

WELCOME FROM THE STAFF

Dear Parents:

Welcome to the 2025-2026 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 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 enjoy and what you're concerned about.

Yours in Service,

The Staff of

Beryl Wisdom Adventist School

| | |
|---------------------|---------------------|
| Michael Wint | - Principal/Teacher |
| Irina Dukhonina | - Office Manager |
| Darby Harvey | - Grades 7&8 |
| Michael Wint | - Grades 5&6 |
| Audrey McCarthy | - Grades 3&4 |
| Jamiesta Julien | - Grades 1&2 |
| Shari-Anne Rodgers | - Kindergarten |
| Jamiesta Julien | - Pre-K Director |
| Joan Mullings-Lynch | - Pre-K |
| Music | - Irina Dukhonina |
| Patrece Cousins | - Treasurer |
| Chelmyr Chery | - Teacher Assistant |

SCHOOL BOARD MEMBERS

| | |
|------------------|-------------|
| Joan de Gannes , | - Chair |
| Michael Wint | - Secretary |
| Stephen Stewart | - Pastor |
| Winsome Wint | |
| Patrece Cousins | |
| Lionel Lynch | |
| Sherene Samuels | |
| Josea Wellington | |

MISSION

Success for All

VISION

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

CREED

Beryl Wisdom Adventist School is my school. I am being groomed to become a caring, responsible, fair-minded citizen in my community and in the kingdom to come. I am in partnership with God, my parents, my teachers, BWAS staff, my peers, and any other person God has put in my path to help me succeed. I will respect and honor these success partners.

To help myself succeed:

- I will use polite, respectful language
- I will follow directions
- I will keep my environment clean
- I will pay attention in class, work hard, and complete all tasks
- I will spend time with God every day
- I will show up on time for school with:
 - Reading and writing materials
 - Homework assignments
 - Good manners
 - Eagle spirit

Eagle Spirit

I am a BWAS Eagle

I make results, not excuses

My actions are my responsibility

Quitting is never an option

When I face a storm I find a way around it, over it, or through it

I will be successful! I refuse to fail!

I am a BWAS Eagle, created by God to soar

High above every mountain.

I can do all things through Christ who gives me strength.

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, "four-year old children with birthdays from Feb. 2 through Sep 1 will be eligible to enroll in VPK that year."

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 ten 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.

ENTRANCE TEST

New Students are given an entrance test. This provides information about the level of academic strengths and weaknesses and appropriate placements.

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 the 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 \$1,355.00 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 1st month's tuition must be made before starting classes.

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

- a) Scholarship
- b) Constituent Discount

Exemptions: Advance Tuition & Sibling Discount

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.

TUITION IS DUE ON THE 1st OF EACH MONTH. A LATE FEE OF \$20.00 WILL BE CHARGED AFTER THE 10th 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 \$35.00 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, 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 schoolwork 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 appointments.

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 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 open at 6:50 a.m. Parents who drop off their child before that time and without supervision of the child 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 being picked up should remain in their parents' vehicles until they leave the school grounds and should not repeatedly 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 \$180.00 per month and, a \$10.00 flat rate per day (\$12.00 per day on Noon Dismissal days). Before-care is \$140.00 per month and \$8.00 flat rate per day. (See financial sheet).

For a child to be released to an adult who is 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 state 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. You will be charged on your monthly statement.**

CHANGES IN STUDENT DATA

It is the parent's responsibility to keep the school office current and 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 weapons, 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' permission 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 maintain at least a “C” average in all academic work. Any student who consistently refuses to complete assigned work appropriate to their grade level may be retained in the same grade to allow time for improvement.
8. **Prohibited Materials:** Recreational items such as music boxes, video games, iPods, iPads, 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. To retrieve the device, parents must sign out the item.
9. **Cell Phones:** **STUDENTS WHO ARE APPROVED TO BRING PHONES TO SCHOOL MUST CHECK THEM IN THE SCHOOL OFFICE DAILY, WHEN THEY ARRIVE AND RECEIVE PHONES WHEN LEAVING SCHOOL.** BWAS will not accept responsibility for any loss or damaged cell phones. Failure to comply will result in immediate confiscation of the phone. Parents must collect and sign out the phone from the school office.

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 of any student not wearing the appropriate 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.**
14. **Personal Hygiene**
Hair must be well groomed and in its natural color. Brushed teeth, trimmed nails, and clean, well-ironed uniforms are important requirements of personal hygiene at BWAS.
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. Parents' orientation is **MANDATORY** for all new parents.

**** PARENTS' RESPONSIBILITY**

1. **Home Habits:** Parents should be aware of the need for 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.
 - f. Supervise personal hygiene.

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. Inquiries 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 fee per family is \$35. 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 procedures will result in disciplinary action. Teachers will practice routes to exit classrooms & buildings.

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.

SEVERE WEATHER

Please note that Beryl Wisdom Adventist School will follow the directives given to Orange County Public Schools in case 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

The Teachers, Staff and administration work with each student to meet these guidelines.

General Guidelines

- ***Respect God***
- ***Respect People***
- ***Respect Property***

OFFENSES 1

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 the 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.

OFFENSES II

1. Major disruption of classes/ chapel
2. Fighting/Physical assault with or without injury
3. Leaving the school premises or class without permission
4. Inappropriate public display of affection (PDA)
5. Three or more referrals for Offenses 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:

- 1st Offense – One to Two days' suspension – student, parent, teacher and principal conference
- 2nd Offense – Two to Four days' suspension – student, parent, teacher, and principal conference.
- 3rd Offense–Referral to School Board And will be in Ren Web.

OFFENSES III

1. Arson, tampering with the 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.
3. Gambling/extortion–obtaining anything by force
4. Possession/use of illegal contraband items and drugs (tobacco and other harmful substances). Possession of any type of explosive, firearm, or other weapons
5. Sex violation to include sexual harassment/assault (See Harassment Policy below)

6. Threats of physical bodily harm to teachers, students, auxiliary workers, or self
7. 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
4. Also reported in Ren Web

All written notices of violations must be signed and returned the following school day 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 14th 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:

A uniform is the only appropriate dress for school. All items for students may be purchased through the uniform company. Students are not permitted at any time 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 their child/ren at the school office. No decoration (additional badges, pins, brooches, etc.) may be worn.

School uniforms 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 uniforms can only and **MUST** be purchased online from:

The customized website for Beryl Wisdom Adventist School may be accessed here:

<http://www.landsend.com/pp/SchoolSearch.html?Action=landing&selectedSchoolNum=900185737>

Phone: Call 1800-469-2222

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 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. Shoes: Closed-up black school shoes with navy-blue/black 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.

Dress Uniform

Cross ties with white Peter Pan Blouse K-5 and plaid jumper. Grades 6-8, white Peter Pan blouse with school-logo and cross ties with plaid skirt.

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

P. E.

Shorts – Mesh navy shorts (with school logo)

T-Shirts –Blue with school logo

Seasonal Items

- Sweatpants – Navy for PE (with logo)
- Jacket - Navy Fleece Jacket with school logo
- Leggings/tights are permitted on cold days. These must be **black, or navy blue**, and should be worn under their uniforms.
- Undershirt must match the color of the shirt.

Inappropriately worded shirts are not permitted. This includes advertisements for questionable products, 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, students' access to, and use of the network will be under teacher's or staff's 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. 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 should promptly report to their teacher or any school staff member if they receive any messages that they feel are inappropriate or make 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 BWAS' 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 students from a claim that they have intentionally violated this policy.
10. Parents are encouraged to guide their child if they believe there is additional material that is inappropriate for them 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 distresses 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 the 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 your work.
14. Students will always respect the rights of copyright owners. Copyright infringement occurs when work is protected by 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 workstation 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 workstation.
18. All students are required to log off the network when they have completed their tasks. 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 damage 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 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 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 reporting to Children Services. Lunch is provided at a cost TBA, please make arrangements with the provider.

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 911 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 online Lexia and Reading Plus programs further enhance the comprehension skills of the Pre-K – 8 Students. This balanced literacy model program focuses on teaching the 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, Mathematics, Science, Robotics, Language Skills, Social Studies, 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 a 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

Kindergarten

I= Independent

P= Progressing

NT= Needs more time

Grades 1-2

E - Excellent progress

S - Satisfactory progress

N - Needs improvement

Grades 3-5

A+ 98-100

A 92-97

A- 90-91

B+ 88-89

B 82-87

B- 80-81

C+ 78-79

C 72-77

C- 70-71

D+ 68-69

D 62-67

D- 60-61

F 59-below

Grades 6-8

A+ 99.5-100

A 93.5-99.4

A- 89.5-93.4

B+ 86.5-89.4

B 83.5-86.4

B- 79.5-83.4

C+ 76.5-79.4

C 73.5-76.4

C- 69.5-73.4

D+ 66.5-69.4

D 63.5-66.4

D- 59.5-63.4

F 59.4-below

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 an "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 numbers 1-3 of 8th Grade Graduation Requirements.

VISITORS

It is hoped that parents will 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.

NJHS (National Junior Honor Society)

A GPA of 3.75 or higher is required in order to be inducted into NJHS. In addition, prospective inductees cannot have any referrals or suspensions in the current year.

Valedictorian/Salutatorian Requirements

A GPA of 3.75 or higher is required in order to be appointed valedictorian or Salutatorian of the Graduating class. In addition, the valedictorian/Salutatorian cannot have any suspensions or referrals in their graduating year.

Paying Your Tuition: Statements are sent out at the beginning of each month. Payment is due by the last day of each month. If the account is not paid by the last day of the month a \$30 late fee will be charged. Failure to keep an account current could result in dismissal. Previous Balance The account for the previous year's expenses at Beryl Wisdom Adventist School must be settled before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from a brother or sister who attended Beryl Wisdom Adventist School must also be settled before another family member is admitted. Account Status The financial sponsor is expected to always maintain the account current. The student must obtain financial clearance at the following points: a) at the beginning of each nine-week period; b) in advance for graduation on March 7, 2025. Past Due Action 30 Days – a letter is sent to the financial sponsor(s) requesting payment and the account will be included in an aging list sent to the Finance Committee and Board chairperson. 60 Days – a second letter is sent to the financial sponsor(s) requesting prompt action on the account. The account will be reviewed at the next Finance Committee meeting. Any decision to remove a student from school due to financial difficulties must have final approval from the Finance Committee. Refunds If a student withdraws within the first two weeks of the opening day of school, 75% of the registration

fee is refunded; students withdrawing within four weeks will receive a 50% refund. After four weeks, no refund will be given. When a student withdraws from school, an adjustment will be made to the account so that only tuition actually incurred is charged. The date effective for the refund calculation is the date the student officially withdraws. Registration and application fees are nonrefundable. All withdrawal requests must be submitted in writing and returned to the office manager. Statement of Responsibility Each student is accepted at Beryl Wisdom Adventist School with the understanding that his or her parents or legal guardian is/are responsible for the legal aspects of his or her attendance, regardless of age. These include, but are not limited to, the following: a) Payment of the account b) Damage to property c) Liability through altercation Transcript or Diploma Transcripts, cumulative records, or diplomas cannot be issued unless the account for the student has been paid in full. If full payment is not received for exited students within a year, a 1099C will be issued for the collection of debt.

Dispute Resolution Procedures

We are committed to fostering a positive and collaborative environment for all students, parents, and staff. We recognize that, at times, disputes or misunderstandings may arise. To ensure these situations are handled fairly and effectively, we have established the following procedures for resolving disputes:

1. Initial Communication:

- Parents are encouraged to address any concerns directly with the staff member involved as soon as possible. Open and honest communication often resolves issues quickly and amicably.

2. Escalation to Administration:

- If the issue is not resolved after initial communication, parents may bring their concerns to the attention of the relevant administrator (e.g., the principal). A meeting will be arranged to discuss the matter further.

3. Formal Complaint:

- Should the dispute remain unresolved after meeting with the administration, parents may file a formal written complaint. This complaint should be submitted to the School Board Resolution Committee, outlining the nature of the dispute and the desired resolution.

4. Review and Investigation:

- Upon receipt of a formal complaint, the School Board Resolution Committee will conduct a thorough review and investigation of the issue. This may involve gathering information from all parties involved and reviewing relevant documentation.

5. Resolution and Communication:

- Once the investigation is complete, the school will provide a written response to the parents, outlining the findings and any actions that will be taken to address the issue. The goal is to resolve the matter in a way that is fair and in the best interest of the student.

6. Appeals:

- If parents are not satisfied with the resolution, they may request a review by the higher authority, the Florida Conference Education Department (FLCOE). The decision at this level will be considered final.

7. Confidentiality:

- All disputes and complaints will be handled with the utmost confidentiality, and only those directly involved will have access to the information related to the dispute.

8. Non-Retaliation:

- We ensure that no party involved in a dispute will face retaliation or discrimination as a result of bringing forward a concern or

participating in the resolution process.

Final Decision:

- After all the prior procedures are thoroughly completed, the final decision rests with the school board.

We believe in working together to resolve disputes in a manner that is respectful, constructive, and focused on the well-being of our students. Thank you for your cooperation and commitment to maintaining a positive school community.

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.*