

REGISTRATION PACKET INSTRUCTION SHEET

First of all, we want to say, **“Thank you”** for considering *Bowman Hills School* for your child’s education experience. We are looking forward to a long-standing relationship between the school and your family.

Please complete the following forms as thoroughly as possible and return them along with the required documentation for new students (detailed below) in the red folder to the school office.

- _____ Family Information Sheet (one per family)
- _____ Student Information Application (One per child)
- _____ Consent to Treat (One per child)
- _____ Image Release form (One per family; include each child’s name on the form)
- _____ Statement Delivery Preference (one per family)
- _____ Permission to request Records
- _____ Volunteer Interest Survey (One per parent)
- _____ Volunteer Ministry Information Form (Required for any parent or family member that will be volunteering at the school or any field trips, etc..)

Required Documentation (These are required for ALL new students)

- _____ Copy of Birth Certificate
- _____ Copy of current Report Card and records from previous school
- _____ Completed Medical Exam (This must be documented on the TN State Immunization form provided by your doctor or the Health Department)
- _____ TN Department of Health Immunization Certificate (imm. must be current)
- _____ Recommendation form from previous teacher (teacher to complete and mail the form themselves)

We appreciate your diligence in getting the above paperwork to us; this will make the registration process flow more smoothly.

We welcome any questions; please don’t hesitate to call the office at 423-476-6014.

Date _____

Family Name _____

Bowman Hills School
Application for Admission 2017-18 School Year
FAMILY INFORMATION

RenWeb Entry _____

Please Print Neatly in Ink

Parent/Guardian Information						
Custodial Parents: ___Father ___Mother ___Parent/Step-Parent ___Guardian ___Shared Custody <i>Please check all that apply</i>						
	FATHER		MOTHER		GUARDIAN	
Full LEGAL Name						
<i>Underline all that apply</i>	Natural	Step	Foster	Natural	Step	Foster
					Relation to child:	
Mailing & Home Address Please include city & zip code						
Phone Contacts	Home			Home		
	Cell			Cell		
	Work			Work		
Email for School Communication						
Occupation						
Education						
Work Address						
Date of Birth Month/day/year						
Birth Place	City _____	State _____		City _____	State _____	
U.S. Citizen	Yes	No	Other:	Yes	No	Other:
Marital Status Please ✓ one	<input type="checkbox"/> Married	<input type="checkbox"/> Separated		<input type="checkbox"/> Married	<input type="checkbox"/> Separated	
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Single		<input type="checkbox"/> Divorced	<input type="checkbox"/> Single	
Church Membership						
Other persons living with family and their relationship to the children:						

Full name of all children applying for admission to BHS	Sex	Birth Date	Grade Entering	Living at Home with Custodial Parents/Guardians? YES or No

Full name of all children in family NOT applying to BHS	Sex	Birth Date	Grade Entering	Living at Home? YES or No

Mr. Matthew Korp—Principal
mkorp@gccsda.org

Bowman Hills School ♦ 300 Westview DR NE ♦ Cleveland TN 37312
 bowmanhills22.adventistschoolconnect.org

Phone: 423-476-6014
 Fax: 423-476-6063

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Revised 1/24/17 Im

Emergency Notification: We attempt to reach parents first. Please supply alternate names in case we cannot reach you.)

	Name	Address	Phone Home & Cell
Emergency Contact #1			
Emergency Contact #2			
Child(ren)'s Physician			
People that are authorized to take children home: *Please Note that a parent's written request is required for any changes.			

Financial Disclosure (Handbook p. 5)

Do you have an unpaid account at a previous school? ____ Yes ____ No If "yes", where? _____

Approximate amount: \$ _____

I acknowledge that students with unpaid accounts at BHS or another school are not permitted to register until clearance has been obtained.

Person responsible for previous account _____ Date _____

Signature of person

Parent Commitment of Intent

I agree:

- ✓ To read and familiarize myself and my children with the information contained in *Bowman Hills School Handbook* and to support the school in upholding its philosophy, mission statement, standards, and policies. I understand that the information in the handbook is subject to change without notice by action of the Bowman Hills School board (HB p. 21).
- ✓ To participate in the Christian education of my child (ren) by exemplifying Christian principles (HB p. 4).
- ✓ To give BHS the responsibility of helping my child achieve academically and to assist the school by encouraging my child to be on time, complete his/her assignments, and provide training at home.
- ✓ To follow a scriptural approach for dealing with difficulties that involve(s) my child(ren). I understand that should my child have difficulty, I will make every attempt to work with the school staff in a Christian manner (as outlined in Matthew 18:15-17 & HB p. 18, 19) so as to resolve issues and/or improve my child's experience. **I will communicate directly with the teachers or administrators and avoid sowing discord among uninvolved persons.**
- ✓ To pay tuition and other financial obligations in a timely manner (HB p. 22) and to contact the financial officer to discuss options if a situation arises that prohibits us from meeting this obligation.

Father/Guardian Signature

Mother/Guardian Signature

Date

Our Commitment of Intent

We will strive:

- ✓ To honor Jesus Christ in our words and actions.
- ✓ To uphold the school's philosophy, mission statement, standards, and policies.
- ✓ To proceed in all situations with the best interest of your child foremost in our minds—spiritual, academic, social, and emotional well-being will be fostered.
- ✓ To maintain a positive and uplifting learning environment.
- ✓ To partner with you in helping your child reach his/her full potential.

We appreciate the opportunity and privilege of serving you and your children. God Reigns at Bowman Hills!

**Bowman Hills School Application for Admission
Student Information 2017-2018**

Family Name _____
RenWeb Entry _____

Parents: Please complete a "Student Information" form for ***EACH*** child applying to Bowman Hills School.

STUDENT INFORMATION

Student's Full Legal Name _____
Preferred Name _____ Date of Birth _____ Place of Birth _____
Grade Entering _____ Age Entering _____ Date of last physical exam _____
Lives with: _____

CHURCH AFFILIATION

Church child attends _____ Denomination _____
Baptized? Yes or No Age baptized _____ Date baptized ____/____/____ Place baptized _____

ACADEMIC INFORMATION

To help us best meet the needs of your child, please answer the following questions. Information provided will be handled in a confidential manner.

Has this student ever been retained? ____ (Y/N) Suspended? ____ (Y/N) Expelled? ____ (Y/N) Asked to Withdraw? ____ (Y/N)
Skipped a grade? ____ (Y/N) If so, please explain and provide dates (may use back of this form).

Please list schools attended throughout the applicant's academic career (If home schooled, please provide the name of the local education agency you are registered with and/or sponsoring school.

Date	Grade(s)	Name and location of the school
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has this student ever had educational testing and/or individual psychological testing done? ____ Yes ____ No

Does this student have an **Individual Education Program? (IEP)** ____ Yes ____ No

If so, what is the date and place of last testing? Date _____ Place _____

Has this student been diagnosed with a learning disability? ____ Yes ____ No If yes, what kind?

Does this student receive any educational therapy, tutoring, etc. from an agency or individual? ____ Yes ____ No

If yes, where? _____ Explain

Has this student been diagnosed with ADD/ADHD? Yes__ No__ If yes, has medication been prescribed? Yes__ No__

BASIC MEDICAL INFORMATION

ANY ALLERGIES? ☐ YES ☐ NO If yes Describe: _____

MEDICATIONS* / FOOD RESTRICTIONS / MEDICAL CONDITIONS—mental or emotional conditions, special needs and/or any other challenges of which the school should be made aware (may use back of form).

***Please note: If child has a potentially life-threatening condition requiring "as needed" meds (such as asthma), please supply these for the school to keep on hand in case an emergency arises necessitating its administration.**

Bowman Hills School Teacher Recommendation

To the Parent: Please fill in the information in this box. Then send this form and the BHS envelope (attach a stamp) to your child's most current homeroom teacher. If your child had multiple teachers, please request a recommendation from your child's language arts and math teacher. Homeschoolers should use church leaders or teachers. No relatives please. This form must be returned directly to Bowman Hills School. By signing, you waive your right to see the completed form.

Teachers, this form authorizes you to submit a confidential recommendation for entrance to *Bowman Hills School* for the student listed below. We appreciate you assisting us by providing this confidential information about this student.

Signature of Parent/Guardian _____ **Date** _____

Applicant's Name _____ **Date** _____

Current Grade _____ **Seeking Admission to Grade** _____ **for School Year** _____

If unable to evaluate an area or not applicable to a child's age development, please write N/A.

1. How long have you known this student and in what capacity? _____
2. How would you feel if this student were to be placed in your classroom again?
☐ no concerns ☐ with concerns Explanation _____
3. How would you describe this student's strength of character? Check one.
☐ firm, steady, consistent ☐ fairly stable ☐ weak, easily influenced.
4. Has this student ever been suspended or expelled? _____ If so, please state the reason on the back of this form.

PLEASE EVALUATE:

- | | |
|---|-------------------------------------|
| 5. This student's verbal and communication skills: | Above Average/Average/Below Average |
| 6. This student's math skills: | Above Average/Average/Below Average |
| 7. The quality of this student's written/literary work: | Above Average/Average/Below Average |
| 8. This student's reading comprehension: | Above Average/Average/Below Average |
| 9. This student's academic achievement in relation to ability | Above Average/Average/Below Average |
| 10. This student's academic potential. | Above Average/Average/Below Average |
| 10. This student's maturity. | Above Average/Average/Below Average |

- | | | | | | |
|---|--------------------------------------|------------------------------------|-------------------------------|-------------------------------|--|
| 11. Compared to others of the same age you have known, please evaluate the student's: | | | | | |
| Attitude: | <input type="checkbox"/> outstanding | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> needs improvement |
| Social Skills: | <input type="checkbox"/> outstanding | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> needs improvement |
| Spiritual Focus: | <input type="checkbox"/> outstanding | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> needs improvement |
| Initiative/Motivation | <input type="checkbox"/> outstanding | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> needs improvement |
| Responsibility | <input type="checkbox"/> outstanding | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> needs improvement |
| Leadership | <input type="checkbox"/> outstanding | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> needs improvement |
| Acceptance by others | <input type="checkbox"/> outstanding | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> needs improvement |

May
provide
additional
comments
on the back
of this form.

13. Please characterize parental interest in student's progress in school. Above Average/Average/Below Average
14. Additional comments (any helpful information not mentioned above i.e. peer relationships, special needs, etc.)

Teacher _____ **School** _____ **Phone** _____

Mr. Matthew Korp—Principal
mkorp@gccsda.org

Bowman Hills School ♦ 300 Westview DR NE ♦ Cleveland TN 37312
www.bowmanhillsschool.net

Phone: 423-476-6014
 Fax: 423-476-6063

***To the Teacher: Please mail this completed form directly to Bowman Hills School in the envelope provided.
 Thank you for your time and interest.***

BOWMAN HILLS SCHOOL 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. Clothing: **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 loose fitting and predominantly gray or white but may have some appropriate print. Darker shirts with pictures on the front can often provide more modesty for girls.
- 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).

Lands End: www.landsend.com. Select "School Uniforms" from menu bar.
School ID # 900042698 for logo.