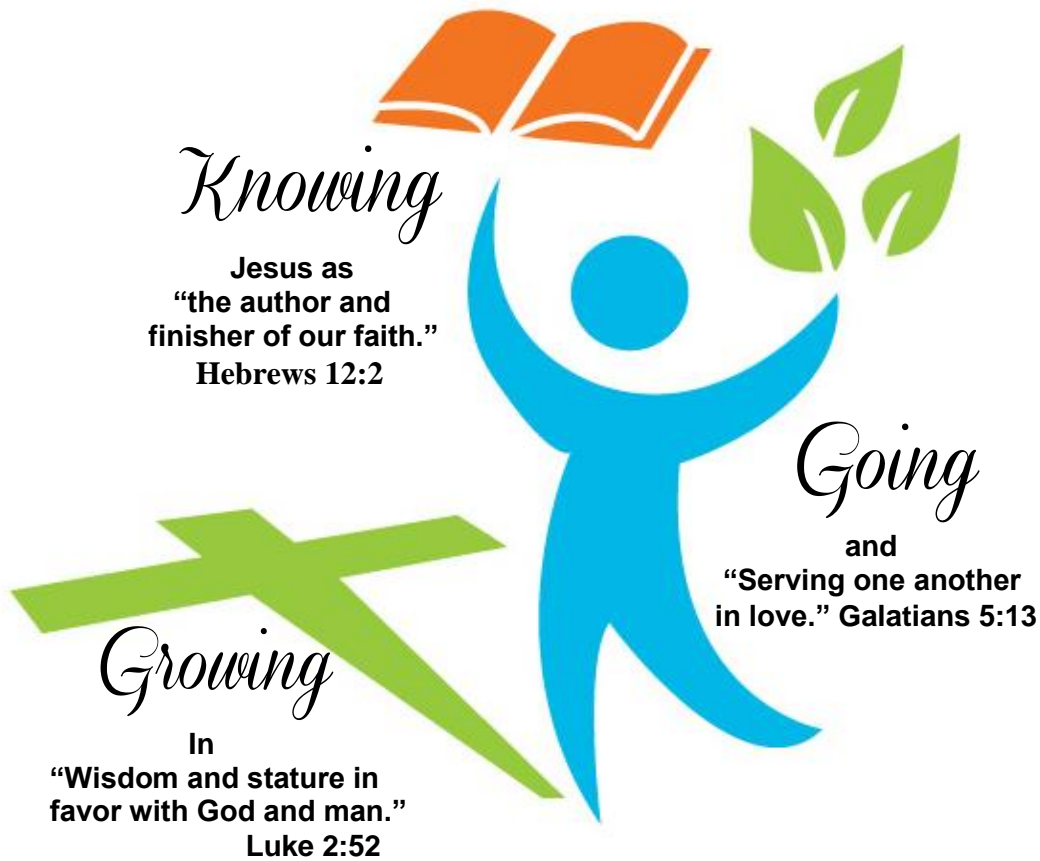


# Bowman Hills School

**A PLACE TO LEARN AND GROW IN CHRIST**

*2017- 2018 Handbook*



*A Seventh-day Adventist co-educational elementary school accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities Inc., The National Council for Private School Accreditation; and approved by the State of Tennessee.*

**300 Westview Drive  
Cleveland, TN 37312  
(423)476-6014  
(423)476-6063 (fax)  
[bowmanhills22.adventistschoolconnect.org](http://bowmanhills22.adventistschoolconnect.org)**

# BOWMAN HILLS SCHOOL CALENDAR

## AUGUST 2017

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Registration (5pm – 7pm)
- 8 First Day of School
- 25 Water Day

## FEBRUARY 2017

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 1-2 GCA Band Festival
- 17 Band Concert @ Cedar Ridge Church
- 19 Presidents' Day No School

## SEPTEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Labor Day (No School)
- 11 DIBELS (11<sup>th</sup> – 15<sup>th</sup>)
- 14 Open House
- 18 School Pictures
- 25 Iowa Assesment/CogAT (25<sup>th</sup> – 10/03)

## MARCH 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 Third Period ends
- 5 Spring Break (5<sup>th</sup> – 9<sup>th</sup>)
- 11 Daylight Savings Time
- 12 WrAP Assessment
- 28 BH Band to Life Care
- 30 Good Friday (No School)

## OCTOBER 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Iowa Assesment/CogAT Cont. 9/25 – 10/03
- 6 Band plays for chapel
- 6 First Period ends
- 7 Band plays @ BH Church
- 12 Fall Break (12<sup>th</sup> – 13<sup>th</sup>)

## APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 19 Pathfinder Camporee (19<sup>th</sup> – 22<sup>nd</sup>)
- 23 Staff Development Days (23<sup>rd</sup> & 24<sup>th</sup>)
- 24 Band Tour (24<sup>th</sup> – 29<sup>th</sup>)
- 30 Dibels (30<sup>th</sup> - 5/4)

## NOVEMBER 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 5 Daily Savings Time Ends
- 5 OAKBOW combined prac.
- 10 Veterans Day Program
- 20 Thanksgiving Break (20<sup>th</sup> – 26<sup>th</sup>)

## MAY 2018

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Dibels cont. thru 5/4
- 6 OAKBOW combined prac.
- 10 Final Band Concert 7pm
- 16 Kindergarten Grad. 6:30pm
- 17 8<sup>th</sup> grade Grad. 6:30pm
- 18 Last day of School (Noon Dismissal)
- Have a great summer!

## DECEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 2 Christmas Program 6:30pm
- 11 OAKBOW combined prac.
- 12 OAKBOW Concert at Bradley Sq Mall 6:30 PM
- 15 2<sup>nd</sup> Period ends
- 18 Christmas Break (18<sup>th</sup> – 1/3)

## JUNE 2018

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 27 Rummage Sale (27<sup>th</sup> – 29)

## JANUARY 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 2 Staff Dev. (Staff Only)
- 3 SCHOOL RESUMES
- 15 M.L. King Day (No School)
- 16 DIBELS (16<sup>th</sup> – 19<sup>th</sup>)

## JULY 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# TABLE OF CONTENTS

<b>2017–2018 SCHOOL CALENDAR</b> .....	Inside Cover
<b>FACULTY / STAFF</b> .....	4
<b>SCHOOL MISSION</b> .....	4
<b>SCHOOL VISION</b> .....	4
<b>ADMISSION</b> .....	5
Admission and Acceptance Procedures .....	6
Application Fee .....	6
Immunization .....	6
Physical Examinations .....	7
Registration Fee .....	7
Previous Records .....	7
Unpaid Accounts .....	7
Deadline for Student Acceptance .....	7
<b>CURRICULUM</b> .....	7
Goals for Curriculum in Seventh-day Adventist Schools .....	7
Achievement Tests .....	8
Grading .....	9
Plagiarism/Cheating .....	9
Providing Grades to Parents .....	9
School Records .....	9
Extra-Curricular Activities .....	10
<b>HOME SCHOOLED STUDENTS</b> .....	10
<b>ATTENDANCE</b> .....	12
School Day .....	12
Tardiness .....	13
Absences .....	13
Inclement Weather .....	14
<b>STANDARDS OF CONDUCT</b> .....	14
Cell Phone/Technology Policy Information .....	16
School Spirit .....	18
Sexual Harassment .....	18
Dismissal from School .....	20
<b>PARENT/TEACHER COMPLAINT PROCEDURE (Matthew 18)</b> .....	20
<b>HEALTH AND NUTRITION</b> .....	21
<b>GENERAL SCHOOL PROGRAM</b> .....	21
School Telephone Usage .....	21
Visitors .....	21
Loitering .....	21
Field Trips .....	22
Dispensing of Medications .....	23
Gum .....	23
Insurance .....	23
Unprinted Regulations .....	23
Asbestos Notification .....	23
<b>REGISTRATION/TUITION</b> .....	24
Sponsorship .....	24
Procedure for Past Due Accounts .....	24
<b>UNIFORM DRESS CODE</b> .....	25
<b>RATE SCHEDULE</b> .....	Back cover

## FACULTY AND STAFF

Principal  
7<sup>th</sup> & 8<sup>th</sup> Grades  
5<sup>th</sup> & 6<sup>th</sup> Grades  
3<sup>rd</sup> & 4<sup>th</sup> Grades  
1<sup>st</sup> & 2<sup>nd</sup> Grades  
Pre-K  
Kindergarten  
Band/Music  
Paraprofessional  
Secretary  
Bookkeeper  
Lunch Coordinator

Matt Korp  
Valerie Hunt  
Matt Korp & Michele Laney  
Mindi Wilds  
Rose Korp  
Ashley Brude  
Pat Reese  
Wes Bradford  
Cris Frost  
Linda McCartney  
Donna Nudd  
Michelle Pester

Bowman Hills SDA School takes pride in its professionally trained staff. All teachers have a minimum of a Bachelor's Degree. Employed personnel of the school are selected because of their dedication to Christian education, exemplary lifestyle, and their love for Christ. Bowman Hills School staff members are expected to be educators, counselors, students of the Word, role models for the students, and to involve themselves in the total ministry of the school and the local Seventh-day Adventist Church.

## SCHOOL MISSION



The Bowman Hills Seventh-day Adventist School and Church believe every student entrusted to us constitutes a “gift” of God to be educated for both now and eternity. Therefore, our mission is to lead students into...**Knowing, Growing, Going.**

- **Knowing** Jesus as “the author and finisher of our faith,” Hebrews 12:2
- **Growing** in “wisdom and stature and in favor with God and man,” Luke 2:52
- **Going** and “serving one another in love.” Galatians 5:13

## SCHOOL VISION

The vision of Bowman Hills School is to provide a broad, comprehensive, educational experience that encourages spiritual, academic, social, and physical growth; to prepare students for further education and service, and equip them to embrace God's purpose for their lives.

The Bowman Hills Seventh-day Adventist School is operated in harmony with the educational policies of the Georgia-Cumberland Conference, the Southern Union, the North American Division of Seventh-day Adventists and the State of Tennessee.

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ. The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their Maker.

While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity.

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.



An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person — physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

## **LIFESTYLE COMMITMENT**

Bowman Hills SDA School students must choose to adopt a Christian lifestyle. They must agree to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. Bowman Hills School knowingly accepts and retains only those students who are willing to make this commitment and will cheerfully endeavor to live in harmony with the principles of the school.

## **ADMISSION**

Bowman Hills SDA School serves the youth of the Bowman Hills Seventh-day Adventist Church; however, other students may be considered for admission to the school by the School Board.

All applicants must be 4 years old by August 15 of the year entering Pre-K, 5 years old by August 15 of the year entering Kindergarten or 6 years of age by August 15 of the year entering first grade. Parents/guardians must provide a valid birth certificate for proof of age requirement.



Students will be accepted only by action of the School Board after review of a formal application at the time of registration. BH does not discriminate based on race, gender, color, nationality, or ethnic origin.

**Please note:** Home schooled students must provide proper documentation from state-approved programs. All new students are placed on academic and citizenship probation for the first semester.

Grade placement will be based on prior student academic performance, age, emotional, physical and social development, and teacher with parent consultation.

New students coming from other schools, may, upon review of their records, be tested for grade placement. Additional fees may apply.



## **Admissions and Acceptance Procedure**

1. Secure an admissions packet from the school office and schedule an interview with the principal.
2. Submit the completed forms and records including:
  - a. Registration Application
  - b. At least one written recommendation from previous teacher and/or pastor
  - c. Last report card from former school
3. Schedule an appointment for a placement test.
4. School Board will review the above information before recommending admission.

### **Important:**

Acceptance is contingent on School Board approval, which is based on application, recommendations, records, testing and financial plan.

When possible, acceptance letters will be sent to each family to verify placement of their child/children in a grade level. If time is a consideration, a telephone call may be used to verify acceptance of a student into the Bowman Hills SDA School program.

## **Registration/Entrance Fee**

Please see back page.



## **Immunization**

Students must submit a Tennessee State Immunization form showing a vaccination record that includes all immunizations required for school-age children and the appropriate grades. Your doctor's office or the Health Department supplies forms for this purpose.

## Physical Examinations



A physical examination is required for all students entering school for the first time, or those transferring from non-Southern Union schools. These forms must be turned in by September 1.

## Child Abuse/Neglect

Bowman Hills School is bound by Federal and State Law to report any suspected or reported cases of child abuse and/or neglect. In the event that a teacher or administrator has reason to suspect or receives a report of child abuse/neglect, the school must notify Child Protective Services. Bowman Hills School supports all efforts to end child abuse/neglect.



## Previous Records

At the time of registration, parents must sign a release form for their child's cumulative records from their previous school so the records can be sent to Bowman Hills School.

## Unpaid Accounts

Students having unpaid accounts at BH or another school are not permitted to register until clearance has been obtained.

## Deadline for Student Transfers

The deadline for enrolling transfer students into Bowman Hills SDA School during a school year is April 1. After that date, students are encouraged to make arrangements to remain at their former school or to finish the grade with special assignments from that school. Academic credit, grades, and/or transcripts will not be given unless the student has transferred on or before April 1<sup>st</sup>, except in combination with official progress records from the former school.

## CURRICULUM

The teaching of the Bible is a part of the curriculum for every grade level in our school. We follow state requirements concerning all subjects, with Bible being an added benefit of our program. Subjects taught are: language arts (reading, writing, and grammar), mathematics, science, social studies, physical education, and band. The concert band meets several times each week. Private music lessons are available.

## Goals for Curriculum in Seventh-day Adventist Schools

*Curriculum Goal*

*Each student will:*



1. Acceptance of God

Surrender one's whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one's life.



2. Commitment to the Church	Desire to know, live and share the message and mission of the Seventh-day Adventist Church.
3. Interpersonal Relationships	Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship	Develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others and accept responsibility for local, national and global environments.
5. Healthy Balanced Living	Accept personal responsibility for achieving and maintaining optimum physical, mental and spiritual health.
6. Intellectual Development	Adopt a systematic, logical and biblically-based approach to decision-making and problem-solving when applied to a developing body of knowledge.
7. Communication Skills	Recognize the importance of effective communication and develop the requisite skills.
8. Personal Management	Function responsibly in the everyday world using Christian principles of stewardship, economy and personal management.
9. Aesthetic Appreciation	Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
10. Career and Service	Develop a Christian work ethic with an appreciation for the dignity of service.

## Achievement Tests

Bowman Hills SDA School uses the Iowa Assessment (IA) to help teachers identify the strengths and the growth areas of students. Formal IA testing takes place beginning with third grade through eighth grade. A report of the results is sent to parents.





## Plagiarism/Cheating

Students are encouraged to live by a simple honor code that states, “I will not cheat, steal, or lie about academic work nor tolerate those who do.” Students who are found to be dishonest on academic work will receive a “Zero” for the work and will be referred to the school administration for disciplinary action. This includes students who give or share work. Parents will be notified of these occurrences.

## Grading Scale

A+	100	B+	91-92	C+	82-83	D	65-69
A	95-99	B	86-90	C	72-81		
A-	93-94	B-	84-85	C-	70-71		

## Providing Grades to Parents

Students’ grades are provided for the parents/guardians of each student. Where separation or divorce is involved, grades are given to both parents in joint custody arrangements. However, where the custody of a child rests with one parent, grades are provided to the custodial parent only, unless otherwise directed by the custodial parent. Notification restrictions imposed by the custodial parent on the non-custodial parent should be registered with the school administration upon student registration. Such notification is the responsibility of the custodial parent.



## Unexcused Late Classwork

In general, daily assignments are due the next morning. Students who consistently fall behind on their work are hampering their progress and failing to develop responsible work habits. Each teacher develops his/her late work policy which has been approved by the Principal. Students who have late/missing work may forfeit recesses and other activities both during and after school. It is the parent’s responsibility to make sure all homework is completed and turned in. Parents of students who regularly turn in work late or not at all will be required to arrange a conference with the teacher to formulate a strategy which will help the student develop these important work habits. A second conference, if necessary, will require the involvement of the Principal and may become a discipline issue. Students who habitually have late/missing work are subject to failing grades and discipline referrals.

## School Records

School records are the property of the school. The school retains the right to withhold school records until a student’s bill is paid. Otherwise, school records will be sent to another school only upon the written consent of the parents. Parents have the right to see their child’s school records, but may not take originals from the school, nor carry them to another school.



When it becomes necessary for a teacher to complete a Teacher Recommendation Form, Behavior Checklist, etc. of a confidential nature, these forms will be sent directly to the requesting individual via fax, email, or mail.

Payments of accounts in full, or satisfactory credit arrangements, are required before students may transfer from one school to another.

## **Extra Curricular Activities**

In order for students to participate in extra-curricular activities, they must maintain at least 70% in all subjects. If any grade on a progress report or report card is less than 70%, the student will be removed from all extra-curricular activities. They will be granted two weeks to bring their grades to 70% or better, at which time they will be readmitted to extra-curricular activities. Failure to meet this requirement or repeated removals will result in the student losing their position or be excluded from all extra-curricular privileges.

## **HOME-SCHOOLED STUDENTS**

The Bowman Hills SDA School supports parental choice for their children's education. In doing so, the School follows the guidelines set by the Southern Union Conference and the Georgia-Cumberland Conference of SDA. The School will cooperate with home schools where applicable.

"The Southern Union Conference supports home schooling for families who elect to use this form of Adventist Christian education. Since registration regulations vary by state, the local conference does not register home schools, nor serve as an umbrella organization for state registration" (Southern Union Code, Supplement M). Home schoolers must be registered with the local county, as determined by Tennessee law.

## **Policy**

The Bowman Hills SDA School is limited in the scope of activities available to home schooling children. Areas of cooperation will include field trips, music program, Iowa Assessment testing, library use, and chapel attendance.

"When school children participate in school activities or instructional programs, the policies of the school relating to matters of organization, conduct and discipline shall apply. The home school students are considered guests of the church school" (Southern Union Code, Supplement M).

## **Fees**

1. There is a required insurance fee of \$30 for grades PreK-8 for the 2017-2018 school year for all participating home schooling students. This fee may be subject to change.

## **HOME-SCHOOLED STUDENTS Cont.**

2. Field trip fees will be the same as those of any full-time student.
3. There is a \$20 testing fee for each student.
4. There is a library use fee of \$40 per year, per student.
5. There is a band participation fee of \$78 (1/2 lesson \$39) per month, per student.
6. There is a choir participation fee of \$75 per semester, per student.

### **Registration**

Home-school students will be required to fill out an application form and register with the School, pending approval from the School Board. This home school student registration will cover information about the student as well as any fees or assessments set by the School Board for participating in activities.

“Students may not be enrolled in the school part-time as an “umbrella” to avoid registration with the state as home schoolers, or to receive assignments to complete at home in lieu of regular school attendance as required by law” (Southern Union Code, Supplement M).

### **Field Trips**

Information about field trips must be collected by the parent from the school or the teacher directly.

### **Iowa Assessment Testing**

Tests are administered only once a year and the parent must contact the School for test dates and schedule.

### **Library**

Home schooling students may attend during regularly scheduled library hours. For library hours, please call the School office.



### **Chapel**

Home schooling students are welcome to attend any chapel program. Please contact the office for updated schedule.



### **Band**

The band program is available to home schooling students interested in participating. Full-time students have priority for private band lessons and auditions for participation. Students will not be allowed to participate in a performance unless all required practice sessions have been met. Details about the band program must be cleared with the School and the band director before acceptance to the program is permitted.

## **HOME-SCHOOLED STUDENTS Cont.**

### **Choir**

The choir is available to home schooling students interested in participating. Students will not be allowed to participate in a performance unless all practice sessions have been met. Details about choir program participation must be cleared with the School and the director before acceptance to the program is permitted.

### **Supervision**

Home schooling students are considered guests of the School; however, they will be supervised by the school personnel, not their parents. Parents and siblings are encouraged to come to performances but not to practices. Insurance limitations prohibit the School from allowing siblings to come on field trips or be present during practices. Parents will be asked to come in for practice or field trips at the teacher's discretion. Parents must complete the volunteer screening form before participation takes place.

### **Behavior**

Home schooling students will be held to the same standards and expectations as are all the full-time students. A copy of the School handbook will be provided so that parents can review with their children the proper conduct for school activities. Home schooling students will be subject to the same discipline guidelines applied to full-time students. The teacher in the classroom will have discretion in all supervisory aspects.

### **Dress Code**

Home schooling students must abide by the dress code set forth in the student handbook, unless otherwise instructed by the classroom teacher.

## **ATTENDANCE**



### **School Day**

1. The school day begins at 8:00 a.m., with dismissal at 3:00 p.m., Monday through Friday.
2. Students must proceed directly to their classroom upon arrival at the school and begin some quiet activity at their desks. Playground or gymnasium activities are not permitted.
3. Students should not arrive before 7:40 a.m. and should be picked up no later than 3:20 p.m. Personnel are not available during early morning hours to supervise students. Students not picked up by 3:20 will be placed in aftercare and charges will apply. These charges will be added to the student's account.
4. Children may be on the playground after school only when accompanied by an adult.



## **Tardiness**

The school day begins with prayer and worship which is an integral part of the Bowman Hills School day. Students who are tardy may interrupt the classroom environment and are not able to be adequately prepared for the day. Attendance is taken in the classroom promptly at 8:00 a.m. It is important for families to plan enough time to allow children to arrive in their classroom **before** that time.

Students entering their classroom after 8:00 a.m. will be considered tardy and sent to the office to receive a late pass. After three such passes, parents will be notified by e-mail. Four incidents in a quarter will result in a \$10 fine. For each additional two tardies in a quarter, another \$20 fine will be levied. Tardy fines will be added to the student account.

## **Absences**

State law requires regularity and promptness in school attendance. Written excuses from a parent or guardian are required for all absences. Excused absences and tardies for medical appointments, emergencies, sickness, and/or death in the family are considered legitimate excuses for absence. An accumulation of 5 unexcused absences will be reported to the appropriate Superintendent of Public Schools, as required by policy.

A pupil who is absent as many as seven days out of a period of nine weeks, for whatever reason, may forfeit his/her period grades unless it is evident to the teacher that all work has been satisfactorily completed.

For a tardy or absence to be excused, a signed and dated note from the guardian/doctor must be presented stating the reason. If no qualifying note is presented, the tardy/absence will be recorded as unexcused. Parents have five days from the student's return to provide such written excuse.

## **Pre-Arranged Absences for Travel**

If it is necessary for a student to be absent for any reason other than illness or death in the family (excused absence), parents will make arrangements in advance with the teacher. Except in the case of emergencies, requests for absences must be made in advance for double the amount of time of the request. For example, if the absence is for 3 school days, the request should be made at least 6 school days in advance. Any requests for more than five consecutive days must be submitted in writing to the School Board for approval. A request form is available in the office.

The teacher will make the best effort to provide missed work, however parents realize that the student will miss vital instruction and other activities that cannot be made up with typical book or worksheet assignments. When a parent makes such a request according to policy, while the absences will be unexcused, they will not lead to reporting to the proper authorities having jurisdiction in cases of truancy.

Any work the teacher assigns prior to the absence is due when the student returns. Other work the student may have missed is due within five days. If handed in later, no credit will be given unless a prior arrangement has been made with the teacher.

### **Repeated Absences or Tardiness**

Students who are repeatedly absent or tardy are referred to the School Board for review. Bowman Hills SDA School is required by law to report excessive absences to the local Superintendent of Public Schools.

### **Inclement Weather**

When inclement weather causes transportation to be dangerous, the school will close/delay **INITIALLY** if **Bradley County Schools** closes/delays.



**After the first day**, Bowman Hills School will announce its own closing. For this information you may tune in to TV channels 3, 9, 12, or J103; radio stations. Parents will also receive notification of this closing/delay via Parent Alert. **If Bowman Hills School is not listed as closed on the second day and thereafter and you have not received notification via Parent Alert, school will be in session.**

## **STANDARDS OF CONDUCT**

Every effort is made to help the students see the importance of cooperating with the school rules as a means of character development and good citizenship. Penalties for the infraction of rules should be understood as a means of helping the student toward a more meaningful acceptance of Christian rules of conduct.

Some practices cannot be permitted in Seventh-day Adventist schools. Bowman Hills School does not knowingly receive students who persistently indulge in these practices. In order to provide a safe, orderly, and academically focused environment, the following guidelines explain unacceptable student behavior on or off the school campus. Failure to comply with this code of conduct will result in disciplinary action including suspension or expulsion.

1. Disseminating ideas or displaying attitudes that undermine the religious ideals and objectives of the institution.
2. Using profane language, possession or displaying of obscene literature and pictures, or indulging in lewd conduct or suggestions.
3. Using narcotics or tobacco in any form, the sale of, or having them in one's possession.
4. Drinking or possessing alcoholic beverages.
5. Gambling or betting, card playing.

6. Theft, any form of cheating, lying, willful deception or dishonesty, in any phase of schoolwork or business.
7. Improper sexual conduct.
8. The use, handling, or possession of knives, slingshots, matches, lighters, firearms, firecrackers, or any other explosives.
9. Engaging in any type of willful destruction or vandalism of school property or anyone else's property on or off the school grounds. Any damage or breakage will be charged to the parents. This includes loss or damage to textbooks and library books, and damage incurred unintentionally when a student is engaged in any unauthorized activity.
10. A physical assault, threats of assault, or abusive language upon a teacher or a student by a student or parent.
11. Tampering with any fire alarms or fire fighting equipment. **Note:** Initiating a false alarm will result in a \$50 fine.
12. Tampering with electrical equipment locks on school property, having unauthorized possession of a key to any school lock, or unauthorized entry into any room or building, will be subject to a fine and disciplinary action.
13. Willful defiance or disrespect displayed toward school staff and authorized personnel.
14. Communication, including social networking, and all its forms, that violates the school's standard of conduct and lifestyle commitment.

Bowman Hills SDA School reserves the right to examine the contents of the students' lockers and any personal items brought on to school property or to school events.

The school is not responsible for the theft or loss of any personal property brought to or left at the school.

Students are not permitted to operate motorized vehicles.

Skateboards, rollerblades, and roller shoes are not allowed at school.

For safety reasons, no bicycles should be brought to school.



Any personal communication devices or electronics are not permitted on the campus during school hours. If this equipment is found, it will be confiscated unless previous arrangements have been made.

Students may request to bring an IPAD or electronic tablet to school as a reading resource. These devices may not have 3G or 4G capability (Wi-Fi will not be accessible) and usage is at the discretion of the classroom teacher. An acceptable use contract must be completed. Violation of the contract will result in a denial of the privilege.



## **Cell Phones**

Due to potential disruption of learning environment and/or inappropriate use, possession of cell phones by students is prohibited on campus during school hours unless a prior arrangement has been made with the school and/or teacher. Approved cell phones will be turned off and stored by the classroom teacher or office personnel during school hours and returned to the student at dismissal. The school will not be responsible for any lost or stolen cell phones. Unapproved use of cell phones carries a fine.

First offense:           \$25 fine and confiscation of cell phone

Second offense:       \$50 fine and confiscation of cell phone

## **Technology Policy Information**

We are pleased to offer students of Bowman Hills School access to our school network for the internet. To gain access to the internet, all students must obtain parental permission and must sign and return that form to the office.

Access to the internet will enable students to explore thousands of libraries and databases. Families are warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make internet access available to further educational goals and objectives, students may unintentionally find ways to access other material as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, Bowman Hills School supports and respects each family's right to decide whether to apply for access.

Students are responsible for good behavior on school computer networks, just as they are in their classroom or in the school hallways. General school rules for behavior and communication apply.

The network is provided for students to enhance their educational experience. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required.

**Access is a privilege – not a right. Access involves responsibility.**



Individual users of the school computer network are responsible for their behavior and communication over the network. It is presumed that users will comply with the school standards and will honor the agreement they have signed. Beyond the clarification of such standards, the school accepts responsibility for reasonable monitoring of student time on-line. Teachers have the right and duty to monitor and restrict both the amount of time on-line and the sites visited. This responsibility extends to any communication to or from the sites. Student time on-line is scheduled by teachers and will be within the confines of a supervised classroom setting. Students are allowed Internet usage ONLY when a teacher is present to supervise.

It is not possible to list all activities that are prohibited, but the following list gives examples of unacceptable behavior that extends to the technology arena both on and off campus.

- Sending or displaying offensive messages or pictures.
- Using obscene language
- Bullying behavior such as harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folder, work, or files
- Intentionally wasting resources
- Using the network for commercial purposes
- Divulging any names, home addresses, telephone numbers, or any personal information **for any reason** over the internet.



Violations will result in the loss of access with fines and/or other disciplinary or legal actions.

## School Spirit



A wholesome school and class spirit is desirable and should be fostered by all school organizations. This school spirit is evidenced by thoughtful consideration for others and by courtesy and good will in all personal and interclass relationships. So-called “school spirit,” however, which finds expression in the destruction of property; in boisterous, unrefined conduct; in the hazing or humiliation of any student, group of students or staff, is out of harmony with the spirit of good sportsmanship and is, therefore, not permitted.

## Sexual Harassment

Bowman Hills SDA School forbids discrimination against any student on the basis of gender. The School will not tolerate sexual harassment activity by anyone, including but not limited to parents or volunteers. It shall be a violation of this policy for any member of the staff to harass a student through conduct or communications of a sexual or gender biased nature as defined in this policy. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual or gender biased nature as defined in this policy.



### A. General Prohibitions

#### 1. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other inappropriate written, verbal, or physical conduct of a sexual nature constitutes sexual harassment if:

- a. Submission to the conduct is made, either explicitly or implicitly, as a term or condition of an individual's education;
- b. Submission to or rejection of such conduct is used as the basis for academic decisions affecting the harassed individual; or
- c. The conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive environment.

#### 2. Unwelcome Conduct of a Sexual Nature

Sexual harassment, as defined above, may include but is not limited to the following:

- a. Verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding

physical or personality characteristic of a sexual nature, and sexually-oriented “kidding”, teasing, double-entendres, and jokes; or

- b. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, jobs, etc.

## **B. Reporting, Investigating, and Sanctions**

1. It is the express policy of the Bowman Hills School Board to encourage victims of sexual harassment to come forward with such claims,
2. Any person who alleges sexual harassment may complain directly to the principal, a pastor, any teacher, or the School Board Chairperson. Reporting sexual harassment will not reflect upon the harassed individual’s status nor will it affect future employment, grades, or job assignments.
3. The right to confidentiality, both of the complainant and the accused, will be respected consistent with the Board’s legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct as occurred.
4. All allegations of sexual harassment shall be fully investigated and immediate and appropriate, corrective, or disciplinary action shall be initiated by the principal. It shall be the duty of the principal to inform the Superintendent and Board about sexual harassment complaints. The principal shall also inform any person who alleges sexual harassment by a staff member or student in the school of the right to file a grievance with the Georgia-Cumberland Conference Superintendent of Education.
5. The principal and Board chairperson shall make reports to appropriate law enforcement officials when necessary, consistent with the requirements of the state of Tennessee.
6. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.
7. A substantiated charge against a student shall subject that student to disciplinary action, which may include, but not be limited to, in-school suspension, suspension, or expulsion.
8. Bowman Hills School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported immediately in accordance with these procedures so that school authorities can take appropriate action.

## Dismissal from School

A student whose progress or 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 on or off campus, may be dismissed by the Board at any time.

The school has the right to withhold school records until the student's bill is paid. The school also has the right to deny attendance when an account has become past due.

## PARENT/TEACHER COMPLAINT PROCEDURE

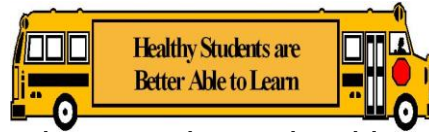


In order to maintain open communication, we follow the counsel provided in Matthew 18 when resolving issues of concern with a teacher, staff member, parent or student.

1. \*Complainant is to meet with the teacher alone or as a family to deal with the issue/complaint. Under no circumstances is the issue/complaint to be discussed with another party.
2. If the complaint remains unresolved after Step 1, the unresolved complaint is to be taken to the school principal for the purpose of securing assistance in finding resolution. \*\*A meeting among the three parties (principal, complainant and teacher) is to be held with the principal chairing the meeting. The principal is to keep minutes of the meeting including all relevant issues and/or agreements discussed. The minutes are to be reviewed by all parties prior to the completion of the meeting. Should the grievance involve the school principal, the school board chairman would serve as the facilitator and keep minutes. When the school principal is involved, the Office of Education is to be notified.
3. At each instance in which a complaint is registered, the teacher should have the right to address the complaint directly. If the complaint remains unresolved then the complaint will be referred to the Executive Committee of the school board. At this point, the Office of Education is to be directly involved.
4. If, after the aforementioned steps prove unsuccessful, and the complaint remains unresolved, a final appeal of the issue can be made to the school board. In order to insure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited by the school board chairman to participate in the discussion of the issues. Should the complainant be a member of the school board, he/she will remove himself/herself from the decision-making process relative to the issue at hand. A final resolution to the complaint will be acted upon at this level. All parties are to be officially notified, in writing, of the school board's decision.

\*Or other individual.    \*\* All meetings with the teacher(s) and/or principal must be by appointment.

## **HEALTH AND NUTRITION**



We want our children bright and alert and to have optimum health and well being. We encourage students to bring to school only the most healthful lunches. Students are not permitted to have carbonated, caffeinated, or coffee type drinks during school hours or at any school function. As a Seventh-day Adventist School, we uphold the Biblical standard of clean and unclean meats in Leviticus. Therefore, only clean meats are permitted in school. Cooking or warming flesh foods is not permitted other than in the designated microwave(s).

Due to potential food allergies, students may not share lunches. Any food that is shared with students (other than your own child) for birthdays, class parties, etc. must give a detailed list of all the ingredients to the teacher or the office. Please understand that we will not be able to serve food without this ingredient list.

Children need sufficient sleep at night to be alert and ready to learn in school. Thus, we encourage limited television viewing on school nights and we ask our children not to make TV, movies, or video and computer games a subject of conversation during school time.

## **GENERAL SCHOOL PROGRAM**

### **School Telephone Usage**

The school telephone is to serve you—yet it is for business only. Teachers and students should not be called from class to answer the telephone except in an emergency. *Please honor the request of the faculty in this matter.* Important messages can be delivered to the student more easily than by calling him/her from class. Students should not ask to use the telephone except in an emergency. Telephones in the classroom are for teacher use ONLY. Student cell phones are not permitted.

### **Visitors**

All parents and visitors must sign in at the office before proceeding to the classroom wing.



### **Loitering**

Loitering on the school grounds or in buildings during class hours, after school hours, or during any programs is not permitted. Individuals who are not currently enrolled need administrative permission to visit classes or to be on campus during the school day.

## **Field Trips**

Field trips are part of the educational experience at Bowman Hills School. Parent chaperones are needed on many of the trips. The suggested mode of transportation for field trips and school functions is Southern Transportation. Parents desiring alternative transportation for their child must sign a release form to that effect. Volunteer drivers must fill out a driving record form at the beginning of the school year. This form is kept on file in the school office. Drivers must show proof of adequate insurance coverage.

## **Chaperones**

All accompanying parents are chaperones. Chaperones must complete the following before accompanying on a field trip.

1. Volunteer Ministry Form (Completed every year)
2. Verified Volunteers (An online Volunteer training and screening program.)
3. Code of Conduct (To be signed EVERY field trip you accompany.)

## **Siblings**

Since all accompanying parents are chaperones and are asked to arrange for the care of siblings of any age. Siblings are not allowed to accompany a class on field trips or recreational trips throughout the school year for the following reasons:

1. Field trips are specially planned for children at each grade level.
2. The responsibility of being a chaperone demands the full attention of the parent.
3. Many attractions welcoming school field trips require that no siblings accompany the group.
4. School-age siblings should not miss a day of school.
5. The school or teachers cannot accept liability for the attendance of siblings.



## Dispensing Medications



The administration of prescription medication by the staff to students shall be permitted when it is not feasible for the parent or guardian to administer that medication. When administering medication to a student during school hours is necessary, the medication must be brought to the office in the original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, appropriate dosage, and the time for each dose. These medications **MUST** be kept in the office for safekeeping. A parent must fill out a request form (available at the office).

The school maintains a small first aid kit containing supplies such as a thermometer, bandages, etc. Non-prescription medication such as aspirin, cough medicine, and over-the-counter allergy medicine, etc.



may **NOT** be administered by school staff. Students may, however, self-administer non-prescription medicines provided they bring one or two day's dosage rather than an entire bottle. These medications **MUST** be kept in the office for safekeeping. Parents need to send written instructions for all medications.

## Gum

Gum chewing is not allowed at school or any school sponsored functions. There will be a \$5 fine for each gum chewing offense.

## Insurance

The school carries an accident insurance policy that covers medical payments for school accidents in excess of the family or employer group insurance. Christian Educators Insurance Trust (CEIT) coverage is provided for covered injuries occurring while on school premises and/or during school activities. Please refer to the CEIT brochure provided at registration.

## Unprinted Regulations

In order to assure the safe and appropriate operation of the school, the Administration and School Board reserve the right to formulate and implement policies, rules and regulations throughout the course of the year.

## Asbestos Notification

To ascertain the presence of asbestos-containing building materials, the AHERA inspections for our school system were started in February 1988 and completed in May 1990. The inspection report indicated non-friable (does not come off with finger pressure) asbestos vinyl flooring in the kitchen, sickroom, teacher bathroom, janitor's closet, storage and hot water heater room. On May 22, 2012, the asbestos indicated above was removed from the building. A complete report of the management and removal may be viewed in the school office.

## **REGISTRATION/TUITION**

### **Registration Fee**

The non-refundable registration and entrance fees include items and services such as accident insurance, book rental, workbooks, tests, library fees, technology usage fees, and certain classroom supplies. The fee must be paid at registration. An additional \$60 is added to 8<sup>th</sup> grade registration, and \$45 for Kindergarten registration for graduation expenses. (See back inside cover for rates.)

### **Tuition**

Tuition payments are made in TEN MONTHLY installments. The first tuition payment and registration fees are due by the registration date. Each monthly payment is due on the 1<sup>st</sup> of the month. It is imperative to the operation of the school to receive tuition payments on a timely basis. Arrangements should be made with the treasurer if tuition payments cannot be met. In addition, a fee of \$25 will be charged for any check returned for insufficient funds or turned over to the District Attorney's office for prosecution.

The Bowman Hills Seventh-day Adventist Church subsidizes the school. Therefore, member children are given a discount.



Other family discounts are reflected on the Tuition Rate Schedule page.

### **Student Sponsorship**

We believe that all our youth should be trained in a Christian school system. If you know you cannot afford full tuition, there may be help available! Sponsorships may be available from your local church. Contact the church office or the principal before registration. Early communication is very important.

### **Procedure for Accounts Past Due**

If you are:

- 1 full payment (30 days) behind
- 2 full payments (60 days) behind

The school will:

- Send a letter of counsel or make personal contact.
- Deny attendance until arrangements for payment are made.

- Students with past due family accounts will not be permitted to attend the spring band tour or any other overnight field trips.
- Eighth grade students will not be permitted to participate in graduation services if the family account is past due. The school retains the right to withhold school records until a student's bill is paid.

**Important:** Please keep in contact with the school if you are having financial problems.

## DRESS CODE

### **Appropriate Dress**

Because Bowman Hills SDA School is a Christian school, it holds high standards for the appearance of its **students, staff, and volunteers**. All should wear neat, clean, and modest clothing, free of tears and frays. Fingernail polish should be clear or natural color and should not distract from the classroom learning. Jewelry and temporary tattoos/henna are not permitted at school or any school function. Dress and personal grooming should not distract from instructional procedures, programs, or the classroom decorum.

A uniform dress code has been adopted for classroom and school-sponsored activities.

### **Boys**

**Pants:** Appropriately fitting\* (no baggy, sagging or form-fitting) dress casual, cotton-polyester chinos or twill style pants. Colors may be navy, black, or khaki. Inside pockets only; pockets that are stitched to the outside, such as jeans pockets, are not permitted. ***At least one pair of khaki-colored slacks must be purchased for use at special events.***

**Shorts:** Must be of the same style or colors (shorts must be long enough to reach the front and back of the knee).

**Shirts:** Appropriately fitting\* solid color polo, turtle neck, pin stripe, oxford, or chambray shirt. Shirts are worn tucked in with belt visible. Shirts should be of thick enough material to not appear “see-through”. All shirts must have a collar and must be long enough to stay tucked in. Except for the top button, shirts must be worn completely buttoned. ***At least one long or short-sleeved light blue or white oxford or polo shirt with Bowman Hills’ logo purchased from Educational Outfitters or Lands’ End. This shirt is to be worn every Friday beginning on the third Friday of September.*** Teachers may also require this shirt to be worn on field trips or other school events at their own discretion.



### **Girls**

**Pants:** Appropriately fitting\* dress casual, cotton-polyester chinos or twill style pants. Colors may be navy, black, or khaki. Inside pockets only; pockets that are stitched to the outside, such as jeans pockets, are not permitted. ***At least one pair of khaki-colored slacks must be purchased for use at special events.***

**Shorts or capris** of the same style or colors. (Shorts must be long enough to reach the front and back of the knee.)

**Skirts, Jumpers, Skorts, Scooter Skirts:** Either solid color or plaid uniform style. These items **must** be long enough to reach the front or back of the knee or below. Parents, if you question the length, please do not remove the tags. The principal/teacher will help you decide on the appropriateness of the length.

**Shirts:** Appropriately fitting\* (not form-fitting) solid color polo, turtle neck, oxford, or chambray shirt, worn tucked in with belt or waist visible. Shirts should be of thick enough material to not appear “see-through”. All shirts must have a collar and must be long enough to stay tucked in. Except for the top button, shirts must be worn completely buttoned. ***At least one long or short-sleeved light blue or white oxford or polo shirt with Bowman Hills’ logo purchased from Educational Outfitters or Lands’ End. This shirt is to be worn every Friday beginning on the third Friday of September.*** Teachers may also require this shirt to be worn on field trips or other school events at their own discretion.

## **Boys and Girls**

**Belts:** Must be worn with all clothing with belt loops.

**Shoes:** Shoes must be worn at all times and must be closed-toed. They may be athletic or casual (no hiking, army-type boots, or heels). Socks, leggings, or hose are required and must be tastefully color-coordinated. Open-heeled shoes are not permitted.

**Hair:** Hair must be clean, a natural-looking color, and present a well-groomed appearance. Boy’s hair must not extend past the bottom of the ears and/or the shirt collar. Hair must be kept out of the eyes. Bizarre or trendy fads in hair styles are not allowed.

**Logos:** A logo is optional except on the one oxford or polo shirt. The only logo permitted on shirts, sweaters, etc. is the Bowman Hills Logo which is available from **Educational Outfitters or Lands’ End.**

**Field Trips:** All students are required to wear full uniform dress (khaki slacks or skirt and oxford or polo shirt with Bowman Hills logo). Exceptions will be decided by administration or the teacher.



**P.E. Uniform:** **Grades 5 – 8** are required to dress for P.E. Requirements include:

- Shorts or pants should be neutral colors, preferably dark, such as black, navy, or gray. They must be loose-fitting (NO spandex or form-fitting) and long enough to allow modesty.
- T-shirts must be crew neck style, loose fitting, and plain gray, white or blue with NO print or graphics.

- We will leave the final decision as to the appropriateness of particular P.E. wear to the teachers. If you have any questions please check with a teacher **before** allowing your child to wear it to P.E.

**Winter wear:** Sweaters, vests, and sweatshirts should be approximately hip length, with no hoods, zippers, or writing (except school logo). Shirt collars must be visible on the outside. Outdoor jackets or scarves **may not** be worn in the classroom but can be worn outside.

## Violations

The first violation of the dress code will be a written reminder from the teacher. The written reminder is sent home to the parent, and a copy is given to the principal. The written reminder must be signed by the parent and returned to the teacher within two days. (In extreme cases, the student will be sent home on the first offense.)



The second violation will result in a \$10 fine.

The third violation will result in a \$20 fine.

Dress code fines are due upon receipt and if not paid will be placed on the family's account.

Additional violations will require School Board intervention.

*\*Compliance of school dress code may be subjective. Final decisions will be made by the administration.*

## Uniform Sources:

**Educational Outfitters:** Gunbarrel Road, (behind Macaroni Grill) (423-894-1222) or Hixson, (3905 Suite C on the corner of Ashland Terrace and Hixson Pike (423-874-0864) ([educationaloutfitters.com](http://educationaloutfitters.com)).

**Lands End:** [www.landsend.com](http://www.landsend.com). Select "School Uniforms" from menu bar. School ID # 900042698 for logo.





# Bowman Hills School

## Tuition Rates

### 2017-2018

# of Students	% Discount	Bowman Hills	Community
1		415	540
2	5	788	1026
3	10	1120	1458
4	15	1411	1836

<b>Additional Fees/Credits</b>	
Pre-Registration (Non-Refundable): By March 31 After March 31	50 100
Entrance Fee: By June 30 After June 30	350 400
Band Lessons – Billed for 9 months: Advanced Beginner	56/mo. 28/mo.
Graduation Fee: Kindergarten 8 <sup>th</sup> Grade	50 65
Referral Credit	-200/semester

**Withdrawals:** If a student withdraws from school or band after the monthly billing date, the student will be responsible for the full month's tuition.