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BRENTWOOD
ADVENTIST
CHRISTIAN
SCHOOL

2018-2019 Handbook

Revised: June 2018

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TEACHER/PRINCIPAL

MISSION STATEMENT

Brentwood Adventist Christian School sees Christ in every child and strives to educate children to reach their God-given potential, spiritually and academically.



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OUR SCHOOL

Brentwood Adventist Christian School is a combined effort of the Bismarck, Mandan and Dakota Adventist Academy Seventh-day Adventist churches. This school has been in continuous existence since the 1950's.

Brentwood Adventist Christian School is located 1.5 miles north of the intersection of Highway 83 and Route 1804, in Bismarck. Brentwood Adventist Christian School continues to serve as a private school for grades 1-8. It is approved by the State of North Dakota and is accredited by the Mid-America Union Conference Department of Education and by the Board of Regents of the General Conference of Seventh-day Adventist.

OUR PURPOSE

To provide a balanced training of the physical, intellectual, spiritual and social talents of each pupil.

To see that scholastic standards are maintained at the level required by the Board of Education of the State of North Dakota, the Department of Education of the General Conference of Seventh-day Adventist and the Dakota Conference of Seventh-day Adventists.

ADMINISTRATION

Authority

The School Board will give direction and oversee the operation of the school.

School Board members are elected by the constituent churches and are responsible to the same.

The educational officers of the Seventh-day Adventist Church in the General Conference, Mid-America Union Conference and the Dakota Conference are relied upon for advice and counsel.

Disciplinary problems brought before the School Board in session will be confined to those requested by the principal.

No individual member of the Board has the privilege of making decisions affecting school policies.

ADMISSIONS POLICY

State of Non-Discrimination

Brentwood Adventist Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities general accorded or made available to students of the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school administered programs.

Who May Attend

Brentwood Adventist Christian School welcomes applications from families who desire a balanced elementary Christian education for their children. It is anticipated that all students who qualify by normal standards of age, health, proper attitude, mental and emotional stability, together with spiritual interest, can be benefited by an elementary Christian education in this school. Membership in the Seventh-day Adventist Church is not required.

Application Procedure

Students will be considered for school enrollment by the School Board after applications have been received. The following items are required to be considered an enrolled student at Brentwood:

- Completed application form
- Immunization records

Kindergarten and First Grade Admission

Students entering Kindergarten must be 5 years of age by August 1, of the year of enrollment. Students entering First Grade must be 6 years of age by August 1, of the year of enrollment.

FINANCIAL INFORMATION

Brentwood Adventist Christian School charges an entrance fee and a yearly tuition.

Entrance Fee

The entrance fee of \$250 is due at registration time and is non-refundable. This fee includes student insurance, textbook rental, workbooks and the majority of field trips. The student is responsible for all other classroom supplies, such as paper and writing/coloring supplies.

Tuition

The first month's tuition is due at the time of registration. The remaining none payments are due by the tenth day of each month. Yearly tuition for a family is charged as follows:

- First child: \$2,385
- Second child: \$2,226
- Third Child: \$2,067

A 3% discount is given when the entire year's tuition is paid at registration time.

If monthly tuition is not maintained as agreed, the matter will be referred to the school board. Unless alternate arrangements are approved, penalties up to and including student dismissal may be utilized until financial obligations are fulfilled. Should tuition remain unpaid, Brentwood Adventist Christian School

reserves the right to employ all reasonable legal means to collect any outstanding balance.

SCHOOL REGULATIONS

School Hours

School begins at 8:00 am. Monday through Thursday school ends at 2:45pm. On Fridays, school ends at 2:00 pm.

Attendance

Regular attendance is required. Please make arrangements ahead of time if your child needs to be absent from school. No student is permitted to leave the school grounds during the day without permission from the parent(s) and teacher.

Supervision

Supervision on the playground is not provided before or after school hours. Students will remain in the classroom until school begins or their ride arrives. It is expected that students arrive no earlier than 15 minutes before school and be picked up no later than 15 minutes after school dismisses. Please make prior arrangements when the need arises for extended time at school.

Transportation

All transportation to and from school is the responsibility of the parent(s). Any changes in regular transportation from school must be prearranged and the teacher is to be

notified by the parent(s). Transportation for field trips will be arranged by the school.

Telephone

The school telephone is provided for business use only and is not to be used except by permission from the teacher. Parents finding it necessary to call the school for either their child or the teacher should call before or after school hours, except in an emergency.

School Functions

Students are expected to conduct themselves according to all school guidelines during any school function held after regular school hours or in any other location.

Visitors

Students will secure the consent of their teacher in advance before bringing visitors to school. Visitors must comply with the guidelines of Brentwood Adventist Christian School.

Financial Aid

Families that are members of constituent churches can apply for any needed assistance through their church. Non-constituent families who need tuition assistance can apply through the school finance committee. All financial aid arrangements must be in place prior to school attendance.

CONDUCT AND DISCIPLINE

The privilege of students attending Brentwood Adventist Christian School rests on the willingness of the student and the parent(s) to cooperate with teacher(s) in maintaining good discipline and making sure that sound education policies and relationships will be practiced in accordance with the following Christian standards of conduct:

1. Respect for God and His Word.
2. Respect and obey those in authority.
3. Respect for others, their rights and property.
4. Respect for yourself.

If a parent is concerned with an action of a teacher, please withhold judgment until the issue can be discussed with the teacher and/or principal. If no satisfaction is realized, the parent contacts the board chairperson, who meets with the parties and attempt to solve the problem. The chairperson may call in the education superintendent and other board members, if needed, to resolve the conflict or problem.

The complainant(s) must present their concern(s) to the school board chairperson at least 48 hours before the school board meeting. *Please refer to the church agenda for day/time of the next board meeting – generally the 2nd Monday of each month.*

We strongly encourage students, parents, teacher and school board to follow the general principles found in Matthew 18:15,16 for resolving conflict:

Moreover if you brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother.

But if he will not hear you, take with you one or two more, that “by the mouth of two or three witness every word may be established.”

Matthew 18:15, 16 (NKJV)

Conduct and Behavior Guidelines

Our students are often in the public eye, whether on a field trip, providing a community service, or interacting with approved school visitors. It is our intention that our students always present a positive first and lasting impression.

Collared knits shirts are considered the school “uniform” and are required for Brentwood students (*Polo-style: solid color or stripes*).

Make-up (*if worn*) should look natural.

The following are not permitted:

- Bare midriffs, tank tops, tight clothing and/or extremely loose fitting or baggy clothing, sheer garments or garments with inappropriate slogans and pictures or TV/movie characters,

- Jewelry,
- Undermining the religious ideals of faith upheld by the school,
- Using profane or indecent language, indulging in lewd conduct or suggestions, possessing or displaying obscene literature, pictures, or articles,
- Using tobacco, alcohol, illegal drugs or narcotics in any form; having the same in one's possession; or furnishing them to others,
- Gambling, betting or possessing playing cards, or any other gambling devices,
- Dishonestly, including theft or cheating in examinations, class work or any phase of school business,
- Defiance, disrespect or disobedience by any student toward any staff member,
- Any type of weapons, firearms or knives (*including toys*),
- Electronic games or devices,
- Targeted harassment by any person(s) toward any other person(s) physically, verbally, visually or emotionally in regard to color, race, gender, body shape or size, popularity, ability or disability, intelligence, religion or nationality, to put down or control any other person(s),
- Destruction or defacing of school property or property of others.

**General rule: Hands off! –
If it's not yours, don't touch it!**

(Students are encouraged to inform the teacher of any deviation by fellow students from school rules/standards during the school day.)

Discipline

The school board has designated the principal/teacher(s) responsible for interpretation and enforcement of school rules and regulations. Certain actions by a student may result in an immediate suspension and/or skipping steps in the disciplinary procedure.

Appropriate disciplinary actions by the teacher include any one, or a combination, of the following: taking away privileges (If students are kept from recess, an attempt will be made to give exercise of a different form.); time out; separation from other students; detention; light chores; etc.

Step 1: At the teacher's discretion, a note is sent home with the student for parental awareness and signature.

Step 2: The teacher, student(s) and parent(s) meet to discuss rule infractions/behavioral issues.

Step 3: The teacher, student(s) and parent(s) meet, and the student(s) prepare(s) a "Personal Responsibility Plan". The student(s) must:

1. Outline the behavior that must be corrected;
2. State what choices he/she could make to change the behavior;

3. Make a corrective behavior plan with the parent(s) and the teacher.

Step 4: The teacher, parent(s) and student(s) involved meet with the chairperson of the school board and/or pastor for a solution.

Step 5: If no solution is reached at stage four, the student will be suspended for 1-3 days as imposed by the school administrator (teacher). Longer suspensions are imposed by the school board.

Expulsion is considered as a last resort.

Computer and Internet Use Policy and Permission

Brentwood Adventist Christian School has provided its students with the opportunity to learn about the use and function of computers, and to use them as tools in the process of learning in other areas of the curriculum.

BACS has sought to provide the safest possible environment for the learning process. This includes the right to reasonably grant or restrict the use of computers and/or internet as necessary. Parents and guardians of minors are responsible for establishing constructive standards of use for their children when using any media or information sources. The BACS computer network and stations are not for private or personal use and the following rules apply:

- No e-mail, messaging, social networking or chat will be allowed or available.
- No personalizing or changing of settings on any station by students is permitted.
- Damaging hardware or physically disconnecting any part of the system is not permitted.
- Any program, web page or site will be open for all to see.
- No portable electronic devices from home will be allowed to be connected to the network. (The school will provide flash drives for schoolwork.)
- Computers will not be used for entertainment or filling time.
- Gaming is not permitted unless it is part of the curriculum.
- Teachers and parents have the right to view personal files at any time.
- Personal respect in all computer related activity is expected.
- No copying of another's work, copying work off the internet, or copyright violations is allowed.
- All school regulation, rules of respect and deportment apply.
- Internet use will only be granted by and in the presence of the teacher or another designated adult.

Any violation of these rules will result in partial to total loss of computer/internet privileges and can result in suspension. Parents and teachers have the right at any

time to revoke a student's access and use privileges and permissions.

It is the student's responsibility to immediately report any inappropriate sites, content or abuse of the system.

DIET

Parents should plan to send a nutritious lunch with their child/children each day. The school promotes healthy living and the benefits of a vegetarian diet or the use of clean meats as mentioned in Leviticus 11. Drinks containing caffeine are not to be brought to school. By minimizing the amount of sugar intake you may greatly increase student concentration in the classroom. Students are not to share lunches unless they bring enough to share with the whole class.

Due to the possibility of students being allergic to nuts, please send food items to share with the class that do not contain nuts."

NOTIFICATION OF ASBESTOS-CONTAINING MATERIALS

Asbestos is a mineral fiber found in rock and is a health hazard risk only if the fibers are released and present in the air of people to breathe. Asbestos was used extensively in a variety of building materials from 1945 to 1978. Caution must be exercised in dealing with asbestos-containing materials in order to protect your health.

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required the U.S. Environmental Protection Agency (EPA) to develop asbestos problems in public and private schools. On October 30, 1987, the EPA published the "Asbestos-Containing Materials in School" rule.

The rule required all schools to inspect for asbestos and assess its condition, develop management plans that address asbestos hazards and implement response actions in a timely fashion.

Brentwood Adventist Christian School complies with the requirements of the rule. An EPA accredited asbestos inspector was hired for the inspection and assessment. This inspection showed asbestos in the sprayed-on texture material on the ceilings and in the linoleum in the coatroom. The asbestos containing materials are in a non-friable condition, which presents **NO** hazard to anyone.

FUNDRAISING ACTIVITIES

Fundraising activities are coordinated by the Home and School representative. In addition to scheduled events throughout the year, Brentwood Adventist Christian School participates in the following:

1. Box Tops for Education.

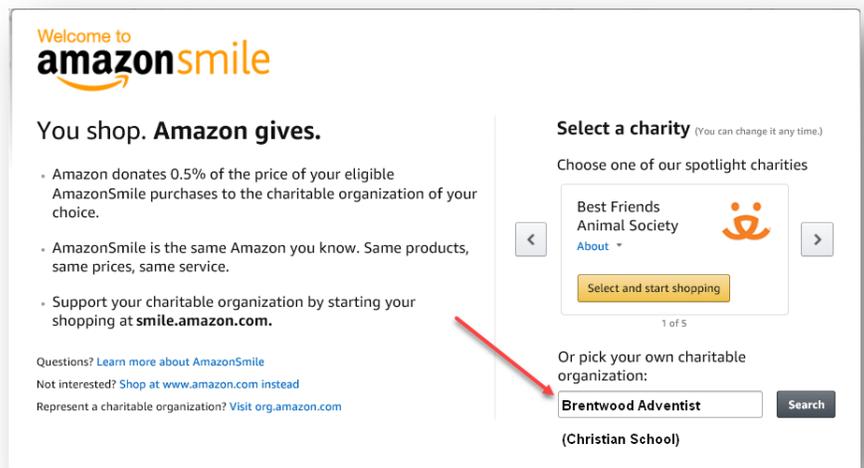
Drop off boxes can be found near the entrance in the school, and at the local Seventh-day Adventist churches.

2. Amazon Smile

If you are ordering from Amazon, please consider logging in via <http://smile.amazon.com>.

Log in with your usual sign-in information, and a page will open where you can select the charity of your choice (see right).

Please type in "Brentwood Adventist" and the school name will appear (Brentwood Adventist Christian School). Click on SELECT and start shopping!!! Amazon will donate .5% of your eligible AmazonSmile purchases to Brentwood Adventist Christian School.



3. Co-op fruit sales (*Watch your church bulletin for information!*)

4. Annual Rummage Sale

5. Shoparoo



For more information, please contact Debra Eszler (brentwoodsaschool@gmail.com).

**Thank you for supporting
Adventist education!**

