

BAY KNOLL SEVENTH-DAY ADVENTIST SCHOOL

Parent & Student Handbook

2018-2019

Approved by Bay Knoll SDA School Board

6/4/2018

Accreditation: Bay Knoll Seventh-day Adventist School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a fully approved program by the National Council for Private School Accreditation.

Susan Kingman
(2018-19 Principal)

Bay Knoll Seventh-day Adventist School
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Mission Statement

The Bay Knoll Seventh-day Adventist School provides Christian Education in an environment where every child has the opportunity to succeed academically and spiritually.

Statement of Authority

The Bay Knoll Seventh-day Adventist School is operated according to policies and standards of the Departments of Education of the General Conference,¹ the North American Division, the Atlantic Union Conference, and the New York Conference of Seventh-day Adventists.² The policies and information contained in this handbook are based upon those guidelines and have been approved by the Bay Knoll Seventh-day Adventist School Board. Any exceptions, alterations, and/or interpretations must be approved by, or be subjected to the approval of the Bay Knoll School Board.

Statement of Philosophy

The Bay Knoll Seventh-day Adventist School has been established to provide a Christian education primarily for the children and youth of the Seventh-day Adventist Church as well as for others who appreciate its values.³ As Seventh-day Adventists, we believe that Christian education includes subject matter,⁴ teaching methods, discipline, character development, and respect for the personal worth of each individual. Each student will be exposed to and taught as truth the Bible-based Christian beliefs and doctrines⁵ of the Seventh-day Adventist Church.

We believe that Seventh-day Adventist education provides students an environment in which to gain an intelligent understanding of the principles governing the function and proper care of the body. It also helps students establish habits and practices that foster physical, mental, and spiritual health.

Objectives

The following objectives should expand and reflect the general philosophy of Seventh-day Adventist education and the school's statement of philosophy:

1. To provide a foundation for **spiritual and academic excellence** that will empower our students to excel and advance in higher learning.
2. To facilitate the development of a **Christian character** through service to God and others.
3. To develop an appreciation of the **Bible as the written word of God** and its authority in providing instruction as outlined in 2 Timothy 3:16-17. "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." (NIV)

¹ For more information: http://adventisteducation.org/about/adventist_education/overview

² For more information: <http://www.nyconf.com/>

³ For more information: <https://www.adventist.org/en/information/official-statements/statements/article/go/-/values/>

⁴ The school curriculum will include literature, art, math, science, music, writing, and the study of the Bible in keeping with Seventh-day Adventist doctrine.

⁵ For more information: <https://www.adventist.org/en/beliefs/>

Notice of Non-discriminatory Policy

The Bay Knoll Seventh-day Adventist School does not discriminate on the basis of color, gender, or national/ethnic origin in administration of our educational policies, admissions policy, scholarship program, or any other school-administered program.

Admission

Enrollment in the Bay Knoll Seventh-day Adventist School is a privilege and not a right. With it goes responsibility to respect and cooperate with all school policies. By enrolling, both students and parents agree to support the total program of the school. In harmony with the General Conference recommendation,⁶ it is strongly urged that children should not be sent to school at too early an age.

Age Admission Guidelines:

- Kindergarten must be 5 years old by December 1st of the year of enrollment.
- First Grade must be 6 years old by December 1st of the year of enrollment.

NOTE: The Bay Knoll School Board will evaluate any exceptions to these guidelines.

New Student Admissions Process:

1. Complete New & Transfer Student Application (accepted on a rolling basis)
2. Complete (2) recommendations - (1) previous teacher and (1) non-family member
3. Submit transcripts from most recent school attended
4. Review Student Handbook (will require parent sign-off)
5. Pay deposit, [enroll in FACTS](#) or pay full year tuition at registration
6. Submit all health records from most recent school attended
7. Complete emergency contact and transportation form
8. Sign photo release
9. Teachers and Principal review all materials and recommends to the BKS board to accept/deny admissions to each applicant
10. Letter sent to student (acceptance/denial)

Returning Student Admissions Process:

1. Complete Returning Student Application (accepted on a rolling basis)
2. Pay deposit, [enroll in FACTS](#) or pay full year tuition at registration
3. Review Student Handbook (will require parent sign-off)
4. Sign photo release
5. Complete emergency contact and transportation form
6. Teachers and Principal review all materials and recommends to the BKS board to accept/deny admissions to each applicant

⁶ Atlantic Union Code Book (Section: 1220:93, Letter F): http://atlantic-union.org/wordpress/wp-content/uploads/2012/06/AU_Code_Book_Final_2011_B.pdf

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7. Letter sent to student (acceptance/denial)

APPLIES TO BOTH STUDENT TYPES: No student will be considered “enrolled” until all admissions steps have been completed and either a FACTS account has been set-up or a check for the full tuition has been received by the Bay Knoll School Treasurer. Also, all students are subject to a 60 day probationary period, at which time Bay Knoll School reserves the right to refuse attendance to any student who does not comply with the Parent / Student Handbook or displays behavior that is not safe or conducive to a productive learning environment for all.

Registration

It is required that one or both parents/guardians accompany their child when registering. Children will be accepted on the basis of room in the class, scholarship, attendance, conduct in past schools, and suitability to the overall school curriculum.

Registration Requirements:

- A birth certificate or other U.S. Government issued identification.
- Current health and immunization records that conform to current state requirements.

It is required that any child transferring from another school also present:

- Report card
- Transcript of all previous work
- Two references (one from current teacher or principal of school and one from local church pastor or a non-family member).

Upon receipt of references, the Bay Knoll School Board will review for approval all applications. Parents and students must be willing to observe the principles and regulations of Bay Knoll School.

Financial Information

An annual registration fee will be due and payable at the time of registration. Tuition for the school year may be paid in a lump sum in full at the beginning of the school year or in consecutive payments to be automatically deducted from a bank account or charge card each month. If automatic payments are made from an account or charge card, this can be set up at the time of registration. The tuition rates and the registration fee are subject to change each year. Current rates and fees can be found on the school’s website at www.bayknollschool.org.

It is the responsibility of parents, guardians, and sponsors to meet their financial obligations to the school. Keeping one’s school account current is a condition of continued enrollment in the school.

A limited number of scholarship funds may be available to help provide assistance for those unable to bear the full cost of tuition. However, if scholarship funds are not available or approved, or satisfactory arrangements have not been made with the Bay Knoll School Board, the school is under no obligation to accept or keep a student in school if the student’s account is not kept current. If financial assistance is desired, arrangements must be made with the Bay Knoll School Board. A

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financial plan must be entered into between financially responsible parties and the school board. Priority in the distribution of any available assistance shall be given to students who are (or whose parents or guardians are) members of the constituent church. The School Board will determine final eligibility.

If for any reason persons having students enrolled in the school are unable to make their tuition payments at the regular time or in the full amount due as agreed upon with the School Board, it is the responsibility of those individuals to make arrangements with the school board to ensure that the obligation is met in an acceptable, timely manner.

If a student's account is in arrears and satisfactory arrangements have not been made with the school board, the student may be suspended from school. It is the prerogative of the school board to deny students whose accounts are in arrears from taking final tests, permission to reregister, or graduate from the school.

Attendance and Hours

School hours are 8:00 AM to 3:15 PM, Monday through Thursday, and 8:00 AM to 12:00 noon on Friday. It is expected that students not arrive at school before 7:45 AM on, and that they should leave promptly after dismissal, no later than 3:30 PM on Monday through Thursday. On Friday, they should not arrive before 7:45 AM and should leave no later than 12:15 PM. Prior arrangements must be made with the teacher if your child needs to arrive before or stay after school hours.

Students must remain on the school grounds from their arrival in the morning until they leave for home, unless otherwise authorized. Any student who leaves the school grounds without permission will be suspended.

If your child needs to leave the school grounds during the school day, please notify the teacher ahead of time. When parents or guardians arrive to pick up students during school hours, they need to see the teacher to sign them out of school.

According to policy, the front doors of the school will be locked during school hours. If someone is planning on visiting, please notify the teacher in advance. On arrival ring the bell to the right of the door.

Emergencies, sickness, and death in the family are considered the only legitimate excuses for absences.

Students are tardy if they do not arrive at or before 8:00 A.M. Students are not considered tardy if their school bus is late. A written notice (either email or hard copy) is required for all absences and tardiness. NOTE: a text message is not an "official" written notice and needs to be followed-up with a written notice to be put in your student's record. A parent-student-teacher conference will be held to determine further action in the event of excessive absences or tardiness (more than 20% of

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the time). A pupil, who is absent as many as seven days out of a marking period, whatever the cause, may forfeit his or her quarter grades unless it is evident to the teacher that the work has been satisfactorily made up.

When students have an absence, it is their responsibility to learn what work was missed. For an excused absence, a student will be given a reasonable amount of time to do the work for full credit if completed within the given time limit.

Dental and medical appointments should be arranged outside of school hours when at all possible.

Parents who wish their children to remain indoors during recess must send a signed note to the teacher indicating the reason and period of time the request is in effect.

Transportation

Transportation is the responsibility of the parents or guardians. The school cooperates with the various school districts that bus the students from their areas of residence in accordance with New York State regulations. Parents must make arrangements (sometimes required well in advance) with their local public school districts for bus transportation. Parents need to contact their local School District's Transportation Department to request a transportation form. Parents should complete this form and send it back to their School District Transportation Department.

NOTE: Do not send this form to Bay Knoll School.

All changes in after school bus transportation or other means of transportation requires written permission in advance from the parent or guardian detailing and approving the change.

An approved drivers list must be filled out at Registration. If your child needs to ride home with anyone else who is not on the approved list, written consent must be sent in to the teacher in advance.

Proper student conduct on school buses is important to the reputation of our Christian school and of its families. Bay Knoll students are expected to uphold the reputations of both at all times.

Snow Days and Inclement Weather

During inclement weather, the school will be closed when the Rochester City School District public schools are closed. Listen to school closing news on TV Channels 8, 10, and/or 13.

Student Code of Conduct

Students are expected to conduct themselves as young Christians. Christian deportment includes respect for God, respect for teachers and other adults, and respect for each other. To that end, the following behaviors are expected of students attending the Bay Knoll School. It is understood that the students' school environment includes riding the bus to and from school, field trips, and other school-related activities.

1. Respect and Reverence for God – Expected Behaviors:

- Respectful, reverent use of the Holy Bible
- Respectful, reverent use of hymnals and other church-related items
- Respectful, reverent use of God’s name

Examples of violations:

- Slamming Bibles and hymnals closed
- Throwing Bibles and hymnals on the floor
- Cursing, oaths, and slang expressions of God’s name
- Mocking of hymns and scripture use
- Slouching and irreverent behavior in worship

2. Respect for teachers and other adults--Expected behaviors:

- Courteous, respectful address (Mr., Mrs., Miss, etc.)
- Courteous, respectful conversation
- Courteous, respectful demeanor
- Obedience to instructions and requests

Examples of violations:

- Back-talking
- Interrupting teacher-led instruction
- Disobedience
- Temper tantrums or other disruptive behavior

3. Respect for other students--Expected behaviors:

- Courteous, respectful conversation
- Courteous, respectful demeanor
- Respect for rights of others
- Respect for property of others
- Respect for personal space of others

Examples of violations:

- Teasing or name-calling
- Intimidation or bullying
- Kicking or pulling a student’s chair to cause harm
- Fighting
- Disruptive behavior of any kind

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- Indecent touching of others
- Obscene language

Responsibility of Students

Students are expected to have read, understand, and agree to the Student Code of Conduct. Students are expected to be courteous and respectful at all times. Quietness, orderliness, cooperation, polite conversation, and proper response to correction exhibit this. **The Bay Knoll School will not tolerate a student who is defiant and rebellious.**

It is understood that every student who applies for admission to the school pledges to observe all of its regulations, to uphold the principles upon which the school operates, and to perform all assigned school duties to the best of his or her ability. It is also understood that to break this pledge forfeits the privilege to attend. **Continued attendance is at the discretion of the Bay Knoll School Board.**

The formation of special boy-girl friendships at this age is not permitted.

All students are expected to use language befitting a Christian, which excludes abusive or obscene language, gestures, or profanity.

Stealing, willful deception, falsehood, fraud, or any act of dishonesty will not be tolerated.

The use or possession of tobacco, alcohol, narcotics, illegal drugs, weapons of any kind, or any gambling device is grounds for suspension or possible expulsion. A student who must take prescription drugs during the school day must have a written request on file at the school signed by the student's doctor.

Non-prescription pain relievers must be given to the teacher. If their use is necessary during the school day, the parent or guardian must provide written permission before it will be distributed for use by the student.

The school will not be responsible for personal items lost at school. Entertainment items and toys are to be left at home. Students are not to bring unusual, distracting, or dangerous articles to school. The teacher may confiscate such items.

Questionable entertainment including television shows, movies, videos, dancing, and rock concerts should be avoided, and the discussion of it is not approved.

Discipline

A teacher is authorized to handle misconduct by a student and may refer the offense to the School Board depending on the seriousness or frequency of the offense. The following will be used by teachers and staff, as a guideline for determining how to proceed if discipline is deemed needed. Violations of the Student Code of Conduct are taken seriously and cannot be tolerated. Parents of students involved will be notified immediately via telephone, letter, or email. Actions that will be

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taken are as follows:

1st violation: Student will be verbally warned first and reminded of appropriate behavior.

2nd violation: Warning letter issued from teacher and Principal about what could possibly happen if corrective action is not taken immediately.

3rd violation: Student, parent, and teacher conference with the Principal at which time the Principal may suspend student for up to 1 week, depending on seriousness of the issue.

4th violation: Student, parent, and teacher conference with the Principal at which time the Principal may make a request to suspend again or expel student for the remainder of the academic year, depending on seriousness of the issue. If expulsion is recommended, the Principal will first be required to deliver a written recommendation to be delivered at the next school board meeting. During this board meeting, the parent will be allowed to be present to hear the reading of the recommendation to expel and address the board regarding the issue.

PLEASE NOTE: Bay Knoll School Board and Principal reserve the right to escalate action based on the seriousness of offense, if so desired.

Responsibility of Parents

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 Bay Knoll Seventh-day Adventist School. Parents can contribute to a successful school program by following these guidelines:

1. Upholding in your homes the ideals taught in the school by being a positive, Christian role model;
2. Insisting on the development of good health and work habits and sharing responsibilities inside and outside the home;
3. Seeing that the child is in the best physical condition possible, and that he or she receives adequate sleep each night;
4. Actively participating in school-sponsored activities and functions;
5. Cultivating an acquaintance with the teacher and conferring with him or her;
6. Discussing any concern or criticism of the school program directly with the teacher rather than with the children;
7. Resolving any concerns you have with the school program by using the escalation procedure outlined in the section below;
8. Promptly meeting financial obligations to the school;
9. Providing adequate, scheduled time and a suitable environment and study area for homework.

The school board and faculty strongly urge that television viewing be very selective and chosen in such a manner that does not interfere with schoolwork or the student's general well-being.

Issue Escalation Procedure

On occasion legitimate concerns or issues need to be answered or addressed. In order to resolve these concerns appropriately in a timely fashion, the Bay Knoll School follows the procedure outlined by Jesus in Matthew 18:15, "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother."(NKJV) To that

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end the following process will be followed. Escalation to the next step assumes all prior steps have been followed without satisfactorily resolving the issue.

1. Speak directly with the individual in question (e.g., teacher, staff member, board member, etc.);
2. Speak a second time with the individual;
3. Conference with the Principal and individual;
4. Conference with the School Board chairperson and the individual;
5. Request to address the School Board;
6. Conference with the Superintendent of Schools.

Dress and Appearance

Modesty

Clothing should allow free movement and should not be so tight as to restrict circulation to any part of the body. Clothing should be modest and not accentuate body form

It is expected that students will uphold the school standards for dress and appearance at all times. Parents and others doing volunteer work at the school, chaperoning field trips, or participating in school functions are requested to comply with the school guidelines for dress and appearance. Students are expected to be in full school uniform from Monday to Thursday.

Dignity

Sloppy or overly casual clothing is not appropriate. Modest, loose-fitting jeans are permissible. Hats and hoods may not be worn in the classroom. Jewelry of any type is not permitted. (Medic-Alert tags are allowed if needed). Make-up should be avoided.

Uniform tops: Students may wear any solid color polo shirts (short sleeves or long sleeves). Students may wear a plain color, long sleeve T-shirt under their polo shirts.

Uniform bottoms: Tan (Khaki), navy blue or black uniform pants. (No skinny pants or pants with holes allowed).

Official School Uniform: Bay Knoll School “branded” navy blue polo shirt (long or short sleeve) with Tan (Khaki) pants. This uniform must be worn on all field trips or special outings or performances when students are “representing” the school in public.

If students are out of uniform Monday – Thursday, parents will be notified to bring the proper uniform to school or the student will be provided with a uniform by the school. Parents must wash and return the uniform within 5 school days to the school or parents will be billed the current price listed on www.frenchtoast.com for a replacement. A uniform violation will result in families providing an extra uniform for their child to be kept at school to be used when needed by child.

Friday Dress Code: Dark blue t-shirt with blue jeans or blue/khaki uniform pants. No skinny jeans or jeans with holes. T-shirt must not have any words or any pictures on it. If a student does not adhere to the Friday dress code, parents will be notified that they must wear their uniform the following Friday. They will also be given a shirt to wear or asked to wear their shirt inside out.

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NOTE: Only sneakers are to be worn to play in the gymnasium.

The physical appearance of a student and peers has a major impact on their readiness for learning and character development. Because this is a Christian school, clothing is expected to be modest, and simple in nature. For that reason, the following principles will help to guide the selection of appropriate clothing for students.

Health and Safety

Clothing should be adequate for the weather:

- Students should wear boots outdoors when the weather requires it, but they will be expected to bring shoes or sneakers to wear while indoors.
- Students should wear coats, mittens or gloves, and warm headgear while outdoors.

Cleanliness

Clean, unstained clothing should be worn to school each day.

Hair should be clean, neatly groomed, and of a natural color. "Cut-outs" or other extreme styles should be avoided.

Students should take regular baths or showers, and if necessary, use deodorant to avoid offensive body odor.

Building and Grounds

Parents will be responsible to pay for or replace any school property that is maliciously or deliberately damaged by their child.

Students can help keep the school clean, pleasant, safe, and attractive by remembering the following common sense rules:

1. Place all trash in wastebaskets and proper receptacles.
2. Keep classrooms, halls, restrooms, gym, chapel, and grounds neat and free of litter and other miscellaneous items.
3. Hang coats, sweaters, and other outerwear on hangers. Put empty book bags/backpacks on shelves.
4. Flush toilets after use, wash hands thoroughly, dry hands, and place paper towels in the trashcan. Do not waste restroom supplies.

Avoid:

- running or rough play in the building
- loud voices
- chewing gum
- defacing or marking walls or any equipment
- leaving possessions, food, or clothing around carelessly

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- misusing any school or personal items.

Report Cards

Report cards will be issued four times per year. Interim reports will be sent home if students have unacceptable grades.

(NEW) GRADING POLICY - Students with an overall grade average of a 'C' or less (on their quarterly report card) will be considered on "academic probation." When a student falls below a 'C,' the student's teacher will be responsible for submitting their name to the school board along with an action plan designed to help the student get "back on track" academically. The goal will be for teachers to work their plan, in cooperation with classroom aids (volunteers) and parents, to help the student get back on track by the following quarter's report card. If there is no improvement by the next quarter's report card, then the parent/guardian(s), student, and teacher will be requested to appear before the school board to discuss the situation and further actions. This policy is designed to make sure all students can be successful at Bay Knoll School and are receiving the best academic plan for their learning style and success.

Conferences (Appointments with Teachers)

Parents may request a formal conference with a teacher at a time outside of the school day. All arrangements should be made in advance.

Parent-Teacher Conferences are scheduled following the First and Third Quarters of the school year. Parents must meet with their child's homeroom teacher before securing report cards for these quarters. Final grades, diplomas, and transcripts (sent from the New York Conference Office of Education) will be held until student account balances are paid in full.

Awards

At the end of the school year awards will be presented to students by teachers at each grade level.

Lunches and Other Foods

Seventh-day Adventists have historically held that a vegetarian diet is the original diet instituted by God and as such provides the safest, most nutritious foods for healthful living. **As an Adventist institution, the Bay Knoll School follows that recommendation and requires that meat (including fish) will not be brought into the school, nor should students share food brought from home.** Please contact the school if you would like some ideas for healthful, nutritious, vegetarian lunches. Additionally, the school does not allow carbonated or caffeinated beverages on school grounds.

Microwave ovens are a service that the school provides. However, due to time constraints in the lunch period, lunches should require no more than three minutes to heat. If more time is needed, the student will go to the back of the line. **NOTE: Be sure to include all dietary restrictions or allergies on the Health Form.**

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Once a week, a variety of nutritionally balanced lunch options are available for a nominal fee.
NOTE: volunteers may prepare the meals.

Visitors

Parents are welcome to visit the school. However, when conferences are desired, previous arrangements with the teacher should be made.

Students are not to bring visitors without the express permission of the teacher. Those who wish to visit our school should call to schedule an appointment.

Use of Technology in the Classroom

- **School Computers and Technology**

Students are not allowed to load any personal software onto the school computers. Non-educational games are not allowed. All students and parents will be required to read and sign the Acceptable Use Policy and the Internet Access Agreement at Registration. These forms outline the rules and regulations that govern the use of the computers. Parental permission must be granted and signed before students may use the Internet.

- **Cell phones, Smart Phones, Tablets and Other Personal Technology**

The school telephone is to be used only with the express permission of the teacher. Parents should refrain from telephoning the school during school hours except in cases of emergency. Since the school phones are for school business, no other use should be made of them.

- **Student cell phones should be turned off during school hours.** Students using their phones during school hours, unless expressly permitted by the teacher, will have them confiscated until school is dismissed for the day.

Field Trips

The School Board must approve any trip or program planned away from the school. Written permission with parent or guardian signature will be required for all students.

Outdoor School at Camp Cherokee for Grades 5-8 (Week-long Field Trip): Outdoor School is part of the educational curriculum at Bay Knoll School and is a requirement of the New York Conference.* Outdoor School is typically held the second or third week of September and is designed to provide students with a special extracurricular learning experience in nature. Camp Cherokee* is an outdoor camp, located in the Adirondack Mountains, that is owned and operated by the New York Conference of Seventh-day Adventists. This is a mandatory trip that typically costs each student around \$100. Due to the fact that the upper grades teacher will accompany the class on the trip, students in grades 5-8 that do not attend the trip must stay home for the week (as unexcused absences) and complete supplemental school work supplied by the teacher. It is our hope that all students will participate in this unique educational experience and not “opt-out.”

NOTE: the upper grades registration fee will increase by \$100 to cover the cost of the Outdoor School beginning 2019-20 school year and is non-refundable.

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***Bay Knoll School is operated under the New York Conference under the Atlantic Union.** You may visit the website; <https://www.nyconf.org/education> and click on the New York Conference Education Code to review conference policies.

***For more information on Camp Cherokee visit:**

<http://newyork.adventistchurchconnect.org/article/34/departments-of-the-new-york-conference/new-york-conference-youth-ministries/camp-cherokee>

School Calendar

An annual school calendar will be provided at Registration for your convenience in knowing the dates of certain school events and vacations. NOTE: A copy of the calendar can also be downloaded from the website.

Home & School Association

The Bay Knoll Home & School Association serves the purpose of promoting a firmer bond among the home, the school, and the church. Effective Christian education requires the participation of parents and others as partners in the educational process. Some of the objectives of the association are as follows:

- To coordinate activities in cooperation with the administration, faculty, and staff that will bring the school family together;
- To encourage family participation in the life of the school in an appropriate manner;
- To select and organize volunteers to assist in the programs and special activities provided by the school;
- To give leadership to fundraising activities so as to provide much-needed funds for special projects, equipment, and other capital improvements;
- To provide a forum for parent information relative to good parenting and quality home life.

A Home & School Committee plans and helps facilitate the above-listed activities of the school. The committee is made up of the Home and School Leader, selected by the constituent church, the school principal, and interested volunteers.

Home & School Association meetings or planned activities are also held once a month.

The Bay Knoll Home & School Association includes every member of the school family—the school board, administration, faculty, staff, parents of Bay Knoll students, and others interested in the welfare of the school.

Volunteers

Bay Knoll Adventist School relies heavily on volunteers. To ensure the safety of the students, the staff, and the property, a screening process, **Verified Volunteers**, has been initiated for individuals wishing to volunteer their time and service. Please contact the school for further information if you're interested in volunteering at the school.

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Transportation on Field Trips: In order for volunteers to provide transportation for students other than their own, all drivers must provide the school with a copy of a valid driver's license and a copy of their current insurance coverage.

All volunteers must complete the **Verified Volunteers** screening before volunteering with students in any capacity. Verified Volunteers can be completed online at: <https://www.ncsrisk.org/adventist/index.cfm>. Completion of this program must be verified by the New York Conference upon completion and before volunteering. **NOTE: Please submit your certificate of completion to the Principal of Bay Knoll School before you start your volunteer assignment.**

Bay Knoll Seventh-day Adventist School

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Office: 585-467-2722

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Website: www.bayknollschool.org

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Acknowledgement of Parent & Student Handbook

To the parent(s) or legal guardian of _____ (Grade) _____
(Print Student Name)

Parent(s)/Legal Guardian, by signing below you state that you have read and understand the contents of the Parent & Student Handbook. You also acknowledge that if your student does not adhere to the policies, procedures and/or rules in this handbook, or follow instructions from teachers or the Principal, your student may be dismissed from attending Bay Knoll SDA School.

NOTE: This acknowledgement form is required for admissions into Bay Knoll SDA School.

I have read and understood this handbook: _____
(Parent or Legal Guardian - Print Name)

(Parent or Legal Guardian - Signature)

(Date Signed)

Received by Bay Knoll SDA School Representative: _____
(BKS Representative & Title - Print Name)

(BKS Representative & Title - Signature)

(Date Received)