



Handbook

Rev. 9/24/2026

Administration reserves the right to modify this handbook at any time.

A Personal Word from our Administrator

Dear Parents,

Welcome to Tabernacle Baptist Academy! Thank you for entrusting us to aid in your child's education and spiritual development. We are here to be an arm of your family, in that God-given responsibility in raising your children. Our desire is to provide an environment where students **LEARN** academically and spiritually, **GROW** as a young person, and learn to **SERVE** the Lord and their community as Christian citizens.

Thank you for allowing us to invest in the life of your child. It is an honor and privilege. We look forward to serving your family throughout the school year.

In Christ,

Mike Dudley - John 15:16

Administrator

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GENERAL PHILOSOPHY

In keeping with the spirit and philosophy of Tabernacle Baptist Church, the fundamental Baptist biblical position will be taught from the chapel pulpit and in the classroom. Although students from other denominations are welcome to attend TBA, they are not at liberty to promote their own beliefs within the student body or in the classroom. Doctrinal positions will not be debated in the classroom. Tabernacle Baptist Church Ministries uses only the Authorized Version (King James) of the Holy Scriptures.

Our Doctrinal Position

1. We believe in the verbal, plenary inspiration of the Bible as the only rule for faith and practice.
2. We believe in God in three persons—Father, Son, and Holy Spirit.
3. We believe in the new birth in Christ alone and the eternal security of the believer.
4. We believe in the virgin birth, the bodily resurrection of Christ, and His bodily ascension into heaven wherein He now intercedes for believers.
5. We believe in the six days of creation.
6. We believe in the pre-tribulation rapture of all believers, the pre-millennial return, and millennial reign of the Lord Jesus Christ.
7. We believe in the two judgments—the Judgment Seat of Christ and the Great White Throne.
8. We believe in the reality of heaven and hell.
9. We believe in the local church as God's autonomous institution of regenerate, immersed believers practicing the two ordinances—Baptism and the Lord's Supper.
10. We believe in two Scriptural offices—the pastor and deacon.
11. We believe that every believer is responsible to live a holy life and to practice separation both ecclesiastically and personally.
12. We believe that every believer should witness to others of the saving power of the gospel and carry out both at home and abroad the Great Commission.
13. We believe in the priesthood of individual believers, soul liberty, and the freedom to interpret the Bible individually.
14. We believe in the separation of church and state.
15. We believe that the process of inspiration ceased with the Autographa. The Textus Receptus is essentially the preserved Autographa and the Authorized Version is an accurate and trustworthy translation. Consequently, the Authorized Version is the Word of God in English and is the only version used from the pulpit.

Our Mission Statement

"Under the direction of Tabernacle Baptist Church Ministries, Tabernacle Baptist Academy is a community of teachers, diverse in many ways, dedicated to assisting parents in their God-given responsibility of educating their children by providing a high quality academic program that is biblically based and Christ-centered while challenging each student to reach his full potential by making Jesus Christ Lord of his life, by seeking His will and by striving to become productive citizens within their own community."

The philosophy of a school guides our choice of faculty/staff members, what curriculum and procedures will be followed, and programs we will offer. We base this philosophy on the Lord Jesus Christ and His Word. As a ministry of Tabernacle Baptist Church, we desire that the Lord Jesus Christ be the focal point for all aspects of the Christian education ministry. His name must be exalted. Students at TBA will be

challenged to be spiritually and academically prepared to take their place in the community as a positive witness. Our parents will be challenged to make Jesus Christ both Savior and Lord of their lives and to be a positive witness for Him to the entire world.

The goal of TBA is to be different on purpose. We seek to give young people an education that is unique among the private and public schools in our area. TBA students will be trained in the Scriptural truths of the Bible.

God gave the primary responsibility for education to the parents. We, therefore, expect and ask that each parent maintain a strong support system with us.

The Three Stars on our Patriot

First, we desire spiritual excellence for our student body. Our academy is a discipling environment where Christian young people may learn from a biblical worldview.

Second, we strive for academic excellence which also includes an emphasis in fine arts and in athletics. We believe in building a strong foundation for each child beginning with our preschool classrooms. Not only are students encouraged to work independently but are also encouraged to think on their own. Our programs seek to train each young person to be of help to their local church both presently and in the future.

Third, we are committed to developing Christian character in each young person. The rules and regulations set forth are based on biblical conviction and enable us to function “decently and in order.” We strive to be firm and fair. It is with this structure that our young people will develop good character to be servants of the Lord.

Our Team

Each faculty member teaching in K5-12th grade holds at least a bachelor’s degree, and each faculty member teaching K3-K4 holds at least an associate’s degree. Each one is committed to developing each young person to the glory of God. They will go beyond the call of duty to give your student the best advantage. They are dedicated Christians who are faithful to His Word and committed to the ministry’s philosophy. They attend workshops and take classes to keep up with today’s educational field.

Our Program

The program here at TBA places an emphasis on fundamental doctrines with practical application for each level. Students are taught to have a servant’s heart. The Authorized Version (King James) of the Bible is the version we use in our classrooms and chapels.

Chapel is a regular part of our week. Special assemblies and chapels are held throughout the school year. Students will have opportunities to interact with missionaries from around the world.

Educationally, we utilize the traditional classroom with biblical integration. We offer a general and a college-preparatory program.

Our Parent Code

The parents of our students are vital to the success of TBA. We could not have a Christian school without those that entrust their children to us. We can provide a quality Christian education that honors the Lord if our parents help by adhering to these expectations:

1. To pray regularly for the faculty and administration of TBA.
2. To do my best to cooperate fully with the educational program at TBA, endeavoring to have each of my children well prepared for class each day and to help them cultivate a relationship with the Lord Jesus Christ and an appreciation for a true biblical Christian education.
3. To pay my financial obligations to TBA on time. If for whatever reason I am not able to do this, I will notify the Administrator or Administrator's Assistant in advance of the due date to explain the delay, as well as make arrangements for taking care of my obligation.
4. To volunteer to help with school functions as my schedule permits.
5. To attend and support the programs of TBA as my schedule permits.
6. To refrain from criticizing the school in front of my children or others. I will seek to resolve the matter promptly in a biblical way with the person or persons involved (Matthew 18).

Grievance Guidelines

Please remember that if you complain to your children, criticize the school, or make negative remarks to other parents, you undermine the authority structure in your child's life which eventually hurts your own efforts with your child.

Follow the proper chain of command. Work to solve the issue with the individual. Go to them (the teacher or other person) and try to resolve the problem. If after that initial meeting, the problem has not been resolved, contact the administrator for a meeting with all parties. The final step of appeal will be to the pastor.

At no time should a parent resolve an issue with a student that does not belong to them. Issues involving other students should be brought to the administrator's attention immediately.

ADMISSIONS POLICIES

Attendance at Tabernacle Baptist Academy is a privilege. Students are admitted based on their desire and the support of their parents for a Christ-centered education. The privilege of attending may be lost by any student/parent who is not in harmony with either the guidelines or the spirit of the school.

Non-Discriminatory Policy

Tabernacle Baptist Academy admits students of any denomination, race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded, or made available to students at the academy. TBA does not discriminate based on denomination, race, color, national, or ethnic origin in administration of its admission policies, educational policies, and other school administered programs.

Requirements

A student will be considered for admission to TBA after the parents and student have an interview with the administrator. The purpose of an interview is to present the school's philosophy and the opportunities available to each student. Parents are given the opportunity to ask questions and tour the facility.

Once the interview has been conducted, all information and payments in the application and enrollment packets must be completed to be admitted. You may find the application [here](#).

The academy also requires copies of the student's birth certificate, student's social security card, immunization records, parent's social security card, and current school physical form.

Acceptance of a student is made on an individual basis and is contingent upon a satisfactory interview with the Administrator. We require that students in our 7th-12th grades give clear testimony of salvation through Christ. In addition, one of the parents must do the same. We ask that our students and parents attend a church of their choosing on a regular basis.

Aptitude/achievement test scores, placement tests, previous academic history, and references will be considered. Kindergarten students must be five years old on or before October 1st. First grade students must be six years old on or before October 1st. The administration reserves the right for proper grade placement.

At least one parent must attend orientation with the student prior to school starting. This meeting is held on Thursday evening before the first day of school.

A probationary period of four to six weeks is required of all new students for final placement in grades. During this period, the faculty and administration will observe the student's attitude and actions to see if the student's philosophy aligns with TBA philosophy. A meeting will be scheduled when deemed necessary.

Home School Students

A home school student in grades 7-12 may take up to three academic classes. Students will go through the same admission process and pay the fees associated for a home school student. Students may participate in the athletic or fine arts program as well as the [Old Dominion Association of Church Schools](#) competitions.

New Student Testing

Each new applicant will be tested, and the results of the test may be discussed with the parent or guardian. The school office will set an appointment if a meeting is necessary. Each student will take a math, a language, and a reading comprehension test. The testing program at TBA has been adopted for the following reasons

1. To inform the school of the child's educational progress.
2. To ensure placement in the grade for which the student is qualified.
3. To prevent enrollment of the students having academic problems which TBA is not equipped to handle.

Re-enrollment Policy

Re-enrollment will begin middle to late winter. To re-enroll, a student must be acceptable academically and complete the re-enrollment packet on FACTS.

FINANCIAL POLICIES

All programs are operated on a 10-month payment plan that is a “school year.” Tuition rates and fees are established to cover the operating expenses of the school for an entire year. Once an applicant has been accepted, his family is responsible for all tuition and fees throughout the year.

In the event of loss of job or some other extreme circumstance, the parents must make the administration aware of the situation by scheduling a meeting with the administrator. Monthly communication will be required after the initial meeting with the administrator until the bill is brought current.

Tuition Plans

Tuition paid in full by the first Friday in August will receive a 3% discount. For those paying monthly, tuition may be paid in 10 equal payments due the 1st or 15th of each month, beginning in August, and extending through May. Families may put a larger amount down in July so that their payments are lower each month.

Fees

Registration Fees: Application and enrollment fees are due at the time of submission. Enrollment is not complete until the enrollment packet has been submitted and reviewed by the academy office. **Book fees (down payment)** must be paid prior to orientation night, or a late fee will be assessed. Any rental textbooks that are damaged or destroyed will need to be replaced by the student at the cost of a new textbook.

Incidental Charges: Incidentals include fees, fines, before care/after care, uniform rentals, and other charges that are not tuition. Charges are due when billed and accounts must be kept current. Incidental charges not kept current will be assessed a late fee each month. In addition to the late fee, before care/after care privileges will be removed.

TBA uses FACTS to facilitate monthly tuition payments and incidental charges. Each family must set up an account with FACTS to make payments. Payments are either made by automatic withdrawal or a monthly invoice that will be emailed.

Before Care/After Care

Before care and after care are available for all students. K3 and K4 care is already included in your **full-time** status. After care is available every day unless previously notified in school communications or stated on the school calendar. Before care opens at 6:30 a.m. All students are to check in at the preschool between 6:30-7:00 a.m. After 7:00 a.m. the 1st-12th graders should check in at the academy office. See [Fee Schedule](#) for pricing.

Lunch

Students may bring their lunch from home or order lunch from our cafeteria in advance on FACTS. **Notify the office as soon as possible if your child will be late or absent from school to avoid unnecessary lunch cancellations or charges.**

Important Information

1. Students with outstanding bills from the previous school year may re-enroll for the coming school year; however, if the previous school year's bills are not paid by July 31st, the student will not be able to attend school. The registration fee will not be refunded.
2. The entire month's tuition and all fees are due and payable if a student is withdrawn for any reason.
3. A student is considered enrolled until a parent makes a formal withdrawal by filling out a withdrawal form in the academy office. Parents will be responsible for the first month's tuition and fees unless a formal withdrawal is submitted.
4. All unpaid tuition from previous years is due to TBA. Unpaid balances are not canceled at the end of the school year. An exact balance may be obtained by contacting the Finance Office.
5. Report cards, transcripts, and diplomas will be held until all bills are paid.
6. If a bill is over 90 days late, it will be in default. At that time the bill will be turned over to an attorney for collection and a collection fee will be applied. The parents/guardians agree to pay and be responsible for all TBA's attorney fees incurred because of any legal action brought against TBA that is determined by a judge or jury to be without merit.

ATTENDANCE POLICIES

School Day

8:00 a.m.-3:00 p.m.

1. Students reporting to school **after** 10:00 a.m. will be considered absent that day.
2. Students signing out **before** 2:15 p.m. will be considered absent that day.
3. Please adhere to the drop-off and pick-up [procedures](#) regarding traffic control.
4. All students arriving **before** 7:45 a.m. must report to before care.
5. Students in grades 1-6 who arrive **after** 7:45 a.m. may report to their classroom.
Students in grades 7-12 who arrive **after** 7:45 a.m. may be in the secondary hallway.
6. ALL STUDENTS should arrive and depart from school in dress code unless told otherwise by the Administrator.
7. If a child is to be picked up by someone other than parents, please notify the academy office. When there is a need to pick up your child during the school day, it must be done through the academy office.
8. Parents are not permitted in the hallways at any time between 7:30 a.m. and 3:15 p.m. If you need to speak to a teacher, schedule an appointment or email them.

Absences

TBA closely follows the prudence underlying the [Virginia Compulsory Attendance Laws](#).

An email will be sent when a student has missed ten days in a school year. A parental meeting will be required when a student has missed fifteen days. Once a student has missed twenty days in a school year, they may need to repeat the grade as deemed by the administrator.

EXCUSED ABSENCES

1. The student has an illness or injury that prevents him from being physically able to attend school. For one or two consecutive absences, we must receive a **parental** note. For three or more consecutive absences, we must receive a **doctor's** note. **This note must be turned in the day that the student returns to school.**
2. The student has been quarantined and returns to school with a doctor's note regarding his absence from school.
3. A death occurs in the immediate family of the student and the school has been notified.
4. The student has a medical or dental appointment and returns to school with a **doctor's note** regarding his absence from school.
5. The student is involved in a valid educational opportunity and permission has been granted by the Administrator.
6. The student is involved in court proceedings and the school has been notified in advance.

UNEXCUSED ABSENCES

1. A student is willfully absent from school with or without parental consent.
2. A student is absent because the parent is keeping the child out for personal reasons.
3. A student is absent because he is working at home or a business.
4. A student overslept.
5. A student is going shopping or having a hair/nail appointment.
6. A student has a lack of clean clothes or shoes.

Please see the [Academics](#) section in the handbook for information regarding missed schoolwork.

Students absent from school (except for a death in the family or appointments not related to illness) are not to attend after school and evening events at the academy or any school where our students are participating. This policy includes athletic events.

We understand that important events sometimes arise and may require missing school. To accommodate those special family situations, TBA will allow up to five school days with the following limitations:

1. Days cannot be taken during mid-term or final exam weeks.
2. Days cannot be taken during standardized testing week.
3. One day may be used immediately before or after Spring Break.

A "Pre-Arranged Absence Form" must be obtained from the academy office if it is necessary to be out of school during the school year.

Tardies

A student is considered tardy if he is not sitting in his seat in the classroom at 8:00 a.m. All elementary students who arrive late must check in at the front office with a parent present and receive a late slip. Seventh through twelfth graders may check themselves in late if necessary.

Tardies will be recorded each quarter. Students accumulating more than three unexcused tardies during each quarter will be assessed \$5 per tardy on their FACTS incidental bill.

Leaving School

When a student leaves early from school, they must submit a note to the office with the time and explanation.

No student may leave school grounds during school hours without permission from the Administrator.

Early Dismissal

TBA does not participate in an early dismissal program. Any dismissal will be at the discretion of the Administrator.

STUDENT CONDUCT

There is a generally accepted standard of conduct for the Christian school student. Based on I John 5:2-5, TBA expects cooperation with the following guidelines:

1. To practice New Testament Christian living.
2. To respect the rights of others including their person and property.
3. To respect all those in authority over me.
4. To obey the dress code as printed and explained.
5. To do my best to advance the cause of TBA both on and off campus.

Dress Guidelines

The dress code at TBA is based on the following biblical principles:

1. Modesty (Romans 12:1)—Attention should never be drawn to ourselves but to God.
2. Appropriateness (Philippians 4:5)—Special occasions are opportunities for us to choose things that would best suit the preference of the academy.
3. Identification (Colossians 3:17)—The Bible says that we are to be “in the world” and not “of the world.” Dressing guidelines let others know whom we serve.
4. Distinction (Deuteronomy 22:5)—We want those we meet to know who we are.

The school administration will make the final determination regarding whether a student’s dress or appearance is not appropriate or acceptable, or if the dress code has been violated. Students will be counseled by teachers of the same gender. Demerits will be awarded and missed class time will be considered unexcused. Students may be required to make appropriate changes to meet dress code guidelines before returning to the classroom. This may result in the student being sent home to change or in the calling of parents to bring a change of clothing. Students are expected to be within school dress code guidelines when attending school functions on or off campus as well as summer school unless otherwise instructed.

ALL STUDENTS

1. **Fit:** Clothing must fit properly, neither excessively tight and form-fitting, nor excessively baggy and oversized.
2. **Condition:** Clothing must be free of rips, tears, fraying, or holes, regardless of current fashion trends.
3. **Messaging:** Apparel featuring logos must be positive and appropriate. Clothing promoting secular bands, pop culture media, political messaging, weapons, drugs, alcohol, or anything contrary to Christian values are not permitted. Small, discreet brand logos are acceptable.
4. **Outerwear:** Outerwear and school-approved, waist-length cardigan sweaters are permitted to be worn if they are kept clean and tidy.
5. **Shoes:**
 - a. Shoes must be worn at all times. Closed-toe and closed-heel footwear (e.g., sneakers, loafers, boots) are required. Flip-flops, slides, crocs, and slippers are not permitted.
 - b. Socks are required for all students. Socks should be appropriate and coordinate with the outfit.
6. **Headwear:** Hats, caps, visors, and hoods (including sweatshirt hoods) must be removed upon entering the school building during school hours.
7. Spray-in hair color is not permitted for young ladies or young men.

ALL LADIES

1. Tops and Undergarments:

- a. Clothing may not be snug fitting, low-necked or short.
- b. Necklines should sit no lower than three finger-widths below the collarbone.
- c. When arms are raised, no part of midriff should be shown.
- d. Sheer, lace, or see-through materials are only permitted if a dress-code-compliant, opaque top is worn directly underneath.
- e. All tops must have sleeves.
- f. Tank tops, spaghetti straps, halter tops, and off-the-shoulder styles are not permitted.
- g. T-shirts are not permitted.
- h. Proper undergarments must be worn. Undergarments should not be visible through outer attire.

2. Skirts and Leggings:

- a. Skirt must be loose-fitting and the length must be below the knee or longer when walking, sitting, or standing.
- b. Back slits must begin below the knee. **Front and side slits as well as pencil skirt or wrap skirt styles are not permitted.**
- c. Dark, opaque, solid-colored leggings may be worn. Leggings must go to the ankle. Socks must be worn with leggings.
- d. Elementary young ladies are required to wear bike shorts or leggings underneath their skirt or dress at all times.
- e. All socks should match the outfit. Knee-high socks are permitted.

3. Jewelry and Make-Up:

- a. Jewelry should not be excessive.
- b. Earrings are limited to two in the lower earlobe only and must be equal in number.
- c. Earrings may be no larger than the size of a quarter. Earlobe gauges are not acceptable.
- d. Make-up that is in excess or unnatural may be asked to be removed.
- e. Nail polish must be tasteful and appropriate. No dark colors permitted.

4. Hair: Hair must be kept neat and combed. Hair color or highlights must be appropriately done. Extreme styles and colors (Ex. purple, green, blue) are not permitted.

5. Physical Education: All ladies must wear a TBA shirt (that can be purchased from our apparel website by clicking [here](#)) and any knee-length shorts or skorts. For wintry days outside, young ladies may wear navy blue sweatpants during PE class only.

6. Pants are not to be worn on school property at any school function unless permission has been granted by the Administrator.

ALL MEN

1. Tops:

- a. Short-sleeved or long-sleeved polo shirts may be solid colored or striped. Only the top button may be left unbuttoned.
- b. Jr./Sr. High young men (grades 6-12) may wear dress shirts. Ties are optional.
- c. All shirts must be tucked in. If a dress shirt has collar buttons, they must be buttoned.

2. Pants:

- a. Pants may be any color. Jeans may be worn.
- b. Rivets, joggers, and pajama pants are not permitted. Athletic pants and sweatpants are not permitted in the classroom.
- c. Pants must be worn at the natural waistline (no sagging).
- d. Jr./Sr. High young men (grades 6-12) must wear pants with belt loops and a belt.

3. Jewelry: Necklaces, earrings, bracelets, dog tags, or other effeminate jewelry are not permitted at any time.

4. Hair and Facial Hair:

- a. Hairstyles must be tapered on all sides, off the ears and the collar, and cut above the eyebrows.
- b. Long hair will not be permitted on the top, back, front, or side of the head. Hair must blend and not have any obvious hairlines or breaks.
- c. Extreme hairstyles are not permitted. Hair may not be colored, tinted, highlighted, or streaked at any time.
- d. Hair must be combed and kept clean.
- e. Mustaches, beards, and goatees are not permitted. Boys in 7th-12th grade must be clean shaven to be permitted in class.
- f. Sideburns are permitted to the middle of the ear, but no longer.

5. Physical Education: All young men must wear a TBA shirt (that can be purchased from our apparel website by clicking [here](#)) and any knee-length shorts or sweatpants.

TBA reserves the right to refuse entrance to school or school functions for non-compliance.

Although TBCM recognizes that we have no direct control of the students when away from school, any violations of accepted behavior for TBA students will be considered serious. Parents and visitors are asked to maintain proper etiquette and decorum.

Dress Checks

When there are special banquets or occasions that require a special dress check, a designated faculty lady will be the one to approve the dress. Young ladies must follow all guidelines for dresses and will be expected to comply with all standards set. Deadlines must be followed to participate in special events.

Performance Dress

Students in K5-5th grade must wear white dress shirts, navy or black bottoms, and dress shoes.

Students in 6th-12th grade choir will have a uniform specified by the instructor in advance.

Discipline

TBA expects the student to live above reproach by showing respect to God, country, family, faculty/staff, and fellow students. Therefore, lying, cheating, theft, profanity, drugs, and the like will not be tolerated. Attendance at TBA is a privilege and not a right. Constructive suggestions are always welcomed, but griping will not be tolerated. Anyone who is not cooperating spiritually, morally, or scholastically will be dismissed. The administration asks that all parents keep in mind the chain of command in which things should be handled.

Disorderly conduct (goofing off, horseplay, disruptive talking, etc.) is not conducive to Christian character and can lead to destruction of property; therefore, it will not be tolerated. At TBA, a student may not be out of his seat without permission or speak in class without permission. Students will always address and reply to teachers in a respectful manner.

It is desired that students develop self-control and discipline in order that they may effectively serve God. The Scriptures teach that self-discipline is learned through modeled and imposed discipline. Because of this, a framework is incorporated to guide the students. Our goals are:

1. To set standards which, although they may not, please everyone, will unquestionably uphold the principles of the Word of God.
2. To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
3. To furnish institutional standards that will provide a model for students as they determine personal standards that are in accordance with Scripture and its principles.
4. To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.

Preschool and elementary discipline procedures are discussed and shared in each teacher's orientation information. The Administrator has approved all disciplinary programs.

Students in 6th-12th grade will be given demerits for any of the offenses listed below. Based upon the number of demerits assigned, students will be given the opportunity to participate in the Merit Outing at the end of the year. The event may be free, or it may cost depending on the amount of demerits/absences the student received. Students who have 15 or fewer assigned demerits and 15 or fewer tardies/absences throughout the year are eligible to participate.

This discipline list is not all-inclusive, and the administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.

Infractions And Consequences

Any type of violent or threatening note, drawing,	
Action, comment; or discussion.....	20-75
Attitude (critical, complaining, mocking, or ridiculing).....	10-25
Automobile Misconduct.....	10-15
Breach of Computer Security.....	75-100 (expulsion)
Classroom Misconduct.....	5, 5, 10 thereafter
Candy, food, gum.....	5, 5, 10 thereafter
*Gum carries a \$5 fine per occurrence	
Cheating (including plagiarism).....	10-25

Defacement or destruction of school property.....	10-25
Direct Disobedience.....	25-40
Dismissal from Class.....	5-15
Disorderly Conduct.....	5, 5, 10 thereafter
Disrespect of Peers.....	10-40
Disrespect of Authority.....	25-40
Dress Code/Hair Violation.....	5, 10, 15 thereafter
Drugs/Alcohol.....	75-100 (expulsion)
Immorality.....	75-100 (expulsion)
Improper Social Conduct.....	15-40
Inappropriate Music.....	25
Lying.....	25
Misuse of Cell Phone.....	25
*Habitual misuse begins after the 2 nd time and phone will be confiscated.	
Profanity.....	25-50
Skipping Class/School.....	25-50
Stealing.....	50-75 (expulsion)
Tardy to Class.....	5, 10, 15 thereafter
Tobacco Use/Possession.....	75-100 (expulsion)
Unauthorized Items at school.....	25-100
Unprepared for class.....	5, 5, 10 thereafter
Violation of any aspect of the Federal or State Safe Schools Act Or any state or federal law.....	10-75

All assigned demerits will be emailed and texted to the parents.

Detention

Detention will be given on the school day following assigned demerits. Students will serve detention based upon the accumulation of demerit levels below:

15 demerits—letter home and a one-hour detention (\$15 charge)

30 demerits—letter home and a two-hour detention (\$30 charge)

*Parents of those who are to serve detention will be contacted. Detention will have precedence over any game or practice. Students who miss athletic practices or games will have responsibilities at the next practice that are assigned by the coaches.

Suspension

*Based upon demerit accumulation

Any student who receives a certain number of demerits will be suspended at the following levels:

40 demerits—letter home and a one day in-school suspension (zeros quiz grade)

50 demerits—letter home and a two day in-school suspension (zeros quiz grade and removal from athletic teams for two games), and parental conference

60 demerits—letter home and three-day suspension (zeros quiz grade and removal from athletic teams, and any official office), and parental conference

70 demerits—Parental conference with the Administrator to discuss student's further attendance at the academy

Expulsion

The accumulation of 100 demerits in a semester will be grounds for expulsion. The accumulation of 100 demerits in the school year may constitute the student being refused re-enrollment.

*Any student who has been withdrawn or expelled from TBA during the school year is not permitted to attend any TBA function for one complete school year.

*TBA reserves the right to refuse re-enrollment or enrollment to any student.

Boy/Girl Relationships

TBA is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during their school years. It is our belief that the pattern of “dating” at a young age is unfair to the individual, as well as being dangerous morally. For this reason, boy/girl relationships are not promoted here at TBA. It is TBA’s desire to inform parents of these relationships and any violation or appearance of violating our standards.

Showing affection in public, such as holding hands, having arms around one another, and the like is prohibited in school, on the school grounds, or at any TBA or TBCM function. A genuine Christian behavior toward the opposite sex is manifested in a discreet manner and will shun the practices of the world. The above offense will result in disciplinary action.

It is the position of TBA that dating shall be directed from the homes of the students. We ask that parents use their authority in guiding their children to relationships that would be Christ-honoring. Students will not be warned more than once about violation of the standard. A second violation will result in the loss of all boy/girl privileges at TBA, for as long as the administrator deems necessary.

It is also expected that students will use appropriate language to the opposite sex. Demerits will be awarded for the first offense, and expulsion will take place for the 2nd offense. Any student who is involved in a sexual relationship or involvement of this kind will be expelled immediately.

Social Media Profiles

In recent years, schools throughout the nation have had multiple problems with students’ profiles on social websites. TBA will hold our students accountable for information and links posted on social media.

Parents are asked to find out if their child has a profile on one of these sites and review it in regard to the academy policies and to your family’s security.

Smart Device Policy

Smart devices (cell phones, smart watches, etc.) must be turned off upon entering the building and turned in each morning. Fifth grade and under will turn in their devices to their teacher each morning. Sixth grade and up will turn in their devices in a bin at the door entered. All devices will be kept in a secure location. Students will receive their devices at the end of the day or before they leave. Devices are not to be turned on until the student leaves the building. No student may use their smart device during early care or after care. Students may take their smart devices on a field trip if they will not be back until after school hours. They are also permitted to have smart devices while traveling for athletic games.

Students abusing the smart device policy will be given demerits, and the device may be confiscated. Smart devices may be retrieved from the Administrator's office by a parent.

Students that are tardy must turn their devices in to the academy office.

Student Drivers

Students may drive to school when they have a license. Students may park their cars in the academy front parking lot along the curb. The speed limit is 10 mph in the parking lot. Students who are careless about their driving skills or who fail to yield the right of way to pedestrians will lose their privilege to drive on campus. Please view the additional TBA and State of Virginia driver guidelines that must be agreed upon prior to driver privileges being granted by clicking [here](#).

ACADEMICS

Accreditation

Tabernacle Baptist Academy is accredited by the [National Private School Accreditation Group \(NPSAG\)](#).

Grading Scale (K5-12th)

A+	99-100	B+	91-92	C+	83-84	D+	75-76	F	69 and lower
A	96-98	B	88-90	C	80-82	D	72-74		
A-	93-95	B-	85-87	C-	77-79	D-	70-71		

Curriculum

The curriculum of TBA is designed to meet the needs of the students and to carry out the Christian education philosophy of TBCM. It is Christ-centered. We are aware that merely adding a Bible class to a school does not cause that school to be a Christian school. It is only when each subject is taught from a biblical perspective that the student can gain a total, well-rounded, and useful Christian education. The curriculum offered at TBA is a combination of Abeka and BJU Press. Our Bible curriculum is by Positive Action. We, however, strive to maintain the best possible curriculum for your child by doing annual reviews of our textbooks and offering new curriculum when necessary.

Credits

Two diplomas are offered at graduation, a college preparatory and a general. The following is an outline of each with minimum requirements:

<i>COLLEGE PREP</i>	<i>SUBJECT</i>	<i>GENERAL</i>
4	BIBLE	4
4	*ENGLISH	4
4	*MATH	4
4	*SCIENCE	2
3	*HISTORY	3 (U.S. Required)
2	*PHYSICAL EDUCATION	2 (Max)
1	*SPEECH	1
2	*COMPUTER APPS	1
2	*SPANISH	1
2	*ELECTIVES	6
28	TOTAL	28

*All college preparatory classes are taught on an advanced level

Curriculum Guide

College Preparatory							
FRESHMAN	CR	SOPHOMORE	CR	JUNIOR	CR	SENIOR	CR
English	1	English	1	English	1	English	1
Physical Science	1	Biology	1	Chemistry/Physics	1	Chemistry/Physics	1
Bible	1	Bible	1	Bible	1	Bible	1

Algebra I	1	Algebra II	1	Geometry	1	Calculus/ Consumer Math	1
World History	1	U.S. History	1	Speech	1	Government & Economics	1
PC Apps	1	Spanish I	1	Spanish II	1	Elective	1
Health/PE	1	Health/PE	1	Elective	1	Elective	1
TOTAL	7		7		7		7

General Diploma							
FRESHMAN	CR	SOPHOMORE	CR	JUNIOR	CR	SENIOR	CR
English	1	English	1	English	1	English	1
Physical Science	1	Biology	1	Electives	2	Electives	3
Bible	1	Bible	1	Bible	1	Bible	1
Algebra I	1	Geometry	1	Algebra II	1	Consumer Math	1
World History	1	U.S. History	1	Speech	1	Government & Economics	1
PC Apps	1	Spanish I	1	Elective	1		
Health/PE	1	Health/PE	1				
TOTAL	7		7		7		7

Promotion and Class Standing

A student successfully passing all subjects will be promoted to the next grade. Minimum requirements for high school classes are:

9th grade—successfully completing 8th grade

10th grade—must have accumulated 7 credits

11th grade—must have accumulated 13 credits

12th grade—must have accumulated 20 credits

*All incoming freshman at TBA will be required to earn 28 credits for graduation.

When a student enters TBA and has not had Bible, one credit for each year may be deducted from the above requirements to determine class standings.

All exceptions are made at the discretion of the Administrator.

Report Cards

Grades in K5 through 12th represent academic work and are designated as:

“A” Superior (93-100)—Work is of superior quality; all assignments are completed on time; work is done neatly and accurately; the student worked independently and did more than was required.

“B” Above Average (85-92)—Work is above average in quality; all assignments completed on time; work is done neatly and accurately; mastery of major portion of the assigned work.

“C” Average (77-84)—Work of average quality; sufficient mastery for successful continuation of subject.

“D” Below Average (70-76)—Passable work but meeting only bare minimum requirements for continuation of the subject.

“F” Failure (below 70)—Minimum requirements for continuation of subject are not being met.

“INC” Incomplete—some work is not finished and ready for grading. Every assignment will have to be completed as directed for full credit. When not completed on schedule, the work will receive a grade of a zero. Students will not be allowed to return to class until the work has been completed.

FACTS

FACTS is our all-in-one Student Information System. You will be able to find grades, homework, events, teacher contact information, and much more in the FACTS Family Portal.

Each quarter’s report cards will be available on FACTS. Only fourth quarter report cards will be printed and handed out on awards day. Report cards will not be handed out when tuition or incidental charges are in owed.

Plagiarism Policy

Plagiarism in any form is a serious offense. It is the same as stealing and lying since it is using someone else’s words, ideas, or sentence structures, and presenting them as your own. Plagiarism, intentional or unintentional, will be dealt with firmly by the administrator on a case-by-case basis. Any assignment or project that is plagiarized will require the student to redo the project and will incur a grade penalty.

Homework

We are of the conviction that homework is an integral part of the school program. Each teacher is at liberty to assign homework to aid the student in advancing his studies. Each student is to do his own homework. Copying another student’s work will result in a grade of a “0” for the assignment and demerits to both parties. Students are expected to complete all homework assignments.

Homework that is neatly and properly prepared will be the only thing accepted. Homework must contain the name, subject, page, and date in the upper right-hand corner. All homework must be prepared on 8 ½” x 11” paper, unless specifically stated otherwise for a particular assignment. Spiral ring notebook paper is not to be used for homework assignments. Loose-leaf paper should not be torn out of the binder.

*Students leaving school early for extracurricular activities must have all work and projects turned in to the teacher before leaving the academy. Any student who fails to do so will receive a grade of "0" and will not be permitted to participate in the next extracurricular activity. The student may not be permitted to participate in that day's trip if the Administrator deems necessary.

Suggested Guidelines for Homework

Grades 1-2	No more than ½ hour each day
Grade 3	45 minutes -1 hour each day
Grades 4-12	2-3 hours per day

*Students are given time at school to complete a portion or all their homework by using their free time and study halls. Elementary students who do not complete their seatwork will also have to complete that for homework. This doubles the time required to do work. Students on the block schedule should do homework the night it is assigned.

1. All homework missed because of an excused absence must be made up by the next school day.
2. All homework missed because of an excused tardy must be handed in that same day.
3. All work missed because of an unexcused absence or tardy will be given a grade of "0," but the work must be made up.
4. All work not in class the day it is due will receive a grade of "0."
5. All work that is incomplete but in class the day it is due will receive a grade based on the percentage completed.

*At any time, a teacher may choose to collect the assignment from all the students and grade it.

Tests and Examinations

The system of grading, including the weighted percentages for each portion of the subject, will be included in each teacher's policies and procedures given at the beginning of the year. These percentages have been reviewed and approved by the Administrator. All tests and reports missed because of an excused absence must be made up by the next day that class meets. This includes projects due on the day of the student's absence. Any student who misses a quiz or test because he is tardy to school must take the quiz or test that same day. Tests and reports missed because of an unexcused absence will receive a grade of "0."

Mid-term and final exams are given at the end of each semester. Seniors are exempt from each subject's final exam that they have a 93 average in for the year.

College Testing

The administrator will give information regarding PSAT, ACT, and SAT to eligible students at the beginning of the year.

Students who excel here at TBA can take CLEP tests at colleges to take advanced college classes.

Standardized Testing

Standardized testing is required of all students in grades K5-11. Testing is held in the spring.

Graduation

Honors/Scholarships/Awards

TBA has an award system that includes many areas of school life. Recognition will be given to those who show extraordinary effort and skills in Bible, fine arts, and academic scholarship, Christian life, leadership, athletics, attendance, etc.

We recognize a valedictorian and a salutatorian at TBA. Students must follow the college preparatory program to be eligible for these honors. Honors are figured on the class grades received in the college preparatory courses during the first seven semesters of high school with at least 11th and 12th grades being completed at TBA. All honor graduates must have at least a 93 average to be considered.

Requirements

Graduation requirements will be a minimum of 25 credits of approved curriculum. Any exceptions will be at the sole discretion of the administration. Students who attend TBA for four full years will earn 28 credits.

Summer School

Summer school is required for students who have final grades that fall under the following conditions:

<i>Grades</i>	<i>Required Hours</i>	<i>Cost</i>
74-76	15 hours	\$45/hour TBA student
70-73	20 hours	\$55/hour non-TBA student
65-69	30 hours	
60-64	40 hours	
Below 60	50 hours	

*Summer School fees are to be paid to TBA upon beginning summer school.

*Students must pay for any necessary textbooks, a fee which is separate from the hourly rate

Conditions

Elementary Students

May pass with no more than one "D" in any subject

Must take summer school if receiving an "F" in Bible

Must take summer school if they have two or more "D's" of any combination

Junior or Senior High Students

May pass with no more than one "D" in any subject

Must take summer school if receiving an "F" in Bible

May pass on condition of summer school with one or two "F's"

*Any student in grades K5-12 that receives 4 or more in combination of "D's" or "F's" will be retained in that grade.

*A student who received a grade of 50% or above can take summer school for a certain number of hours.

*Complete summer school courses must be taken under the direction of TBA faculty. Students desiring to take complete courses will need 60 hours.

*The summer school grade will be averaged with the existing grade to arrive at a final grade.

ILLNESSES

Immunization Records

All students are required by the Commonwealth of Virginia to have “documented proof” of immunizations on file at school. [This must be on a “state” form which can be found on our website.](#) Any student transferring from another state will be required to submit a Virginia form. Records will be checked for all [appropriate immunizations](#).

Illnesses

We are aware that from time to time a student may not be feeling well or may be “under the weather.” We ask you to follow these guidelines:

1. Students running a fever (100+) or vomiting within the last twenty-four hours cannot attend school.
2. Students who begin to have a fever or vomit during school hours will have a guardian contacted to pick them up as soon as possible. Students who leave school due to illness may not return until twenty-four hours after the fever breaks or the last time vomiting occurred.

Medications

All medications must be kept in the academy office and will be administered by the academy office staff. Students in grades 6-12 may keep asthma medication with them or in their locker.

Tylenol and Ibuprofen are given by permission only and are monitored through the office.

At no time are students to give other students medications. Disciplinary action will result for those who fail to comply.

Students who have habitual headaches and request medication all the time will be asked to call their parents before receiving medication.

PARENT/SCHOOL COMMUNICATIONS

Weekly Folders

Elementary teachers have a system of sending home weekly folders that contain announcements, assignments, quizzes, and tests that have been graded. Parents should check the folders, take out what needs to stay home, and return the folder and any other contents to the teacher with the signature line signed if the teacher requires one.

Conferences

From time to time, a conference may need to be scheduled to discuss the student's progress. Please feel free to schedule appointments as necessary with your child's teacher.

Appointments may be scheduled any day provided the teacher's schedule is open. The Administrator does not need to be included in any conference unless deemed necessary by the teacher.

Withdrawal from School

If for any reason a parent withdraws a student from the academy, the parent must first arrange an interview with the Administrator before receiving a withdrawal form. A student is not considered legally dismissed until all school-owned textbooks and materials are returned to the academy office. Academic records cannot and will not be processed or released until all accounts are current.

Parent/Student/Office Relationships

Please remember that the academy office is the central point of our ministry. Giving us a day or two notice will provide time for us to process your request in a timely manner.

Teachers and students cannot leave the classroom to answer phone calls. Students needing to make phone calls may use the office phone with the coordination of the secretary.

The lobby is never a place to discuss your personal issues or discontent. Please refrain from this type of behavior.

Transcripts

The first transcript will be sent at no charge. Subsequent transcripts will cost \$5. Transcripts are sent only if accounts are current.

School Closings

School closings are announced on TV channels 3, 10, and 13. Their websites are WTKR.com, WAVY.com, and WVEC.com respectively. Closings will also be posted on our website and Facebook and sent through email or text.

STUDENT ACTIVITIES

Chapel

Chapel is a vital part of the student's life at TBA. Every student must attend chapel. Students in secondary chapel should bring a notepad and a writing utensil to take notes. Elementary students are to bring their Bibles only. No other textbooks are permitted in chapel. Christian conduct is of utmost importance in chapel.

Camp

Camp is an integral part of beginning a great school year. It is required for all 7th-12th grade students to attend. Through the camp, students are afforded the opportunity to participate in a trip along with the administrator and teachers. It is a time designated to create a bond between the student and teacher and the student with other students. Each camp day is filled with fun-filled activities. The main goal of camp is for students to gain an insight into the direction TBA would like for them to operate during the upcoming year.

Athletics

TBA will conduct regular physical education classes. A variety of sports is available for those who wish to participate and qualify. Being a member of an athletic team, cheerleading squad, or any other extracurricular activity demands sacrifice and much devoted effort. TBA asks that parents volunteer to work in concessions.

Certain standards are required for all athletic participants. Our athletes should conduct themselves as Christian leaders.

Academic Eligibility

Our teams operate under a week-to-week eligibility using the following guidelines:

1. Students may not play for a week if they have more than one "D" in any subject.
2. Students may not play for a week if they have one "F."

Should a student find himself off the team for a week, the following guidelines are used:

1. Students may practice with the team if the coach permits.
2. Students may not travel or dress out with the team whether it is a home or away game.

Special Notes

1. Practice sessions for the various teams will be set by the coach and will be final. No excuse short of illness or extreme emergency will be accepted as a reason for missing practice.
2. Students that are late to practice without excuse will receive correction at the discretion of the coach. Repeated offenses will result in dismissal from the team.
3. Fundraising activities by teams will benefit the athletic department. All members must participate.

Athletic Participation

1. All athletes must be in school each day. This includes the day before a game and the day after a game.
2. Athletes must be in school on time to be able to participate in that day's games. A doctor's appointment will be accepted if the academy office receives a written note from the doctor.
3. Athletes must be in school if they want to practice with the team.
4. All athletes fall under the "Athletic Eligibility" guidelines above.
5. Conduct, attitude, dress, and the like for all members of a team or squad must be always Christ-honoring and according to the rules and in all places.
6. Athletes are not permitted to practice or participate in games when they are in violation of school rules (haircut, dress code violations, etc.). **This includes summer practices.**
7. Athletes may not play in any game or join in any game if they have tests, quizzes, or homework that must be completed from absences.
8. All athletic participants must have a sports physical before the season begins.
9. Any athlete who receives 60 demerits during any part of the academic year will be removed from any sport.

Athletic Banquet

An athletic banquet is held to honor our athletes. The athletes' families are invited to attend. All attendees, including parents, are required to wear Sunday dress. At TBA, Sunday dress is shirt and tie, dress pants and dress shoes for men. For ladies, Sunday dress is a dress or skirt and blouse that is no lower than three fingers width off the collar bone and the length should cover the knee while sitting.

Behavior at Ballgames

Booing, taunting, negative cheering, and disagreeing with an official's call will not be tolerated. Those doing so will be dismissed.

Field Trips

To enhance the academic program of the academy, field trips are often taken. These trips are part of the curriculum and may not be missed. Field trips are not optional and may be given as a grade to the student for the day in that subject. Students are not permitted to stay at school while their class is on a field trip.

Parents helping on field trips are set to an "as needed" basis. The teacher will coordinate that with parents. Only a certain number of parents may be permitted. Parents must follow the school dress code. There may be some field trips that a parent may bring a younger sibling to; however, the parent must drive his own vehicle. Other students are not permitted to ride unless their parent is in the same vehicle with them.

Parents, at no time, are permitted to take other children out of school to participate in another class's field trip even if a sibling is in that other class. Please make other arrangements for your other children at school.

Fundraising

Many of our fundraisers come from the 9th-12th grade classes raising money for their senior missions' trip. For four years, students raise money through snack days, pizza days, candy weeks, valentine grams and various other fundraisers. School-wide fundraisers are held once or twice a year.

Senior Mission Trip

A senior class mission trip will be taken after graduation. This trip is funded through sponsored fundraisers. All seniors are encouraged to attend but will not automatically be eligible. Any senior who has been suspended from school during the year or who has accumulated a total of 80 demerits for the year will not be permitted to go on the trip. Airline tickets are purchased in advance, and TBA must know if students are not planning on going by then. Purchased tickets are each graduating senior's responsibility. Should a student become ineligible or decide not to go on the trip, he is still responsible for the cost of the ticket.

Fine Arts

Students in the elementary program will learn music theory, the basics of singing, and will ultimately prepare for the Christmas and Spring Concerts.

Secondary students will have the opportunity to participate in choir, speech, art, and drama.

Students in grades 4-12 are required to participate in the [ODACS](#) competition that is held on a regional, state, and national level.

Students involved in choirs, special groups, and casts must be present for all practices and performances. No other outside events may take precedence over the academy program, concert, or competition. Illness is the only excuse accepted as a reason for being absent. Failure to be in a performance will be grounds for dismissal from the group.

Lockers

Lockers are assigned to students in grades 7-12. Our facility is used for many events, and students are strongly encouraged not to have anything in their lockers that could be stolen. Locks are available from the Assistant Administrator should a student want to put a lock on his locker.

The inside of the locker must always be kept neat, orderly, and free of trash. Only pictures of immediate family and friends may be put up in the locker provided the pictures are in good taste. Students are permitted to have mirrors, memo board, and shelving that is removable. TBA asks that students decorate their lockers with a décor that reflects wholesome and Christ-honoring values.

Inspection of lockers will be held without notice by the administration to ensure compliance with academy guidelines. Demerits will be given for those who do not follow these guidelines.

Music Lessons

TBA offers music lessons through a private instructor.

Honor Society

Induction into the [American Christian Honor Society](#) takes place at TBA when the administration deems necessary.

Students in grades 9-12 may be inducted based upon Christian scholarship, leadership, character, and service. Students that are eligible must have a minimum scholastic average of 93 percent.

OTHER INFORMATION

Gym Guidelines

Students may not play in the academy gymnasium without proper supervision and administrative approval. Students are not to play on the court in “street shoes.” Tennis shoes that do not leave black marks on the floor are the only shoes acceptable.

Parental Dress

School dress is required for parents who do various volunteer tasks at school. However, we do ask that parents coming to the property for events be properly dressed for the occasion.

Insurance

From time to time, accidents and illnesses occur. For mutual protection, our in-school insurance coverage applies to all full-time TBA students. Our insurance is secondary to your own policy and limited in its content.

Lost and Found

Items may be claimed at the academy office for \$1. Items that are not claimed within a month may be sold or given to charity.

Birthdays

It is always an exciting time when a student celebrates a birthday. Parents can help TBA and their child’s teacher by providing cupcakes only for birthdays. Any other plans must be brought to the teacher’s attention one full week before the event is to take place.

If you are scheduling a birthday party for your child away from the property, we would ask that you get addresses from the parents of each child and send them invitations as you may not want to invite every child from the classroom.

On-Campus Supervision

All students must always be under adult supervision. Students are not permitted to meander about the property. Students who are not picked up by 3:15 p.m. will be sent to the after care program. Students are not permitted to wait in any other place. Should a teacher request a student to stay after or should the parents have a conference with a teacher, there will be no charge.

Parents may not drop students off for school unless an adult is present.

TBA reserves the right to inspect all items brought in by students. Cooperation is mandated.

Visitors

Parents or other visitors are always welcome to TBA. Visitors must sign in at the academy office. They will receive a badge to wear while they are on the property. Visitors are not permitted to go directly to the classroom or gymnasium without receiving permission from the academy office.

Parents who would like to visit a classroom or have lunch with their child must seek permission through the Administrator only and must be done in advance. Neat and modest apparel within general school guidelines is always expected for visitors. Hats are not to be worn inside the building.

Students are not to invite other friends to the school property to fellowship before or after school.

No Smoking Policy

No smoking may take place on the property or in any building.

Awards Day

The last day of school is a day that is set aside to praise the students for the great job and effort that has been put forth during the school year.

The awards program begins at 8:30 a.m. and is finished by 10:00 a.m. Students who do not show up for awards day may get their report cards on the next business day but not the same day.

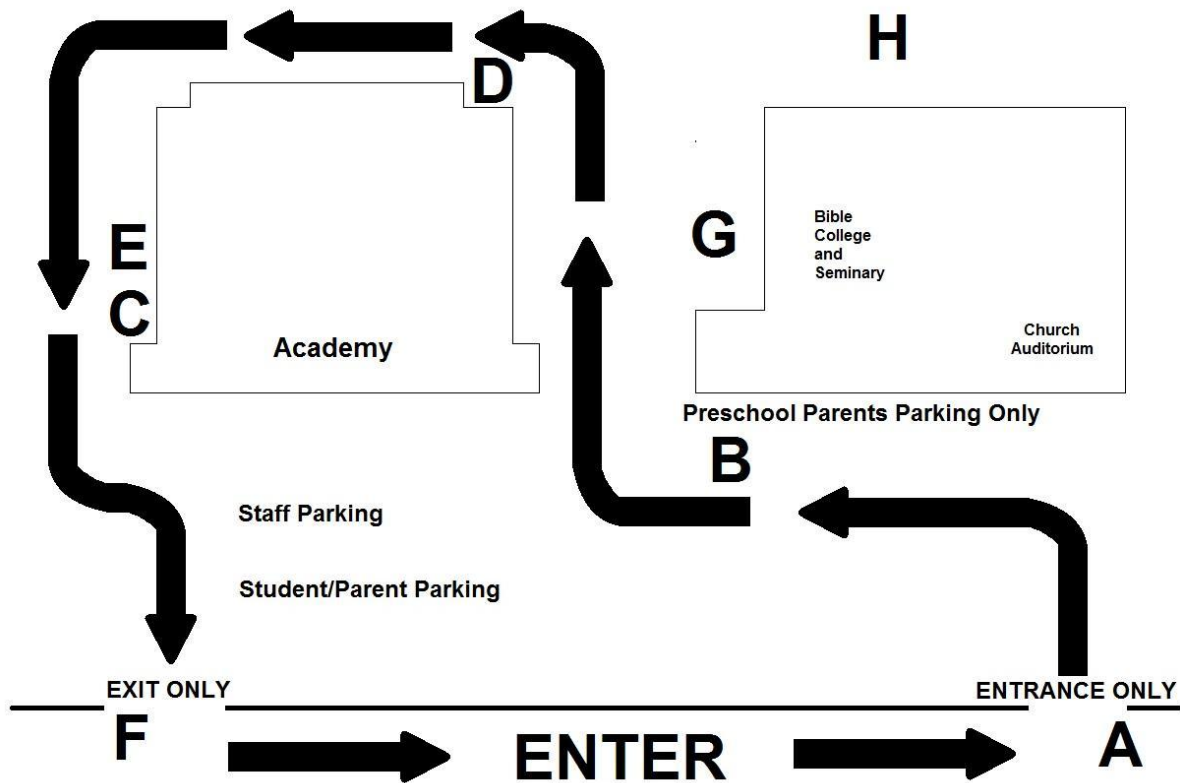
All accounts must be current for students to receive report cards.

Transportation

Students come and go from TBA by private transportation. At no time during the day should you enter the exit area of the academy. Please help us by not parking your car in any area of campus other than parking spaces. Do not leave your car unattended. If your student forgets something at school, please park and enter in front of the academy to retrieve the forgotten items. Students are not to be dropped off or picked up in any area other than designated areas.

See next page for a transportation map.

TRANSPORTATION MAP



1. Enter at "A".
2. Preschool is dropped off at "B". Do not stop between the buildings.
3. K – 12th grades are dropped off at "C".
4. K – 5th grades are picked up at "D".
5. 6th – 12th grades are picked up at "E".
6. Exit at "F".
7. College, Seminary, and Church faculty/staff should park in areas "G" and "H".