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Adventist Education

2018 - 2019 School Handbook



***“Let your light so shine before men,
that they may see your good works and glorify
your Father which is in heaven.”***

Matthew 5:15-17

*“True education is the preparation of the physical,
mental, and moral powers for the performance of every duty;
it is the training of the body, mind, and soul for divine service.”*

Messages to Young People, pg. 168

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Directory

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Teacher: Grades 2-6	melissa_mancilla@swau.edu
Melissa Nash	(318) 347-1631
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Mission Statement

The Bentonville Seventh-day Adventist School is dedicated to the preparation of young people for unselfish service to God, their community and humanity.

Philosophy

Adventist education seeks to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition, to ensure maximum development of each individual's potential; and to embrace all that is true, good and beautiful.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity.

In Adventist education, homes, schools, and churches, cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

About Seventh-day Adventist Education

Our school is an accredited member of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, which is a recognized member of the National Council for Private School Accreditation.

The Seventh-day Adventist Church operates the largest Protestant educational system in the world. Currently, there are approximately 7,600 schools around the world, which includes elementary schools, high schools, colleges, and universities.

In the Arkansas-Louisiana Conference of Seventh-day Adventists, several Adventist elementary schools are operated by local churches including the Bentonville Seventh-day Adventist School in Northwest Arkansas. Ozark Adventist Academy in Gentry provides a quality education for high-school age students. The nearest Adventist University is Southwestern Adventist University located in Keene, Texas (near Dallas-Fort Worth).

Admissions

The Bentonville Seventh-day Adventist School is operated by the Bentonville Seventh-day Adventist Church under the direction of the Arkansas-Louisiana Conference of Seventh-day Adventists, following policies & guidelines of the Southwestern Union Conference and the North American Division of Seventh-day Adventists.

The school has primarily been established to educate the youth of our church; however, students from other religious backgrounds will be accepted under certain conditions and if space is available. The Bentonville Seventh-day Adventist School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, or other school administered events. In all cases, the standards of the Seventh-day Adventist Church will be maintained.

Bentonville Seventh-day Adventist School does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Bentonville Seventh-day Adventist School and the Seventh-day Adventist Church.

The Bentonville Seventh-day Adventist School is not equipped to offer Special Education and is therefore unable to accept pupils who have serious scholastic or behavioral problems, are mentally challenged, or have other diagnosed learning disabilities that would pose a challenge in a multi-grade class setting.

Admission Requirements

Age

A child who will reach the age of three (3) by September 1st or has not reached the age of five (5) by September 1st of the current school year may apply for admission to the Pre-Kindergarten program. Children entering Kindergarten must be five years old by September 1st of the current school year. If your child has started Kindergarten in another state with a later cut-off date, they will be accepted into our program.

Children entering Pre-Kindergarten & Kindergarten must be able to tend to his/her toileting needs independently.

A child who will reach the age of six by September 1 of the current school year may apply for admission to first grade. New students entering the first grade will need proof (*by report card and/or testing*) that they have met the required Kindergarten Skills.

Birth Certificate

All students applying for admission for the first time are required by state law to present a birth certificate at the time of registration as proof of age.

Health-Immunization Records

State law requires that all students must present a certified immunization record indicating the date and type of immunization received. **Registration is not complete until this information is on file (or a copy of correspondence indicating the information has been sent for).** A licensed physician or an authorized public health representative must sign the immunization record.

NOTE: Exemptions to this state law may be applied for through the state's Health Department in Little Rock. Keep in mind this process takes about 4 weeks to process and must be done each year. The Seventh-day Adventist Church does **not** conscientiously object to immunizations. Students with waivers will not be permitted to attend school if there is an outbreak of a contagious disease at school.

All immunizations should be up to date no later than three (3) week after starting school. If this is not done, student will not be permitted to continue school. NO EXCEPTIONS.

The minimum immunization requirements for Arkansas are:

1. **DTP/DT:** A minimum of three doses of one or the other is required by law. It is strongly recommended that everyone receive a DT booster every ten years.
2. **Polio:** A minimum of three doses is required by law. The last dose must be after the 4th birthday. Children who start their series at two months should have a total of four doses. Students who start their series after age six should receive three doses of polio vaccine.
3. **MMR (Measles, Mumps, and Rubella):** One MMR immunization is required after the age of 12 months and a booster is recommended between the 6th and 7th grades.
4. **Hepatitis B:** This is a new requirement. All students are to have a Hepatitis B vaccine.
5. **Varicella (Chickenpox):** One dose is required for all Kindergarten students. A written request for exemption by parent/guardian or physician, for medical reasons (history of disease), may be accepted in lieu of vaccine.
6. **New Immunization requirements for 7th graders** are a Tdap Immunization (one) OR a Td (tetanus) Immunization within the last 2 years.

Teacher/Principal Interview

All new students and their parents will need to meet with the principal and/or the child's prospective teacher for a short, informal interview before registration is considered complete. At this time, various topics will be discussed and arrangement for testing, if needed, will be made.

PreK students will not be allowed to start school until the parent/parents and child have met with the prospective teacher.

Transcript of Previous Education

All students transferring from other schools will be required to present a transcript of all previous work before registration will be considered complete. Testing will be used in certain situations to help

determine grade level. **Home school students must provide document of any standardized test taken and sufficient record of work completed. Without this information, it will be the discretion of the principal as to grade level placement after testing.**

Unpaid /Delayed Tuition Accounts

Without prior approval, no student will be allowed to enroll whose account from a previous year is unpaid here or at another SDA school. When there are special circumstances which prevent full payment before the beginning of a new school year, the final decision on admission will be made by the School Board. If a parent expects some difficulty which prevents payment of the tuition on a timely basis, arrangements must be made in advance and approved by the School Board.

Physical Examinations

The Arkansas-Louisiana Conference requires a physical examination for all NEW students and all students entering the 5th grade. This information must be on file by the end of the third week of school. Failure to comply will result in the removal of the child from school until such exam is completed.

Acceptance of Student Applications

The final decision on all applications for admission will be made by the School Board. Each new student will be on probation for the first four weeks of school to ensure that BSAS is a good fit for the student. The following items (in addition to those listed previously in this section) will be considered by the School Board before admission:

- | | |
|---|-------------|
| 1. Scholastic ability and record | 3. Behavior |
| 2. Physical/Learning challenges, if any | 4. Attitude |

Academics

Scholastic Standards

High scholastic standards are essential for an education that will help prepare our children for life in an increasingly complex world. We are committed to providing the best teaching tools and the most effective methods to enrich the lives of the students who attend our school. Our academic program meets or exceeds the educational requirements of both the State of Arkansas and the education department of the General Conference of Seventh-day Adventists.

Report Cards

Progress report cards will be issued four times per year for Grades K-8. Parents may expect an interim report midway through the nine weeks period if their child's grades fall below a "C" average. If a question about student progress arises at any time during the year, parents should feel free to contact the teacher concerned. Final report cards are mailed when financial accounts are current.

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled twice a year for all students and will be announced in

advance. Additional conferences may be arranged by parents or by teachers as a specific need becomes apparent.

Assignments/Homework

Students are expected to turn in assignments on time. Grades K-8 students will receive weekly work which will include spelling lists, and the teacher will determine the amount based on grade levels. This does not include the nightly required reading or working on special projects. Late assignments will not receive full credit. Students will be allowed two days for each day excused absence, to make up missed work. **Parents are responsible for collecting missing work.**

In the event of an unexcused absence, prior arrangements must be made with teachers to collect assignments. Ample time must be given teacher to collect the assignments. To receive full credit, this work must be turned in before the absence or immediately when the student returns.

Plagiarism

Plagiarism: the practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a form of stealing and is a serious offense. Students are expected to be able to read information and to write about that information in their own words. Changing words here and there in someone else's work is still considered plagiarism. Any copied words or ideas must be properly quoted and cited. This applies to all subjects throughout all grades. Plagiarized material will not be tolerated. Disciplinary action may include but is not limited to conferences with parents, 0 score for assignment, and possible suspension.

Parent-Teacher Relations

“In the formation of character, no other influence counts so much as the influence of the home. The teacher's work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate.” EDUCATION, p. 283

“The parents' work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness.” FUNDAMENTALS OF CHRISTIAN EDUCATION, p. 69.

As noted above, the success of the school depends in a large measure upon the fullest cooperation between parents and teachers. Your involvement and support are vital to your child's success. The following suggestions for parental involvement will contribute to a more effective school program:

- Pray for your child each day.
- Pray for the school, its program, and the teachers each day.
- Volunteer to help at school. Complete a volunteer form in the front office.

- Attend parent meetings.
- See that your child reports to school daily and is on time.
- Check assignments nightly or regularly to evaluate your child's progress.
- Support your child's teacher in promoting the school and various programs.
- Check to be sure your child is dressed according to dress code.
- See that your child gets adequate sleep (8-10 hrs/night).
- Provide adequate diet (excess sugar negatively affects learning & behavior)

Complaint Procedure

If a misunderstanding and/or problem arises between teachers, principal, and/or parents, it is very important that it be dealt with quickly and in a Christ-like fashion (*Matthew 18:15, 16*). The Arkansas-Louisiana Conference of Seventh-day Adventists has a Complaint Procedure (see **appendix A**) that should be followed in resolving such cases. It is crucial that this procedure be followed.

Finances

The Bentonville Seventh-day Adventist School is operated on a not-for-profit basis. The Bentonville Seventh-day Adventist Church makes a substantial commitment through direct subsidies which amount to 25-40% of the operating cost for the school each year. Charges made for tuition, registration, and other fees are necessary in order to operate the school on a sound financial basis.

Entrance Fees

An entrance fee is required to cover the cost of student insurance, the use/cost of textbooks, workbooks, testing materials and other miscellaneous fees. Pre-K & K may include miscellaneous items such as mats, covers, pillows, blankets, wet wipes, portfolio supplies, etc. **The entrance fee is 100% refundable until July 1.** After that time, the entrance fee will not be refunded except if approved by School Board. No pro-rating of fees will be made.

Grades Pre-K / K-8	\$375.00	Paid on/before school registration
	\$400.00	Paid after school starts unless new or on waiting list
	\$200.00	Only 2 nd Semester for New Student

Tuition Charges:

Tuition rate is based on attending and paying 10 months, unless documented transfer from employer requiring move or School Board approves exception.

Pre K- K Tuition: *(includes snack fee)* per student: \$4,700.00

Pre K -K Payment Options

By the Month: (10 payments- August through May)	per student:	\$470.00
By the Semester: <i>(on or before start of semester)</i>	per student:	\$ 2,291.25
By the Year: <i>(on or before start of school)</i>	per student:	\$ 4,465.00

Grades 1-8 Tuition: \$ 4,350.00

Grades 1-8 Payment Options

By the Month: (10 payments- August through May)	per student:	\$435.00
By the Semester: <i>(on or before start of semester)</i>	per student:	\$ 2,121.00
By the Year: <i>(on or before start of school)</i>	per student:	\$ 4,132.50

Miscellaneous Fees *(one time charge)*

School Supplies Fee: <i>(non refundable)</i> Grades Pre-K thru 8 th Grade:	per student:	\$50.00
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Science Lab Fee: <i>(non refundable)</i> Grades K thru 8	per student:	\$40.00
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Discounts:

Families with two or more children attending school at the same time receive a \$10/child per month discount. SDA Church members receive a \$50 per month discount.

Making Payments

Tuition is due by the first of each month, with the exception of August, which is due at registration. However, payment can be delayed until first day of school with approval. If you pay on the first day of school, it is important to note that the second payment (September) is **due less than a month later!** **Tuition due is based on months, not days, therefore, no pro-rating will be made to determine charges. A full month's tuition will be due regardless of the number of days attended during month.** Since the payment amount is the same each month, parents are encouraged to send their payments on a regular basis without waiting for a statement (*Failure to receive a statement doesn't relieve your obligation to make payments on time*).

Method of Payments Accepted:

Check: Checks should be made out to the Bentonville Seventh-day Adventist School or “BSAS.” If you are paying by check, you may mail to the address below or you may give the payment to school secretary.

Tuition payments should be mailed to: Bentonville Seventh-day Adventist School
2522 SE 14th Street
Bentonville, AR 72712

Cash: Please, give all cash payments to the School Secretary/office and ask for a receipt! Should a question arise if a cash payment was made, you will need to provide a copy of your receipt as proof. Again, for your own protection, please obtain a receipt for all cash payments.

Online: Credit Cards, Debit Cards & Electronic Checks are accepted thru AdventistSchoolPay. You can access AdventistSchoolPay from the school’s web page. The web page address is located at www.bentonvillear.adventistschoolconnect.org and the payment tab is located at the top of the web page under “Admissions”. First time users will need to register. When paying please state the student’s name under the Account Name - not “New Student”.

Late Fees (Not same as Past Due Charge)

There will be a \$25.00 monthly late fee for any account not paid by the 5th of the month unless prior alternative arrangements have been made. **(No late fee charged in August)**. This is in addition to past-due account charges.

Past Due Accounts

The School Board’s financial policy and the school’s limited resources do not allow for tuition accounts to be in arrears. All student accounts not paid by the end of the month will be assessed a **\$25 per month Past Due Charge unless advance arrangements have been approved.** A student whose account is past due more than **forty-five (45) days may be subject to suspension** from all classes, and the parent will have to make specific arrangements with the Treasurer/School Board for the payment of the account before the student will be permitted to re-enter school. The student’s transcript will not be released until the account is paid in full. **No report cards or diplomas will be given out with past due accounts until the account is settled.**

Withdrawal

For records to be released, total tuition due for the month of withdrawal must be paid. **No partial refund for enrollment fees will be made once school starts.** A signed withdrawal form is required before student is considered withdrawn. **Verbal communication is not a substitute for the signed withdrawal form.** For figuring tuition owed, the date used for withdrawal is **date signed withdrawal form is given to school office.**

The School Day

School Hours

School begins at 8:00 A.M. and dismissal is at 3:15 p.m., except on Friday when dismissal is at 1:00 p.m. and half days when dismissal is at 12 noon. Students should arrive no earlier than 7:50 a.m. and be picked up no later than 3:30 p.m. If, on occasion, for any reason, a child must arrive before 7:50 a.m., arrangements must be made in advance with the school secretary and/or the principal, to see if care is available

Bentonville Seventh-day Adventist School has adopted a closed campus policy. Students will be restricted to the school grounds from their arrival at school until their parent or guardian picks them up after school. Exceptions apply to field trips and other school-sponsored outings.

No child will be dismissed from school until the parent, guardian, or a person designated by the parent/guardian personally calls for the child. Parents/guardians should designate, in writing, at registration time the names of people who are permitted to transport their children. In addition, a note to teachers/office on a day when there is an exception will be required.

It is very disruptive to the classroom atmosphere when students are late to school and/or when they are picked up early. Parents who expect that their child will have to be taken out of school early for a doctor's appointment, etc. should notify the teacher/school in advance. Students who are late or must leave early should enter/exit the classroom with minimum disruption to the class. If a student arrives after 8 a.m. they will be considered tardy. Any unexcused tardy more than 1 ½ hrs. will be marked absent for ½ day. If a student is picked up before 1 p.m. they will be counted as being in school for half a day (*with the exception of Fridays and ½ days*)

Parents should not take their child off school grounds during the day without personally making sure that the teacher/office is aware that the student is leaving. **You must sign your child out on the sheet located in front of the Secretary's office.**

IF A PARENT/GUARDIAN IS TAKING THE CHILD OUT OF SCHOOL DURING SCHOOL HOURS, THE PARENT IS REQUIRED TO STOP IN THE OFFICE; DO NOT GO TO THE CLASSROOM, AND SIGN THE STUDENT OUT. THE OFFICE WILL NOTIFY THE TEACHER OR GET THE CHILD.

IF THE IDENTITY OF THE PERSON SIGNING OUT THE STUDENT IS NOT READILY KNOWN TO THE OFFICE STAFF OR LISTED ON TRANSPORTATION CONSENT FORM, PICTURE ID WILL BE REQUIRED AND A COPY MADE BEFORE THE CHILD IS RELEASED, AS WELL AS PHONE CONTACT WITH A PARENT. IF NO PHONE CONTACT IS MADE, THE CHILD WILL NOT BE RELEASED. NO EXCEPTIONS.

K-8 Attendance Policy

School attendance is one of the factors most closely related to successful academic accomplishment in school. Students who are absent miss valuable instruction. Parents must have their children in school daily.

Students of the Bentonville Seventh-day Adventist School are subject to the compulsory attendance laws of the State of Arkansas. This means that attendance is required by all students. Parents are legally accountable. The only excusable reasons for a student's absence are the student's illness; medical and dental services; death in the immediate family; or pre-arranged absences.

When a student is absent for any reason, the State requires a written notice signed by parent or guardian if non-medical, or if medical, by medical professionals which states the date of the absence and the reason for the absence. These must be submitted to the office when the child returns to school. A copy will be given to the teacher and filed with the students' records. Students with excused absences will be permitted to make up any work that was missed on the basis of two school days to make up assignments for each day of excused absence. If you know that your child will be missing school for medical or personal reasons, please notify the teacher in advance so academic assignments may be arranged. Make every effort to schedule these appointments outside of school hours. Absences without documentation will be considered unexcused.

Absence Policy

School is in session 180 days during the school year.

- When a student has been absent (**unexcused**) from school for a total of seven (7) days, the parent will be sent a letter explaining the absence policy in detail. Parents will sign a copy indicating they understand this policy.
- When a student has been absent (**unexcused**) from school for a total of fourteen (14) days, the parents will be sent a letter requesting a parent/student/principal conference. The principal will verbally explain the serious consequences of excessive absences.
- When a student has been absent (**unexcused**) from school for a total of twenty-one (21) days, the parents will be notified by certified mail that the county juvenile judge may be notified in writing that the student is in danger of violating the minimum 150-day state attendance requirement. The parent or guardian may be charged with contributing to the delinquency of a minor.
- When a student has been absent (**unexcused**) from school for a total of thirty (30) days, the student is subject to retention by the School Board as recommended by the principal and teacher. Excessive absences alone will not be used in determining retention. Reasons for the absences, performance on standardized tests and grades will also be considered.
- If a student will be absent for over three weeks, arrangements must be made to get assignments so as not to fall behind academically. If absence will be over 30 days, parents are encouraged to withdraw student. There is no guarantee their spot will be available if they decide to return the same year. The only exception to this is if the parent continues to pay the tuition during the absence; however, absences in excess of 30 days and students inability to complete missed work in a timely manner, could result in the child having to repeat that grade. Please consult with the principal and teacher ahead of time.

Tardy Policy

Students are expected to be present when the school day begins, or they will be counted tardy. Teachers will take attendance promptly at 8:00 a.m. when the last bell rings. If a student arrives after 8 a.m. they will be considered tardy. Any tardy more than 1 ½ hours, they will be marked absent for ½ day. All tardies are unexcused except for doctor appointments or unpreventable issues (i.e. accidents, vehicle problems) etc. Tardiness will be recorded as part of the student's permanent record. Work and activities missed when a child is tardy will be made up at the discretion of the teacher. If work is to be made up, it will be done during recess or taken home as additional homework. More than five tardies per grading period is considered excessive.

Excessive tardiness will result in consequences such as a parent/child conference with the principal; the child losing recess; written assignments; not participating in fieldtrips, and suspension if the infraction is not corrected. Keep in mind that if a student does not participate in a field trip they will be expected to stay home if there are not teachers at school. PARENTS, it is your responsibility to get your child here and in the classroom no later than 8 a.m. everyday. When a student is tardy, a parent must sign the student in at the front office before they are allowed in the classroom.

PreK Attendance Policy

Pre-Kindergarten at Bentonville Seventh-day Adventist School is expected to run on the same schedule as the rest of the school. While the students in Pre-Kindergarten are not subject to the attendance laws of the State of Arkansas, they are subject to the policies of the school. Following are the policies that apply to all Pre-Kindergarten students.

- Students are expected to be at school each school day. If for some reason your child will be absent, please let your child's teacher know. Students will not be penalized for being absent, but they will miss out on the instruction for that day. There will not be any adjustments in tuition regardless of how many days a child is absent.
- Students are expected to be on time each day. This is not optional. Instruction starts promptly at the beginning of each school day. Tardy students miss out on this instructional time. Tardy students also disrupt other students both in their classroom and other classrooms. This affects the education of the entire school negatively. We ask that all our students be on time so that Bentonville Seventh-day Adventist School can continue to provide a quality education to each and every student who attends.
- We understand that at times due to traffic or other unforeseen events, a student might be tardy. Each student will be allowed several tardies without penalty to account for these types of situations. After that, the following steps will be put in place:
 1. When a student has been tardy (**unexcused**) to school five (5) times, the parent will be sent a letter explaining the attendance policy in detail. Parents will sign a copy to show they understand this policy.
 2. When a student has been tardy (**unexcused**) to school ten (10) times, the parents will be sent a letter requesting a parent/principal conference. The principal will verbally explain the attendance policy and the serious consequences of excessive tardies both for the school and the student.
 3. When a student has been tardy (**unexcused**) to school fifteen (15) times, a tardy fee of \$10 per tardy will be charged.
 4. When a student has been tardy (**unexcused**) to school twenty (20) times, a tardy fee of \$20 per tardy will be charged.
 5. When a student has been tardy (**unexcused**) to school thirty (30) times, the student is subject to expulsion by the School Board.

Note: Fees are due within one week. Unpaid fees may result in the student being subject to expulsion before reaching thirty (30) tardies.

Inclement Weather

If the Bentonville Public Schools are closed, we will be closed also. When school is cancelled due to weather, announcements will be made on TV station KHOG (channel 40/29) and/or KPOM and Radio Station- KURM Radio 790 AM for the Bentonville public schools. If you feel that it is unsafe for you to attempt to bring your child/ren to school, please stay at home. The absence will be considered excused.

Make-Up Days

In the event of unscheduled school cancellations due to inclement weather, we will use the inclement weather packet.

Students with Fever and/or Contagious Conditions

Please do not send children to school who have a fever and/or have had a fever within the last 24 hours. Also, please do not send your child to school if you suspect that he/she has a contagious illness. If students should develop any symptoms of illness during the school day, parents will be notified as soon as possible so that they may pick up their child. Students should not return to school until they have been asymptomatic (no symptoms or fever) for 24 hours.

Exemptions from P.E.

If for any reason a student is to be exempted from P.E./recess activities, parents must send a note stating the reason the student is to be excused. If the nature of the situation requires exemption for more than one week, a note from a physician will be necessary.

Sunday Activities

If a community based activity is planned (International Fair; In Step for Life in the Park, Science Fair, etc), attendance is required and the day will be counted as a school day. See calendar.

After School Program

The After School Program is a fee-based program for students in PreK through Grade 8. We provide a safe and caring environment for your child/children to interact and participate in enrichment activities. Homework assistance, arts and crafts, math and science fun, free play, as well as a healthy snack will be offered daily. The program operates on regular school days, and parents will be notified of all exceptions to this well in advance. Students must be signed out of the program by parents.

Hours of Operation

Dismissal - 6:00 pm Monday – Thursday

Dismissal - 4:00 pm Fridays

Fees

Prepaid Accounts: \$216/month (*if you pay for a day and do not use it your account will not receive a credit*)

Weekly Accounts: \$6.50 for any portion of an hour

Late Pick Up Fee \$1/minute after 6 pm Monday –Thursday and \$1/minute after 4 pm Fridays

Payments

Prepaid Accounts: Payments are due on the first day of each month. Fees for August are due on School Registration Day. Payment can be made online at Adventist School Pay or with cash/check in the office. If paying by check, include child's first and last name in the check memo area with "Afterschool Care." **Late Payment Fee: \$10 a month**

Weekly Accounts: Bills will be generated weekly and payments are due the Friday after you receive the bill. **Late Payment Fee: \$10 a week**

Discipline

We want our students to realize that development of sound character is one of the primary objectives of Christian education. Good character is valued highly by God and man. **It is understood that every pupil who presents himself/herself for admission to the school pledges to observe willingly all its regulations and to uphold the Christian principles upon which the school is operated.**

A basic component of the philosophy of our school is that discipline is "discipling" or "training" rather than punishment. Parents should consider the school's disciplinary policy as an extension of their own efforts to train their children to be self-disciplined and well-balanced individuals. Students should consider the school's disciplinary policy as an aid to becoming a self-disciplined person. The greater self-discipline a person practices, the less external discipline will be required by the school.

Standards of Conduct

Our standards are based upon Biblical principles of conduct as taught and practiced by the Seventh-day Adventist Church. **The school program has been designed to promote self-discipline, self-control, honesty, and modesty.**

To achieve this standard of conduct, **the School Board has adopted the following guidelines:**

- Students are expected to show respect and reverence for God and spiritual things.
- Students are expected to be law-abiding citizens of their community and school.
- Students are expected to exhibit high moral principles in their conduct. They are expected to **avoid** even the appearance of evil in their behavior (this includes **romantic displays of affection**).

- Students are expected to demonstrate a positive Christian attitude.

The following are examples of behavior that are NOT acceptable at our school:

- Physical, verbal, or cyber abuse of teachers and/or other students. (See Bullying Policy)
- Disrespect toward the teacher or rebellion against the teacher's authority.
- Destruction of school property or another student's property.
- Dishonesty (lying, cheating, or stealing).
- Leaving the school grounds without permission.
- Profanity or lewd conduct.
- Any displays of romantic affection and/or gestures.
- Using or possessing alcoholic beverages, drugs, or tobacco.
- Gambling, betting, possession of playing cards, or other gambling devices.
- Using or possessing any games, cards (such as Pokémon), etc. not portraying Christian values.
- Bringing knives, firearms, fireworks, or explosives on the school grounds or to school activities, or any replica, toy, etc. of such items.

Students engaging in these forms of behavior may face **immediate suspension**, pending a vote of the School Board to consider the expulsion of that student from school.

Wearing cosmetics (excessive facial make up & eye shadow; any unnatural nail polish) or any form of jewelry except a watch or medical bracelet is not allowed. While not adhering to this does not require immediate suspension, repeated offenses will result in suspension.

Any student/parent whose general attitude or conduct is considered antagonistic to the spirit, program, or discipline of the school will be subject to dismissal. The school board has designated the principal/teachers as the persons responsible for the enforcement of all school regulations.

All regulations adopted by the school board and communicated to the parents/students in written form after the publication of this handbook, have the same authority as those published in this handbook. This will also include any revised editions of the handbook during the year.

Classroom Discipline

Teachers are expected to deal with routine classroom discipline problems. Disciplinary measures that seem reasonable to the teacher will be administered to students who break classroom rules or interfere with learning privileges of other students. An attempt will be made to match the discipline with the misbehavior.

The following are approved disciplinary actions:

- Counseling with students.
- Taking away privileges. If students are kept from recess, regular physical education class will provide adequate exercise for the day.
- Time out.
- Separation from other students.
- Special writing assignments.
- Conferences with parents and student face to face.
- Internal suspension
- Other appropriate measures.
- Teachers may refer students to the principal and/or discipline committee.

Bentonville Seventh-day Adventist School

Harassment & Anti-Bullying Policy

What is Bullying and Harassment?

Bullying is the conscious desire to hurt, exclude or put someone else down to make themselves look better.

Bullying can be done through looks, actions, words or social media such as Facebook/You Tube or by electronic devices such as cell phones or computers.

Bullying is **NOT** a joke; it is unacceptable.

Each student has the right to feel safe, happy, and wanted.

Bullying could include:

- Being ignored constantly.
- Being excluded from the group.
- Having rumors spread about you.
- Being made fun of.
- Being put down.
- Unwelcome sexual advances.

YOU help a bully by:

- Providing an audience.
- Not supporting someone who is being bullied.
- Passing on harassing notes.
- Passing on rumors.
- Laughing at a bully's actions.

Being Bullied or Harassed?

Here is what you can do:

- Be Assertive. Explain to the bully how you feel.
- Discuss it with friends and get help from them.
- Consider your behavior.
- Avoid situations which lead to bullying.
- Ignore it. Don't let the bully know that you are upset.
- Go to the school secretary or teacher
- Talk to a trusted person.
- Talk to your parents.

REMEMBER:

It is OK to let someone know what is happening.

Possible Consequences for Bullies:

- Counseling
- Confronting you with your victim.
- Have you listen to your victim's hurt.
- Contact your parents/guardians.
- Insist on and monitor a behavior contract.
- Take away privileges.
- Suspend you from school.
- Ask you to leave the school.
- Take legal action.

Here's how the School Can Help You:

- Provide a reporting method.
- Provide counseling.
- Give advice on how to handle the situation.
- Keep confidentiality if requested.
- Listen sympathetically and carefully and take your problem seriously.
- Support you. Investigate all incidents.
- Bring both the victim and the bully together, if both are willing, to work the situation through.

All bullying and harassment will be taken seriously.

When does bullying and harassment occur?

- It can occur anytime and anywhere!

REMEMBER:

If you are bullied or harassed, you CAN do something about it.

School Dress/Uniform Standards & Policy

The Bentonville Seventh-day Adventist School bases its requirements for dress upon five criteria: neatness/cleanliness, necessity, modesty, appropriateness and safety. These guidelines apply to students' dress on the school grounds and at school performances/functions. The purpose of the dress code is to promote a positive academic atmosphere, establish clear guidelines, and promote dress standards that are pleasing to God and glorifying to the name of Jesus Christ. It is not the intent of the school to be arbitrary or rigid in its requirements, but to encourage our students to dress in a practical manner.

The following standards/guidelines are intended to assist parents in the selection of clothing for school:

Uniforms are required

Uniform shirts (or jumpers/dresses for girls) are to be purchased from Land's End.. Uniform pants or shorts may be purchased at the store of the parents' choice. They must be considered uniform pants (no jeans, cargo pants, leggings, sweat pants) and be either khaki or navy blue in color.

Uniform shorts (no jean shorts, cargo shorts, etc) are allowed as outer clothing only during the 1st and 4th quarter of school. Please see note in the modesty section regarding length of shorts. *Please remember to dress children appropriately during cooler weather as students occasionally participate in outside activities before noon.*

PreK-3 and PreK-4 are allowed jeans.

Refer to the BSAS website for example of appropriate and acceptable uniform pants/shorts. All questions regarding acceptable uniform pants/shorts should be addressed by the principal. The guidelines below also apply on those occasions when a uniform is not required.

For neatness/cleanliness

Uniforms should always be clean and free from stains. Clothing which has become worn, faded, and in need of repair should not be worn to school. Some blouses and shirts may need to be tucked in. Boys' hair that is excessively long or hangs over the eyes is **NOT** acceptable. Students' hair should always be neat and well groomed.

For necessity

In God's eyes, the inward adorning of a meek and quiet spirit is "of great price" as opposed to the outward adorning of "wearing of gold" and the "putting on of apparel" (I Peter 3:3, 4). Therefore, **jewelry (including jewelry made from cloth, yarn, etc.), excessive cosmetics, body glitter, tinted nail polish, tattoos (temporary or permanent), body painting (pictures/emblem/logo/etc.), extreme or faddish styles of clothing, items that distract, and extreme or faddish hairstyles and colors are not considered necessary and should NOT be**

worn to school. The wearing of earrings is not permitted. If ears are pierced, a flesh tone spacer without decorative tips (color or metal), can be worn. NO EXCEPTIONS. Teachers or staff are not allowed to remove earrings. If the student is not capable of removing earrings on their own, a parent will be called to do so.

Students may choose to wear long-sleeved shirts (school colors, black, or gray only) under their uniform shirt, or a jacket over it. This is acceptable as long as the uniform is easily visible at all times. Sweatshirts or sweaters that do not open in the front with a zipper or buttons are not allowed. The uniform logo must be easily observed.

For modesty

Dresses and skirts should come to within 1 inch of the top of the knee or be longer. Shorts should be no shorter than 2 inches above the knee. Shorts or leggings (school colors, black, or gray only) may be worn underneath dresses or skirts (*this is especially encouraged for girls in grades PreK-Grade 4*). Pants must be worn at the waist and no part of the buttocks should be seen when bending or reaching.

For appropriateness

Caps, hats, bandannas, sunglasses or any other “head wear” are not to be worn by students during class time. Hats and caps may be worn outside during sunny weather. If headdress is worn because of religious reasons or illness, permission must be obtained from the School Board prior to registration.

For safety of Students

Heelys (footwear with rollers), open-toed sandals, shoes with no back and/or no strap, toe shoes, flip-flops, and high heels are NOT considered safe to wear to school. This also includes any new footwear to be developed that would be considered unsafe. Students who wear dress shoes to school should bring a pair of tennis shoes/sneakers (no cleats) to wear during physical education time. Children will **not** be excused from P.E. because they have failed to wear or bring appropriate footwear. P.E. grade will be reduced if not appropriately dressed/or for lack of participation due to inappropriate attire. Socks are required with all types of footwear.

Students in PreK through third grade must not wear hooded sweatshirts or jackets that have strings to school. These could be caught in playground equipment or classroom furniture.

Dress Down Fridays

Dress Down Friday attire will be our school shirt and jeans. The school shirt will be available at registration.

Parent Responsibility

The school views this as a parental commitment and responsibility and believes that dress standard issues should be addressed and corrected at home, not school. It is the responsibility of parents to monitor what their children wear to school each day. If a student comes to school improperly dressed, parents will be notified and may have to come to school that day to bring alternate clothing

for their child/ren. Also, teachers may have alternate clothing available for students to wear should the need arise.

If students receive a clothing violation, parents will be called to bring a change of clothing.

Teachers and staff, as role models to the students, will dress modestly and professionally at all times taking into consideration the activities they will participate in on a given day.

An Extra Note for Pre-Kindergarten and Kindergarten parents

Please dress your kindergarten child in clothes that he/she can fasten and/or unfasten on their own (for toileting needs). Also, an extra set of clothes should be sent to school for emergency needs.

No clothing (including hooded sweatshirts and jackets) with strings or any garment which ties around the neck, are to be worn to school.

Miscellaneous

Eighth Grade Graduation

The eighth grade year is a special time for students at Bentonville Seventh-day Adventist School. Activities and privileges for eighth-graders vary from year to year, but always culminate with 8th grade graduation (evening program and reception) during the month of May.

All students in Grades PreK—Grade 7 are encouraged to attend graduation. In addition, 5-7th graders and/or their parents are asked to help with such things as decorating and perhaps serving at the reception. We encourage students and parents to support the 8th graders during the year and with their presence at the graduation program.

Kindergarten Graduation

Kindergartners promoted to the first-grade will also have a graduation program in conjunction with the eighth graders.

Field Trips/P.E. Activity Trips

Field trips can be an excellent supplement for educating students. Educational Field Trips and P.E. Activity Trips are scheduled throughout the school year. All field trips will have School Board approval as well as comply with the guidelines established by the School Board. These trips are dependent upon having parental approval in writing and enough drivers who can help transport students to these destinations.

Parents, grandparents, and others who volunteer to be drivers are very much appreciated. **All** volunteers need to complete a background check form (provided by the school) and the video training before they are allowed to transport or work with students. If you think you will be available to transport students, please let us know the first week of school so that the process can be started

IMPORTANT: All persons/vehicles transporting any student other than a parent's own child must carry a minimum of \$250,000/\$500,000 liability insurance and have a copy on file in office.

*Any parent willing to transport Pre-K students must also have a current CPR/First Aid card.

Parents are encouraged to attend field trips whenever possible. There is usually limited space for adults at most of the places, so parents are selected on those who respond to requests immediately upon being notified of a field trip. If there is a charge, parents and students are responsible; the cost will be included on the permission slip.

It is understood that parents accompanying field trips are to work cooperatively under the teacher's supervision to assist in organizing and monitoring the students. All dress codes established by teacher for the field trip will be followed by everyone in attendance.

Lice Policy

Lice checks will be done as needed. We abide strictly to a no-nit policy. A student found with nits (even dead ones) in his/her hair will be sent home. The student has 48 hours in which to successfully treat the problem and return to school. All nits must be combed out. Seven to ten days after the student has returned to school, the child will be rechecked.

Pet Policy

Pets are not to be brought to school unless it is a planned school activity. Classroom pets are an exception and at the discretion of the teacher. Under no circumstance will any pet be given free access to roam the classroom, playground or school unsupervised.

Lockers and Desks

Lockers and desks remain under the jurisdiction of the school even when they are assigned to individual students. Lockers are provided for students in Grades PreK-8 to store such things as lunch boxes and coats. The school reserves the right to inspect and/or search all lockers and desks any time there is reasonable cause to do so whether or not the student is present.

The school cannot be responsible for items missing from desks or lockers. Student desks and lockers should be kept neat and clean and free of writing, stickers, and gum both inside and out. Students are responsible for damages to lockers or desks caused by kicking locker doors, forcing locker doors open, tampering with a lock mechanism, writing or scratching on lockers or desks, etc. Students should report any problems to their teacher immediately.

Lunch

Parents and/or guardians should send a nutritious sack lunch to school each day, which lunch should be sent with your child in the morning. Microwave ovens are available for reheating food, but the limited time for lunch break does not allow for cooking food. Hot lunches may be available on selected days of the week. Advanced notice will be sent home along with a menu and prices when this is an option. Hot lunches are to be paid for separately from the tuition and on a weekly or monthly basis.

Seventh-day Adventists believe that their bodies are the temples of the Holy Spirit (I Cor. 6:19) and as such, refrain from eating and drinking certain things that are considered harmful to their bodies. Students should not bring for their lunch any foods that contain **pork products (ham, sausage, pepperoni, etc), shrimp, lobster or crab, or any food or drink product that contains caffeine**. Students should not bring an excessive amount of sweets or high-sugar food items. If items of this nature are brought, the teachers may require the student to refrain from eating it at school. Please check with your child's teacher if you have questions about a particular product. Parent/students should not have delivery people come to the school to deliver lunch.

School Board Meetings

General school board meetings are open to anyone who desires to observe. However, advance notice should be given to school board chairperson. Executive meetings requiring executive discussions, decisions, and vote is not open to non-board members. The visitors are guests and should only observe unless asked by board to speak or do otherwise. When sensitive items are to be handled, the board may go into executive session and ask all visitors to temporarily leave while these items are dealt with. Any constituent of the school or parent may address the school board by obtaining prior permission from the school board chairperson who will decide the merit of the request.

School Calendar/Newsletters

At the beginning of the school year a basic calendar listing conference-approved dates for the school year (such as holidays and nine-week grading periods) will be distributed to parents in the school handbook. If any changes are made to the calendar as a month progresses, parents will be informed by the teachers/staff by notes and/or updated calendars that are sent home with the child. School newsletters, our website, and our facebook page will also have current and updated information.

www.bentonvilleadventistschoolconnect.org
www.facebook.com/bentonvilleadventistschool

School Supplies

Textbooks are provided to each student on a loan basis. All PreK- Grade 8 hardback books must be turned in to the teacher at the close of the school year. A charge will be made for the replacement of any book which is lost, damaged, or vandalized.

A supply fee is paid by each student. This provides for all necessary pencils, pens, paper, crayons, notebooks, scissors, and other materials for your student. The supply fee is non-refundable and these supplies will go with your students when they leave.

Use of Telephone

The office telephone is intended for school business only. No personal calls, please. If a child becomes ill, the teacher or secretary will place the call to the parent. Parents should avoid calling their child at school, except in an emergency. Students may not use the telephone without approval.

Cell Phone

Students should not use cell phones during school hours. Failure to comply will result in:

- Phone taken away and can only be returned to a parent
- Second offense, the phone will be returned the last day of school or day of withdrawal.
- Additional offenses will result in permanent loss of phone, suspension, or expulsion.

If it is necessary for a child to have in his/her possession a cell phone after school, the parent must bring the phone to the school office first thing in the morning and it's the child's responsibility to get it when he/she leaves the campus, or to follow arrangements made by administration.

Visiting

Parents/Guardians of enrolled students are encouraged to visit the school. If parents are wanting to visit in the classroom, visits should not be more than two hours and a couple of times per year (depending on the activity) and should serve a purpose. A constant parade of visitors in the classroom is disruptive to the classroom environment. Visits should not be to observe, but rather to participate; the extent of participation is to be decided by the teacher. Arrangements for such visits should be made with the teacher in advance.

School-age visitors are allowed a 1-day visit per school year. Written permission must be acquired through the school office prior to visit. All dress standards must be followed by visitor.

Others without any family member enrolled are allowed one visit per semester when advance arrangements have been made with the school. Dress standards apply.

Exception: Wednesdays – Family and church members are encouraged to have lunch with us on Wednesdays. If it is a hot lunch day, please let us know in advance so that we can prepare enough food. Please limit visit to the lunch period unless arrangement was made with the child's teacher.

DURING SCHOOL HOURS ALL PARENTS/VISITORS MUST USE MAIN DOOR AND SIGN-IN AT THE FRONT OFFICE. AT NO POINT SHOULD A PARENT OR VISITOR WALK INTO A CLASSROOM WITHOUT PRIOR ARRANGEMENT WITH THE TEACHER.

Volunteers

We encourage parents to participate in our school by volunteering their skills and time. Prior to volunteering, parents must complete a computer program questionnaire and background clearances check, and provide the office with a copy of his/her driver's license and car insurance. This is required for field trip drivers and hot lunch helpers as well as classroom or office helpers.

Withdrawal Policy

When a student withdraws from school, all textbooks including consumables, library books and any other school property/equipment must be returned to the school. A withdrawal form must be obtained from the office and completed prior to withdrawal to be considered officially withdrawn. Student's account must be paid in full (*See Past Due Accounts for action taken if failure to pay*).

A Parting Word

Often as one reads a handbook of any kind, the tendency is to come away with the idea that it is a list of do's and don'ts, which, of course, in some ways it is. However, we want to assure you that at the Bentonville Seventh-day Adventist School, we major in the majors and minor in the minors. That means that in the classroom and on the playground we major in lifting up Christ to our students. We major in building our relationship and our students' relationships with Jesus. We major in teaching the 3 R's plus a whole lot more.

As parents, read this handbook carefully and take care of the important, and even the minor things, before your children come to school. Teachers can then concentrate their efforts on doing what they love most: TEACHING!

We pray you will consider, or continue, sending your children to the Bentonville Seventh-day Adventist School. God has a plan for each of their lives. We want to have a part in that plan.

*Train up a child in the way he should go: and
when he is old, he will not depart from it.*

Proverbs 22:6

Appendix A
ARKANSAS-LOUISIANA CONFERENCE
K-12 COMPLAINT PROCEDURE
FOR STUDENTS, PARENTS, TEACHERS, AND SCHOOL BOARD MEMBERS

STEP ONE: Initial Concern Discussed

- A. When a concern arises, the individual with the concern must meet and speak directly to the teacher or principal involved about that concern, seeking understanding and resolution. The concern may be expressed in writing as well as verbally.
- B. The concern shall not progress to Step Two until Step One has been fulfilled.
- C. Both parties are expected to write a brief summary of this initial meeting if the concern is not resolved.
- D. It is considered unethical to discuss the concern with a third party before Step One has been completed.

STEP TWO: Initial Concern Unresolved

- A. If the initial concern is unresolved at Step One, the principal/head teacher will set a time convenient to both parties to meet together to discuss the concern seeking resolution. Both parties will present the principal/head teacher with their written summaries of the initial meeting.
- B. If the principal/head teacher is included in the initial concern, the school board chairman will become involved and follow the procedures outlined in Step Two A.
- C. The principal or school board chairman will keep written documentation of this meeting and request both parties to sign the completed summary.
- D. It is considered unethical to discuss the concern with individuals not related to the problem.

STEP THREE: School Board Chairman or Superintendent Involved

- A. If the concern is unresolved at Step Two the school board chairman will set a time convenient to the principal/head teacher, the individual with the concern, and the teacher involved seeking resolution to the problem. The signed documentation from Step Two will be presented at this meeting.
- B. If the school board chairman was involved in Step Two, the ARKLA Conference educational superintendent or designee will also be present.
- C. The local church pastor(s) will be invited to attend this meeting.
- D. The school board chairman or designee will keep written documentation of this meeting, and request all parties attending the meeting to sign a completed summary.

STEP FOUR: School Board Involved

- A. If the concern is unresolved at Step Three, the school board chairman will invite the concerned individuals to appear at the next school board meeting. The signed documentation from Step Three will be presented at the meeting.
- B. The ARKLA Conference educational superintendent or designee will be present.
- C. The concerned individuals will be given opportunity to express their complaint and the teacher or principal will be given opportunity to reply. The school board members may question both parties.
- D. After this questioning period both the concerned individuals and the teacher or principal will be asked to leave the room while the board decides if this is a parent/student problem, a teacher/principal problem, or a combination of both.
- E. If this is a parent/student problem it will be dealt with according to policy in the school handbook and Southwestern Union educational policy. This conclusion reached by the board will be given to the parent in written form and the matter will be closed.
- F. If this is a teacher/principal problem this process will progress to Step Five.
- G. The discussions and conclusions will be kept confidential by all parties involved.
- H. The school board will evaluate the situation to determine if new school policies and procedures should be implemented to avoid similar problems in the future or to correct the current problem.
- I. **At no time during a school board meeting may a complaint against a faculty member be presented without first having followed the procedures outlined in the previous steps.**

STEP FIVE: Teacher/Principal Problem

- A. If it is determined by the school board in the presence of the educational superintendent that the concerns are due to teacher/principal problems, the problems will be concisely outlined in writing by the educational superintendent and presented to the teacher/principal along with expectations to correct the problem. A procedure to evaluate the expected changes will also be determined. A copy of the problems, the expectations, and the evaluation procedure will also be shared with the school board chairman.
- B. After approximately 60 days the teacher's/principal's progress will be evaluated with a copy of the results given to the teacher/principal and the school board chairman. If expected progress is not evidenced the superintendent will send the teacher/principal a letter outlining the seriousness of the situation.
- C. After a second 60 day period the teacher's/principal's progress will be evaluated again with a copy of the results given to the teacher/principal and the school board chairman. If adequate progress has been made the concerns will be considered closed and a letter of appreciation given to the teacher/principal for their accomplishment by the superintendent. If adequate progress has not been made the superintendent will send the teacher/principal a letter informing the teacher that expected progress is not happening and that an administrative transfer to a new location may be necessary. If at all possible the transfer is not to take place during the school year.
- D. At the end of the second 60-day period the school board, with the superintendent present, will determine if the teacher can continue to function effectively in the school or if the K-12 Board will be asked to transfer the teacher to a new location.