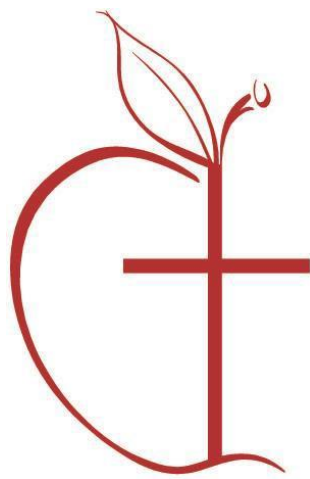


Baltimore White Marsh Adventist
School
and Child Development Center

A Healthy Place to Grow!



*Instilling Values
Nurturing Thinkers
Equipping for Service*

PreK - 8th Grade

SCHOOL HANDBOOK

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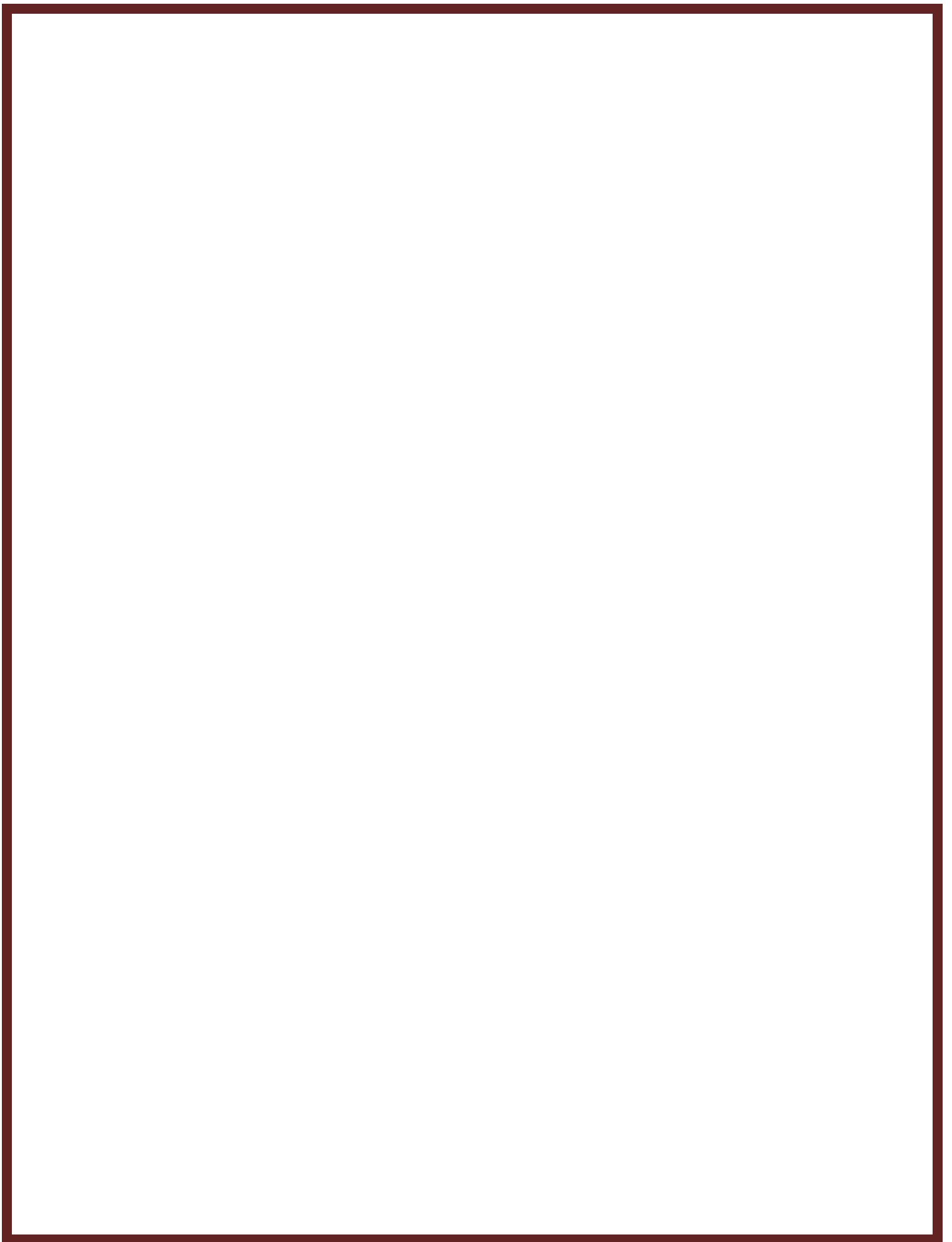


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Mission Statement

The Baltimore White Marsh Adventist School strives to be a student-centered educational facility that provides a safe, yet rigorous learning environment. We nurture the physical, spiritual, and mental development of each student.

Philosophy

The purpose of the Baltimore White Marsh Adventist School (BWMAS) is biblically based in Isaiah 54:13, "And all thy children shall be taught of the Lord; and great shall be the peace of thy children." The operation of the BWMAS was designed to provide an alternative for parents in education, a Christ-centered education. We believe that "True education is the harmonious development of the physical, mental, and spiritual powers." (*White, Education*, p. 13). Because of this belief, the faculty enables and encourages all students to reach their maximum potential by instilling values, nurturing independent thinking, and equipping students for service.

Objectives

- ◆ To develop respect for life, others, and the environment
- ◆ To encourage students to build a relationship with Jesus Christ
- ◆ To encourage students to set educational and learning goals
- ◆ To develop within the students the ability to think for themselves
- ◆ To instill respect for authority and for our country
- ◆ To promote an attitude and desire for healthful living
- ◆ To create in the student a desire for learning
- ◆ To foster the student to be an individual through Christian principles
- ◆ To establish reverence and respect for God and His Holy Word
- ◆ To aid children in the knowledge and fulfillment of service to God and man



Admission Policies

The Baltimore White Marsh Adventist School welcomes all children, regardless of race, color, or ethnicity, with the understanding that the child must abide by the policies outlined in this handbook and all other policies announced either verbally or in writing. The child should be willing to show respect for the Word of God, maintain a reverent attitude during religious exercises, and observe all regulations of the school. Admission is a privilege and not a right and may be withheld or withdrawn by the school administration at its discretion and in harmony with its mission, function, and procedures.

Requirements and Procedures

1. Any child transferring from another school will be required to present records from the last school attended. Report cards forms from the most recent school year must be presented on registration day or by the first day of School.

2. All new students, and students enrolling in 1st, 4th, and 7th grades are required to have a physical examination. A form is provided for this purpose by the school in the *Enrollment Form Packet* or can be downloaded from the school's online enrollment system.

3. Parents/Guardians must complete all application and enrollment forms. These forms are also provided by the school administration in the *Enrollment Form Packet* or the school's online enrollment system.

4. Payment of the registration fee is required upon submission of the online enrollment packet.

5. BWMAS will not knowingly accept students with delinquent accounts at other schools. New students must verify that their previous school accounts are paid in full.



Required Paperwork: All application forms must be turned into the school office before a student arrives on campus to attend classes. The required forms can be found in the Enrollment Form Packet. In addition to the required forms, a copy of your child's social security card and birth certificate are also required. If your child is transferring from another school, a copy of your child's records will be requested. These records must be on file in our office before your child can be accepted.

Age Requirements:

3 year-olds
Kindergarten
First Grade

Age 3 by School Entrance Date
Age 5 by September 1st
Age 6 by September 1st

Students with Special Needs: When a student applies to BWMAS with special needs, the following procedures will be carried out to best meet the interest of the child.

1. The parent(s) of a student who has a history of educational, behavioral, or emotional difficulties have a responsibility to inform the principal/head teacher when applying to BWMAS. This includes any pertinent evaluations that may have been completed for the child in previous years of school or any testing that may have been conducted privately.
2. A child who wants to attend BWMAS but has a history of educational, behavioral, or emotional difficulties, may be admitted for a probationary period of 30 days to determine whether the school can best fill the child's needs.
3. During this probationary period, the school has the right to deny admission to the child.
4. After this probationary period, the school administration reserves the right to dismiss a student if the school is unable to meet the needs of that child.



Academics

Curriculum: Baltimore White Marsh Adventist School offers an approved and accredited curriculum. This school operates under the jurisdiction of the General Conference of Adventists, the Chesapeake Conference, and the Columbia Union Conference. BWMAS is also approved by the State of MD and functions according to all state and local regulations. All policies and objectives contained in this handbook are based on the policies and standards of the General Conference Department of Education, and has been approved by the faculty and school board of the Baltimore White Marsh Adventist School.

Students who withdraw, or are expelled from school, will be issued a progress report to date only if all financial obligations have been met.

Report cards will be issued quarterly, approximately every 9 weeks. Parent/Teacher conferences will be held regularly about one to two weeks after the end of the first and third quarters. If additional conferences are needed, arrangements may be made at the request of the parent or the teacher.

Parent/Teacher Conferences: Parent/Teacher conferences are held at the end of the 1st and 3rd quarters. Parents are greatly encouraged to attend these meetings. Report cards will be given at each conference along with the student's progress in all areas. We strongly believe that communication is the key to success and that precise and clear communication can greatly benefit both the parent-teacher and student-teacher relationship. During the conference, we encourage communication, honesty, and respect. In this way, we can best help the child learn and grow.

Leaving School: Students are not to leave school property during the school day except by special permission from the principal/head teacher and a signed and dated request letter from a parent or guardian.

Homework Policy: Homework will be given on a regular basis. Homework is graded just as any other in-class assignment. Additional projects may also be given. All assignments are expected to be completed and turned in on time.



Eighth-Grade Graduation Requirements: To receive a Diploma from 8th grade, the student must have passing grades in Religion, Mathematics, English and Reading.

A *Certificate of Completion* is given to those who have been diagnosed as educationally challenged, showing that the student has completed an individually prescribed course of study.

A student who receives a failing grade will be given a *Certificate of Attendance*, which verifies that she/he has been in school but has not met the scholastic requirements.

Students are not automatically granted the privilege of participating in the public graduation exercises. Occasionally, a student will, by the following behaviors, forfeit participation in graduation exercises: 1. Choosing not to meet scholastic requirements 2. Behaving in a manner that reflects poorly on himself/herself, the parents, and the school.

Attendance



BWMAS wants students to gain as much from their education as possible. In order to accomplish this, regular and punctual attendance is important.

Arrival and Dismissal Procedures: Before-care is available from 7-8 a.m. Students, upon arrival at the school are expected to wait in the school's gym until 8:00. At 8:00 the students will be dismissed to the classroom. Book bags and coats will be hung outside of the classrooms or put in their lockers, and the students will proceed to the classroom to prepare for the school day. Class will officially begin at 8:15 a.m.

When school dismisses at 3:00 p.m. (or 2:00 p.m. on Fridays), students will remain in their classrooms, monitored by their teachers until 3:15 p.m. (or 2:15 p.m. on Fridays). During this 15-minute window, students will be called through the intercom system for their rides. Parents of PreK3 students will be expected to come into the building and sign their child/children out. This will also give the parent and teacher a chance to connect and discuss anything that happened that day, even when parents are on the school grounds, all school rules still apply to the student.

Unless prior arrangements have been made, all students are to be picked up by 3:15 p.m. (or 2:15 p.m. on Fridays). Students remaining after this time will be placed in our After-care Program. After-care is available from 3:15-6:00 p.m. (2:15-6:00 p.m. on Fridays).

Special Friday Closing and Daylight Savings Time: In late October, After-care ends at 4:00 p.m. on Fridays to accommodate for sabbath preparation. Regular 6:00 p.m. closing resumes in March the following year. There is a fee for before/after school care. Please see *Financial Information* for rates.

Excused Absences: Students are expected to be in attendance at all school activities, programs, and field trips. If a child is going to be absent, the parent is expected to call the school and notify the teacher of the absence. When the child returns to school, they should have a written note from the parent stating the reason for the absence. This note will go into the child's file. The student is allowed an excused absence of up to 5 consecutive days, only if the following occurs:

- ◆ Personal illness (after 3 or more days, a doctor's excuse must be given in order for days to be excused)
- ◆ Severe illness in the family
- ◆ Death in the family
- ◆ Religious observations
- ◆ Quarantine
- ◆ Extreme weather conditions
- ◆ Necessary health appointments

Unexcused Absences: Sometimes situations or opportunities arise where the parent feels it is necessary for the child to be taken out of school for reasons other than the ones listed above. In this case, the following procedures will apply:

The parent must notify the principal in writing at least one week in advance of the planned absence. **School work missed due to an unexcused absence will not be allowed to be made up.**

Tardy/Early Dismissal Policy: Students are expected to be at the school and ready to begin the day at 8:15 a.m. This time is set aside for our classroom worship time. Students arriving after 8:15 a.m. are asked to quietly enter the classroom and wait to put away their items. If a child needs to leave the school before the designated dismissal time, oral, or written, notification must be given to the teacher in advance.

Chronic Attendance Problems: If a student has an unreasonable amount of absences, parents will be notified and counseled with by school administration. If absences continue to be a problem, notification of the school board will be necessary. If a child is absent with 15 or more unexcused absences, the child will automatically fail and the authorities may be notified.



General Information

Regular School Hours

Monday – Thursday:	8:00 a.m. – 3:00 p.m.
Friday:	8:00 a.m. – 2:00 p.m.

Unless prior arrangements have been made, all students are to be picked up by 3:00 p.m. (2:00 p.m. on Fridays). Students remaining at this time will be charged the before/after care rates (\$12 per hour for parents who have not signed an Extended Care agreement).

Irregular School days: There may be several times during the school year where the normal school day hours do not apply. School programs, parent/teacher conferences, professional development, and Holidays, all affect school operation. Parents will be notified in advance. Either a letter will be sent home with the students or given directly to the parent by the teacher. A school calendar will also be sent home and this information will be available on our website.

Emergency Closings: In case of inclement weather or other emergency situations involving school closures, parents will be notified to pick up their child. School closures and delays will be in accordance with the Baltimore County School Public School System. Tune to WBAL Channel 11, WJZ-TV Channel 13, WBAL 1090 AM and WRBS 95.1 FM for announcements.



Visitors: Visitors are welcome to our school, including parents, upon prior arrangements with the teacher. We encourage visitors to get involved and be a part of the class. Minors must have a written permission slip and Consent to Treatment form from a parent or legal guardian before visiting at school without the parent/legal guardian present.

Medical Information: Baltimore White Marsh Adventist School follows the Columbia Union Conference code on administration of medication. Teachers are not permitted, by law, to dispense any medications.

Illness: The parent or guardian will be notified if a student is suspected of having a communicable health problem or a fever. The parent or guardian will be required to remove the student from school immediately until the problem is resolved. A child who has had a fever should not return to school until the temperature has returned to normal (98.6 degrees F) for 24 hours, **without the use of medication.**

Field Trips: Students must provide written permission, signed by a parent or guardian, to attend field trips. An information sheet and permission slip will be sent home with students, prior to field trips. Fees for these trips are covered through the activity fee. Please note, if the child does not attend, this will count as an unexcused absence.

Lunches: Each child is required to bring a sack lunch each day which should be well balanced and wholesome. Nutrition is of utmost importance in helping the student to achieve the best of their abilities. We strongly request that only kosher foods be brought onto school premises. If a child forgets their lunch, the parent will be called.

Dress Code

The principles of neatness, cleanliness, modesty, simplicity, and appropriateness are the guidelines for the dress code. The school requires a set uniform that rightly demonstrates the principles listed previously. The uniform system benefits both students and parents. One benefit is that parents less frequently have to purchase new clothes for their children. Another benefit for a uniform base atmosphere is that students are not labeled socially by the types of clothes they wear. Contact the school office for uniform information.

Uniform Regulations:

1. Clothing should be clean, neat and in good repair. Pants and skirts should not be ripped or torn. Pants should be worn at the waist.
2. Only uniform sweaters may be worn in the classroom. Coats and sweatshirts are not acceptable classroom attire.
3. No jewelry, including friendship bracelets are to be worn.
4. Make-up should be of a natural hue and applied in a simple attractive way.
5. Hair should be neat and clean. Clear nail polish only.

Consequences for not wearing school uniform:

First Offense: The principal will send a dress-code violation home with the student about the incident that must be signed by the parent before the student can return to class.

Second Offense: The student will remain the office until the parent can bring appropriate attire.

Consequences for not wearing athletic shoes for PE:

If athletic shoes are not worn, then the student will be docked a letter grade in PE for that day.

Parent Responsibilities

The school encourages parents' involvement with their child's education both at home and at the school. A successful learning program depends greatly on the parent's willingness to get involved. A balanced lifestyle at home and school can greatly affect a child's learning and success during life.

School Involvement: We greatly encourage parent participation in the classroom. At least once a semester we would appreciate a visit from each parent during classroom hours to either help with subjects, do special presentations, or drive for a field trip. This visit should be set up well in advance with the teacher and parent. We believe it is important to the child's educational growth to see the parents' interaction and involvement with their school.

Home and School Association Involvement: As parents, you automatically become a part of the Home and School Association. Our school needs help and support to run in the most effective way. Much of this help comes from you.

Nutrition: Success in school is directly linked to good nutrition. Children should have a nutritious breakfast before coming to school. This will aid in concentration and assist in their ability to focus on their studies.

Sleep: Children need between 8-10 hours of sleep each night. Please be sure the student is getting a proper amount of sleep each night. Assuring an appropriate amount of sleep helps the child to perform to the best of his/her ability.

Entertainment: Parents are greatly encouraged to monitor the types of entertainment the child is involved in. Recent studies show that the less time students watch television or play video games the better they concentrate and think creatively in the classroom, and the less violent their behavior will be.

Questions and Concerns: Parents with questions and concerns about their child or the school program can schedule a meeting with their child's teacher. Do not schedule a meeting before or during school hours.

School Programs: School programs will be regularly scheduled throughout the year. Each student will be involved. Please make an effort to attend and support each function.

Academic Support: Parents should provide time other than school for study time. We also encourage parents to help their children with their studies; please don't give them the answers but help them to figure it out. If the child does not understand his/her studies the teacher can be called to help.

Financial Support: As a private school, we depend on the prompt payment of tuition in order to meet the school's own financial responsibilities.

LGBT Policy: Dictated by Chesapeake Conference



Student Responsibilities

School Work: Each student is required to complete all school work carefully and on time. The student has the responsibility of completing all work given by the teacher. Homework is a necessary part of a child's academic experience. Homework is graded just like assignments given in-class, so it is expected to be turned in, completed, and on time. If the student is absent it is his/her responsibility to get the work from the teacher that was missed and turn it in by the time given by the teacher.

School and Personal Property: Care for the school property is the responsibility of each student. This includes books, desks, chairs, lockers, and all other items and buildings belonging to the school. Destruction of property will result in discipline which may include financial restitution. Respect needs to be shown for other people's property as well, including that of the teacher and other students.

Standards of Conduct: It is the purpose of the BWMAS to instill in each student the desire for a high spiritual and moral lifestyle. We believe the Christ-like character that Jesus exemplified here on earth should be the character we strive for today. The way in which Christ conducted Himself is our role model at BWMAS. As teachers and students endeavor to reach this goal, may we encourage, uplift, and help one another to bring glory and honor to our Lord and Savior.

Inappropriate Items for School

The following items are not permitted on school premises.

- ◆ Skateboards, roller skates/blades
- ◆ Immoral/questionable literature, posters, clothing, movies, electronics
- ◆ Tapes or CD's that do not portray Christian values
- ◆ Radios, tape recorders, CD players, MP3 players
- ◆ Jewelry, tattoos, piercings
- ◆ Simulated or real weapons of any kind, including guns, knives, etc.
- ◆ Cell Phones/Electronics/Computers – *Electronics not specifically designed for scholastic use should not be used during school hours. Teachers have the right to take a student's electronic device if seen or heard during the school day. Teachers also have the right to make exceptions to this rule for educational and/or emergency reasons. Confiscated devices will be surrendered to the (teacher) where they can be retrieved after 24 hours have elapsed for the first offense, and after 48 hours for the second offense.*

The teacher/principal will confiscate these items and the parent must come in to collect them. The authorities will be called if any illegal items such as weapons or illegal substances are found.

Discipline Policy and Behavior Code

Discipline is an essential part of learning. But discipline should always be redemptive, remedial, and corrective, inspiring the student to desire right behavior. We stress RESPECT. *Respect God, respect others, and respect yourself.*

For the safety of our students we stress: *Following-directions-first-time-given*, and *checking first*. The following behaviors are not permitted:

- Crude and inappropriate language and note writing
- Immoral/questionable literature, posters, clothing, movies, electronics
- Wrestling, slap boxing, and horseplay
- Inappropriate attire
- Irreverence in worships and religious meetings
- Possession of, or displaying, obscene literature, drawing obscene pictures, or indulging in suggestive conduct
- Improper conduct or acts of physical affection toward those of the opposite sex
- Insubordination: Failure on the part of a student to follow the request or direct order of a teacher or staff member
- Dishonesty and cheating
- Possession of lighters, matches and anything flammable
- Vandalism
- Leaving campus without prior approval
- Tampering with fire safety equipment, including extinguishers and alarms
- Fighting, harassment, and/or hazing
- Possession and/or use of unauthorized keys
- Unauthorized entry or exit
- Stealing or possession of stolen goods
- Possession or use of any type of drug not authorized by a doctor and checked with the classroom teacher
- Possession or use of an illegal substances including alcoholic beverages and tobacco products
- Possession and/or use of firearms, including BB guns, pellet guns, paintball guns and look-alike play guns
- Wrist rockets, sling shots, firecrackers, or any other explosive type materials

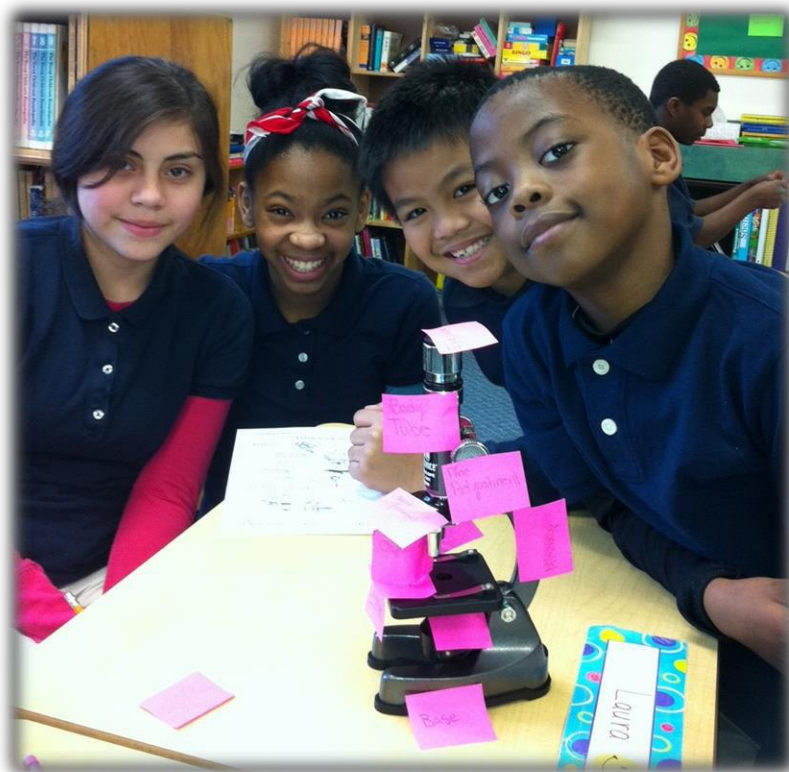
Possible Consequences:

1. Meet with the administrative council.
2. One-to-two-day suspension, disciplinary probation and a conference with principal, parent, and student prior to returning to school.
3. Three-to-five-day suspension (school board action), disciplinary probation and a conference with school board chairman, parents and student prior to returning to school.
4. Dismissal from school (school board action).



*Disciplinary Probation: Under circumstances described in the behavior code, a student may be placed on disciplinary probation. During this time students will be required to obtain his/her teacher's review of his/her behavior and may not be allowed to attend any extra or co-curricular activities held at or by the school.

Welcome to Baltimore White Marsh Adventist School
A Healthy Place to Grow!



NOTE: The Baltimore White Marsh Adventist School Board may revise information in this handbook at any time. New procedures and/or policies will be in effect immediately once the parents and student body have been informed by the Principal in writing and are just as binding as this handbook.