

# Burleson Adventist School

# Student Handbook

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### ***Mission Statement:***

The Burleson Adventist School exists to provide an academic environment that educates children for eternity through love, faith, and service to God and man.

### ***Accredited by:***

Burleson Adventist School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities which is a recognized member of the National Council for Private School Accreditation and the Texas Private School Accreditation Commission and is recognized as accredited by the Texas Education Agency.

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# ABOUT US

Burleson Adventist School (BAS) is a Pre-K - 8th grade school offering a nurturing academic environment where students are being educated for eternity through love, faith, and service to God and man. BAS is located in a quiet country setting, not far from Burleson, Texas and 15 miles north of Keene, Texas, home of Southwestern Adventist University and Chisholm Trail Academy. BAS is also 15 miles south of Fort Worth, Texas, and 20 miles southwest of Burton Adventist Academy.

## PHILOSOPHY

The philosophy of the Burleson Adventist School is to assist the students in gaining a growing knowledge of God and to help them understand and develop the character of their Creator. The students are encouraged to develop an understanding of, and appreciation for, the worth of all people.

The school operates on the premise that here the students may have the opportunity to receive an education that is balanced in the physical, mental, spiritual, moral, and social areas, within a framework of Seventh-day Adventist principles and ideals.

## ADMISSION POLICY

Burleson Adventist School is a pre-kindergarten through eighth grade elementary school, admitting students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students, and makes no discrimination based on race, creed, color, ethnic background, country of origin, or sex in the administration of education policies, applications for admissions, and extracurricular programs.

The school is operated especially for the youth of the Seventh-day Adventist faith, who come for the purpose of doing earnest, faithful work and who desire help in the development of a true Christian character. Other students of good character and passing academic level may be admitted by the School Board upon application and proper

recommendation. A reverent and respectful attitude during religious exercises and the observance of all regulations is required of every student.

Any student transferring from another Seventh-day Adventist school must obtain financial clearance from that school before enrolling at Burleson Adventist School.

Any student that has been home-schooled is required to take an admissions test for evaluation and grade placement.

## NON-DISCRIMINATORY POLICY

Burleson Adventist School (BAS) admits qualified students of any race, color, ethnic background, country of origin, religion, gender, mental or physical disability, medical condition, to all the rights, privileges, programs, and activities available to students at the school. BAS does not discriminate on the basis of race, color, ethnic background, country of origin, religion, gender, mental or physical disability, medical condition, or any other status protected by applicable law, in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

BAS 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 BAS and the Seventh-day Adventist Church.

Parents are encouraged to direct their children to act in harmony with the standards, requirements, and philosophies of the school, and support the school's principles, programs, and teachers. The Admissions Committee reserves the right to refuse admittance to any students who do not exhibit behavior in harmony with the school's principles. Although a low student-to-teacher ratio allows for a great deal of individual attention, our school is not designed to provide special education for students with learning disabilities or behavioral problems.

## MAXIMUM CLASSROOM LOAD POLICY

The school board has established a maximum class size of twenty-four students in first through eighth grade. Pre-K and Kindergarten maximum class size is fifteen. Students will be admitted according to the following priorities:

- a. Students who pre-register for the following year before the end of the current year.
- b. Students who pre-register after the close of school and before August 1.
- c. Students coming after August 1 will be admitted if space is still available and all other requirements are met.

When enrollment exceeds the maximum class size, an aide may be provided if necessary. Any exceptions to class size will be made by the school board.

## NEW AND TRANSFER STUDENTS

In considering a student, the Admissions Committee looks at chronological age, emotional, physical, and social development, academic achievement, test scores, student behavior, attitude, attendance record, and special needs. Before a student is placed in a classroom, he/she will:

Complete and submit the Registration Packet: (Available online or in front office)

- Application
- Financial Contract
- Consent to Treat Forms
- Authorization for Release of Student
- Acceptable Computer Use Policy
- Chrome book Usage Policy (3rd-8th Grade)
- Parent & Student Contracts
- Birth Certificate
- Immunization Records
- Physical Exam Form (All grades)
- Most Recent Grade Report or Transcript

Provide verification of grade level and achievement from the school last attended. (The parent will be notified of the transfer of the student's permanent record, their right to receive a copy of the record, and their right to a hearing to challenge the content of the record.) This may be a report card, cumulative folder, letter from the principal of the former school, or a telephone discussion between principals.

Make an appointment to take a proficiency exam before entering Burleson Adventist School. In lieu of this exam, parents may present results from an alternate approved national exam taken within the previous school year.

Once the above steps have been completed, the student will be assigned to a classroom.

## MINIMUM AGE

In harmony with the instruction from the Spirit of Prophecy and supported by the findings of medical science and leading educators, children should not be sent to school at too early an age. There may be conditions that make it impossible for this instruction to be followed.

However, students must reach the age of four by September 1 to be admitted to Pre-Kindergarten, five by September 1 to be admitted to kindergarten, and six by September 1 to be admitted to First Grade.

## BIRTH CERTIFICATE

A copy of a student's original certified birth certificate is required for student acceptance and may be obtained from the Vital Statistics Division of the state in which the student was born.

## UNPAID ACCOUNTS

Students having an unpaid account at BAS, or another school are not admitted until a letter of financial clearance from the other school or an agreed upon payment plan with BAS takes place.

## MEDICAL EXAMINATIONS

Physical examinations are required of all students in the Texas Conference as follows:

- Upon entering school for the first time
- At grade 7 (this shall include the scoliosis examination)

A physical examination will be considered current, except scoliosis examination, if taken not more than twelve (12) months prior to any of the above dates, and the report is submitted to the school.

When a student transfers, it is the parent's responsibility to bring the health record file to the office within two (2) weeks of acceptance. If this is not done, they will not be allowed to attend classes until health records are received.

## IMMUNIZATION REQUIREMENTS

All students entering BAS for the first time and returning students must present evidence of immunization compliance with the Johnson County Health and Human Services. Minimum Texas State immunization requirements require yearly updates, as stated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.6197.72. A summary can be found on the Texas Department of State Health Services Immunization Requirements web page: <https://www.dshs.texas.gov/immunize/school/default.shtm#inforschoolchildcare>. The new HIPAA guidelines require parents to deliver health records from the previous school. Schools can no longer mail these records to other schools.

A student may be exempt from receiving the required immunizations by submitting:

- A. A written statement from a physician stating that the student is medically exempt because the vaccine required is medically contraindicated or poses a significant health risk. Unless the statement says that a lifelong condition exists, the exemption statement is valid for only one (1) year from the date signed by the physician.
- B. A notarized affidavit from the parent stating that the student is exempt because of personal beliefs. This personal exemption shall be recorded on the immunization record.



The affidavit will be valid for two (2) years. A child, who has not received the required immunizations for reasons of conscience may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

## SPECIAL NEEDS

Burleson Adventist School usually does not have the staff or resources for special education services. Therefore, we may not be able to accept students who have learning differences, mental or physical handicaps, or social skill deficits that would require the school to provide specialized staff, equipment, or repeated interventions that take up a disproportionate amount of a teacher's time.

Our goal is to provide a quality education to every child at Burleson Adventist School. To do so, we need full and accurate disclosure of your child's needs. If it comes to our attention that parents have intentionally withheld educational or behavioral information, we reserve the right to ask your child to remain at home until their needs are clarified and we determine if we are able to meet those needs.

English language proficiency needs must be established before admission. Prior to admission, the parents, teachers, and principal may meet to discuss specific goals.

## TRANSFER OF PERMANENT RECORD

When a pupil transfers from one school district to another public or to a private school, or transfers from a private school to a school district within the state, the student's permanent record is transferred. This transfer is initiated by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and the right to a hearing to challenge the content of the record. The State Board of Education is authorized to adopt rules and regulations concerning the transfer of records.

# FINANCIAL POLICY

Registration fees are due on June 15, or at the time of registration, and are non-refundable. There are ten (10) tuition payments per school year. The first tuition payment is due August 15. The remaining payments are due on the 10th of each month, beginning September through May. A late fee of \$15 will be assessed if payment is not received by the 15th of the month. A \$20 fee will be assessed on all returned checks.

**When an account is one month past due, a letter will be sent requesting payment or that arrangements be made with the school treasurer. When an account becomes two months delinquent the child(ren) will not be admitted to school after the fifth day of the third month unless arrangements for payment have been made and approved by school board.**

<u>Pre-Kindergarten Tuition</u>			
	Registration	Tuition (Member)	Tuition (Non-Member)
5 day week	\$425	\$485	\$560
3 day week	\$425	\$430	\$505
<u>Kindergarten- 8th Tuition</u>			
	Registration	Tuition (Member)	Tuition (Non-Member)
Kinder-4 <sup>th</sup>	\$425	\$455	\$530
5 <sup>th</sup> - 6 <sup>th</sup> grade*	\$425	\$475	\$550
7 <sup>th</sup> grade*	\$425	\$475	\$555
8 <sup>th</sup> grade*	\$425	\$515	\$590

## TUITION RATES

- \* 5th-6th grade tuition includes Outdoor School.
- \* 7th grade includes a class History/Science trip.
- \* 8th grade includes class trip/graduation.

Additional fees are required for club sports and our Art program. Athletic fees are \$100 per student per sport. Art fee is \$10 per student.

A referral tuition credit of \$100 per referred child is available to all families that refer a new family to BAS. The referred family will also receive a tuition credit of \$100 per child. An early

registration discount of \$50 per child (K- 8th) will be granted if the account is current and registration paid by June 15th.

## DISCOUNTS

**Families with 1 or 2 enrolled children:** No discount

**Families with 3 children: (Tuition Only)**

1st and 2nd child	No discount
3rd child	30% discount

**Families with 4 children: (Tuition Only)**

1st and 2nd child	No discount
3rd child	30% discount
4th child	60% discount

**Families with 5 children: (Tuition Only)**

1st and 2nd child	No discount
3rd child	30% discount
4th child	60% discount
5th child	Free

## BABY BONDS

A Baby Bond is issued by the Burleson Adventist Church to all babies dedicated at the church. This bond is good for one month's tuition at BAS.

## FINANCIAL ASSISTANCE

In an attempt to provide Christian education for all who desire, a limited amount of financial assistance is available to lower-income families. Financial assistance may be requested by filling out a Financial Aid Request form through our front office. Forms are also available online.

All applications must be completed before a student needing assistance can be admitted to BAS. Approved student assistance monies will be credited to the account monthly. The balance of the account is the responsibility of the parent/guardian. Accounts must be kept current to receive Financial Aid.

## DISCIPLINE CHARGES

### Damage to school property

Normal wear is expected on library books, school textbooks, PE equipment, restroom stalls, desks, lockers, etc., that are provided for the students' use. Students damaging school property due to carelessness, neglect, or vandalism will be charged for the replacement and/or repairs.

### Safety Violation

Any violation of fire safety (such as but not limited to, setting off fire alarms, discharging fire extinguishers, tampering with smoke or heat detectors) will result in a minimum fine of \$100 and could result in other discipline.

## AFTER SCHOOL CARE

After School Care is provided Monday through Thursday until 6 pm, Friday until 5 pm, and on early dismissal days until 3 pm. If children are not picked up by this time, parents will be charged an additional \$5 for the first 15 minutes and \$2 for every 5 minutes thereafter. During Parent/Teacher conferences only, after school care will be ½ price until 4 p.m.

The charge for After School Care is \$10 per child per day. Charges will appear on your monthly statement.

***The child(ren) may be picked up only by those you have authorized on the Family Application filled out during registration.***

## HOT LUNCH

Hot lunch is served daily. The cost is \$4.00 per meal for PreK-K and \$5.00 for grades 1-8.

**Purchases will appear on your monthly statement. Students may *not* charge on their account if your bill is 30 days outstanding.**

Hot lunch funds benefit the class serving the lunch for that day. Home room parents are responsible for preparation and serving. We appreciate their willingness to help their class.

## CONTRACT TEACHERS

Approved, contract music teachers come to our campus weekly to teach piano or strings. Parents deal directly with the teacher for lesson schedules and payment.

## LATE REGISTRANTS

Students entering at any time during the first charge period will pay tuition for the full period. Students transferring from another school will be charged according to the number of days left in the school year.

Late registrants must pay a full registration fee.

## WITHDRAWING STUDENTS

Students who withdraw during the school year will be charged according to the number of days they were enrolled.

Please notify the office several days before the actual withdrawal date. There is a withdrawal form that must be completed, and the office needs time to adjust the charges and credits on your account. Failure to complete this withdrawal procedure will result in the continuance of tuition charges. It will also cause a delay in the release of records and grades.

# ACADEMICS

## SCHOOL DAY

School begins at 8:30 am and ends at 3:30 pm Monday through Thursday and 3:00 pm on Friday. All students must be picked up by 3:45 pm Monday through Thursday, and by 3:15 pm on Friday unless the child is to stay in After School Care. If an emergency occurs, the parent should call before 2:45 pm to notify the school. Notification, however, does not nullify the After School Care charges.

Children who are not picked up by the prescribed times will be supervised by the After School Supervisor for the fee stated under the After School Care section of this handbook.

## EARLY PICKUP

Please notify the office and the classroom teacher if you will be picking up your child early. You may call, text or email in advance.

## ATTENDANCE

The school maintains official attendance records and a satisfactory explanation via a written note is required for the child's return to school when an absence has occurred. The teacher should be notified by a call to the school by 8:30 if a child is not able to attend on any given day.

Students who have 17 or more unexcused absences will be asked, with their parents, to appear before the principal and school board chairperson to discuss a remedy of the situation. Students with under 90% attendance may be retained. Students may be asked to withdraw, or the parents may be asked to pay a re-registration fee, if the situation is not rectified.

## PUNCTUALITY

School begins promptly at 8:30 am. Teachers will take attendance after the starting bell at 8:30 am. We, at Burleson Adventist School, believe that worship is a vital part of our day that sets the tone for the remainder of that day. Often teachers use that time to discuss Christian Values in general or to specifically cover situations that have arisen in the classroom.

We ask your cooperation in teaching your child respect for school hours by not bringing the child late except in an emergency. It is very disruptive to the other students to have to stop class to admit a late child and then brief the child.

The administration has final determination to excuse a tardy. Generally, only illness and unforeseen circumstances are excusable; poor planning is not.

Tardiness during each nine-week grading period will result in the following action:

1. After the third and fourth unexcused tardy, the parents will receive a \$5 fee added to their bill.

2. After the fifth unexcused tardy, the parents will receive a \$10 fee added to their bill and meet with the principal.
3. After the seventh unexcused tardy, students' names will be referred to the school board.

## PROGRESS REPORTS

Report cards will be issued every nine weeks with a mid-term progress report sent home in between or as needed. Grading Periods are listed on the school calendar.

Parents are to sign up for Jupiter Ed to receive reports on students, and for all correspondence.

## INCOMPLETES

If, because of illness, a student has not completed sufficient class work to earn a passing grade, he/she may receive an incomplete on the report card. A student is given 1 day for each day they have an excused absence to make up their work beginning the day they return to school, or the grade may become an "F".

## ACCELERATION

Appropriate academic placement is a fundamental principle of education. When considering advanced placement for a student, the following policy will be implemented:

1. On a standardized achievement test battery, a student is expected to have a composite score that places him/her at the 90th percentile or above.
2. The student must demonstrate, to the school staff and to the parents, satisfactory evidence of academic, emotional, and social readiness for advanced placement.
3. Prior written request for student advancement in elementary education (i.e., two years in one, or three years in two) must be submitted to and approved by the Texas Conference Office of Education before a student is permitted to begin work on advanced placement. The application must include the written consent of the parent or guardian.

4. A copy of the MAP Testing Student Profile Sheet must also accompany the application.
5. The end of the second week of November is the deadline for submitting acceleration requests to the Texas Conference Office of Education.

## GRADE RETENTION

Consideration to retain a student at a grade level must involve counseling with the student and the parents, so that a decision regarding placement is reached cooperatively. A decision to retain the student must have:

- Written approval by the parents no later than April 1.
- Written approval from the Texas Conference Office of Education.
- If requested by the parents, a written request must be submitted to the school and the Texas Conference for approval.
- The end of the fourth week of March is the deadline for submitting retention requests to the Texas Conference Office of Education.

No student will repeat a grade for more than one year during the elementary school years.

## EIGHTH GRADE COMPLETION REQUIREMENTS

The required subject areas for completion of the eighth grade are:

- Bible/Religion
- Mathematics
- Language Arts (English, Handwriting, Spelling, Composition)
- Reading
- Physical Education
- Science/Health
- Social Studies
- Fine Arts (Music, Art)
- Computer Literacy/Keyboarding

In addition to the subjects listed above, students must meet the practical arts/technology requirements as specified by the Texas Conference Office of Education:



- A minimum of “D-” is the required academic grade for each of the subjects listed above.
- Students who do not meet the academic requirements to graduate will be notified of their deficiencies at the end of the third (3rd) quarter (or as soon as noted by the teacher).
- In order to participate in graduation, these students must make arrangements to complete the work in the summer.
- A diploma cannot be given until all work and financial obligations are completed.
- Return cap & gown. (Student may keep their tassel)

## STUDENT RECORDS

Student cumulative records from previously attended schools will be sent to BAS upon the written request of the parent/guardian. The request form is a part of the registration packet and is available in the BAS office. Per TX state laws, schools must send records via mail, either regular or Email. Records cannot be accepted from or picked up by the parent/guardian.

Student records may be sent from BAS to another school if the student account is paid in full.

Those who have the right of access to the student cumulative record:

- The administration
- The teacher
- The parent/guardian
- Those assigned by the administration to keep the records.

## SCHOOL SUPPLY LISTS

Student supply lists are available online for each grade level. Please bring these supplies on the first day of school.

# STUDENT BEHAVIOR

## GUIDELINES FOR STUDENT BEHAVIOR

This school was distinctly established for the purpose of giving a Christian oriented education. This fact should be reflected in the conduct of the students attending here.

Each classroom teacher has a plan and procedures whereby students are governed. If a child does not take personal responsibility for his/her behavior after a teacher has worked through his/her plan, a student will be sent to the principal. Teachers will send the principal a form stating the student's infraction. After meeting with the student, the principal will complete the "Action Taken" section of the form. Parents will be contacted at the discretion of the principal.

Multi-use areas such as hallways, sidewalks, restrooms, or the cafeteria require behavioral considerations, as do our classrooms. Running and playing in these areas is inappropriate and unsafe. All students and visitors should follow BAS playground and gymnasium policies at all times.

## DISCIPLINE PROCEDURES

Burleson Adventist School students are expected to comply with regulations and otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. The overall goal of BAS, in this regard, is to work with parents to address unacceptable behavior and assist students in correcting problems so they can achieve success in life with the minimum discipline reasonably necessary. Some misconduct is so serious that it may lead to immediate suspension or expulsion. BAS has a Discipline Committee made up of the School Board Chair, Principal and selected teachers, along with the classroom teacher of the student involved.

Examples of such misconduct include, but are not necessarily limited to:

- Willfully causing, attempting to cause, or threatening to cause physical injury to another person
- Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive or other dangerous object, or attempting to do so
- Possessing, selling, offering, arranging, negotiating or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or a controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above
- Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property
- Willfully causing or attempting to cause damage to real or personal property of others
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties
- Engaging in or conspiring to engage in bullying or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person
- Serious or continued sexual or other harassment as defined in this school's harassment policies
- Willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes
- Willfully engaging in the disruption of the harmony of the classroom, concentration of another student/teacher, or classroom atmosphere.

## Consequences of Inappropriate Behavior

When a student does not follow the above stated behavior expectations:

- **Level 1** The teacher will give a verbal warning and talk with the student after class. An internal school report may also be completed.
- **Level 2** A Student Discipline Report will be sent home to the student's parents. The teacher will also notify the parents that same day by phone.
- **Level 3** A student/teacher/principal and parent conference will be arranged. During this meeting a behavior contract will be set up.
- **Level 4** See suspension
- **Level 5** See expulsion

## Corporal Punishment

Corporal punishment is not used as a disciplinary measure at Burleson Adventist School.

## Detention

Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the regular school day. Parents will be notified of this action prior to the detention period.

## SUSPENSION OF STUDENTS

A teacher may temporarily suspend a student from class. Only the principal will suspend a student from school. A student's suspension will lower his/her citizenship grade by a minimum of one letter grade.

A student may be suspended for repeated offenses when other procedures have not been effective. Prior corrective measures and parental notification will be kept on file.

In the case of a serious violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period will not exceed two weeks.

## BULLYING

No staff member, student, or any other person employed by or in attendance at a Seventh-day Adventist school will concur with, cooperate, permit, or participate in any act that injures, degrades, or tends to injure, degrade, or disgrace any student attending the school.

Bullying is a form of aggressive behavior in which someone *intentionally and repeatedly* causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions.

Cyberbullying is online threatening, or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.

## GUIDELINES FOR PARENT BEHAVIOR

Behavior and actions of parents/family/visitors shall be congruent with the mission and objectives of Burleson Adventist School while on the school premises and at school sponsored activities. Examples of unacceptable behavior include but are not limited to, verbal or physical abuse to others. Failure to act in acceptable manner will result in disciplinary action by the school board. Examples of disciplinary action include but are not limited to limited access to school grounds, no access to school grounds, and child dismissal from school.

## RESPONSIBILITIES OF STUDENTS

- Respect the Bible as the inspired word of God.
- Behave in a Christ-like manner towards your fellow students and the teachers.
- Use Christian speech.
- Be helpful and cooperative.
- Remain at school unless the teacher approves your leaving the school grounds.

- Care for all school properties as belonging to God and His church.
- All eating must be confined to assigned and appropriate areas and times.
- Gum chewing on school premises is prohibited.
- The use of, handling or possession of firearms, matches, lighters, firecrackers, or any other explosive material or knives is prohibited

## RESPONSIBILITIES OF PARENTS

- See that the child attends school every day, arriving on time.
- Insist that the child return home immediately after school closes.
- Pay all school bills and fees on time.
- Attend the Home and School Association events regularly.
- Visit the classroom, for observation only, at your convenience. Please call the teacher ahead of time to make necessary arrangements.
- Please talk with the teacher after school hours, not during morning drop off, and class or recess time. Please set up appointments in advance.
- Encourage your child to observe good health habits. Send your child to school with a substantial breakfast and pack a wholesome lunch. As a Seventh-day Adventist school, unclean meats, as defined by the Bible, are not allowed.
- Dress your child in keeping with the school code as outlined in the section on dress. Also, keep the weather in mind when dressing your child for school.
- Carefully guard as to the type of television and radio programs watched and listened to.
- Always know your child's whereabouts and activities.
- Parent involvement is appreciated and encouraged. Please remember to uphold school guidelines when participating in school activities.

## CHEATING

Academic integrity is a highly valued and integral part of Burluson Adventist School. We do not permit any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade of an individual or group assignment or a final grade. The following is a list of forms of

cheating, plagiarism, and other types of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it.

You are cheating if you:

- Copy, fax, or duplicate someone else's assignments that will be turned in as your own
- Submit as your own assignments and work that is exchanged with someone in hard copy or transfer by disk USB, or Internet
- Write key information on your person or objects for use in a test
- Use hidden reference sheets during a test
- Use electronic devices to store or recall information during a test
- Exchange answers with other students. This includes both allowing others to look at your answers and taking the answers from others
- Take someone else's assignment and submit it as your own
- Copy the work from another student
- Submit material without providing the name of the source so the material looks like your own (plagiarizing)
- Do not follow any additional guidelines on cheating as given to you by any of your teachers
- Students allowing another student to copy will also be penalized.

*Note: Attempted cheating will be treated the same as cheating.* Having items that could be used to cheat will have the same consequences as actually cheating.

***Students who are academically dishonest and cheat may receive a failing grade on the assignment and have the course grade dropped one letter grade. Second offenses may result in a failing grade for that class.***

## STUDENT CONFLICT RESOLUTION

Communication sometimes breaks down, which can result in misunderstandings. We hope that the following steps, based on Matthew 18, will help resolve any problems between students, their families, and the staff at the school. As we work together, we hope that everyone involved

will approach the conflict resolution process with Christian courtesy and a focus on resolving the problem.

**Level One:** The student and the teacher should discuss the issues that appear to be causing a conflict. The parent or teacher should encourage discussion at this level.

**Level Two:** The parent and teacher should schedule a time to talk about the concern. The student may or may not be present at the conference. Parents should not approach teachers during the school day unless prior arrangements have been made.

**Level Three:** If the concern remains unresolved, then a conference with the parent, teacher, and principal should be scheduled. The student may or may not be present, depending on the situation. In certain extreme situations, Levels One and Two may be bypassed.

**Level Four:** When there is evidence that the problem has still not been resolved, then another parent/teacher/principal conference will be held with the problem area stated in written form. Only first-hand information that affects the current year and the individuals involved should be considered. The student may or may not be present at this level.

**Level Five:** If the problem still has not been resolved to the satisfaction of all parties, an individual may request a meeting with a Conflict Resolution Committee through the principal. This committee will consist of both faculty and school board members. The request to meet with this committee needs to be in writing, and it should outline the problem, previous steps taken, and desired outcome of the process. (If needed, the principal will arrange for a person to assist with the written request.)

The intent of this policy is to assist parents, teachers, and students in discussing problems and concerns early enough to avoid the negative consequences of poor communication. We believe that, ultimately, the child will benefit most from his or her education if the guidelines above are followed.



# SCHOOL PROCEDURES

## VISITOR POLICY

Burleson Adventist School welcomes parents and friends to visit our campus. Because the safety of our students and employees are a top priority, all visitors during regular school hours, including volunteers, must sign in at the office upon arrival to the campus and sign out when leaving. To maximize quality instruction to our students we must protect instructional time. Therefore, visitations to classrooms must be scheduled in advance and all teacher/parent conferences will be scheduled for non-instructional times agreed upon by both parties. All phone calls to a teacher will be handled by the office and calls will be returned during non-instructional time. Students who are being picked up early must be signed out at the office. All visitors must have business related to the school in order to be on campus. Loitering is not permitted.

## DISMISSAL

Children will be dismissed at the East gym doors only. All students will be asked to stay seated in the gym until the parent or carpool arrives.

Parents will circle the parking lot and stop in front of the gym to pick up passengers. Please do not short cut the loop. Short cutting can lead to traffic problems. Always pull forward to the cone in front of the gym to wait for passengers. Faculty members will be in front of the gym to announce to the students when their ride is present. Please remain in your car in the line of traffic.

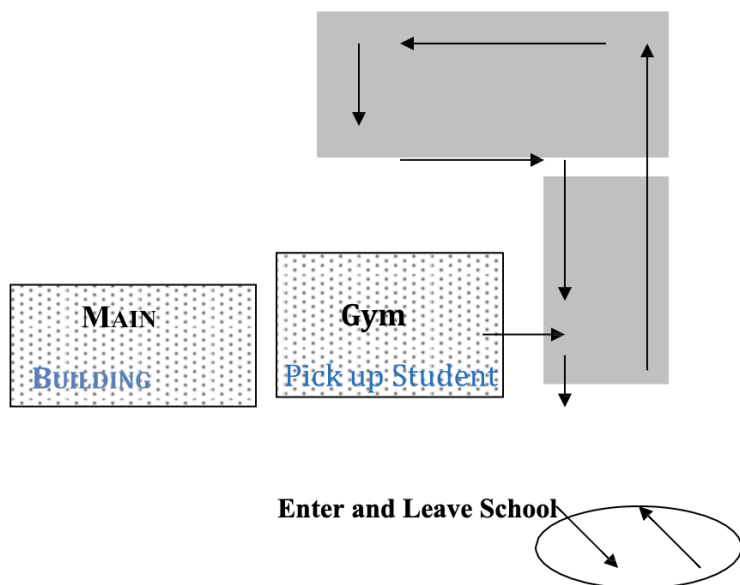
Parents may park in the upper lot if you wish to visit with another parent. ***Parking in the area directly across from the gym is prohibited from 3PM to 4PM.*** This is necessary for the safety of our children. If a parent needs to talk to a teacher or another parent, for safety purposes, the child should be kept with the parent or taken to wait in their car. Teachers participate in the dismissal process. If there is a need to talk with any of the teachers, please wait until the faculty member is back in the classroom. Thank you for promptness in picking up passengers.

Dismissal times are as follows:

<u>Days of the Week</u>	<u>Dismissal Time</u>	<u>Pick Up Time</u>
Monday-Thursday	3:30 pm	3:30-3:45 pm
Friday	3:00 pm	3:00-3:15 pm
Early Dismissal	12:00 pm	12:00-12:15 pm

Children who have not been picked up by fifteen minutes after dismissal begins will be under the supervision of the After School Care provider and will be charged according to policy. Charges begin at 4 p.m. on Monday-Thursdays and 3:30 p.m. on Fridays.

## STUDENT PICK UP TRAFFIC FLOW



## EMERGENCY NOTIFICATION

In the event of a school emergency, teachers will notify the families in their classrooms.

In the event of a student medical emergency **911** will be contacted, and the designated parent or guardian will be phoned.

Should BAS require evacuation during the school day; the staff will phone drivers living near the school to assist in driving the students to Burleson Adventist Church located at 601 South Burleson Boulevard. Students should be picked up at the church when evacuation occurs.

## TELEPHONE CALLS

The teachers will be involved full time with the students and should not be interrupted. Messages may be left with the school office. Students who make long distance calls will be charged for those calls. Students may not use the telephone for non-emergency situations during school hours.

## SEVERE WEATHER CLOSING

If Burleson Independent School District closes due to severe weather, then Burleson Adventist School will be closed. Reports will be aired on **NBC Channel 5**. **Parents will also be notified by email and text by a staff member.**

## ILLNESS/SICK POLICY

Guidelines for keeping your child home when ill.

- Keep your child at home when he/she has a fever and/or is suspected of having a communicable disease. Fever of 100 degrees or higher in the past 24 hours. Your child needs to be free of fever for a full 24 hours without the help of fever reducing medications before sending them back to school.
- Vomiting and/or diarrhea in the past 24 hours.
- Diagnosis of infectious illness: Students may not attend school or school related activities for a minimum of 24 hours after initial treatment of prescribed medications have begun.
- Itchy, red eyes with discharge.
- Rash that has fluid or pus coming from it until treatment has been received, and a note from the doctor states that your child may return to school.
- Ringworm of the scalp (until treatment has started).
- Head lice or nits (may return after appropriate lice treatment). Your school nurse will need to check your child's head before he/she returns to class.

Encourage your children to wash their hands often, use hand sanitizer, and cover their noses & mouths when they cough or sneeze. Children need to get plenty of sleep and to eat healthy foods-especially breakfast.

Every parent/grandparent or anyone helping at the school will be required to do a background check with Verified Volunteer, ncsrisk.org. Anyone driving on a field trip will need to turn in their insurance declarations page.

## DRESS CODE

The BAS Uniform Dress Code is applicable to all students from Pre-Kindergarten through eighth grade. Students are expected to be in full dress uniform on the first day of school. Please label all clothing items, especially sweaters, sweatshirts, jackets, and coats that can be removed and misplaced.

All clothes must be the appropriate size. Length of jumpers, shorts, skirts, and skorts must be modest, close to knee length and in keeping with Christian principles of dress. Any clothing or accessory that the administration deems inappropriate to the learning environment will be unacceptable for school attire. **Dress code violations must be taken care of before a student will be allowed back in class.**

### Appearance

Haircuts and styles should be worn neat and well groomed. Students may not come to school with unnatural hair colors. Elementary students will not be allowed to wear makeup. Junior High students are limited to natural skin tone colors for makeup. The students should not wear rings, chains, earrings or studs, necklaces, bracelets, or similar jewelry. Medical IDs may be worn.

### Shoes

Casual dress or tennis shoes are appropriate. Shoes must be neat and clean. No sandals, open-toed shoes, or shoes with wheels. Shoes must be appropriate for gym use with non-marking soles.

Pants/Capri Pants/ Shorts/ Skirts\*/ Skorts\*/ Jumpers\*/Polo Dress\*

Colors: Khaki or Navy Blue

NO KNIT, NO SKINTIGHT PANTS

*\*Plaid Skirts, Skorts or Jumpers*

Color: Navy/Green Plaid (Color No. 55) Plaid items may be purchased from: Academy Uniforms  
817-292-5437

### Shirts

Polo Style long and short sleeve; no logos or graphics

Color: Any Color

### Undershirts

Long sleeved undershirts may be worn under uniform shirts in cold weather.

Solid Colors: White, Red and Navy Blue

### Sweaters or sweatshirts in the classroom

Cardigan, Pullover or Hooded Sweatshirt

Any Solid Color. Only appropriate logo or Burleson Bobcat Spirit Sweatshirts

### Coats and Jackets

Coats and jackets of choice may be worn outside the classroom.

### Belts

Solid colored belts in brown, black, or uniform color. Overly decorated belts will not be allowed.

The belt needs to be fitted, no longer than what will fit into the belt loops. Belts are optional for

Pre-Kindergarten, Kindergarten, and 1<sup>st</sup> and 2<sup>nd</sup> grade students.

### Leggings and Tights (only to be worn under skirts or skorts)

Solid Colors: White, Red, Navy Blue or Black

### Field Trip Uniform

Our embroidered field trip shirt is required.

### Choir Uniform

Black pants and solid black shirts are required for the boys.

Solid black dress (or black skirt and shirt) is required for the girls. Dress/skirt length should be modest according to dress code policy.

Jewelry is not to be worn at school functions including choir performances. Choir uniform is to be worn for all choir performances unless otherwise directed.

## Dress Code Policy

“Out of uniform” is described as any missing or inappropriate item, style, or type of apparel that does not appear in the section describing the dress code options. Students who are not in compliance with the Uniform Dress Code are required, if available, to sign out items on hand at the school to comply. If items are not available, parents will be called to bring them clothing items. Items are to be laundered and returned within one week

## FRIDAY UNIFORM POLICY

Every Friday the Field Trip or a school spirit shirt must be worn. On Fridays jeans/jean shorts will be allowed with the Field Trip/Spirit shirt.

## UNIFORM FREE DAYS

Simplicity, appropriateness, and modesty will define attire on these days. Shirts must be always worn and buttoned appropriately. Sleeveless T-shirts or tank tops are not appropriate. Halter-tops, strapless dresses, or thin-strapped sundresses or tops are not appropriate. Flip-flops and sandals are not appropriate for school.

The length of dresses, skirts, and shorts must meet the standard of the uniform code. Low necklines, very sheer fabrics, unduly tight clothing, and exposed midriffs are considered inappropriate at any time.

Worn, frayed or shabby clothes are not considered appropriate attire. Hats may not be worn in the building. Clothing is to be free of objectionable advertisements, characters, patches and/or slogans.

All clothes must be the appropriate size. Length of jumpers, shorts, skirts, and skorts must be a modest length. No Baggy clothes, all pants must be at proper waist height.

Any clothing or accessory that the administration deems inappropriate to the learning environment will be unacceptable for school attire.

## EQUIPMENT

Students are not allowed to bring these items onto the school premises: personal electronic devices, electronic games, motorcycles, mini-bikes, skateboards, scooters, knives, and unapproved toys, or any item not complying with Christian standards. Any inappropriate use of the device will be confiscated until the parent is notified. Bicycles may be used for transportation to and from school but shall not be ridden on school premises.

## CELL PHONES

Should a parent desire that a child have a cellular telephone at school, a note should be sent to the school office and placed in the child's file. *Cellular telephones must be turned off. The use of cell phones is limited to contact with parents and/or guardians with teachers' permission.* The school is not responsible in case of loss, theft, or damage to these items.

## LOCKERS

Each student is responsible for the contents and neatness of their locker. Students supply their own lock and provide the combination, which shall be kept in the office.

Nothing is to be put on the outside of the lockers. Inside the lockers, students may hang items that are in good taste and support the school's philosophy. However, only magnets or wall putty may be used to hang these items. Teachers will ask students to remove any inappropriate materials. Magnetic locker mirrors or portable shelves are permitted. The school will not be responsible for money or valuable articles kept in lockers.

*The school maintains the right to inspect a student's locker, desk, backpack, or other personal items brought to school at any time without prior notice. BAS also reserves the right to use bolt cutters to remove any lock necessary to open a locker.*

## PLAYGROUND RULES

1. Playground supervisors will be the interpreters of which are safe and unsafe activities. Students are to obey ALL teachers and designated playground supervisors.

2. Throwing rocks, sticks, woodchips, etc. is not permitted.
3. Climb only on areas intended for climbing.
4. All balls should be used only in the areas designated. Baseballs (hard balls) are not permitted at school.

## ROLLERBLADES, SKATES, SKATEBOARDS AND SCOOTERS

Students are not to use rollerblades, skates, skateboards, or scooters on school property.

## WEAPONS

Burleson Adventist School is committed to maintaining a safe and secure school atmosphere. For this reason, weapons, or other dangerous implements (or look-alikes) may not be brought, retained, exchanged, or in any fashion caused to be in the school or on the campus. This policy refers to firearms, any type of knife, explosives, implements of street or gang warfare, or any other items that threaten the school environment. Any items discovered anywhere in school, on school grounds, or during any school event are subject to immediate confiscation by school or local law enforcement officers with the individual responsible being subject to serious discipline and/or expulsion and any other consequences arising from the involvement of law enforcement officers.

## FUND-RAISERS

All fund-raising projects connected with Burleson Adventist School are to be approved by the School Board in advance of any promotional activities. No proceeds from a class or organization may be distributed to any individual.

## STUDENT INTERNET ACCESS

Students may access the Internet to conduct online research and are supervised while accessing the Internet. Computers have software installed that blocks access to inappropriate sites.

The Burleson Adventist School has adopted an Acceptable Use Policy or Internet Contract. Student and parent must sign this contract before the student will be allowed online.



## PESTICIDES

Pest Management is contracted through a state certified company. Advance notice will be given to the administration before spraying during after school hours.

## STUDENT INSURANCE

Students are covered by insurance during the school day while under the school's supervision and on their way to and from school as long as it does not exceed the normal time to reach your destination. Accidents must be reported to a teacher or the office personnel promptly. This is secondary coverage.

## GRADUATION

Participation in graduation ceremonies is limited to students currently enrolled at Burleson Adventist School. Home school families with Kindergarteners and 8th graders are welcome to participate in coordination with BAS teachers (fees may apply) on a case-by-case basis as voted by the school board.

## FIELD TRIPS

Field trips provide an educational exposure that is not ordinarily available in a classroom setting. *Teachers will provide parents with written notice when a trip is planned off campus.* We appreciate the help of parents who make these trips possible by driving and chaperoning. Below are our guidelines for off-campus outings:

- School regulations for behavior and dress are to be followed.
- Adult sponsors stay with and monitor assigned students for the entire trip.
- Students are to avoid associating with strangers.
- Siblings may not be pulled out of their class to join another class's field trip.
- Students are not to eat in the cars transporting them out of respect for the driver and his/her vehicle.
- Students are not to take along electronic devices (Cell phones, handheld games, etc.) on school-sponsored trips unless specific permission is granted.

- Students must have written permission on our school form from parents/guardians. Phone permission is not acceptable.
- Parents driving are to be mindful of the entertainment (movies, music) played in their vehicles.

## SCHOOL PROPERTY

School property is to be respected. Property that is misused, broken, or destroyed will be charged to those responsible for the misdemeanor. Textbooks are furnished by the school and rented to the students as covered by the tuition fee. Assigned textbooks/library books that are lost will be charged to your account.

## SIGNED NOTES

Please notify the school in text or email for the following reasons.

- If the child will be absent from school
- If the child should not go outside during free play or for Physical Education
- If the child has a contagious disease (mumps, chicken pox, measles, strep throat, pink eye, etc.)
- If the child is to go home in a carpool other than his own.
- If the child is to leave with someone unknown to the teacher.

## LEGITIMATE CONCERNS

Any party with a legitimate concern should follow the proper procedure for handling the complaint. A suitable time and place should be chosen for the parent

and teacher to discuss the misunderstanding or difficulty.

If the matter cannot be resolved with the teacher, then the person should begin the process of filling out a Concern Form. Concern forms are available in the school foyer. The purpose of the form is to provide an avenue of open communication among the involved individuals before a concern is taken to the local school board. This form is provided so the steps to follow in approaching Legitimate Concerns are clear to all involved.

## PARENT/TEACHER CONCILIATION

On occasion problems may arise between parents and teachers. The following conciliation process is our procedure and is based on Matthew 18 and 1st Corinthians 6.

**Step One:** The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

**Step Two:** If the problem is not resolved, the parent should schedule a meeting with the teacher and principal.

**Step Three:** If the problem is not resolved, the parent should contact the school board chairperson, place the problem in writing and make an appointment to meet with the board chair, principal, and teacher.

**Step Four:** If the problem still exists, the concerned will be placed on the agenda for the next school board meeting, and the teacher and parent will be given an opportunity to address the school board. The Texas Conference Superintendent or an associate Superintendent must be present at this meeting.

## APPEAL TO PARENTS

Parents, we want to fulfill our purpose for existence. In order to reach the spiritual goals of the children, we need your cooperation. Our primary objective is to help prepare your child for Christ's soon return. We deeply feel the responsibility of providing full value for the rising costs of Christian education. We appeal to you to make the home environment a complement to our educational objectives.

## NON-PUBLISHED REGULATIONS

Any regulation voted by the faculty or school board, when publicly announced, will have the same authority as those appearing in this bulletin.