freedom we have in Christ. Age appropriate materials may be deliberately chosen to encourage the student's development of a Biblical worldview and to equip them to defend their faith in a culture opposed to Biblical ideals.
- **Educational Potential:** Literature of various genres such as traditional literature (fables, myths, legends, fairy tales and proverbs), classical literature, fantasy, historical fiction, science fiction, contemporary realism, poetry, biographies, drama, autobiographies, short stories and essays are applicable. All materials that have potential for enlarging the students' vision, deepening their faith and/or sharpening their sensitivity as a Christian shall be sought. Also, materials which provide an opportunity to apply Biblical knowledge and develop critical thinking ability are essential. Music selection for chapel, choir, band, concerts, pep assemblies, athletic events, dances and all Triad sponsored events and assemblies should meet the same criteria as discussed above.
- **Aesthetic Qualities:** Artistic excellence, engaging the students' imagination and emotions, which provide enjoyment, inspiration and character building potential will be sought in materials.
- **Prudence:** Wise care and foresight shall guide the purchase of materials which will retain value for present and future educational needs. The Biblical worldview, reputation and significance of author and/or publisher, overall

purpose of material and how well it is accomplished, timeliness or permanence of material, importance of the subject matter to the collection, accuracy of material and quality of writing (readability) should all be considered.

Triad Independent Novel

As a part of Independent Novel reading, a student at Triad will be required to read a minimum of either 400 pages (middle school) or 600 pages (high school) per quarter.

General guidelines:

- Content of the book should conform to the criteria above.
- The teacher will preview and approve the Independent Novel, and may seek approval from the parent.
- The teacher, parent, and student will be aware of what the student is reading.
- Students will choose and read books that are within their reading level.
(e.g. A high or middle school student should not read *The Magic Tree House* series).

Triad Movie Policy

For those times when showing a movie at Triad as a programmed activity (educational movie/documentary/play, part of the class curriculum, or for a reward day) the following conditions will apply:

- Movie rated G: no parental permission required unless the teacher feels the subject matter should be known by the parents for parental discussion with their student.
- Movie rated PG (rated after 1990) : no parental permission required for 9-12 grade (H.S.) unless the teacher feels the subject matter should be known by the parents for parental discussion with their student (For example: a documentary that discusses evolution, racism, bullying, etc.). PG prior to 1990 must be pre-approved by the school principal.
- No other ratings are to be shown.

General guidelines:

- Selection of movies will meet the criteria established in the guiding principles as outlined previously.
- Showing of movies should be included in lesson plans and in Sycamore to ensure parents are aware of the movie being shown.
- Content should be appropriate for a Christian school that celebrates the Truth of Christ.
- Parents should be given the option of an alternative lesson if they don't want their child to participate.
- If the planning of the movie is well in advance, then written permission is preferred over an email that instructs the parents to let the teacher know if they don't want their child to see the movie.
- The teacher should assume permission has not been given when there is a missing permission slip until the parent can be contacted directly.
- Unfamiliar titles or unrated documentaries or movies should be previewed by the teacher to ensure the content is acceptable.
- Some older movies (1970s) with a PG rating would not be appropriate even for H.S. students. Teachers are responsible for reviewing the content ahead of time to prevent "surprises."
- A special school version or "clean-flix" version of an R-rated movie would be a good alternative to the fully rated version. (For example *The Patriot* (rated R) has a PG-rated clean-flix version)

Policy 3.44 Lesson Plans

Teachers are to prepare a yearly plan for each subject taught. They should reference the order of material presented. Approximate time periods for major units should be projected. The yearly plan is to be submitted to the school principal during the first month of school.

Lesson plans should be prepared one week out at all times and available for review by school principal.

Policy 3.45 Evaluation of Student Work

Students will be tested annually using a nationally referenced test. The results will be supplied to teachers, parents, administrators and the board.

Papers or tests will be graded by teachers in a timely manner. Teachers are to communicate student progress to parents when the student is working below his ability or is doing poorly in a particular topic or subject. Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates.

Teachers are to use grades as one of the means to evaluate the effectiveness of their teaching as well as the effectiveness of student's learning.

Policy 3.46 Guidelines for Volunteers

Parent volunteers, volunteer teacher's aides, and other resource people make an important contribution to the school program at Triad. In order to make good use of the contribution it will be important to follow certain guidelines.

General Guidelines:

- Prospective volunteers shall be approved in advance. They should be willing to work cooperatively with staff and under a specific teacher's supervision.
- Teachers will provide these individuals with clear information regarding the classroom management program, curriculum and teaching style. Teachers may need to schedule some uninterrupted time to plan with the parent volunteer.

Parent Volunteer

A parent volunteer is a non-professional individual who is willing to assist a teacher on a regular basis. Under the direction and supervision of the teacher he/she may:

- Correct workbook pages or copies. (Teachers should provide necessary written and/or oral feedback to students after reviewing for errors.)
- Run off copies (in work room) or construct learning materials, games or reinforcement materials.
- Drill students in math, phonics, etc., as modeled by the teacher.
- Read to students or help them find or check out library books.
- Type materials for teachers.

Volunteers should not be given regularly assigned teacher duties (i.e. classroom supervision during class or lunchroom or playground supervision, etc.)

Teacher Aides

Teacher aides are individuals, who, under the direction and supervision of the teacher, may perform all of the duties listed for volunteers and helpers. Additionally they may:

- Provide some instruction which is planned by the teacher.
- Answer students' questions or help students complete seat work assignments.
- Monitor independent activities to keep students on task.
- Take language experience dictation and complete follow-up language experience activities.
- Supplement direct teacher's instructions with additional controlled practice.

- Direct learning centers; for example, teach and play assigned games.

Resource People

Each teacher may utilize resource people to aid in classroom experiences. Parents and/or community people are able to provide additional dimensions to many classroom experiences. All resource people should be selected with care and approved by a school principal.

Resource people should, at a minimum, meet the following requirements:

- The recommendation of a recognized Christian source should be obtained prior to asking the resource person into the classroom.
- The person should be sympathetic with the Christian faith and certainly not antagonistic toward it.
- The background of the classroom material being covered should be presented to the resource person so that his presentation is relevant

Policy 3.47 Non-Exempt Personnel

Definition of Non-Exempt Personnel

Non-Exempt personnel are those persons employed for positions non-exempt as defined by the Fair Labor Standards Act of 1938. Examples of such employees are:

- Nurse
- Office Assistant
- Teacher's Aide
- Cafeteria Coordinator
- Custodian/Maintenance
- Bus Driver

Non-exempt personnel play a very important part of the total education team at Triad School. While they are not directly involved in managing or directing in the education process - they are often the "face of Triad School to school visitors" without their active participation the fulfillment of the mission of Triad School would be impossible. Non-exempt personnel are employees that hold a position of employment at Triad School that the board has determined is fundamental to the continued successful operation of the school.

Qualifications for Non-Exempt Personnel:

- All employees shall meet the Qualifications for Employment
- All employees shall give evidence of adequate physical and mental condition. The school may require a physical examination as a condition of employment which will be paid for by the school.

Non-exempt Employment Procedures:

- Applicants shall secure and complete an application for employment which is available through the school office.
- The school principal or his designee shall interview all prospective employees. The school principal shall recommend to the senior pastor the applicant they feel, after careful evaluation, will be able to fill the non-exempt position that may be open.

Probationary Classification. All non-exempt personnel shall be probationary for the first 180 work days of continuous service.

Non-Exempt Employee Evaluation. Probationary employees shall be evaluated by their supervisor at scheduled intervals. All Non-Exempt employees shall be evaluated by the school principal annually.

The purposes of having an evaluation are to:

- More carefully meet the stated objectives of Triad School.
- Assist the employee to develop his/her potential and to have increased job satisfaction.
- Develop an official record of employee's performance for administrative purposes.

Suspension of a non-exempt Employee

The school principal is authorized to suspend any employee from his/her duties for any of the following reasons for such period of time as is needed to present the matter to the senior pastor and board:

- Failure to satisfactorily perform his/her job duties.
- Insubordination including, but not limited to, refusal to do assigned work.
- Dishonesty.
- Conviction of any crime involving moral turpitude.
- Conviction of a felony.
- Immediate use of alcohol or narcotics.
- Use of illegal narcotics.
- Failure to report to work or an absence of three consecutive working days without approval. (Employee's abandonment of position).
- Physical or mental condition that is dangerous to children, or other employees, staff, or parents of Triad School.
- Failure to meet the Qualifications for Employment.
- Any other reason, not specified above, deemed sufficient by the school principal, senior pastor, or school board.

Non-Exempt Employee Compensation. Wage rates for Non-Exempt personnel are established by the board during the annual budget process. Required duties for each position are set forth in the job description. Non-Exempt employees are paid monthly based on hours worked during the month.

Non-Exempt Employee Rest Breaks. Triad School provides rest breaks as stipulated by state law. These breaks are to be taken in the manner and place so as not to overly interfere with school activities and work duties.

Non-Exempt Employee Evaluation. A yearly evaluation of each staff member is to be completed by the school principal. Copies of the evaluation will be signed by the employee and be kept on file.

Overtime or Compensatory time

- Non-Exempt Employees who work over 40 hours in a week are entitled to be compensated at 1.5 times their regular rate over 40 hours. Employees may choose to receive compensatory time in lieu of overtime.
- All overtime must be approved in advance of the time worked by the school principal.

Policy 3.48 Holidays

Holidays Observed:

The following is a list of holidays that will be observed by Triad:

- Martin Luther King's Birthday
- President's Day

- Memorial Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Year’s Day

Holiday Procedures:

- A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday, as determined by the school principal.
- Full-time permanent Non-Exempt Employees will receive the day off at their regular rate of pay for each holiday.
- Part-time and/or temporary employees will receive the day off but are not eligible to receive holiday pay.
- Triad reserves the right, when deemed appropriate, to schedule work on an observed holiday. Scheduled work on an observed holiday will be paid as a regular work day in exchange for another day off.
- Teachers contracts specify work days that occur when school is not in session during the school year, including days for required activities such as in-service. In general, teachers are not expected to work during the annual Christmas break.

Chapter IV. Student Policies

Policy 4.01 Admissions

All families will meet with the Triad Admissions Director and complete the Triad Application. The Admissions Director will review all of the below requirements and make a recommendation to the school principal:

- To be admitted to Triad School, 7th-12th grade students must have test scores in the 50th percentile or above or have a minimum of a 3.0 grade average from their previous school(s.)
- Elementary students will meet or exceed the majority of the standards on the previous year’s report card and be assessed upon entrance.
- Complete the Triad financial documentation that they are able to afford Triad Tuition and extra-curricular activities.
- Interviews will not take place until Triad has received a transcript of grades or most recent report card.
- Sign the Triad Parent – School Agreement.

Policy 4.02 Non-Discriminatory Admittance Policy

Triad School admits students of any race, color, national and ethnic origin to all the right, privileges, programs, and activities generally accorded or made available to all students. Triad does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, athletic, and other school-administered programs.

Entrance requirements for new students inquiring about junior high and high school must have a 3.0 GPA and elementary applicants must be in the 40th percentile or above in their current class.

Triad High School is designed to be a Christian College-preparatory school. Triad provides challenging college preparatory academics in English, math science, fine arts, biblical studies in the Old and New Testaments, and the everyday hands-on use of the tools of technology.

Triad High School is striving to provide students with the kind of preparatory education that will give him or her an advantage at the college of their choice, their future career, their family, and in their spiritual life.

Prior to admission the student/parent must provide copies of their school records from previous school(s). The student may not begin classes until Triad has their previous school records.

Policy 4.03 Communicable Childhood Disease

Upon having the following diseases a child must have written consent from either a physician or health department to return to school, or be subject to the school office approval for re-admittance:

- chicken-pox
- measles
- mumps
- pneumonia
- whooping cough
- pinworms
- scabies
- ringworm
- impetigo
- pinkeye
- head lice
- Fifth's disease

Policy 4.04 Medical Appointment

If it is absolutely necessary for a child to leave early for a medical appointment a written request must be sent to the child's teacher in advance. No child will be released to anyone other than those authorized in writing by the parent.

Policy 4.05 Medication for Non-Prescription Drugs

Students are not to bring any medications to school unless it is absolutely necessary.

If a student must bring a non-prescription medication to school, i.e., aspirin, antihistamine, the student may only bring one days' dose.

Junior high and high school students are responsible for taking the medication as necessary.

In the elementary school, please send a note requesting a medication form. The classroom teacher must be given the form and dosage for the day and he/she will administer the medication in the proper time.

No student may at any time give medication to another student. If a student does give medication to another student, all privileges to take any medication at the school on their own will be forfeited plus further disciplinary actions may be taken.

Policy 4.06 Medication Policies for Prescription Drugs

Parents must sign a prescription drug authorization form in the office.

Junior high and high school students are to keep medications with them and be responsible for taking at the prescribed time.

In the elementary school, the teacher will administer the medication at the proper time.

No student is at any time to give or sell another student medication. If a student does give or sell medication to another student, all privileges to take any medication at school on their own will be forfeited plus further disciplinary actions will be taken.

Policy 4.07 Medical Emergency Procedures

At the beginning of each school year each an updated emergency card shall be on file at the office. In case of minor illness parents will be contacted. In case of serious illness the family will be contacted by phone, parents will be requested to come to the school and pick up the ill child. Transportation will be furnished in such cases only under very unusual conditions. In no case will a student be allowed to return home unless there is proof, by phone that there is a responsible person present in the home at the time.

Policy 4.08 First Aid Procedures

First aid treatment will be administered to stop bleeding, restore breathing or prevent shock or infection.

Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file on the emergency card for each student in case the parent cannot be reached.

A representative of the school faculty should stay with the child until the parent assumes responsibility. Internal medications will be given only by or on the order of physician.

Policy 4.09 School Entry Age

All students must be three years old before September 1st of the school year in which they are to be enrolled.

All students desiring to start kindergarten must be five years old before September 1st of the school year in which they are to be enrolled.

Policy 4.10 Parental Signing Of Agreement

No students shall be accepted into Triad School unless their parents sign, without any reservations, the following agreement:

“Upon favorable acceptance of the student described above, I/we hereby agree to accept all rules and regulations of the school and authorize the school to administer such discipline measures as may be deemed necessary and proper by the administration. I/we will give active support to the school programs in every way possible, and make a sincere effort to attend school functions to which parents are invited.

I/We agree to pay tuition and such fees as are chargeable according to the current schedule of tuition and fees.

It is understood that this is an application only and that no space will be reserved for my/our child until the enrollment process is completed and the registration fee paid. I have read and accept the final policy for tuition, fees, and refunds.”

Policy 4.11 Lockdown Policy

Triad School will go into “Lock Down” when the safety of the students and/or the staff is in question. Communication of a threat to the school could come from multiple sources such as the local or state police or sighting of a threatening person by staff or parents.

Depending on the reported threat level, **imminent** threat or **possible** threat, Triad School will respond in one of two ways:

- **Lock-Down Level 1:** For an imminent threat, all outside doors will be locked to prevent the entrance of anyone outside the building. Teachers will gather their students inside their classrooms and lock their classroom doors. Students should be kept away from the windows and doors.

- **Lock-Down Level 2:** For a possible threat, all outside doors will be locked and authorized visitors will gain access through the office. Students will be allowed to move freely throughout the building (use restrooms, library, etc.) but will be kept inside the building.

To either initiate or cancel a Lock Down, the office staff will communicate school wide over the intercom. The school principal or office staff will then follow up by walking the hallways to make sure all teachers and aides heard and responded to the threat level communication.

Policy 4.12 GPA Participation

The following criteria will be used for Triad students to be eligible to participate in high school level extra-curricular sponsored contests / performances. (Sports, choir, band, orchestra, drama, etc.)

General Guidelines:

- Students must maintain a cumulative GPA in all classes of 2.5 or higher.
- Students will not have a failing grade (F / below 60%) in any class.
- In accordance with OSAA rules, students will be allowed to practice, but will not compete while academically ineligible.
- Students will lose eligibility if the above criteria are not met. They may regain eligibility once the criteria has been reestablished.
- The athletic director shall ensure student eligibility.

Specific Guidelines:

- At the beginning of a term (1st quarter, 2nd quarter, etc.), the previous quarter's GPA will be used to establish eligibility.
- The previous quarter's eligibility will remain in effect until the end of the 3rd week of the current quarter.
- At the end of the 3rd week of the current quarter, the student's GPA is established and determines eligibility. Each subsequent report will continue to confirm or deny eligibility.

Policy 4.13 Attendance and Tardy Policy

Triad School is committed to providing the best possible education for children and we believe one of the first building blocks for a successful education is attendance. A student who attends school on regular basis and is on time to each class has a better chance to learn and succeed. When a student is absent, he/she misses classroom instruction and discussion that is impossible to make up and therefore decreases the student's ability to do his or her best. The US Federal Government attendance standard is 92% regardless if the absences or excused or unexcused. This rate applies not only the school as a whole, but to each individual student enrolled in our school.

We believe attendance is a joint effort between students, parents, and the school and on time school attendance should be a healthy habit for everyone involved. To this extent, the information below outlines the Triad attendance policy.

Daily Absences:

Oregon Law requires children between the ages of 7 and 18, (with few exceptions), who have not completed the 12th grade to attend school on a regular basis. The law also states four reasons (see below) a student may be excused from school. In keeping with Oregon State Law, we will only excuse legally defined absences. Triad, in addition, will require medical verification of an illness related absence exceeding three days unless prearranged. Please remember a parent/guardian may request a school excuse their student, however school policy and administration mark absences as excused or unexcused under ORS.

Oregon law reasons for absences:

- Student illness
- Serious illness of a student's immediate family
- Extreme emergency (approval determined by school principal)
- School principal has pre-approved the absence when satisfactory arrangements are made in advance of the absence.

Parents need to notify the school office by 9:00 A.M. if their student/s will be absent. This will not remove an absence from the students' absentee total, but gives the school a reason from the parent or guardian for the absence.

Appointments:

All parents are urged to use good judgement and to not allow their student to be absent unless absolutely necessary. While it is not always possible, parents are asked to make all appointments, including doctor and dentist, outside school hours. Absences because of appointments during school hours need to be excused by a phone call, or a written note from a parent and/or guardian who is listed on the families approved list.

Tardies:

All students must report to the office if they arrive at school after 8:00. Special circumstances (i.e. car trouble, accident, etc.) that result in a tardy at the beginning of the school day may be excused by a phone call, text or written note from the parent and/or guardian on the families approved list. Administration will make the final determination whether or not a tardy is excused based on circumstances. Unexcused tardies will result in students in grades K-5 walking a lap at recess and student's 6th – 12th serving a detention. Detentions will be served the next day from 3:30-4:00 except for detentions issued on Fridays which will be served on Tuesday of the following week.

Grades from Absences:

Student's attendance records will be reviewed by the school principal every four weeks. Families of students with more than 7 absences, excused or unexcused, will be notified.

At the end of each semester a student's grade will be lowered a letter grade (i.e. from a "B" to a "C") in classes where there are more than 10 absences. This excludes absences due to approved extra-curricular school activities such as field trips during school hours and sports, and absences that have pre-approval or sicknesses of more than three days with a medical care provider's note.

In case of extended illness (3 days or more) or extended family vacation, parents may submit an appeal in writing to the school principal to waive the penalty.

Policy 4.14 Senior Open Campus Lunch Privileges

The ability to budget and use one's time effectively and efficiently is a skill we believe our students must develop. To help develop that skill, Triad High School has adopted an open campus policy for lunch time, as a privilege for students with senior status. This policy permits senior students, in good standing, to leave school grounds during the time designated for lunch.

Students must be aware that when they leave school grounds they are required to be back in school in time for their next class. Attendance is taken every period and any student who fails to return to class or arrives late will face the consequences outlined as follows:

- The first tardy to 6th period will result in a one week loss of open campus lunch privileges.
- A second tardy will result in a one month loss of open campus lunch privileges.
- A third tardy will bring about suspension of open campus lunch privileges.

In addition, open campus privileges may be revoked at any time at the discretion of the school principal. Students will not be allowed to loiter in the parking lot or on any other school grounds if they choose to leave the school campus during the lunch period. Students choosing to stay on campus will only be allowed in areas designated by school administration. Students are not permitted to place orders for food to be delivered to the school during lunch time. No food deliveries to our students will be accepted from outside vendors during this time.

All underclassmen (9th, 10th and 11th grade students) are prohibited from leaving school grounds during the school day unless they are signed out by a parent or guardian. Any senior who takes an underclassmen or non-privileged senior off school grounds with them will immediately and permanently lose their open campus and lunch privilege.

Additionally, students need to be aware that all driving laws will be strictly enforced by local law enforcement, including limited passenger restrictions on provisional licenses. Please be aware that the open campus lunch privilege can be removed at any time for any senior who has attendance, academic or behavior problems as determined by the school.

Any parent or guardian who does not want their child to be allowed to leave school grounds during the school day must complete and submit the Senior Open Campus Lunch Opt-Out Form. The form can be found in the school's main office.

Policy 4.15 Dance Policy

High school dances are a part of the American high school experience. If managed correctly, they can be a healthy community-building part of the Triad School. The traditional school dance is, strictly a privilege and not a right. The staff needs to approve all dance dates. To ensure the success and continuance of this type of social activity at the Triad School, the following policy shall be observed:

- A Triad administrator will attend all dances. The administrator will coordinate all of the chaperones and lead them through a brief in-service fifteen minutes before opening the dance doors. Any problems that arise or violations of Triad School policy will immediately be brought to the attention of the administrator. The administrator will be the last one to leave the dance, locking the doors and setting the alarm behind him or her.
- Student behavior. Triad School expects all students to display a chaste and respectful attitude at school dances.
- Dress
 - Casual dances-Students may wear the same type of casual clothes allowed during "free dress" Fridays. If a student has a question about the appropriateness of a piece of clothing for a casual dance, they should contact the school administrator to gain approval.
 - Formal Dances-Men must wear formal attire, suits, or tuxedos. Women shall wear formal gowns. The gowns must be appropriate for a young Christian woman i.e. modest. If a student has a question about the appropriateness of her gown, she should contact an administrator for approval.
- The administrator has the right to turn away anyone at the door that is not dressed in a modest, Christian fashion.
- Public display of affection. The Triad School daylight policy for public display of affection does not apply to school sponsored dances. Modest displays of affection will be allowed. These are hand holding and slow dancing. At any time an administrator may ask a couple to leave or move if he/she feels that their behavior is inappropriate.
- Triad student guest. All guests to Triad dances must fill out a guest request form. The guest request forms are available in the school office. The forms must be turned in three days prior to the event.
- Student arrival/departure. Students must arrive during the first 45 minutes of the dance. Once students leave for any reason, they cannot return to the dance.

- Consequences:

Minor violations to any school policies will result in being suspended from the next dance and possibly from school.

Major violations of school policies for example the use of drugs or alcohol before during or after a dance will result in losing the privilege of attending dances for the period of one school year.

At first offense a student will be banned from school activities.

Students will lose all after-school Triad activity privileges for one year.

Policy 4.16 Emergency Plan - Teachers, teacher aides, and counselors shall be responsible for the supervision of students and shall remain with students unless or until directed otherwise by administration or emergency personnel. Those teachers, teacher aides, and counselors that do not have students at the time an emergency takes place, safety permitting, shall assist other teachers or report to the office for further assignment.

Office Staff Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents including payroll and personal records.
- The Office Staff will maintain an Emergency Binder that has current hard copy roster of all students and emergency contacts, a list of all staff and emergency contacts, and a list of all students with medical concerns and medications.
- Monitor radio emergency broadcasts.
- Lead and maintain the Telephone Tree
- Assist with health incidents as needed.

Triad School will initiate a "Lock Down" when the safety of the students and/or the staff is in question.

- All outside doors will be locked with no entrance permitted to unidentified persons.
- Teachers will gather students inside the classroom, lock doors, close windows and blinds, turn off lights, and maintain silence. Turn card in outside window to red or green and place red or green card under door.
- Office staff will report any red cards or lack of cards to the first responders.
- Students at lunch will remain in the lunchroom, quiet, and away from doors and windows.
- Students at recess will be called in and escorted to their classroom by the office staff or recess aids. If threat is within the building, children at recess, or otherwise outside the building, should be directed to a safe area, such as a nearby business.
- Office staff will communicate further instruction over the intercom or by Telephone Tree.

Triad School will conduct monthly fire drills.

- Teachers are to post their fire exit plan by the door of their classroom and should instruct their students on the exit plan for that room.
- Teachers must take their roll book with them and their red/green card.
- Do not lock the classroom door.
- Once outside, students are to line up quietly by grade in their designated area.
- Once all students are accounted for, the alarm will be turned off and classes will reenter the building.

Triad school will practice an earthquake drill on a quarterly basis.

- Teachers are to teach their students the Drop, Cover, Hold, procedure at the start of every school year.
- Via the intercom system, direction will be given to Drop, Cover, and Hold. This will signify the start of the drill.
- Drop to the ground away from windows.
- Take cover under desks, tables, or chairs in a kneeling or sitting position.
- Hold onto the table or chair legs. Protect eyes from debris by using arms to cover eyes.
- When the shaking has stopped, check for injury, and deal with unsafe conditions.
- If outdoors, move away from buildings and utility wires.

Emergency Action Plan for after school events

An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped

Chain of Command:

- Any on-site medical personnel
- Athletic director / administrator
- Head coach
- Assistant coach

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that 911 should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to 911 or will designate another person to make the call. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at Triad are located in the main office and in classrooms.
4. The leader will send runners to the school entrances to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. Emergency contact information can be found on the student's Emergency Information form, which coaches should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to insert nearest medical center unless the parent requests otherwise.

Triad School is located at: 2450 Summers Lane

The closest intersection to the school is South 6th Street and Summers Lane

Other medical supplies:

- An AED is located in the Triad gym on the wall next to the stage.
- There is an eyewash station in the middle of the upstairs hallway and in the science lab (Room 7).
- There is an EpiPen located on the wall in the downstairs teacher's lounge.
- A hazardous waste container and a sharps container are located downstairs in the office. These containers are labeled and designated for hazardous waste only.

Policy 4.17 Student Records

Triad shall keep records which will provide for the registration and attendance of students, and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information, and test results. Student records may be reviewed by staff following the check-out procedures.

Parents and eligible students (age 18 or older) have the right to inspect and review the student's education records maintained by the school. The school is not required to provide copies of records unless for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for copies.

In cases where parents are separated or divorced and one parent has legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. State and federal data privacy laws recognize the right of a natural parent, regardless of child custody determination, to have access to the school records of their child. A non-custodial, natural parent may arrange to review the school record of his or her child in accord with school policy.

Policy 4.18 Accidents, Injuries and Safety

In the event of injury on school premises, employees shall not make statements to persons other than authorized personnel of Triad regarding the events leading to the injury without first consulting with the administrative staff.

An accident report shall be completed within 24 hours. If possible, this shall be done by the injured employee but, if possible, his/her designee shall complete it.

In the event of a child injury, the employee on duty in that area at that time shall complete the accident report

Policy 4.19 Parent-Teacher Conferences

The Triad School Board believes it is very important for school and home to work in harmony. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

- Parents will attend a formally scheduled meeting with their child's teacher(s) in a personal conference at the end of the first grading period.
- Teachers will also use letters, phone calls, and regular progress reports as needed to communicate with the parents.
- Parents can request a conference with their child's teacher(s) at any time.

Parents interested in arranging a conference with a teacher should call the school office and leave a request for the teacher to return the call. A conference should be scheduled at a time convenient for both the parents and the teacher. The parents should communicate with the teacher before contacting the school principal, senior pastor, or the school. Generally, the school principal will be available for a conference following the initial parent-teacher contact.

Policy 4.20 Student Dress Policy

Triad Dress Policy is to honor God in all areas of life and for the health, safety, and well-being of all students. Triad is a uniform school, and dress that displays offensive subject material contrary to our mission of "Celebrating the truth of Christ" and the family environment at Triad is not allowed. Triad is a uniform school for the following reasons:

- Uniforms level the playing field. Students are judged not by their clothes but by the quality of their character.
- Students in uniform generally perform better and have fewer behavioral problems.
- Triad strives for excellence in all areas of a student's life: academics, spiritual walk, sports and appearance.

The following are the requirements of the Triad Dress Policy.
The Triad Dress Policy extends to *all* Triad related events including dances.

Boys:

Monday, Tuesday, and Thursday – Regular Dress: Short or long sleeved polo shirts or turtlenecks in navy, light blue, white, (red for 6th-12th only); (4 button maximum); Khaki or navy twill pants or shorts (no exterior pockets, flaps, designs, and no jeans), and an approved navy Triad sweatshirt in good condition. Seniors may wear a, specially designed, red senior sweatshirt.

Wednesday – Chapel Dress: Light blue oxford, button down collar shirt, long sleeve only, navy V-neck sweater vest, khaki twill pants (no exterior pockets, flaps, designs, and no jeans), Dress shoes-brown or black only (*No tennis shoes with chapel uniform*), and solid navy tie. *Sweatshirts are not authorized to be worn on chapel days.*

Friday - Wolf Wear: Blue jeans, khaki pants, blue jean shorts or khaki shorts, any t-shirt or polo that has a Triad logo, and an approved Triad sweatshirt in good condition.

The last Friday of the month is considered free dress day. Even with free dress, the expectation is dress will give a neat and **modest** school appearance and will conform to all other dress requirements.

Additional requirements for boys:

- Solid red, white, navy, brown, tan or black socks only. (Any color on free dress day)
- Back of hair must be shorter than the back of the collar, off the ears, kept out of the eyes.
- No body piercing.
- Must be clean shaven at all times.

Girls:

Monday, Tuesday, and Thursday – Regular Dress: Short or long sleeved polo shirts or turtlenecks in navy, light blue, white, (red for 6th-12th only); (4 button maximum). Khaki or navy twill pants or shorts (no exterior pockets, flaps, designs, and no jeans). A khaki or navy jumper, skirt, shorts or skort are also acceptable, as is an approved navy Triad sweatshirt in good condition. Seniors may wear a specially designed red senior sweatshirt.

Wednesday – Chapel Dress: Light blue oxford, button down collar shirt, long sleeve (no peter pan collars), navy V-neck sweater vest, and khaki twill pants (no exterior pockets, flaps, designs, and no jeans). Dress shoes-brown/black **flats** only. No tennis shoes with chapel uniform. *Sweatshirts are not authorized to be worn on chapel days.*

Friday – Wolf Wear: Blue jeans, khaki pants, blue jean shorts, khaki-shorts or pants, any t-shirt or polo that has a Triad logo, or an approved Triad sweatshirt in good condition.

The last Friday of the month is considered free dress day. Even with free dress, the expectation is dress will give a neat and **modest** school appearance and will conform to all other dress requirements.

Additional rules for girls:

- Solid red, white, navy, brown, tan or black socks only. (Any color on free dress day)
- No excessive or extreme make-up, no excessive jewelry/belts, no body piercing other than maximum of two earrings in each ear lobe.
- No skin tight shirts, dresses, or skirts.
- No blouses or shirts that expose the midriff or cleavage including when student's hands are raised or when bending over.
- No strapless dresses. Shoulder straps must be at least 3 fingers wide and cover undergarments at all times.
- Length of dresses, skirts and shorts shall be no more than 4" above the knee. (Exception: athletic uniforms)
- No more than 2" high, heels are allowed.
- Solid color leggings, tights or shorts (navy, red, tan, brown, black or white) are required to be worn under dresses, skirts and jumpers for students in grades pre-school thru 5th on M/T/Th. Leggings, tights or shorts of any color, must be worn on free dress day under dresses or skirts.
- No Jeggings (leggings that are styled to look like tight denim jeans), no "yoga" pants or stretch pants.

General rules:

- Pants are not to sag and/or be baggy, and pants must fit at the waist; No pants with tears, holes, rips, damage or designs of any kind, even if sold from the factory that way.
- Solid white or navy undershirts (red for 6th-12th only) may be worn beneath uniform shirts, no underwear showing.
- P.E. shorts and shirts are to be worn for P.E. only and must have sleeves, and may not be see through.
- Attire worn at Triad or at Triad-sponsored events may not contain messages deemed inappropriate or offensive by administration and/or cause a distraction to the program.
- No visible tattoos.
- No see-through clothing of any kind.
- Hair must always be a natural hair color.
- No tank tops or sleeveless shirts (Exception: athletic uniforms)
- In case of snowy, icy, and/or cold inclement weather, winter boots may be brought to school to change into for recess.
- Brown or black fashion boots may be worn on any day, but pants may not be tucked into the boots except on wolf wear and free dress days.
- Proper and safe foot cover is required. No steel-toed shoes, open-toed shoes or sandals.
- Hats are not allowed in school. However, hats and knit caps may be worn at recess.
- No bandanas, headbands (the kind that are worn across the forehead), chains, spike collars, etc. can be worn on campus or Triad related outings. (Headbands may be used in athletic practices and events)
- Sunglasses are not permitted inside the building without a doctor's note.
- The basic rule is that Triad does not allow the fashion of the day to overshadow the quality of a person's character.

If student is out of compliance, parents will be called to bring clothes, pick student up or a detention will be issued at the school's discretion.

If it is not specifically mentioned in this policy, it is NOT allowed.

Policy 4.21 Standard Course of Study

Triad School follows the basic curriculum guidelines required for study in the State of Oregon for public schools. While specific subject material may be taught at different times, our objective is to provide the same opportunities that exist in our public schools, augmenting those with other valuable knowledge; namely, the blend of technology taught from a Biblical perspective.

Policy 4.22 Immunizations

Oregon requires that all children be immunized for certain diseases. Triad requires proof of immunization on file.

Policy 4.23 Textbooks and Materials

Our textbooks and curriculum materials include standard texts used in Oregon public schools, along with textbooks from Christian publishers dealing with the same subject matter, but from a Christian perspective. With few exceptions, basic textbooks, workbooks, and classroom supplies are furnished by the school.

Policy 4.24 Standardized Testing Program

Each year in April the TerraNova is given to students in 1st-11th grades, enabling the parents and staff to see the strengths and weaknesses of the student and the academic program. A copy of the scores will be available to parents when the results are returned to the school.

Policy 4.25 Grading and Reporting To Parents

Specific report cards are prepared and issued quarterly for each grade level, P-12th. Student evaluations are designed to report information on each child's progress in subject matter as well as their personal development. Report cards are issued quarterly. There are also scheduled parent/teacher conference times in each semester. Any student who is failing a core subject or whose GPA falls below a 2.0 will be placed on academic probation. The student will have one grading period to correct the problem or be dismissed from Triad.

The school principal may hold the dismissal in abeyance for an additional 3 weeks provided the parents and student have developed an academic recovery plan, with recommendation from school counselor and lead teacher that will bring the student to passing and showing continuous improvement.

Policy 4.25.b Moving Ahead in Math Requirements

The student will take a comprehensive exam to prove he/she knows the material that is being skipped. The score on the exam should be 90% or better. This proves that the material is cemented in the child's knowledge.

In order to move ahead, the student must receive a positive teacher recommendation. The teacher will make that recommendation on whether the student can handle the change of classes academically, socially, emotionally and physically.

The student maintains high achieving scores on all exams.

The family can consider the move within the first three weeks of the school year. If a student is interested in jumping up a grade, he/she should spend the summer reviewing the upcoming material so the exam will show what the student knows.

Students will be evaluated quarterly and the teacher will make the recommendation at the end of the school year whether or not the child should be placed at grade level or continue ahead in the program.

Policy 4.26 School Hours

- Preschool, Pre-Kindergarten and Kindergarten will attend from 8:00 to 11:45
- Elementary will attend from 8:00 to 3:30
- Middle and high school will attend from 8:00 to 3:45
- All elementary, middle and high school students must be picked up by 3:45
- Morning care will be from 7:30 to 7:45 and cost \$1 per day
- Student may not enter classrooms until 7:45.

The school office will be open from 7:45 a.m. to 4:00 p.m.

Policy 4.27 Lunch

Mondays – Friday: Students need to bring their own lunches and drinks.

Wednesday: Hot lunches are an option and are provided for an additional fee.

Policy 4.28 Snow Days

For school closure announcements, tune your radio to KLAD 92.5 or other local radio and TV programs. If the Klamath Falls City and/or County Schools close, so will we. Announcements of closures are run after 6 a.m.

Policy 4.29 Insurance Responsibility

Should a child become injured at school or at a school function and require medical attention, the parent's health insurance is responsible as the primary insurer for the child.

Policy 4.30 Requirements for Class Placement

9TH - To be classified as a freshman, a student must have successfully completed the 8th grade by diploma or home-school verified study.

10th - To be classified as a sophomore, a student must have earned a minimum of 5 credits during the freshman year, or take acceptable transfer credits to correct this deficiency by the end of the freshman year.

11th - To be classified as a junior, a student must have earned a minimum of 12 credits during the freshman and sophomore years, or take acceptable transfer credits to correct this deficiency by the end of the sophomore year.

12th - To be classified as a senior, a student must have earned a minimum of 19 credits during the freshman, sophomore and junior years, or take acceptable transfer credits to correct this deficiency by the end of the junior year.

Policy 4.31 Credits

One half (1/2) credit is earned by a student who completes academic and attendance requirements for each class per semester.

Triad gives one fourth (1/4) credit toward PE for each league sport taken: basketball, track, golf, tennis, and volleyball.

Policy 4.31a Dual Credit Program

In keeping with Triad's Mission of "Celebrating the Truth of Christ in a college preparatory setting", Triad has developed a dual credit program whereby students may enroll in classes which will meet the requirements of obtaining credits towards the Triad Graduate Degree, and at the same time earn college credit for the same class.

Dual Credit is defined as courses that are offered both as a Triad course for credit and college level credit and are taught by teachers who are certified for that course at the college level. The courses may be offered at Triad or on the college campus.

Teachers or instructors will be certified by a community college or an accredited four year college. Those teachers will generally be treated as adjunct teachers with the exception of Triad teachers who are is certified to teach at the college level.

The following requirements must be met by the student to be eligible to take a dual credit class:

- Student must have a GPA of 3.5 or better.
- Written teacher recommendation from subject related teacher
- Note of acceptance by the teacher/instructor
- Parents' permission for transportation if applicable
- Maintain an A or B to stay in the class.
- An incomplete in a dual credit class will be treated as a F.
- If a student fails the class or fails to complete it, the student may be assessed a fee.

Policy 4.32 Incompletes

A student who has been given an incomplete for a class at the end of a grading period must complete the course within two weeks; otherwise an "F" will be given as the grade for the class.

Policy 4.33 Graduation Requirement

The following are the credits required for a student who attends THS for four years.

The following are the credits required for a student who attends THS for four years.

STANDARD DIPLOMA
REQUIRED COURSES

CREDITS

Language Arts	4
Math	3
Science	3
Bible	4
Social Sciences	3
Foreign Language	2
Fine Arts	1
Physical Education	1
Electives	3
Total required credits for graduation	24

HONORS DIPLOMA
COURSE REQUIREMENTS

Language Arts	4
Math	4
Science	4
Bible	4
Social Sciences	4
Foreign Language	2
Fine Arts	1
Physical Education	1
Electives	3
Total required credits for graduation	27

*Honors Diploma recipients must maintain a 3.5 GPA

Policy 4.34 Academic Honors

Academic achievement is recognized at Triad following each semester. An honor roll is published recognizing those who have achieved the following GPA.

Grand Honor Roll	4.0
Honor Roll	3.5 - 3.9

Policy 4.35 Student Cars and Parking

Triad has reserved parking for students and will be told where to park on the first day of school. Triad has a closed campus policy, except for qualified seniors. Once non-qualified students park their car in the morning it must stay parked until after school. Non-qualified students will not be allowed to leave school without written permission. All students leaving the school must sign out and back in, in the school office. Our biggest concern is for the safety of middle school and elementary school children who will be waiting for rides at the same time

Policy 4.36 Public Display of Boy/Girl Affection (PDA)

As our Triad students reach young adulthood they are going to become more interested in the opposite sex; consequently, Triad must establish a policy that will help foster, in our young men and women, proper Christian love and respect for each other. Triad holds to a “daylight policy” concerning male and female relations. This means students are to maintain visual space between their bodies. This policy is in affect at all school activities whether on or off campus.

Policy 4.38 Student Disciplinary Policy

The discipline policy of the school is intended to establish a classroom environment toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. The school’s discipline methods include instruction, correction, punishment, and reward. All of these elements are Biblical principles and a balance between

punishment and reward is desirable. Triad staff has the responsibility and authority to take appropriate disciplinary action, when a student's behavior is disruptive to their own education or safety, or to the education or safety of other students/staff, including behavior at school, at all official school functions and during transit to and from such functions.

Reporting Process – Incidents which may lead to discipline are subject to reporting by school staff members, volunteers, parents/guardians and students to the school principal.

Off-Campus - Misbehavior off-campus and outside of school hours or events is first and foremost a parental responsibility. While behavior may be a concern to the school, as a rule this is only for very serious issues. In these cases, the school will contact the home and discuss the concerns with the parents. The school will work with the family to bring about any needed change in behavior.

Discipline Process - Methods of discipline shall include positive elements that encourage good behavior and reduce the occurrence of bad behavior. Where misbehavior does occur, various consequences will be employed to discourage a reoccurrence of the misbehavior. The goal of all discipline shall be administered fairly and consistently in an attitude of love, not vengeance. Consequences shall logically follow the misbehavior and be appropriate in severity.

Offenses will be handled by the school personnel closest to the situation using with a variety of consequences including, but not limited to: 1. Verbal reprimand 2. A note and/or phone call to parents 3. Isolation from the area (i.e. changed seating, removed from the room, missing recess, etc.) 4. Writing assignments 5. Restitution 6. Community service (sweeping, shoveling, cleaning, etc.) 7. Detention 8. A meeting between the school principal, parent(s), and others as is appropriate 9. A period of probation 10. Suspension (will include extracurricular activities at Triad) 11. Expulsion

Detention - Students may be assigned detentions for behavior issues. Detentions have priority over all other after school functions. Detentions are served after school. If the student fails to serve the day of detention, the detention time is doubled. Students must report to the detention supervisor by 3:30 and will conclude at 4:00.

Behavioral Probation - Students may be placed on behavioral probation. The length of the probation period is determined by the school principal, but will generally last not more than one semester. Any student placed on behavioral probation for more than one semester may have additional disciplinary action, or may be ineligible for extra-curricular functions at the discretion of the school principal (including possible dismissal from Triad School.)

Suspension - A student may be suspended from one to ten days. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent and school principal conference will be necessary for the student to return to school. School work must be completed during a suspension. Participation in extracurricular events and practices is prohibited during the suspension period.

Expulsion: Dismissal will be recommended if it becomes apparent that a student is not seriously pursuing his/her academic program. This may be either due of lack of effort or disruptive behavior. The expulsion may stem from a single event or a series of events. Expulsion may be recommended for academic or disciplinary behavior. Recommendations for expulsion/dismissal will require the approval of the school principal. Students expelled for reasons of inappropriate behavior are not permitted on the school campus and cannot attend Triad activities without permission from the administration. In rare cases, the uncooperative or argumentative behavior or attitude of a parent may result in expulsion or non-acceptance of a student. The school board reserves the right to dismiss or deny re-admittance to a student for any reason at their discretion.

Appeals Process - After an expulsion has been issued, parents and students will have up to five school days to file a written appeal with the school principal. The School Board will then convene to hear the appeal within five school days from when the appeal was filed, if a quorum of board members can be obtained. In the event a quorum cannot be obtained within the prescribed time, written notification will be sent to parents. The final decision on appeals rests with the School Board.

Discipline categories and consequence. Areas of misbehavior include, but are not limited to, the following:

Failure to serve Detention - Student failed to serve detention at the assigned time and location.

Disturbs Class - Any behavior deemed by the instructor to be disruptive to the educational experience of the rest of the class.

Eating in Class - Eating in class without teacher's permission. Using unauthorized (not clear) water bottle.

Failure to come to class prepared - Not coming to class prepared.

Inappropriate Uniform - Missing any part of the required uniform as defined by policy.

Missing Homework - Student failing to turn in homework.

Immodest/Inappropriate Uniform - Wearing clothes that are in violation of Triad dress code.

Inappropriate Use of a Cell Phone - Using cell phones during school hours or in any way (other than sexting which is covered below) that is not allowed by policy.

Rough or Disruptive Behavior - Horseplay which would include but not limited to: throwing items, such as pencils, books or rocks, rough behavior in the hallway etc.

Unacceptable Language or Gesturing - Swearing or using inappropriate gestures to communicate the same. Sexual gestures are in a different category.

Violation of Daylight Rule - Students are to maintain visual space between their bodies.

Chronic Tardiness - Student displays consistent pattern of tardiness. Refer to Attendance Policy 5.13

Disrespectful to a Staff Member - Any form of disrespect towards a staff member.

Fighting - Any form of physical fight whether agreed upon by both parties or not

Inappropriate drawings or writings - Drawing inappropriate pictures or writing inappropriate words or essays (vulgar, racial, violent, or hateful).

Lack of Honesty - Dishonesty in any form.

Lack of Integrity - This is reserved for behavior not covered in other sections.

Name Calling - Students calling other students inappropriate names.

Cheating - Cheating on homework or tests, including acts of plagiarism.

Left School Grounds - Leaving School grounds without parental and staff permission.

Sexual gesturing - Sexual gesturing is defined as: Communicating/suggesting sexual activity through hand, mouth or any body movements.

Damage to School Property - Purposefully damaging school property or damaging school property because of recklessness. This is not intended to be used for accidents.

Inappropriate sexual conduct - Sexual immorality as defined by God, which would include but is not limited to pornography. Sexual conduct by students, whether one or both participants are Triad students.

Possession of a Weapon Prohibited - Possession of a firearm or weapon at school or at any school sponsored function.

Possession of an Illegal Substance - Possession of any illegal substance or a substance or combination of substances that make an illegal or prohibited product. Refer to Policy 5.44.

Sexting - Receiving or sending text messages of inappropriate sexual nature (as determined by administration) including but not limited to men or women posing in sexual positions or wearing immodest clothing as determined by Scriptural definition of modesty.

Use of Alcohol or Tobacco - Possession of any form of alcohol or tobacco product. Refer to Policy 5.43.

Policy 4.39 Tutorial Help

For students with more severe problems, an outside tutor or other third-party assistance may be required. The school faculty and school principal will be able to provide names of qualified tutors. In such instances, the school principal may require the parents to provide appropriate testing to determine whether their child has a learning impairment or disability. Any outside tutor or other third-party assistance should confer with the teacher of the class in order to coordinate objectives and methods. The school principal shall be aware of all students receiving outside tutorial or other third-party assistance. Fees for third-party assistance will be the responsibility of the parents.

Policy 4.40 Physical Education

Physical education is important to the development of good physical and mental health. A P.E. curriculum has been developed for each grade level and is implemented by the P.E. and classroom teacher. Physical education activities are planned to maximize the children's safety.

Physician's note: Every student is required to participate during P.E. unless there is a note from a physician indicating that a student is not able to participate. If such a note is received, the student will be excused from P.E. class until another note from the physician indicates an ability to resume participation in P.E.

Parent's note: As an exception to the general policy, a student may be excused for up to three days at a time with a note from a parent in cases of minor injury and/or sickness from which the student is recovering.

Students will wear appropriate clothing for P.E. class.

Policy 4.42 Visitors

Students may bring friends to Triad with the teacher's or school principal's prior approval. Visitors must meet all behavioral expectations of Triad. They must check in with the front office as soon as they arrive, so that their whereabouts will be known should they need to be contacted.

Policy 4.43 Tobacco Use Policy

- A. For the purpose of this rule "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.
- B. No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew or sell tobacco at any time, including non-school hours:
 - 1. In any building, facility, or vehicle owned, leased, rented, or chartered by Triad.
 - 2. On school grounds, athletic grounds, or parking lots.
- C. No student is permitted to possess a tobacco product:
 - 1. In any building, facility, or vehicle owned, leased, rented, or chartered by Triad.
 - 2. On school grounds, athletic grounds, or parking lots.

Policy 4.44 Substance Abuse

It is Triad School's policy to maintain a school community that is free from the effects of drugs and alcohol. Board Members, Employees, students and volunteers are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on school premises. In addition, Triad School prohibits the off-premises illegal use or abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, as these affect our reputation in the communities we serve. Board members, employees, students and volunteers will be subjected to disciplinary action as provided elsewhere in this policy manual, for violations of this policy.

Policy 4.45 Bullying Policy

Triad School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action, up to and including expulsion.

A bully is a person who purposely tries to hurt others by:

- Making them feel uncomfortable
- Hurting them by kicking, hitting, pushing, tripping, etc.
- Name-calling
- Spreading nasty rumors.

Bullying, including “Cyber Bullying”, is defined as any action that habitually harasses another physically, emotionally, or spiritually in an intimidating, overbearing manner regarding their race, creed, color, physical make-up, or gender during any school sponsored activity. Cyber Bullying is defined as using a technology tool such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages digital pictures or web postings to harass, tease, intimidate, threaten or terrorize another student or staff member.

It is the students’, employees’ and parents’ responsibility to:

- Conduct him/herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, or bullying.
- Immediately inform the offender that their behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, or bullying to the supervisor on duty.

Compliant Filing and Investigation Procedures

The following procedures must be followed in filing and investigating claims of bullying or harassment:

- The student will first attempt to tell the individual offender that his/her conduct is offensive and it must stop. If the objectionable behavior does not cease immediately, the student must report the bullying to any supervisor.
- All reports must be passed on to the school principal. Any reported case will be documented and signed by the parties reporting. All parties involved will be made aware of the allegations. Confidentiality will be maintained as much as possible.
- During investigation, appropriate actions and suspensions may be taken, as necessary, through the resolve of the issue. Actions and allegations during this time will be documented.
- The school principal, in consultation with the senior pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the bullying and can include all disciplinary actions up to and including immediate termination or expulsion.
- Criminal charges will be handled by civil authorities.

Policy 4.46 Student Cell Phone/ Electronic Devices Policy

In order to respect the important work of the classroom and the teaching and learning environment, this establishes the cell phone/electronic devices policy for the school. The policy is:

- Cell phones/electronic devices ARE NOT to be used during school hours unless permission is granted by school staff (and only for the purpose that a particular staff approves use for).
- Items confiscated will be turned into the dean of students or school principal by the teacher who collects the device.
- The dean of students or school principal will determine disposition of each device according to the following:

1st Offense: Returned to the student’s parent (s) at the end of the school day or returned to the student at the end of the following day.

2nd Offense: Returned to the student at the end of the day one week (seven days) later.

3rd Offense: Device(s) no longer allowed on school premises.

The school principal may allow for the device to be returned to the student at the end of the school day, i.e., in the case of inclement weather, safety concerns, or agreement with parents. If the cell phone is returned to the student or parent under penalty, the phone must be surrendered into the office each day.

Parents should not attempt to contact their student's cell phone during the day. In the event of an immediate emergency, please call Triad at 541-885-7940.

Policy 4.47 Possession of Firearms and Weapons on Triad Owned or Controlled Premises

Purpose:

To establish policy for the regulation, possession and use of firearms and other weapons on school owned or controlled premises.

Additional Authority:

O.R.S. 166.370 Sub Section 3d, 3e

O.R.S. 166.291

O.R.S. 166.292

Triad School Board Policy

Scope:

Applies to all firearms and other weapons on Triad owned or controlled premises and Triad sponsored events.

Definitions:

Weapon: Something (such as a gun, knife, club, bomb, incendiary device or other objects) that is used for fighting or attacking someone or for defending yourself or others

Firearm: A weapon from which a shot is discharged by gunpowder or other propellant.

Policy

I. Policy Statement

A safe and secure environment is fundamental to fulfilling the school's mission of "Celebrating the truth of Christ in a college preparatory setting". TRIAD is committed to maintaining an environment free of violence. This obligation includes restricting recognized hazards from the campus and taking proactive measures to reduce or prevent violence or serious harm to the student body, parents and/or staff.

II. Prohibition

The possession, wearing, carrying, transporting, or use of a Weapon is strictly forbidden on Triad owned or controlled premises, including vehicles parked on such premises. Violation of this policy may result in disciplinary action and the following sanctions:

- A. Exclusion or expulsion, in the case of students, or
- B. Exclusion or dismissal from employment, in the case of faculty and staff, or
- C. Exclusion from campus, in the case of the public.

III. Exceptions to the Prohibition

The following are exceptions to the prohibition of Weapons on Triad owned or controlled premises or Triad sponsored events:

- A. The lawful possession of Weapons by full-time sworn peace officers, Level I reserve officers, and qualified law enforcement officers, as such officers are defined in 18 U.S.C. § 926B (whether in uniform or off-duty/plain clothes with proper identification). Also included in the exception are on-duty armored transport personnel.
- B. The lawful carrying of concealed firearms by a qualified retired law enforcement officer, as such officers are defined in 18 U.S.C. § 926C, or by a person who holds an enhanced license to carry concealed weapons.
- C. A Firearm in the possession of a person who has been properly authorized by any county in the State of Oregon to legally to carry a concealed firearm.
- D. A Firearm in the possession of an employee who has received prior written authorization from the principal and Police Services in the form of a concealed carry permit. The authority and requirements are contained in Triad Policy 5.49.

However, it is not lawful for a person issued a license under the provisions of this Policy or any O.R.S. to carry a firearm under the influence of alcohol or any other intoxicant.

- E. Personal protection pepper spray, i.e. Oleoresin Capsicum or OC, may be carried on campus by authorized personnel.

IV. Use of Firearm or Weapon

Although this policy permits approved employees of the school (and citizens holding an approved Concealed Carry license) to carry firearms if they hold certain licenses and meet certain training criteria, it does not encourage an employee (or any citizen) to use a firearm in any official capacity. Any use of a weapon by an employee (or citizen) is done so at the (sole) liability of the employee (or citizen) and will be investigated by law enforcement as to whether it was deemed a lawful use of force.

The purpose of this policy is to allow citizens carrying proper licensing in Oregon to have the ability to protect themselves in the event of an active shooter, violent intruder or terrorist attack while they are on school grounds or at school activities. This policy does not condone or encourage in any form the use of a firearm by a citizen to protect students or faculty of Triad School nor does it give authority to citizens to offer protection, instruction or guidance to any Triad faculty and/or students.

V. Responsibilities

Triad School will provide for the additional costs of approved active shooter, and firearm training for previously authorized personnel. Authorization for said training will be approved by the school principal.

In the event of a use of force by authorized Triad personnel within the guidelines of this policy, Triad will be responsible for professional services including but not limited to legal fees, professional counseling, and investigation of any incidents.

In the event of a use of force by authorized personnel within the guidelines of this policy, Triad will provide up to two months paid leave based on the spiritual and emotional needs of the individual.

The weapon being carried by authorized staff will remain concealed at all times.

The weapon will, at all times, be carried by the authorized staff or be secured in a non-movable locked container such as a locked desk drawer.

Students are not allowed to know about the possession of the weapon or location of such

The firearm may be loaded but will remain un-chambered while on school grounds or school controlled property and during Triad sponsored events.

VI. Policy Interpretation

The Oregon State Department of Justice is the only entity that will give official explanations of the Oregon Revised Statutes. The school is not bound by the statements of any employee outside of the Oregon Attorney General regarding this policy.

Policy 4.48 Concealed Firearm Carry Policy

This policy states that Triad School will have employees who will be authorized to carry concealed weapons for the protection of student and employees at Triad School

With the rise in school shootings and violence it is a necessity that Triad proactively address these issues and aggressively pursue protecting our students, faculty and families.

It is our responsibility to proactively protect our students, faculty, and families.

As such this violence needs to be realized as an actual threat to our school and treated accordingly. God has given us a great responsibility and the power to see it accomplished.

The reasonable way to protect Triad from the violence of the world is to:

1. Understand where our battle lies and be proactive in the safety of our school.
 - a. Have a school and elder board willing to pray daily for protection and guidance.
 - b. A Leadership Team willing to meet and pray daily over the school
 - c. A school principal and Assistant Pastor willing to follow the Word of God.
2. Use the wisdom God has given us to proactively confront this issue the same way we would use medicine to heal ailments.
3. Properly train and arm up to 4 teachers/staff/administrators (employees) as qualified staff members in a proactive approach to what should be considered eminent danger. The local law enforcement agencies will be used as a resource for training and qualifications of designated employees authorized to carry.
 - a. The school principal will make the determination on the selection of who will be selected to carry based upon needs to have each area of the school protected.
 - b. Training
 - i. Attack Countermeasure Training Certification for all teachers with annual refresher courses.
 - ii. Concealed carry permits for qualified teachers and/or other staff.
 - iii. Required
 1. Bi-monthly firearm practice 25 round minimum
 2. Quarterly qualifications 25 round minimum
 3. Annual active shooter Training

Triad School will reimburse employees for the cost of ammunition up to 125 rounds per year.

The Triad school principal will notify the Klamath County Sheriff, Chief of the Klamath Falls City Police, and the Oregon State Highway Patrol (Klamath Falls Office) by letter of the names of Triad Employees who have authorized concealed carry permits, and who are in fact carrying firearms at Triad, and further notify those offices as changes occur.

Policy 4.50 Athletics Policy

Purpose. 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.

The purpose of the Athletic Program at Triad falls under Triad's mission of "Celebrating the Truth of Christ while challenging Students in a College Preparatory Setting." Athletics represent an aspect of the Triad educational program. The task centers on the development of Christian character. Participation in athletics is a privilege that requires additional responsibilities in representing the school and student body in positive ways. The following procedures and

guidelines must be understood and adhered to by all students, parents, and coaches participating in athletics at Triad School.

Programs.

Triad has authorized athletic programs for male and female students in both junior high (6th - 8th grades) and senior high (9th – 12th grades). If there are sufficient numbers for a given sport, a junior varsity program may be offered if connected with the respective varsity program. The following sports are usually offered during a school year: cheer, cross country, volleyball, football, basketball, golf, and track. However, other sports may be authorized as well by the Triad School Board. The board has authorized that the head coach of each sport will be paid a stipend in which the amount will be set annually by the board.

Any sport that has four or fewer participants, or less than the number established by OSAA for state competition will be allowed with the understanding that a coaches stipend will not be paid. Additionally, participation fees will be set at the minimal level by the school board, and expenses above and beyond the revenue of sports participation fees will need to be covered by parents or fundraising.

Each coach will determine the number of volunteer coaches needed and will recommend them to athletic director and school principal for approval by the senior pastor. This applies to all sports whether Varsity or Middle School.

Participation Rules.

1. Clearance – Prior to a student joining a team or participating in any practice session, all of the following requirements must be completed and submitted to the school office:
 - a. Triad Athletic Participation Form.
 - c. School Sport Pre-Participation Examination Form (doctor’s physical every 2 years)
 - d. Emergency Treatment Form
 - e. Concussion – Private School Informed Consent (Jenna’s Law, ORS 417.875)
 - f. Fees must be paid prior to participation. Fees are established annually by the Triad School Board. If a coach makes the case that a particular sport doesn’t need funding or only needs minimal funding, then fees can be reduced accordingly and subsequently approved by the school board.
 - g. It is understood that Triad School is not liable for any medical, dental, or hospital bills occurring as a result of athletic injuries incurred by a student while participating in a supervised sport; this is the responsibility of the student’s parents or guardians.
 - f. If an athlete quits or is dismissed from the sport after the first contest the participation fee is forfeited.
2. Equipment – School issued athletic equipment is to be properly maintained by the athlete during use and returned as specified. No athlete shall be allowed to participate in a sport until all previously issued athletic equipment has been returned or proper restitution has been made.
3. Eligibility – Athletes must meet all eligibility requirements set forth by the OSAA and Triad as defined in this Athletic Policy. Coaches will be required to prepare a list of student/athletes as well as student support (i.e. statisticians, managers, etc.) to the AD at the beginning of the season.
4. Coaches will ensure that all participation rules have been met. Coaches will coordinate that participation rules, fees, forms, and other requirements have been met with athletic director and office staff.
5. The Triad School Athletic Activity Student Code of Conduct.
 - a. A student must be in regular attendance, enrolled and maintaining their grades in all classes.

- b. OSAA eligibility is determined from the prior semester's grades. High School students must have been enrolled and passing five (5) classes.
- c. A student will not be permitted to participate in any athletic contest or practice if he or she has been absent from school during any part of the day of a contest unless prior approval has been granted by the athletic director. A student will not be permitted to participate in any athletic contest if he or she has missed 2 or more practices preceding a contest unless prior approval has been authorized by the Athletic director
- d. A student will not be allowed to work out with or become a member of any team until his or her athletic equipment from a previous season is checked, paid for, or cleared by the athletic director.

Responsibilities.

1. Athletic Director.

- a. The athletic director reports directly to the school principal and is responsible for implementing school policy and directives.
- b. The athletic director position at Triad School is a servant-leader position that facilitates and coordinates the student athletic program by recognizing and seeking the needs of the sports teams by requesting input from the current coaches.
- c. When a coaching vacancy occurs the athletic director and/or head coach, and the school principal will seek to find a candidates that will best uphold the pillars of the athletic program. Final authority for appointing coaches, assistant coaches, and other positions rests with the senior pastor.
- d. Meets with coaches, parents, and others to address or mediate any issues. Recommends changes of policy to school principal.
- e. Ensures communication to coaches regarding school policy, events, changes, information from staff meetings, and other information.
- f. Provide annual performance reviews for each coach in accordance with the Coaches Performance Review policy. Recommends to the school principal any actions related to conduct and/or performance issues.
- g. Athletic director is responsible for developing and maintaining the annual athletic budget. All expenditures for the athletic program must be approved in advance by the athletic director. Any expenditures not approved in the annual budget must be submitted in advance to the school principal.
- h. Other athletic director responsibilities include but not limited to:
 - Prepare and monitor the athletic budget and supervise equipment inventories.
 - Prepare contest schedules for each sport in consultation with Head Coaches.
 - Schedule facility use for contest and practices, and schedules lodging and travel for away games.
 - Solicit sponsors for different sports.
 - Responsible for staffing, setup, facility care, transportation maintenance and represents the Triad Administration at contests/events.

2. Coaches (All rules, policies, and directives apply to all coaches whether paid or volunteer).

- All coaches will meet the school employee criteria as outlined in Policies 4.01, 4.02, 4.03, 4.04 and The Code of Conduct, and must have required background checks.
- Only the Head Coach of each sport will be paid a stipend.
- Head Coaches are responsible for recruiting their Assistant Coaches who will meet the qualifications for all coaches in this policy. Final approval of all positions will be made by the senior pastor of Bible Baptist Church.

- All coaches will conduct themselves in accordance to the policies and procedures of Triad School when it pertains to personal conduct, transportation of students, discipline and treatment of students, and adherence to moral and biblical principles.
- Coaches report directly to the Triad School Athletic Director.
- Coaches are responsible for sport-making decisions such as, team composition, team training, team participation, team strategy, playing time, team behavior and conduct.
- Coaches will abide by rules and regulations for coaching by the OSAA and meet the requirements in order to coach High School Athletics as set forth by the OSAA. (<http://www.osaa.org/coaches>)
- Coaches will complete a successful background check prior to coaching. Any coach having a negative contact with law enforcement will be required to report that contact to the AD within 24 hours.
- Coaches are encouraged to obtain training in basic first aid, AED, and CPR.
- Coaches will be trained in recognizing abuse of children, and are mandatory reporters.
- Coaches are to report any mental health/instability concerns of students to the AD.
- Coaches are to report any inappropriate advances or comments of any nature to the AD and school principal.
- Coaches will abide by the “Rule of Three”:
 - Protection of student/athlete and coaches allows for no one adult and one student/athlete to be together in a secluded environment. If this situation presents itself, in the case of an emergency, the coach is responsible for notifying the AD as soon as possible.
- Coaches are required to provide supervision of their student/athletes for the entire time they are required to be on campus or participate in any off campus event.
- Coaches will inspire the athlete’s love for the Lord and an appreciation of the game
- Coaches will teach the athlete that how the game is played is more important than winning or losing
- Coaches lead players and spectators to respect officials by setting a good example
- A coach is the type of person they want their athletes to be.
- Coaches maintain consistent communication with parents of both positive and negative player situations when appropriate
- Hold player, parent, and coaches meeting prior to each season.
- Facilities are the responsibility of all coaches. Coaches will ensure their areas and any facilities they use are maintained properly and left clean.

3. Parents

Parenting and coaching can be both rewarding and challenging. We want to work in partnership with parents to provide the most rewarding experience possible for the athlete. When your child becomes involved our programs, you have a right to understand what expectations are placed on your child and what we expect from parents. It is the coach’s responsibility to communicate their expectations to your child.

- Express concerns directly to the coach, not to other parents, or athletes.
- Notify the coach as soon as possible of family conflicts.
- Issues that are not appropriate to discuss with the coach are:
 - Playing time
 - Team strategy
 - Play calling
 - Other student athletes

4. The Parent/Spectator

- Respects the officials and the other players
- Appreciates a good play, no matter who makes it
- Understands that their conduct is a reflection of the school and more importantly, Jesus Christ
- Recognizes the value of good sportsmanship

5. Transportation, Travel Arrangements, and Reimbursements

- Athletes are expected to ride with the team to and from an event. Exception may be made by the athletic director for individual students to drive themselves upon request by the parent. No athletic director approval is required for student leaving with a parent(s) after a completion, but the coach needs to be notified.
- Exceptions made for athletes who have provided written permission to the coach to ride home with their parents or other adults, or sending a text message to the coach, or face to face after the contest.
- Transportation to and from practices is the parent/guardian responsibility.
- All coaches should be traveling with their team.
- Coaches will make room assignments based on student maturity. The standard is 4 students to a room.
- Coaches will not transport individual student/athletes without notification and permission from the parents.
- Hotel reservations will be made by the athletic director unless assigned to the coach.
- No co-ed rooming
- When boys and girls teams are traveling together and staying at the same hotel, rooms should be reserved on separate floors when possible.
- Curfew will be determined by the Head Coach.
- One school paid room will be allowed for coaches unless coaches are of the opposite sex.
- Approved parent/volunteer drivers will be reimbursed per sports mileage reimbursement form approved by the AD providing there is budget funds available and a school van is not available, or the AD may approve privately owned vehicle in other circumstances when it is not feasible to use a van.
- Triad will pay for non-league tournaments per the approved athletic budget. Any expenditures beyond the approved budget will need to be funded externally.

6. Discipline

- Athletes will conduct themselves in accordance with the Triad School Policies and will be under the Triad School discipline policy while participating in athletic activities.
- Respect for coaches is a must. Athletes may not exhibit a negative spirit toward their coach. Such action may result in suspension or dismissal from practice or the team.
- Any type of hazing, intimidation (physical and/or verbal), rite of passage, or otherwise negative behavior from an individual/group of athletes towards another individual/group of athletes is considered a Major Offense and will be handled according to the Triad Discipline Policy. The coach will report any such incident to the athletic director.
- Athletes may be dismissed from a team by coaches with the advice and consent of the AD for sports discipline issues.
- Athletes may be dismissed from a team by the school principal for a school discipline offense.
- Athletes who are dismissed from a sport due to disciplinary action may not be allowed to participate in any other sport for the remainder of the season.
- Coaches are expected to adhere to the Triad discipline policy for sports related conduct under the supervision of the athletic director and be able to provide documentation.

6. Complaints

- Any complaint or issue by a parent/guardian of student-athlete must first be brought to the coach for resolution. If not resolved the complaint or issue may be presented to the athletic director for resolution.

7. Appeals

- The parent/guardian of a student-athlete may appeal any decision made as a result of a complaint or issue to the athletic director in writing within five school days after the date of the decision.
- Decisions of the athletic director may be appealed in writing within five days to the school principal and further to the school board. Decisions by the school board on appeals are final.

8. Letter Awards

- Criteria for earning a letter for varsity sports differs from sport to sport. This information is available from the Head Coach.
- No letters are awarded for Junior High sports.

9. Locker Room Conduct

- Only Triad School athletes of the given sport, coaches, and school staff will be allowed to be present in the locker room.
- Coaches will instruct athletes on behavior expectations while in the locker room.
- No one will not enter opposite sex locker rooms unless there is an emergency or if they are the coach or trainer for that team.
- Coaches will make every effort possible to enter same sex locker rooms with another adult and avoid one-on-one situations. Refer to “Rule of Three”.
- Coaches are not to leave athletes unattended in the locker room for an extended period of time. Frequent “drop ins” are suggested.
-

10. Recruitment

- It is the policy of OSAA and Triad School and its personnel never to initiate contact with a potential student and/or the potential student’s family for the purposes of participating as an athlete at Triad School.
- If a coach and/or assistant coach of a Triad School athletic program is approached first by a prospective parent or student/athlete with questions or a request for information about the athletic program the coach/assistant coach will refer them to the school principal. Coaches will report all such contacts to the athletic director and school principal by the end of the next business day.
- Triad School does not offer athletic scholarships.

11. Our Code of Conduct

12. Drug/Alcohol and Tobacco Policy

Any student involved in a competitive athletic program shall not knowingly possess, use, transmit, or be under the influence of alcohol, drugs, tobacco, vaping, or e-cigarettes (controlled substances) of any kind nor shall the participant have in his/her possession any paraphernalia associated with the above. Participants may be found in violation of the policy if they are not personally using, but remain in the presence of individuals who are violating these policies. Participants who find themselves in jeopardy because of a substance abuse problem should receive professional assistance.

A. USE OR POSSESSION OF ILLEGAL DRUGS OR ALCOHOL DURING THE SPORTS SEASON

FIRST OFFENSE:

1. The student will be suspended from interscholastic competition according to the following formula:
 - a. 45 calendar days from discovery date
 - b. Suspension may carry from one activity season into the next.
 - c. The student-athlete will be able to practice during the suspension.
 - d. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

SECOND OFFENSE:

1. The student will be fully suspended from the athletic/activity program for a period of one (1) calendar year.
2. The student will become ineligible to receive awards or letters for the sport being played when the student was disciplined.
3. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

THIRD OFFENSE:

1. The student will become ineligible for athletic competition, practice, or squad memberships indefinitely. Future eligibility to be reviewed by the school principal and athletic director.

B. USE OR POSSESSION OF TOBACCO DURING THE SPORTS SEASON

FIRST OFFENSE:

1. Suspension from the next two athletic contest dates.
2. The student may be required to comply with additional recommendations from school principal before being permitted to rejoin the athletic/activity program.
3. The student-athlete will be able to practice during the suspension.

SECOND OFFENSE: Same as first offense under Illegal Drugs or alcohol.

THIRD OFFENSE: Same as second offense under Illegal Drugs or alcohol.

C. ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING

Student/athletes shall not be present at any site where illegal activities such as the presence of illegal drugs or alcohol by minors is occurring.

D. FIRST, SECOND, AND THIRD OFFENSE: Same as Use or Possession of Tobacco.

Policy 4.51 Triad Athletics Club Sports

1. This policy applies to high school and middle school club sports (not yet funded) maybe sanctioned and approved by the Oregon Schools Athletic Association, other Associations, and Triad School. Club Sports must be approved by the Triad School Board.
2. Any student, parent, or patron of Triad School may petition the school principal to start a club sport. Petitioners will be expected to provide evidence of student interest, logistical support (Example: practices locations, home contest locations, equipment and supplies needed) and initial funding support from outside of the traditional Triad School Budget. The school may or may not provide budgeted support while the sport is in "club" status.
3. During its status as a club team, use of all monies raised for the specific club sport will be used to support the operation of the club sport as determined by the school principal, athletic director, and coach of the sport. This includes, but is not limited to coaches' stipends, equipment, uniforms, transportation, OSAA dues, cost for officials, substitutes, game management, league/state play-off competitions, facility use, and any other costs associated with supporting the club sport. Athletic Participation Fees and approved fundraising can be used to help support the club sport. Club sports at Triad School operate as financial support allows, including on a year-to-year basis. However, once a sport season has started, it is expected that the season be completed.
4. Athletic waiver (exceptions to athletic policies) request submitted by participants for a club sport will be approved or denied by the school principal.

5. Coaches for club sports may volunteer to coach for no stipend, part stipend, or full stipend for their respective sport as funding may allow. Full payments for reimbursements and other budgeted costs associated with the club sport are expected and must be submitted at least two weeks prior to the start of the season. Exceptions to #5 can be made by the school principal in consultation with the Triad School Board.
6. All club sport participants (coaches, athletes, support staff, etc.) will be obligated to follow all expectations determined by the OSAA, individual leagues, and Triad School Policies. This includes, but is not limited to all policies and procedures established by each of the organizations.
7. Head Coaches of club sports will be expected to continue to work with the athletic director to assure oversight and consistency in operation of club sports.
8. The school principal in conjunction with the Triad School Board may, after two years, decide that any given sport may be provided specific financial support in the athletic budget and be supported annually by Triad School or will continue as a club sport. Once the decision is made by the school board to provide funding through the school budget, the sport is no longer considered a club sport and will operate just as the others operate within the Triad Athletic Department.

APPENDICES

TRIAD PARENT – SCHOOL AGREEMENT

As a Christian School, Triad is committed to providing a Christ centered education that prepares your child/children for life and service. We believe that the expectations outlined in the Triad School Policy are conducive to your personal growth and are in the best interest of the Triad School as a whole. Our school expectations are based on biblical principles, our local church support, our school history, and responsiveness to today's culture.

While we recognize that personal convictions from family to family may differ from that of Triad, the purposes and ideals underlying them necessitate families be willing to modify their own personal preferences and standards of conduct while associated with Triad. If families cannot make needed modifications we recommend a different learning environment.

To maintain harmony with the home and Triad School, parents are required to:

- 1. Support the school with your prayers and volunteer services.**
- 2. Pay tuition and fees on time and abide by the Tuition, Fee, and Payment Policy.**
- 3. Support Triad in all matters of discipline involving your student. Grounds for dismissal are outlined in the disciplinary definitions located in the Triad Policy Manual.**
- 4. To support Triad's Attendance Policy by committing to ensure that your student(s) are at school and on time each day.**
- 5. Contact the person most immediately involved when you have questions involving discipline, policies, or procedures.**
- 6. To support Triad in a positive ways and not to make negative or disparaging remarks about Triad in the community or on social media.**

I hereby certify that I understand and accept the responsibilities as a Triad School Family and will adhere to the policies of Triad School for the duration of my association with Triad and further agree that I will support the policies of Triad School. I understand this includes school sponsored events and extra-curricular activities. I will sign this contract each fall as an indication of my continued commitment.

I further understand that after my student's third week of class there is no refund of tuition or forgiveness of the remaining annual balance of tuition for the academic year without School Board approval. For all intents and purposes a "seat" has been purchased for the entire academic year.

Additionally, I represent the information contained in my application is true, correct, and complete and further acknowledge and agree that any false statements or misrepresentations about my student (s) may be grounds for rejection of application or dismissal of my student(s) from Triad.

Signature of Father/Guardian _____ Date _____

Signature of Mother/Guardian _____ Date _____

<http://www.triadschool.com/POLICY MANUAL - Revised March 2017.pdf>

Conflict of Interest Disclosure Form

Name: _____

Position (board member, staff, vendor): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Triad School and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify any other boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of Triad School. I will update this document as required when new information presents itself to me.

Signature: _____

Date: _____

Do you serve as an officer of an organization that has a relationship or does business with Triad School? ____ Yes ____ No
If yes, please list the organization and the nature of your relationship below.

Do you have a family relationship with anyone who has a noted relationship with our business? These family relationships include: spouse, parent, child, grandparent, grandchild, great-grandchild, and siblings. The spouse of any child, grandchild, great-grandchild, or sibling is also considered a family relationship.

____ Yes ____ No If yes, please list the family relationships below:

Have you ever participated in a compensation relationship, employment agreement, investment opportunity, or other arrangement, directly or indirectly, with a third-party vendor doing business with us that could personally benefit you?

____ Yes ____ No If yes, please identify below:

Have you ever received any direct or indirect loans, gifts, payments, discounts, fees, or free services from any organization or person engaged in any transaction with Triad?

____ Yes ____ No If yes, please identify below:

Do you share ownership of a business that does business with us? Ownership means voting power in a corporation, beneficial interest in a trust, or profits interest in a partnership.

____ Yes ____ No If yes, please identify below:
