

## **Mission Statement**

The mission of Bass Christian Elementary School is to provide a Christ-centered, academic education that empowers students with the wisdom, knowledge, and determination to reach their full God-given potential.

## **Accreditation**

Bass Christian Elementary School (also referred to as BCE) is owned and operated by the Bass Memorial Academy Seventh-day Adventist Church. It serves as a private, co-educational school approved by the state of Mississippi, accredited by the Adventist Accrediting Association and the National Council for Private Schools Association. It currently offers an education for first through eighth grades.

## **Philosophy of Christian Education**

The philosophy of Christian Education at BCE views education as a means of restoring human beings to their original relationship with God. Believing the redemptive aim of true education to be the restoration of human beings into the image of their Maker, BCE, in cooperation with the church and the home, strives to prepare each learner for responsible citizenship in this world and the world to come.

The Board of BCE places a high estimate on the infinite worth of every individual. In so doing we recognize that "to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of His creation might be realized is the work of redemption the object of education, the great object of life." (Education, p. 15) It is our desire that each student develops a close personal relationship with Jesus Christ and thus becomes more like Him in order that He may manifest Himself in this redemptive work.

We pledge to prepare students to be ambassadors for Christ. We teach Christ on a daily basis and strive to maintain academic excellence in mental, physical, and spiritual education. With the caring partnership of parents and faculty, we strive to guide our students to discover their individual gifts and develop awareness of their civic responsibilities and rights for service to God, country, and the community.

## **Objectives**

### **Spiritual Goals**

1. To provide an atmosphere where a student can meet Jesus Christ.
2. To give each student the opportunity to accept Christ as his or her personal Savior, and develop a personal relationship with Him.
3. To impart a knowledge of God as the Creator and Source of all life.
4. To form the habit of having regular devotions and to teach the students how to study God's Word.
5. To teach that the Bible is the living word of God, thus developing attitudes of love and respect towards it.

### **Intellectual Goals**

1. To develop proficiency in the primary learning skills of reading, writing, language usage, spelling and mathematics.
2. To provide opportunities for exploring the physical world through science and social studies.
3. To help students establish good study habits.
4. To provide opportunities for drawing conclusions after the study and investigation of facts.
5. To develop an appreciation for art, music and literature.
6. To provide opportunities for the student to learn to think for themselves.



### **Social Goals**

1. To develop the students' taste for Christian social graces regarding dress, language and deportment.
2. To foster the desire and provide opportunities for service to God and man.
3. To encourage students to develop acceptable social behavior in society.
4. To help students to develop personal concern for all people, recognizing the value of every individual.

### **Physical Goals**

1. To impart to students that their bodies are the temple of the Holy Spirit.
2. To instill life-long habits of physical fitness and healthy diets.
3. To integrate NEWSTART (Nutrition, Exercise, Water, Sunlight, Temperance, Air, Rest, Trust in Divine power) into our curriculum.

## **Admission**

Recognizing that all mankind are children of God, BCE will admit students of any race, color, or ethnic origin. Bass Christian Elementary is open to students of good moral character who respect the rights and property of others, who are willing to wholeheartedly observe all regulations of the school, and who are committed to faithful completion of academic requirements. All pupils are expected to use language befitting a follower of Christ.

1. Any child applying for admission to first grade must be at least six (6) years of age by August 15 of the year of application.
2. At the discretion of the school administrator, an achievement test may be required to determine the appropriate grade placement of the child. The school reserves the right, after testing the child and counseling the parents, to change the grade placement of the child.
3. All student applications are reviewed by the School Board, which determines whether or not a student is accepted. The BCE School Board reserves the right to refuse admittance to any student that it feels does not behave in harmony with the school's principles. There is a 30 day probationary period for all students. If during this period the student demonstrates behavior and attitudes opposed to the philosophy and goals of BCE, the student may be asked to withdraw.
4. All students must provide BCE with a current Mississippi Health Department Immunization Record (Form 121) before the student enters school. If such proof has not

been presented, a student must withdraw from school until such proof is given. This is a state law we must comply with.

5. All new students, and those entering the fourth and seventh grade, must have a medical examination and provide BCE with a completed medical form (obtained from BCE). Physical examinations are required before September 1.
6. A copy of the birth certificate is to be submitted at the time of the first application or admittance.
7. Any child transferring to BCE from another school including a homeschool will be required to present a complete transcript of the previous year's schoolwork.
8. Parents must make special arrangements with the School Board if their previous year's account is not paid in full in order to register their student. The BCE school board reserves the right to refuse admittance to any student with an outstanding balance.
9. Bass Christian Elementary is not equipped to offer special education and is therefore unable to accept pupils who have serious scholastic or behavioral problems, or who are mentally challenged. If a special scholastic or emotional need is identified, testing will be required. A conference will be set up with parent, teacher, and/or administration to determine how to best meet the child's needs.

## **Attendance Policy**

An important aspect of Christian education is to teach our children responsibility by consistent attendance and being on time.

1. Any student accumulating unexcused absences in excess of 21 days or approximately 11 percent of the possible number of days in attendance from the date of enrollment may fail the education program for the year. Three tardies make up an absence.
2. Any student with seven or more unexcused absences per nine weeks may be given an F.
3. A written, signed note from the parent or doctor must be supplied to the teacher on the first day a student returns to school following an absence.
4. It is encouraged that routine medical appointments be scheduled outside regular school hours. After an absence, make-up work, including quizzes and tests, is the sole responsibility of the student. It is NOT the responsibility of the teacher. Teachers will, however make available to the student assignments covered during any documented school absence.
5. Tardies may mean that the child needs to catch up on his/her work at recess.
6. In case of sickness, emergency, or extenuating circumstances please notify the teacher as soon as you can.

Excused Absences are defined by Mississippi as: authorized school activities, illness or injury, death or serious illness of immediate family, religious events or observances, medical or dental appointments, educational travel—can include family travel, court proceedings where the child is a party

\*Any unusual circumstance regarding this policy will be presented to and considered by the school board. Request should be made to the school board as soon as possible.

## **School Hours**

Regular School hours are:  
 Monday - Thursday 8:00am - 3:00pm  
 Friday - 8:00 am - 2:00 pm

Students should not arrive earlier than 15 minutes before school begins and should leave no later than 15 minutes after school is dismissed. The school accepts responsibility of the students no earlier than 15 minutes before school begins and no later than 15 minutes after school is dismissed.

### **Pre-School and Post-School Activities**

Playground activities are not permitted before 8:00 a.m. or after school is dismissed, unless supervised by a teacher. All students are required to enter the school building immediately upon arrival. Students should stay inside the school until they are dismissed. Any parent whose child is not picked up by 3:30 pm will be fined \$10.00 for the first 30 minutes and \$25.00 for up to 1 hour. This will be included on the next statement.

### **Dismissal**

- If a student needs to leave school before the dismissal hour, parents should make arrangements with the child's teacher.
- If a student is to leave school with anyone other than his/her parent/guardian, permission to do so must be given to the teacher verbally or in writing.
- A student may not leave the elementary school grounds during school hours unless his/her parent/guardian notifies the teacher verbally or in writing.

### **Early Dismissal Policy**

Academics must receive priority over extracurricular activities. Participation in extracurricular activities that require repeated early dismissal will be based on these criteria:

- Students must qualify with no D's or F's for the quarter before the activity begins.
- If a grade drops to a D or an F, the student loses eligibility for the rest of the quarter.
- Students and their parent(s) must fill out a request form and submit it to the school board at least one month prior to the start of their activity.

If the request is approved, the student is in the parents' charge at the time he/she signs out and is no longer under the jurisdiction of Bass Christian Elementary.

## **Curriculum**

Bass Christian Elementary seeks to provide a concrete educational system that aligns itself with the state core standards. Academic excellence is supported by the professional BCE staff providing theme-based, hands-on learning in our annual science and history fairs. Along with providing the basic core elements of education, learning extends beyond the classroom and into the experiential lives of our students with community outreach.

## Graduation

All candidates for graduation must pass all required classes. No student may graduate with one or more "F" grades. No student may graduate without the entire school year's bill paid in full, including fines and/or damage charges, or appropriate arrangements are approved by the finance committee.

## Participation

While at school a child is expected to participate in all school activities (physical education classes, outdoor recesses, etc.) unless the school receives a doctor's note explaining the reason for non-participation and the duration of this permission. Any exception to this rule needs to be approved by the teacher.

## Homework

Homework assignments reinforce classroom learning. Assignments will vary according to teacher preference, student ability, and participation during school hours to accomplish work, and subject matter.

## Acceleration of Students

Acceleration of a student is not generally recommended. However, in cases where the parent makes a written request assuming all responsibility, the following criteria are to be considered.

- The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for advanced placement.
- The student must maintain at least an average level of achievement on the accelerated program.
- The content areas for every grade must be covered.

Request for acceleration is to be submitted by the teacher to the Conference Superintendent of Schools by March 20 using the Acceleration Request form from BCE or the Gulf States Conference Office.

## Lunches

A student's diet has a direct effect on his/her ability to perform well in school. Choose foods with good nutrition that are as close to their natural state as possible and preferably desserts low in sugar. Foods containing dyes and other food additives should be avoided. Lunches are not to contain unclean meats (as defined in Leviticus 11) or caffeinated beverages.

Meals are available from the Bass Memorial Academy Cafeteria during their school term. These need to be paid for in advance. Meals are \$4.50 each. This may not be available due to differences in scheduling.

All silverware, plates, bowls, etc., must be provided by the student. Each student is responsible for cleaning up after themselves when they use the classroom microwave and/or the school refrigerator.



## Dress Code

Bass Christian Elementary School requires its students to dress in a uniform representative of the school's purpose. Adherence to the dress code is expected of all students at all times. Parents will be notified if a child is out of uniform. When a student needs to be reminded repeatedly about his or her dress, it will be assumed that he/she is not committed to the program and may be asked to withdraw from the school.

- Dress must be neat, clean, and modest.
- No clothing allowed which is form-fitting or tight-fitting.
- No hats or sun glasses are allowed in the classroom.
- Shirts/blouses must have sleeves and cover the waist when arms are fully raised.
- Pants, slacks, and jeans must come to the waist—no hip huggers, sagging pants or leggings.
- Clothing must not have holes, tears, frayed edges, or other cuts in the material.
- Shoes with wheels are prohibited.
- Hair must be neat, clean, and of a natural color at all times. If hair becomes a problem, or causes a problem with other students, the issue will be addressed.
- Bracelets, rings, necklaces, earrings, friendship items, or any other type of jewelry are NOT to be worn at any school function. (Medical ID is OK.)
- Slogan T-shirts or undershirts are not acceptable school dress. Slogans and/or pictures on any part of the attire are not acceptable. Undershirts are to be white, with no bold print.

### Boys, Grade K-8

- Navy blue or khaki slacks. No cargo style pockets.
- Navy blue or khaki shorts.
- Polo shirts must have a collar.
- Dress/tennis shoes. No flip flops or open-toed shoes.

### Girls, Grade K-8

- Navy blue or khaki skirts and skorts
- Navy blue or khaki shorts/slacks. No cargo style pockets or leggings.
- Polo shirts must have a collar.
- Dress/Tennis shoes. No heels, flip flops, or open toed shoes.
- Cosmetics/Makeup: is acceptable only if it looks natural and is in good taste.
- Nail polish must be clear. Students wearing cosmetics that draw attention to their appearance will be asked to remove it.
- One-piece swim suits are required for swimming activities.

Field Trips: Appropriate attire will be determined for each field trip.

## **Academic Integrity Policy**

Our policy is: If a student is observed, according to the teacher's judgment, in an act of cheating (plagiarism is considered cheating), during a test or individual assignment of any kind, he/she will be informed of the infraction. The assignment will be withdrawn and the student will receive a "0" (zero) for the test/project/assignment. The teacher reserves the right to apply the penalty to any other parties involved in the breach. A lack of academic integrity may result in suspension or expulsion from school based upon school discretion in regards to the nature of the cheating as well as the attitude of the student and any prior incidences. Receiving a failing grade for the entire course is also an option of discipline.

## **School Rules**

The following are not permitted:

- Narcotics, illegal drugs, including alcohol and tobacco in any form.
- Gambling, betting, possessing playing cards or any other gambling devices.
- Profane language or lewd conduct.
- Improper conduct involving the privacy of other persons; possession or display of obscene material; indecent behavior; or improper physical association between students.
- Dishonesty, cheating, theft, lying, fighting, and bullying.
- Undermining the religious ideals of the school.
- Advocating activities and entertainment not in harmony with Biblical principles.
- Bringing electronic items without the teacher's permission.
- Lack of proper respect.
- Endangering the safety of others.
- Vandalism or illegal entry to school property, including climbing on the roof. The student will be responsible for the cost of replacing damaged property.
- Any devices that may cause personal injury are forbidden and will be confiscated. This includes—but is not limited to—Fireworks/Firearms/Knives/Open Flame Devices
- Biking, skateboarding, or rollerblading will not be allowed during school hours.
- Pets, except by special permission for a brief "show & tell"
- Gum

\*Disclaimer. All penalties, fines or fees assessed to students are payable by their parents in accordance with Mississippi State Laws.

## **Search Policy**

By attending, all students and parents grant consent for BCE or its personnel to inspect, read, review, search or otherwise take appropriate action with respect to any personal items on school property.

## **Discipline**

BCE's highest priority is to be a safe, Christ-centered school. Students are expected to behave with respect and integrity in word and action towards themselves, the BCE staff and property, other students and their belongings. Verbal or physical confrontation should be avoided to prevent serious discipline.

Any student whose conduct is unsatisfactory, or whose spirit is manifestly out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, or who displays passive/aggressive behavior may be suspended at any time, although there may have been no specific violation of the above regulations.

The teacher will handle classroom behavior. Discipline can include, but is not limited to the following: community service, in-school suspension, out-of-school suspension, or expulsion.

Breaking any of the school rules could result in the following:

- (A) Suspension of student who the teacher feels is threatening the health and welfare of students and/or staff. Suspended students are not to be on the school grounds.
- (B) A conference with the parents; in which the school expects the cooperation of the parents in correcting the student's behavior. The school board chair will be notified.
- (C) The School Board may be called to meet and discuss the violation. They will determine what disciplinary actions should be taken.

## **Media Use**

Computer usage during school hours is for educational purposes only. BCE uses the internet filter adopted by Bass Memorial Academy. Different levels of restriction may be placed on a student based on behavior, maturity, and responsibility throughout the year. Students attempting to get around the filter and visit inappropriate websites will be subject to disciplinary action.

It is essential that each student log out when they have completed work on the internet; allowing someone else to use his or her log-in may result in disciplinary action. Even if the student in question never visited inappropriate sites, discipline will be administered for sharing password information.

Personal media devices such as cell phones, tablets, or iPods are not allowed on the school premises without prior authorization from the teacher.



## **Illness and Accidents**

A sick child should remain at home so that he/she can recuperate better and the infections will not be spread at school. A child who is too sick to play outside is too sick to come to school.

Please call the school when your child will remain at home because of illness. If the child has/had a communicable disease, please notify the school so other parents can be alerted.

If a child becomes sick at school, you will be called and asked to immediately pick up your child and take him/her home. If a parent cannot be reached, the person listed on the application form as an emergency contact will be called.

If a child sustains a moderate injury during the school day, up to and including a simple fracture, school authorities will try to contact the parents immediately. If the school cannot reach the parents, school personnel will try to contact those specified on the emergency form. School authorities may administer first aid, call 911, or take other action at their discretion. If a child has a serious injury, 911 will be called first, followed by calls to the parent or guardian.

## **Student Accident Insurance**

Each child in a Seventh-day Adventist school in the Gulf States Conference is covered by student accident insurance. The policy is for "excess coverage." "Excess coverage" is for expenses over and beyond the student's family health insurance. It is a secondary insurance. When making a claim, the family will be asked to indicate the coverage they have. Students whose family does not have health insurance will have full coverage for the medical expenses incurred up to the limits of the policy.

## **Medical Treatment**

During registration a form entitled Continuing Consent to Treatment and Health Insurance Information will be provided. This form provides the school with information regarding parental preference of doctors, consent to have emergency medical treatment given, and information on other insurance policies in the event of an emergency situation. A list of this information is maintained by the teacher and is taken with your child's teacher on all field trips.

## **Policy for Administering Medicines**

The health of each student is an important factor in the learning process. In general, the administration of medication to students while in school is to be avoided. Medications should be given at home when possible. When, however, a parent, physician, or health officer directs that medication should be administered to a student during school hours and certified health personnel are unavailable, the principal should arrange for the administration of the medication(s). Medications given to students under these non-preferred circumstances must be administered as per written protocol, approved and signed by a physician and/or health officer and parent(s). Procedures requiring invasion of the skin are to be performed only by a licensed practitioner.

In the event the administering of medication to a student during school hours is necessary, the school must provide control and supervision of the administration of the medication as detailed below:

1. The principal/head teacher or a staff member (having informed and secured approval by the principal) shall be responsible for administering medication to students and storing all medication.
2. All medications must be brought to the principal in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
3. Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for a period of time exceeding 20 school days, shall file with the principal a medication authorization, signed by the parents or legal guardians of the student, and in a form prescribed and made available by the Conference K-12 Board of Education. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary.
4. The teacher shall be responsible for maintaining a log for each student specifying the name of the student, the name of the medication, the date, time, amount of each dosage, and any reaction by the student to the medication.
5. Medication Related Emergencies:
  - a. An allergic reaction to medication can happen at any time, no matter how long the child has taken the medication. In the event of a reaction, the teacher will call the parent. If the situation is life threatening, the teacher will call 911.
  - b. Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medication, etc. may NOT be administered to students by school staff. Only a licensed practitioner or nurse may dispense non-prescription medications. Students may self-administer non-prescription medicines provided they bring one or two days' dosage rather than a whole bottle. However, the medication should be given to the school authority by the parent until the child needs it. The parent should also complete an "Over-the-Counter Medication Permission" form.

## **Anti-bullying**

The school will take bullying seriously. We will support the student and investigate each incident. We will attempt to bring the victim and bully together, if both are willing, to work through the situation. Students may report any bullying or harassment to their teacher or a trusted person who will inform the teacher. Our goal is to have a family-friendly group who works together and demonstrates love by their actions to each other.

Definitions:

1. The terms harassment, intimidation, and bullying shall mean any written, visual, verbal communication, or physical act, creating risk, threat, or with the end result of:
  - a. Physically, emotionally, or mentally harming any member of the school, their families, or personal possessions; or
  - b. Interfering with a student's education experience; or
  - c. Creating an intimidating or threatening educational environment; or
  - d. Disrupting the orderly operation of the school; or
  - e. Subjecting a person to torment, ridicule or shame, or
  - f. Committing a crime against Federal, State or local laws, statutes, or ordinance; or
  - g. Subjecting any member of the school or their family members to unwanted or illegal pornographic material; or
  - h. Portraying any member of the school or their family members in a state of nudity, engaging in sexual acts, or in such a state of dress as to subject such person to shame and embarrassment;
2. The term cyber-bullying means any harassment, intimidation or bullying, when such is accomplished utilizing any electronic communication media.
3. Attempts/Solicitation/Conspiracy – taking steps toward engaging in harassment, intimidation, bullying and cyber-bullying activity shall be regarded for purposes of this policy in the same way as if the actor had been successful in completing the harassment, intimidation, bullying or cyber-bullying activity;

Harassment, intimidation, bullying and cyber-bullying are prohibited. False reports, false accusations, or retaliation for harassment, intimidation, or bullying also constitute a violation of this policy.

If such activity is engaged in on:

- (A) The campus of BCE or during school-sponsored activities,
- (B) School-provided transportation,
- (C) School-provided electronic computer equipment, or is received with the assistance of school provided electronic computer equipment;

Those students shall be subject to discipline according to conference and school disciplinary policy.

BCE has no duty to regulate off-campus Internet messages, statements, postings, or acts. Nevertheless, BCE reserves the right to regulate, review, investigate, and discipline students for any disciplinary violations when such activities threaten violence against another student or otherwise disrupt the learning environment of the school.

Depending on the frequency and severity of the conduct, intervention, counseling, discipline, and/or referral to law enforcement will be used to correct the violation. Parents of students impacted by harassment, intimidation, bullying and cyber-bullying will be informed of the incident. The school board chairperson will also be informed about the situation. Law enforcement may be notified prior to parent notification.

## **Sexual Harassment**

BCE is committed to providing a school environment free from sexual harassment for all students and staff. Students who have experienced sexual harassment should report the incident to school authorities and parents as soon as possible. School authorities include teachers and school board members. Students who harass others are subject to discipline, up to and including expulsion. Law enforcement may be notified prior to parent notification.

Sexual harassment is any sexual advance, request or other conduct of a sexual nature. It includes, but it is not limited to, spoken or written words, physical behavior, offensive pictures and/or drawings, graffiti, and jokes. Sexual harassment can occur if a teacher or another individual stipulates that your grade or participation on a team, etc. will be based on whether you submit to unwelcome sexual conduct. This abuse of authority is illegal regardless of whether you refuse sexual demands or submit to them.

Sexual harassment includes verbal, physical or visual forms of harassment which is "sufficiently severe, persistent, or pervasive" and unwelcome. A single, severe incident, such as a sexual assault, could create a hostile environment. More commonly, a "hostile environment" is created by a series of incidents. Credit carding, scooping, etc. would be included in this section. Sexual harassment will not be tolerated.

The following list is comprised of examples of sexual harassment. Behaviors like these can create a school environment that feels threatening or unsafe and can interfere with a student's ability to participate or learn. Sexual harassment can come from a teacher, school official, or fellow student.

*Examples of Sexual Harassment:* Sexual comments about your body; sexual advances/propositions/suggestions; sexual touching; sexual graffiti; sexual gestures; sexual "dirty" jokes; spreading rumors about other students' sexual activity; talking about one's own sexual activities in front of others; touching one's self in a sexual fashion in front of others; showing offensive/sexual pictures, stories, objects.

*What should I do if I am being sexually harassed at school?*

If you are being sexually harassed, you are already aware of how humiliating, embarrassing or frightening it can be. You are protected against this kind of behavior by a federal law that prohibits sexual discrimination in education. There are steps you can take to bring an end to sexual harassment; some you take on your own, and others you take with adults who are both willing and required, by law, to help you.

1. Do not ignore the sexual harassment.
2. Tell the person who's harassing you to STOP. It may not always be clear to your harasser that the behavior is unwelcome. If you are able, tell the person directly or write in a letter

that you do not like his or her behavior and that you want it to stop. In a situation where you are afraid to address a harasser directly, you need to involve your parents and/or school officials.

3. Talk to someone you trust about how you are feeling. Friends, a trusted teacher, older siblings, and parents can all be helpful in giving you loving support as well as ideas on how to stop the harassment.
4. Inform your teacher that you are being sexually harassed. (Either you or your parents can bring the situation to their attention.) The school has a legal responsibility to respond to sexual harassment.
5. The School Board has members available for students to talk to about sexual abuse. They will be able to respond to questions and complaints about sexual harassment and/or refer you to other sources.
6. If nothing happens after reporting to school officials, you can contact the Gulf States Conference Department of Education.

## **Relationships**

Couple relationships are discouraged. Obvious expressions of such are not allowed. Elementary school is a time to make friends and learn to be a friend.

Bass Christian Elementary school is a Seventh-day Adventist Christian school. "Because of our beliefs, we prohibit students engaging in any sexual conduct/activity, including same-sex relationships. We have chosen to define sexual conduct/activity to include anything that advocates for, promotes or supports the homosexual lifestyles in any forum, including in social media. Sexual conduct/activity also includes any consensual behavior that occurs before marriage, such as sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same-sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex), that may lead to situations of temptations, regret and immoral conduct." *NAD Education Department LGBT Statement*

## **Anti-discrimination Statement**

The Seventh-day Adventist church in all of its church schools, admits students of any race to all the right, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or sex in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.

## Parental Responsibility

In general, it is the duty of parents and students to uphold the teachings and to adhere to the academic and spiritual principles and standards of the BCE School. Parents can contribute to a successful school by following these guidelines:

1. Upholding in their homes the ideals taught in the school.
2. Instilling good health and work habits
3. Actively participating in school-sponsored activities and functions.
4. Discussing concerns of the school program directly with the principal or the teacher. (After following the Biblical guidelines listed under "Grievance Procedure" below, any concerns that are not resolved with school personnel may be presented to the school board chairman.)
5. Promptly meeting financial obligations to the school.
6. Allowing the students to do their own work with minimal help.
7. Being a positive, Christian role model to your child.
8. The school requests that parents ensure that their child has a nourishing breakfast before leaving for school. This helps the students concentrate and perform better in the class room.



### Guidelines for Parents

Cooperation between parents and teachers will help provide positive educational experiences. When students perceive a spirit of mutual support and cooperation between parents and teachers, they will display a more eager attitude toward learning and achievement.

1. Contact the teacher before drawing conclusions.
2. Make your contact outside of classroom hours, while being sensitive to the personal needs of the teacher.
3. Avoid expressing negative opinions or judgments about a teacher in the presence of your child. This undermines confidence in the teacher and affects your child's relationship with the teacher.

## Grievance Procedure

During the course of the school year, disagreements may arise that, if not handled in a responsible and respectful manner, have the potential of becoming issues that affect the entire school family. Critical, sarcastic, judgmental, and negative remarks made about the school, teaching staff, students, or other persons associated with the school or church can cause even greater difficulties and may hinder resolutions to the problem. Parents are asked to discuss matters of student progress, discipline, etc. outside of school hours.

It is the responsibility of all who are a part of the school to use effective communication and earnest prayer in dealing with all misunderstandings and/or disagreements. Should a concern arise, please follow the steps advised by the Biblical principle found in Matthew 18:15-17.

Persons having concerns about school personnel or programs have a legitimate right to express those concerns and receive answers to their questions. If a misunderstanding and/or problem arises, the parent and/or guardian should follow the following steps:

Step 1 - Discuss the problem with the teacher, withholding judgment until a satisfactory resolution is made. Discuss all options. If this procedure fails to resolve the problem:

Step 2 - Contact the school board chairman, who will meet with the teacher and parents and/or pastor. If this still fails to solve the problem:

Step 3 Address the school board in writing.

If, after following these steps, they do not receive satisfaction, they may then go to the conference superintendent of education. If one appeals to the conference level, rather than starting with the teacher, the process will take longer as they will be directed to follow the Biblical council and go to the person directly involved.



### Custody Disputes

In case of a custody dispute, the school will abide by the rulings of the court if there is a copy of the court document on file in the school office. If there is no court ruling, or if there is no copy of the court document on file in the school office, the child may be released to either parent.

### Student/Parent/Teacher Conferences

Student/Parent/Teacher Conferences are held with all students, parents, and teachers at the end of the first and third nine-week periods. Teachers and parents will conference alone after student conferences if there is a need. Other conferences may be scheduled by the teacher or requested by the parent as necessary.

## Field Trips

All students will be required to have written permission from a parent or guardian before going on a field trip. Permission slips regarding the time and nature of field trips will be given to parents prior to such events. Exception: at the beginning of the school year parents may provide permission for their child(ren) to go on supervised nature/fitness walks in the local area surrounding the school grounds through the year at undesignated times. Students participating in school-sponsored activities or outings are representatives of BCE and the Seventh-day Adventist Church, and as such should conduct themselves in accordance with the standards and policies of the school and the church.

In the event that additional drivers are needed, the following stipulations apply;

1. Drivers
  - a. Must be over 25 years of age with a valid driver's license.
  - b. Must have completed the *Verified Volunteers* training and background check.
  - c. Must adhere to all posted speed limits while on the trip.
  - d. May neither consume nor provide for another any alcohol or judgment-impairing drug substance prior to or during the event.
  - e. Are not to smoke in the presence of students.
  - f. Should not make any unplanned stops.
  - g. Ensure each child and the driver has and uses a seat belt
2. Vehicles used in transportation must have minimum \$100,000/\$300,000 Liability (Bodily Injury), \$50,000 Liability (Property Damage), and minimum \$5,000 Medical Payment auto insurance.
3. Vehicles can only carry those they have seatbelts for, including the driver.
4. The school office must have current copies of the driver's license, insurance coverage (Declaration Page), and a completed Transportation Information form on file in the office prior to each trip.



## **Financial Information**

Monthly Rates: \$290

Registration Fee: \$280 (non-refundable-year), \$180 (2nd Semester)

Registration and tuition charges cover a portion of the total cost of the school program. The remainder of the cost is covered by subsidies and programs from the Gulf States Conference of Seventh-day Adventist and by the constituent Seventh-day Adventist churches. Registration fee covers student insurance, library fees, schoolbooks, some supplies, and testing.

Yearly tuition is divided into ten equal payments. Checks or payments should be mailed to the school treasurer by the 1st of each month. Satisfactory arrangements must be made with the school treasurer; otherwise, the student will not be allowed to attend school until the bill is paid. A fee of \$40, subject to change as bank fees change, will be charged for all returned checks.

Tuition will be due on the first of each month. A \$10.00 discount per student will continue to be provided to those families who pay their tuition by the 10th of each month. When a family has more than one child attending BCE a 10% discount will be deducted from tuition for the second student. Third and subsequent children will receive a 20% discount. Student records/final report cards will be transferred to other schools and given to parents when all financial obligations to BCE have been met.

Grade reports and diplomas will be held at the end of the year until a student's account is paid in full. In the event that tuition is not fully paid by the end of the month, any child whose account is behind 30 days or more may be TEMPORARILY WITHDRAWN until the bill is current. Any exception to the policy MUST be presented to the BCE School Board and voted thereon. If you anticipate a problem paying tuition or find yourself unexpectedly unable to pay tuition, contact the treasurer or the school board chairman. No student may enter class in August without all paperwork complete, which includes having the account paid up to date.

## **School Board**

The school board is ultimately responsible for the policies that govern the school and for the procedures used. It is the intention of the board that these policies and procedures will help BCE fulfill its stated mission and objectives. It is the school principal's responsibility to give leadership in carrying out these policies and procedures and to manage the day-to-day operations of the school.

\*\*\*Note that all guidelines and rules given orally and/or in writing during the school year are just as binding as those written in this handbook. Changes may be made by vote of the school board.\*\*\*

Latest update - April 2019

## **School Board Members (2019-2020)**

Robin Hawkins - Chairperson  
 Pastor Andre Weston  
 April Pillsbury-Lloyd - Secretary  
 Iyola Itza - Treasurer

Charlie Diamond  
 Suzy Gloudeman  
 Bruce Lane  
 Ina McFarland  
 Jason Shives

## **SEVENTH-DAY ADVENTIST BELIEFS**

### **We believe:**

The Bible is the inspired Word of God

2 Tim. 3:16

In the Trinity: Father, Son and Holy Spirit.

Gen 1:26, John 1:1-5,14, John 16:7

In salvation through Jesus Christ alone.

Acts 4:10-12, Eph. 2:8-9

In the new birth.

John 3:1-7, 2 Cor. 5:17

In the imminent, literal, return of Jesus Christ.

Acts 1:11, Matt. 24:29-34

That the Ten Commandments are God's infallible rule for living, and the standard by which we will be judged.

Ex. 20:3-17, James 2:10-12

In the sanctity of God's seventh-day Sabbath.

Gen. 2:2-3, Ex. 20:8-11, Isa. 58:13, Mark 2:28

In the resurrection of the dead.

John 5:28-29, 1 Thes. 4:15-16

In immortality given by Jesus at His return.

Job 19:25-27, 1 Tim. 6:15-16, 1 Cor. 15:51-52

In all the gifts of the Spirit.

Eph. 4:8-13, 1 Cor. 1:7, Rev. 12:17, 19:10

In baptism by immersion, and the ordinance of Communion.

Mark 1:9-10, Rom. 6:3-5, 1 Cor. 11:23-26, John 13:3-7.

That God has called His people to proclaim the Three Angels' Message.

Rev. 14:6-12

In glorifying God through healthful living.

1 Cor. 10:31

In the support of the Gospel ministry through our tithes and offerings.

Mal. 3:8-10, Ps. 50:5-15, Prov. 3:9-10.