

## WELCOME FROM THE STAFF

Dear Parents:

Welcome to the 2016-2017 school year. As the new school year begins, let us look at some things you need to do to help make it a successful one:

1. Spend time alone with God daily. The quality of your spiritual life filters down to your children and the school.
2. Spend time with your children in family devotion and prayer. The time families spend together, to a large degree, determines the future of their children.
3. "More is caught than is taught." Let your children see Christ in you at home, at school, and at church.
4. Spend time with your school and teachers. Tell them what you like and what your concerns are.

Yours in Service,

### The Staff of Beryl Wisdom Adventist School

|                 |                          |
|-----------------|--------------------------|
| Brenda Trim     | - Principal              |
| Dawn Phillips   | - Office Manager         |
| Eudora Stephens | - Grades 7&8             |
| Stefan Sumpter  | - Grades 5&6             |
| TBA             | - Grades 3&4             |
| Shyani Grant    | - Grades 1&2             |
| Shari Rodgers   | - Kindergarten           |
| Jamiesta Julien | - Pre-K                  |
| Roseclair Hinds | - Before/After Care      |
| C. Mighty       | - Music                  |
| Marica Woolery  | -Teacher Assistant PreK4 |
| Evala Cadet     | - Teacher Assistant      |
| TBA             | - Spanish (Gr 1-6)       |
| TBA             | - P.E Teacher            |

## SCHOOL BOARD MEMBERS

|                |             |
|----------------|-------------|
| Tony Shaw      | - Chair     |
| Brenda Trim    | - Secretary |
| Keith Harding  |             |
| Dawn Phillips  |             |
| Cicely Poleon  |             |
| Veon Stuart    |             |
| Paul Clarke    |             |
| Michael Murphy |             |

## MISSION

Success for All

## VISION

Moving each child toward greater achievement, personal fulfillment, and Christian accomplishment

## PHILOSOPHY

Christian Education is a pledge to provide a Christ-centered curriculum which will promote the fullest development of the student's spiritual, physical, mental and social faculties. This school is dedicated to the philosophy of true education imparted by Christ. It will endeavor to impart moral training that will elevate and ennoble body, mind and soul that the student may reflect the image of the Creator.

## OBJECTIVES

1. To work with parents who are responsible in forming noble, Christian characters in their children.
2. To guide in the development of a well-rounded young person, spiritually, emotionally, physically, and socially.
3. To lead the student to a knowledge of God and recognition of the need of accepting Jesus as a personal Savior.
4. To develop an appreciation for the rights and interests of others.
5. To inspire love and loyalty to the country and respect for recognized authority.

6. To encourage and promote the development of responsibility in the student.

7. To stimulate high scholarship.

8. To promote the understanding and practice of healthful living.

### **APPLICATION AND ADMISSION**

1. Non-discriminatory Policy: The Seventh-day Adventist Church in all of its church operated schools admits students of any creed, nationality or race to all the rights, privileges, programs and activities made available to students at its schools.

2. Non-Seventh day Adventists may be admitted provided they uphold the standards of the school and participate in all school activities.

3. Special Education Needs: Resources are not available for students who have special educational needs.

4. Age for School Entrance: Any child being registered for grade one (1) must be at least six (6) years of age by August 15. For Kindergarten, the child must be at least five (5) by August 15; and for Pre-Kindergarten, the child must be at least four (4) by August 15.

5. Birth Certificate: All students applying are required to show proof of date of birth.

6. Transfer Students: All students transferring from another school will be required to have their records sent from the last school attended, and to take a placement test before being assigned to class.

7. Medical Examination: A complete medical examination for new students will be required at registration. By county regulation, students may not attend school unless a Certificate of Immunization is filed at the school.

8. Exclusion of Students: No student is admitted or retained who knowingly uses tobacco, alcohol, or drugs.

9. Unpaid Student Accounts: No student will be admitted whose account from the previous school year has not been paid in full. Transferring students owing on accounts from previous schools will not be admitted until debts have been paid, or until satisfactory arrangements have been made for payment.

10. All students who are accepted will be granted acceptance on the basis of a five month probationary period.

### **APPLICATION PROCEDURE**

The following procedure must be followed by all students who wish to apply for admission into Beryl Wisdom Adventist School.

Complete an application of admission which should include letter/letters of recommendation from most recent school/class teacher. For pre-kindergarten students and kindergarten students who are just beginning school, a letter from a Sabbath-School or Sunday-School teacher may be acceptable.

Complete the Medical/Emergency information.

Complete the Internet Acceptable Use Policy and Agreement.

Present a copy of transcript of grades, for last grade completed, from last school attended, if student is transferring.

Take an entrance examination in Reading, Language and Mathematics administered prior to admission.

Present any and all psychological reports to the school along with the application of admission.

Present an up-to-date, original immunization record (blue card/form).

Sign a photo and video release form annually.

Present an original, recent (within 1 month) physical examination record (yellow or mustard form). Present an original birth certificate. Present an original Social Security Card

### **ELEMENTARY ADMISSION**

The entrance age for Kindergarten is five years by August 15 of the current school year. The age for admission into First Grade is six years by August 15 of the current school year.

### **WITHDRAWAL/TRANSFER PROCEDURE**

At least five working days notice must be given to the school office for all transfer records/documents.

### **RE-APPLICATION**

The school reserves the right, upon review of a student's academic/behavior record, not to re-accept the student for the ensuing year.

### **FINANCIAL POLICIES**

We believe that Christian education should be made available to all of our students at the lowest possible cost. Therefore, our goal is to operate efficiently and economically.

Tuition rates are divided into two categories:

- a. Constituent Members – Solid Rock SDA
- b. Non-Constituent Members (All others)

The difference in tuition rates is due to the financial subsidy that the church gives to the school.

**See financial information sheet in Application Package for charges.**

Families with more than one student enrolled will receive an annual \$50.00 discount on Tuition for each additional child.

A fee of \$550 per student for registration and books. The registration fee covers insurance, School Agenda, consumables, standardized testing, and other miscellaneous items. Payment of registration fee and 1<sup>st</sup> month's tuition must be made before starting classes.

### **EARLY REGISTRATION DISCOUNT**

Account must be current to take advantage of the early registration discount: \$50.00 discount up to March 31 and \$25 discount up to June 30.

### **FINANCIAL POLICIES Cont'd**

Tuition fees are subject to only **ONE** of the following where applicable:

- a) Scholarship
- b) Constituent Discount

Exemptions: Advance Tuition & Sibling Discount

**TUITION IS DUE ON THE 1<sup>ST</sup> OF EACH MONTH. A LATE FEE OF \$15.00 WILL BE CHARGED AFTER THE 10<sup>TH</sup> OF THE MONTH**

### **WITHDRAWING EARLY FROM SCHOOL TUITION CHARGES**

Any student withdrawing from school after the third week of any quarter will be expected to pay the full quarter's tuition.

### **OVERDUE ACCOUNTS**

It is the responsibility of parents to ensure that they do not fall behind in their monthly payments. **If a student's account is two months in arrears, he/she will be suspended from school until the account is paid in full or an acceptable arrangement has been made.**

**Students with outstanding accounts will not be allowed to write quarterly examinations or participate in graduation exercises.**

**Final grades and transcripts will not be released at the end of the year until all tuition has been paid.**

Students who have unpaid accounts remaining from the previous school year will not be allowed to register until the account is paid in full.

## RETURNED CHECKS

A \$25.00 service charge will be applied to the student's account when a check is returned by the bank.

## ATTENDANCE POLICIES

1. Each student is expected to attend school punctually and regularly. Reasonable allowances will be made for absences, but the only legitimate excuses will be illness of student, or death in the immediate family. Upon returning to school, the student is to bring a note to the teacher from a parent or guardian and/or doctor stating the reason for the absence; and all school work missed must be made up. Students will not be allowed in school without the note. Absences for (15% of 180) is liable to fail the school year.
2. Tardiness is unacceptable except for sudden illness or prearranged medical appointment. Incentives will be given to encourage punctuality. Parents are encouraged to schedule medical appointments outside of school hours. Three tardies = 1 absence. Students who are absent for more than 20% of the quarter will be referred to the School Board.
3. Vacation: The School Calendar will include the various vacation periods for the school year. Should a necessity arise for a student to be away when school is in session, parents/guardians should personally notify the student's teacher at least at least a week in advance to arrange for assignments. Failure to do so will result in a failing grade for the assignment.
4. School Hours: School begins at 8:00 a.m. and ends at 3:00 p.m. Students must be picked up promptly and no later than 3:30 p.m. The school doors are opened at 6:30 a.m. Parents who drop off students before that time, do so at their own risk.
5. After-School Hours: All students should be picked up as soon as possible after dismissal time. Parents needing after-school care

should make arrangements in advance.

Students remaining after 3:30 p.m. without prior arrangements will be signed into Aftercare at the Aftercare rate.

6. Friday Hours: On Fridays, school will be dismissed at 1:30 p.m. to allow for Sabbath preparation. All students **MUST** be picked up promptly and no later than 2:00 p.m. Students who are picked up should remain in their parents' vehicles until transported away and should not be allowed to continually re-enter the school premises.

## BEFORE AND AFTERCARE

School begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday; and at 1:30 p.m. on Friday.

Aftercare hours are 3:30 – 6:00 p.m. Monday to Thursday; and 2:00 – 5:00 p.m. on Friday. Students are automatically placed in Aftercare at 3:30 and 2:00 respectively. Aftercare is \$140.00 per month and \$10.00 flat rate per day (\$12.00 per day on Noon Dismissal days). Beforecare is \$100.00 per month and \$8.00 flat rate per day. (see financial sheet).

In order for children to be released to an adult not listed on the After Care Form on file, parents must inform the school in writing. The authorized adult will be required to show a picture ID to the After Care personnel, who must record the ID information on the After Care document.

**If students are picked up late** (after 6:00 Monday-Thursday, after 5:00 –Friday) **there will be an additional charge of \$1.00 for each additional minute after the scheduled Aftercare time. This must be paid directly to the Aftercare personnel on duty.**

## CHANGES IN STUDENT DATA

It is the parent's responsibility to keep the school office currently informed of all changes concerning the student's address, telephone number, transportation arrangements, emergency information, and any other pertinent information.

## Students Responsibilities

1. Language: Every student is expected to use language befitting followers of Christ. The use of slang, impure and abusive language, and the taking of the name of God in vain are not permitted.
2. Honesty: Each student is expected to be honest and to refrain from stealing, deceiving, cheating, committing fraud or any act of dishonesty.
3. Safety: Each student is expected to observe proper safety precautions and is not to bring to school any weapon, weapon-type objects, matches or fireworks. Also, there should be no running in the hallways at any time. The wearing of “**heels**” is not permitted on school premises.
4. Leaving Grounds: Students are not permitted to leave the school premises during school hours except by permission of the Principal and the parents in writing.
5. Bible: Students will be encouraged to respect the Bible as the inspired word of God. Students in all grades will use a Bible that includes Old and New Testaments.
6. Reading Materials: Each student must have a library card and bring a book for the D.E.A.R program during morning care. Reading materials must be of Christian quality and content. Comic books or movie magazines/books will not be allowed.
7. School Work: Every student is expected to attain at least a “C” grade average in all school work. Any student who refuses to do assigned work of his/her class and grade to successfully complete the prescribed work, may be retained in the same grade for improvement.
8. Prohibited Materials: Recreational items such as music boxes, video games, iPods, iPad, MP3 players, toys, etc. should **NOT** be brought to school. If so, they will be confiscated and may not be returned until the end of the quarter. Parents must sign out the item.
9. Tablets: Tablets may be brought to school for academic purposes only, Mon-Thur. in Grades 5-8 only. They must, be checked in with the teacher at the beginning of each day and checked out at the end of the day. BWAS will not accept responsibility for any loss or damage.
9. Cell Phones: There should be absolutely no cell phones in school (except for field trips and special school sponsored events. BWAS will not accept responsibility for any loss or damaged cell phones or tablets). Failure to comply will result in immediate confiscation of the phone.
10. School-Church Property: Students and parents are responsible for any damage done to school/church property by the students.
11. Dress standards: School uniform is required daily by all students. No other combination is acceptable. Parents must guide their children regarding proper dress and are asked to send a note of explanation with any student not wearing the uniform. Exceptions include dress-down days, school parties and some field trips. \*\* See Below\*\*
12. Because of the necessity of the existence of positive relationships between the school, parents and students in the operations of the school, parents and students are expected to find harmonious solutions to differences or misunderstandings with others. A student’s failure to achieve this may result in a request that he/she be withdrawn from the school.
13. The Administration reserves the right to question students about their behavior at any time without parental consent, and also to conduct random book bag searches.

## **\*\* PARENTS RESPONSIBILITY**

1. Home Habits: Parents should be aware of the need of good health habits in their child/children:
  - a. Provide an adequate breakfast.
  - b. Limit the type and amount of television viewed.
  - c. See that the child gets sufficient rest and sleep.
  - d. Supervise daily grooming habits.
  - e. Check homework, and planner daily.
2. Home & School Association: Parents should participate in and attend all meetings and functions.
3. Finances: Parents should meet financial obligations to the school promptly.
4. School Hours Protection: Parents are asked to confer with teachers in person or by phone after school hours, not during class or recess times.
5. School and Teacher Support: Parents should maintain courteous and professional respect for the school, teachers and students.
6. Student Illness: Parents should keep students at home when symptoms of communicable diseases are present. No child should be at school with a fever. Parents will be called to pick up their child (ren) if such symptoms develop.
7. Parent-Teacher Conferences: Parents should show interest and concern in the daily progress of their children. Parents are expected to attend all Parent-Teacher Conferences.
8. Parent's orientation is MANDATORY for all new parents.
9. Volunteer: All parents are required to give 20 hours of volunteer time. Failure to do hours will result in cost of \$100 (\$5.00/hour).

## **PARENT-SCHOOL RELATIONSHIP**

The success of the school depends in a large measure upon the good faith and wholehearted cooperation between parents and the school's staff.

Our school cannot be successful in teaching its students basic, successful principles of life without the support and cooperation of the home and the church. Consequently, our school believes that there should be a positive working relationship between parents, school staff and pastors for the welfare and continued growth of the students. Letters or phone calls from the school may indicate a desire to counsel together to ensure the total growth & development of each student. Parents sometimes have questions concerning the school's programs for their children. Inquires about such matters are welcomed and encouraged.

## **HOME AND SCHOOL ASSOCIATION**

All parents of school children are members of the Home and School Association. The annual membership fees per family is \$25. Parents are urged to assist in the programs of the school and the association, and are encouraged to enhance relations between the home and the school. The association directly benefits the parents and students through its educational programs and fundraising activities. In addition to general meetings, the Home and School Association sponsors programs on parenting and school-community projects. Your attendance at scheduled meetings and other activities is strongly recommended

## **FIREDRILL PROCEDURE**

Monthly Fire Drills are required by State Law during the school year. These drills are to be taken seriously by students. When the alarm is sounded, students should immediately stop whatever they are doing and proceed to the designated area quickly and quietly. Students and teachers are to remain outside the building until a signal is given to return. Failure to comply with fire drill procedure will result in disciplinary action.

### **TORNADO DRILL PROCEDURE**

By Florida State Law, Beryl Wisdom Adventist School is required to have tornado drills during the school year. These drills are to be taken seriously at all times. Teachers will direct their students to the designated areas or through the designated procedure.

### **SEVERE WEATHER**

**Please note** that Beryl Wisdom Adventist School will follow the directives given to Orange County Public Schools in cases of severe weather conditions.

### **DISCIPLINARY PROCEDURES**

“The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control. Let all dealing with him be such as to show obedience to be just and reasonable. When God says thou shalt not, He in love warns us of the consequences of disobedience, in order to save us from harm and loss.” *Education, p. 287*

### **OFFENSES I**

1. Minor disruptions of class, assembly, and chapel
2. Gum chewing
3. Undermining religious ideals
4. Dress code violation
5. Personal grooming outside the bathroom
6. Running in hallway
7. Teasing with or without name calling
8. Unprepared for class, without materials/assignments.

### **DISCIPLINARY STEPS FOR OFFENSES #1:**

1. Appropriate discipline administered by teacher.
2. A written notice/referral of the violation and the discipline administered will be sent home to the parents to be signed and returned to school.
3. If necessary, a telephone conference will be held.
4. A fine of \$1.00 will be charged for chewing gum.

### **OFFENSES II**

1. Major disruption of classes/ chapel

2. Fighting/Physical assault with or without injury
3. Leaving the school or class without permission
4. Inappropriate public display of affection (PDA)
5. Three or more referrals for Offences I
6. Provocative/obscene language or possession of obscene materials
7. Disrespect to and defiance of school personnel
8. Wrestling and horse-playing.
9. Throwing objects and endangering or injuring
10. Vending without permission
11. Inappropriate use of the internet
12. Bullying in any form; verbal, non-verbal, physical, cyber.

### **DISCIPLINARY STEPS FOR OFFENSES II:**

- 1<sup>st</sup> Offense – One to Two days suspension – student, parent, teacher and principal conference
- 2<sup>nd</sup> Offense – Two to Four days suspension – student, parent, teacher and principal conference.
- 3<sup>rd</sup> Offense–Referral to School Board

### **OFFENSES III**

1. Arson, tampering with fire extinguisher, fire alarm or security system.
2. Theft, vandalism, robbery, burglary or any destruction of school property. Student/s may be held responsible for repair or the cost thereof.
2. Gambling/extortion–obtaining anything by force
3. Possession/use of illegal contraband items and drugs (tobacco and other harmful substances). Possession of any type of explosive, fire arm, or other weapons
4. Sex violation to include sexual harassment/assault (See Harassment Policy below)
5. Threats of physical bodily harm to teachers, students, auxiliary workers, or self
6. Assault with injury

### **DISCIPLINARY STEPS FOR OFFENSES III:**

1. Immediate suspension pending School Board Decision
2. Dismissal from school
3. Report to Law Enforcement Authorities

**All written notices of violations must be signed and returned the following school day in order for the student to be allowed in school.**

### **SEXUAL HARASSMENT POLICY**

It is important that BWAS maintains a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. Sexual harassment should never be a part of that environment. It should be noted that sexual harassment constitutes illegal educational discrimination under Federal and State Statutes, the 14<sup>th</sup> Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

**Definition:** Sexual harassment constitutes unwelcomed sexual advances, sexual comments of any kind, or physical contact of a sexual nature.

Examples:

1. Making threats of a sexual nature
2. Touching in a sexual manner
3. Sexual advances, gestures, contact, comments, or jokes
4. Displaying suggestive comments about a person's anatomy.

**Note:** Sexual harassment constitutes an infraction of Beryl Wisdom Adventist School policies and becomes grounds for disciplinary action including five or more day's suspension or dismissal depending on the seriousness of the situation as determined by the BWAS administration.

### **DRESS**

It is our goal that students develop an appreciation for Christian dress standards and grooming habits. This is particularly necessary in today's world where dress standards are extremely lax. Our dress standards will be effective only as parents and students work

together. Students are expected to observe the following standards in their dress:

Uniform is the only appropriate dress for school. All items for students may be purchased through the uniform company. Students are not permitted at anytime to wear only a part of the uniform on the street, to classes, or in any public place. Students who do not wear the correct uniform will not be allowed to attend classes. Parents will be required to pick up children at the school office. No decoration (additional badges, pins, brooches, etc.) may be worn.

School uniform as approved by the School Board and Home & School Association should be worn to school every day. No other form of dress is acceptable.

School uniform can only and **MUST** be purchased from:

**Hendra's Uniforms**  
**7226 West Colonial Drive • Orlando, FL**  
**32818**  
**407-668-0067**

**Both boys and girls will wear dress uniforms on Mondays, Fridays, and on designated occasions.**

### **BOYS**

1. Neat, long khaki trousers, properly fitted, **Boys will wear their pants on the waistline kept in place by a black belt.**

2. Red or white polo with school logo.

3. Laced-up solid black shoes with black socks. Tennis shoes for P.E should be worn (black tennis shoes with black socks or white tennis shoes with white socks).

4. Boys' **hair is to be low cut or neatly groomed.**

### **Dress Uniform**

Long pants & white Oxford shirt with tie

## GIRLS

1. Khaki skort or pants for Pre-K. Plaid jumper with logo for girls K to grade 5. Plaid skirt for girls in grades 6- 8 only.
2. White Peter Pan blouse K-5 & 6-8 with logo (Cross ties on Dress Days). Red or white polo with logo for Pre-k, 6 - 8 grades only.
3. Closed-up black school shoes with navy-blue socks with plaid jumper K-5 and white socks with black non-skid shoes for grades 6-8. Tennis shoes for P.E should be worn (black tennis shoes with black socks or white tennis shoes with white socks).
4. Clothing that is too tight or too low – necked, sleeveless shirts, tank tops, shorts, or sheer blouses should not be worn on the premises at any time, including “dress-down” days.
5. Girls’ hair styles are to be neat, plain and simple. Hair accessories are to be worn to match the uniform.

## P. E.

Shorts – Mesh navy shorts

T-Shirts –Blue with school logo

**Shirts and blouses (for both boys and girls) must be worn tucked in.**

## Seasonal Items

- Sweatpants – Navy for PE
- Jacket - Navy Fleece Jacket with school logo
- Leggings/tights for girls are permitted on cold days. These must be skin tone, black, or navy blue, and should be worn under their uniforms.

Inappropriately worded shirts are not permitted. This includes advertisements for questionable product, designs and musical groups, or words with unacceptable connotations.

No jewelry of any kind is permitted and may be confiscated by any staff member during school hours; no bandanas may be worn, this dress code also applies to all school activities and functions.

No nail polish (boys or girls)

No unnatural color is allowed with extensions or natural hair.

## NETWORK AND INTERNET ACCEPTABLE USE POLICY

Beryl Wisdom Adventist School is endeavoring to ensure that all students have access to computers for classes and/or research. To take advantage of this educational opportunity, this agreement must be signed by the student and the parent or guardian.

At Beryl Wisdom Adventist School, student access to, and use of the network will be under teacher or staff direction and will be monitored. Access is a privilege not a right. Access entails responsibility.

In addition, BWAS offers Internet access for student use. Use of the Internet has been established for a limited educational purpose. The term “educational purpose” includes classroom activities and limited light-quality self-discovery activities. The Internet access has not been established as a public access service or public forum. BWAS has the right to place reasonable restrictions on the material the student accesses or posts through the system. All students are expected to follow the rules as set forth below.

## Grades 3-5

1. I will not give personal information such as my address, telephone number, parents’ work address or telephone number or the name and location of my school without my teacher’s permission.

2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I “meet” online.
4. I will never send a person my picture or anything else without first checking with my teacher and parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher and parents right away.
6. I will not give any password to anyone (even my best friend) except my parents or teacher.
7. I will be a good citizen and not do anything that hurts other people or is against the law.
8. I will only be online when my teacher has given me permission.
9. I will always log off when I leave the computer.

### **Grades 6-8**

1. The Internet may only be accessed with the direct knowledge of a teacher and when an adult is present in the room.
2. Students will not post personal contact information about themselves or others on the Internet.
3. Students must never agree to meet with someone they met online without their parent’s approval.
4. Students will promptly report to their teacher or any school employee any message they receive which they feel is inappropriate or which makes them feel uncomfortable.
5. Students may not use BWAS’ Internet connection for any commercial purpose. This means students may not offer,

- provide or purchase products or services through BWAS’ Internet connection.
6. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses by any other means. These actions are illegal.
7. Students are expected to immediately notify a teacher or school employee if they have identified a possible security problem. Students will not show or identify the problems to other users.
8. Students will not use the BWASs Internet connection to access or distribute material that is profane, obscene, lewd, vulgar, rude, inflammatory, threatening, and disrespectful, that advocates illegal acts, or that advocates violence or discrimination towards other people.
9. If a student mistakenly accesses inappropriate information, a teacher or school employee should be notified immediately. This will protect the student from a claim that they have intentionally violated this policy.
10. Parents should instruct their child if they feel there is additional material they feel inappropriate for that child to access. BWAS’ fully expects each student to follow their parents’ instructions in this matter.
11. Students will not harass another person through the Internet or network. Harassment is still persistently acting in a manner that distress or annoys another person. If a student is told by a parent to stop sending him/her messages, the student must stop.
12. Students will not knowingly or recklessly post a message that was sent to them privately without permission of the person who originally sent the message.
13. Students must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as student work.
14. Students will always respect the rights of copyright owners. Copyright infringement occurs when work is protected by a copyright and is

inappropriately reproduced. If a student is unsure whether or not any work can be copied or used, he or she should request permission from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher.

15. Use of non-educational chat rooms and online game usage are prohibited.
16. Loading or playing games on either a work station hard drive or on the network file server is considered vandalism and is prohibited.
17. No student will attempt to change the desktop display of any work station.
18. All students are required to log off the network when they have completed their task. No student may begin work on a station if someone is already logged in.

BWAS makes no warranties of any kind for the network service it provides. BWAS will not be responsible for any damages suffered including loss of data. BWAS will not be responsible for the accuracy or quality of information obtained through the network connection.

**TO THE STUDENT:** When you are using the BWAS Internet connection and network, you may feel like you can easily break a rule and not get caught. This is not really true because wherever you go on the network you leave “electronic footprints.” Even if you don’t get caught, there is always at least one person who will know whether you have done wrong—that person is you. Your use of the Internet and network can be a mirror that will show what kind of person you are.

### **HEALTH**

**LUNCH:** We believe that healthy bodies lead to healthy minds, and healthy minds make it easier to keep in touch with Jesus. A healthy, vegetarian diet is encouraged at home and school. For students who need to bring their lunches, please ensure lunches are nutritious and are ready to eat as microwave warm-up will not be available. **Do not include, candies or drinks with caffeine. Drinks must not be sent in glass bottles.** (This also includes school activities.)

Parents who fail to provide lunch for their children 2 or more times will receive a written **NOTICE** prior to report to children services.

**MEDICATIONS:** Teachers are **only** allowed to administer medications to students on the signed authorization of parents. Medical Authorization forms may be obtained at the school office. All medication given must be logged.

**STUDENT ILLNESS:** When a student complains of not feeling well or has a temperature of 100° F. or more, school personnel will call the student’s parent/guardian, or the designated person, or doctor, if the parent/guardian cannot be reached.

### **CURRICULUM**

Our curriculum is aligned with the Common Core Curriculum State Standards and the standards developed by the North American Division of Seventh-day Adventists Education Department.

Lesson designs follow the 4MAT natural learning cycle that connects the learners to the subject matter through their individual learning style. Our school uses a balanced literacy model that tracks early reading development through the DIBELS (Dynamic indicators of Basic Early Literacy Skills) in Grades K-6. The on-line Lexia and Reading Plus programs further enhance the comprehension skills of the Pre-K – 8 Students. This balanced literacy model program focuses on teaching students specific comprehension strategies that connect them to the text. A word study program, **FUNDATIONS** launches early readers into the reading process.

**RELIGIOUS INSTRUCTION:** As a Seventh-day Adventist School, our fundamental objective is to uplift Christ and His principles of living. Bible instruction is a prominent part of the daily schedule. All classes are taught from the Christ-centered viewpoint. Each school day begins and ends with worship/prayer.

**ACADEMIC INSTRUCTION:** We place a strong emphasis on Reading and Language Skills, Mathematics, Social Studies, Science,

Computer Literacy, Music, Spanish and Physical Education.

**FIELD TRIPS:** Field trips are invaluable teaching aids. They provide direct experiences for learning and are extensions of what is being taught in the classrooms. A signed permission slip with the fee is to be turned in **24 hours** before field trips. Failure to comply will prevent your child/children from going on the trip.

General Field Trip Dress: Orange school field-trip shirt and jeans (shorts are **not** allowed). Any change will be indicated on field trip Form. Students who have been suspended will not be allowed to attend a Field Trip in the quarter in which they were suspended.

### **EVALUATING STUDENTS' PROGRESS**

Report cards are issued every nine weeks (four times per year) to keep parents informed of their child's progress. Parent/Teacher Conferences are scheduled twice per year (after the First and Third quarters). Interim Progress Reports are generally sent on the last Friday of each month. Parents may request additional conferences with the teacher at any other time. Teachers welcome your interest and suggestions and will gladly discuss your child's progress.

### **GRADING SCALE**

**K-**

I= Independent

P= Progressing

NT= Needs more time

#### **Grades 1-2**

E - Excellent progress

S - Satisfactory progress

N - Needs improvement

#### **Grades 3-8**

A - Superior work (90-100%)

B - Above average work (80-89%)

C - Average work (70-79%)

D - Below average work (60-69%)

F - Failing work (0-59%)

I - Incomplete

Make-up work for an "I" grade must be submitted during the following nine weeks. If the work is not submitted an "I" will become a failing grade.

A student scoring an "A" average with no more than one "B" and no less than an "S" in behavior will be on the Principal's Honor Roll.

A student with a "B" average, with no more than one "C", and no less than "S" in behavior will be on the Honor Roll.

Students on the Principal's Honor Roll/Honor Roll for 3 out of 4 quarters will form the Honor Guards at the Eighth Grade Graduation.

Any student who has been suspended may not receive Honors for that quarter.

### **GRADUATION REQUIREMENTS FOR GRADE 8**

To receive a **Diploma**, a student must:

1. Have an average grade of "C" or higher in Mathematics, Writing, Reading, Science and Social Studies.
2. Must earn at least a "D" in the Other subjects.
3. Have made up any "F"s received.

Students will receive a **Certificate of Completion** if:

1. They have a grade average lower than a "C".
2. They have a "C" average and have not made up any "F" grades.

Certificates of Completion may be upgraded to a Certificate of Graduation when all deficiencies are removed. However, this must be done before graduation.

Students with two or more "F"s, or students not meeting the requirements for either certificate will be granted a **Certificate of Attendance**.

Participation in the Graduation exercises is a privilege granted by the school. Students may

not be allowed to participate for any of the following reasons:

1. Inappropriate conduct
2. Outstanding balances on accounts.

### **PROMOTION TO THE NEXT GRADE**

**All students (Grades 1-7) must meet the academic standard outlined in number 1-3 of 8<sup>th</sup> Grade Graduation Requirements.**

### **VISITORS**

It is hoped that parents would visit the school. If parents wish to visit during school hours, they must make arrangements **with the teacher at least 24 hours in advance.** All visitors to the school must first check with the school office and obtain a **Visitor's Pass.** This is necessary for the protection and safety of the students. All unauthorized individuals will be reported to the police and be asked to leave.

### **A FINAL WORD**

This handbook is designed to give you a better understanding of the philosophy, operations, and policies of this school. It may not answer all your questions. However, when a question arises, please feel free to speak with the teachers.

Parents are very important members of the Beryl Wisdom Adventist School family. As such, we encourage you to participate fully in helping to make your child's school experience rich and meaningful.

"It takes the best of all of us to produce the finest educational system obtainable, and the worst in only a few of us can wreck a system no matter how conscientious and efficient (it) ...may be."  
*School Board Journal 120, April 1950.*

"The lessons that the child learns during the first seven years of life have more to do with forming his character than all that he learns in future years."  
*Ellen G. White – C.G. 193*