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2025–2026 SCHOOL CALENDAR

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Teaching, Office Staff, and Board Chair: The school office can provide contact information.

Principal	Joel McQuistan
Kindergarten	Heidi Matthews
1 st & 2 nd Grades	Brianna Trott
3 rd & 4 th Grades	Christy Magboo
5 th & 6 th Grades	Grant Graves
7 th & 8 th Grades	Valerie Hunt
Band/Music	Wes Bradford
Office Manager	Jamie Hall
Bookkeeper	Donna Nudd
Board Chair	John Nafie

The Bowman Hills School (BHS) is a Kindergarten through eighth grade school that operates under the direction of the Georgia-Cumberland Conference of Seventh-day Adventists. Students enjoy the advantage of low teacher-student ratios providing instruction in a creative, nurturing and spiritual learning environment. Our certified teachers have a BS, BA or a master's degree in education. The teachers and staff are selected because of their dedication to Adventist Christian education, exemplary lifestyle, and their love for Christ.

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. 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, emotional, and physical growth; to prepare students for further education and service, and equip them to embrace God's purpose for their lives.

Bowman Hills School is operated in harmony with the educational policies of the Georgia-Cumberland Conference of Seventh-day Adventists, the Southern Union Conference of Seventh-day Adventists, 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, emotionally, 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:

The Bible teaches that parents are ultimately responsible for training their children (Deut. 6:7, Prov. 22:6, Eph. 6:10, and Heb.12:9). The parent assumes the responsibility of developing appropriate behavior and proper attitudes towards the school and staff. Parents, students, and staff agree to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. If a parent feels uncomfortable with school policies, or if a student feels divided between the standards of home and school, families are asked to work with the school to ease the division. Bowman Hills School accepts and retains only those students who are willing, and whose parents are willing, to make this commitment and will cheerfully endeavor to live in harmony with the principles of the school.

Admission

Bowman Hills School believes in equality of rights for all students and admission may be granted irrespective of the applicant's race, gender, color, nationality, or ethnic origin. Membership in the Bowman Hills Church is not a requirement for admission. Priority of admissions is given to members of the Bowman Hills Church. Students are expected to abide by the policies outlined in the school handbook and all other policies announced either verbally or in writing. Admission is a privilege, not a right, and may be withheld or withdrawn by the school at its discretion.

Entrance Requirements:

- *Kindergarten:* Applicant must be at least 5 years old on or before August 15.
- *First Grade:* Applicant must be at least 6 years old on or before August 15.
- *All Grades:*
 - Submission of the completed online application and enrollment packet.
 - Supporting documentation presented such as physical forms, immunization form, and birth certificate.
 - Provide contact information for at least two references including previous teacher.
 - New students entering school may be assessed for readiness and/or grade placement.
 - An interview with the student may be conducted.

Transfer Students: In accordance with Georgia-Cumberland Conference school policy, students are not accepted after April 1 for the current school year.

Initial Enrollment: All students are admitted on a nine week trial basis. Bowman Hills School is not equipped to teach students with significant learning and behavioral challenges. However, BHS may make limited changes to a child's program when needed.

Grade Placement: Grade placement will be based on student's academic performance, age, enrollment assessment, emotional, physical and social development, and references from former teachers.

Students with Specific Needs: The following information will assist in determining if BHS has the resources to provide for specific student needs.

- Parents of students who have a history of educational, behavioral, or emotional difficulties have a responsibility to inform the principal when applying to BHS. This should include any pertinent evaluations which may have been completed on the child in previous years of school, or any testing which may have been conducted privately.
- Any child who has a history of educational or behavioral difficulties may be admitted to BHS conditionally for a period of time to determine whether the school can provide for the student's needs without significantly impacting the learning of all the students.
- The school reserves the right to deny admission before entering school.
- The school will use various resources to evaluate for special needs.

Appeals Process for Admissions: A family who is dissatisfied with the decision of the school admissions process may appeal the decision. To begin this process, speak to the principal.

Admissions Procedures: When the following information is received, the admissions committee will make a decision in regard to approval. Upon approval by the admissions committee, students are on conditional enrollment until the end of their first nine week. The Bowman Hills School board gives final approval at the end of their first nine weeks.

1. Application and accompanying forms completed. (one per student)
2. Pay the **nonrefundable** preregistration fee.
3. Written recommendation forms from a current language arts or math teacher as well as their contact information. (grades 1-8)
4. For kindergarten students who have been in a preschool or daycare environment, a recommendation from the provider.

5. New student language arts and math assessment. Arrange assessment time with the office. (grades 1-8)
6. Records of any academic, behavioral, psychological, and learning disabilities tests. (grades K-8)
7. Current report card. (grades 1-8)

Enrollment Checklist:

- ✓ The following forms are completed and turned in to the school office.
 - Application
 - Financial Commitment
 - Release of Records
 - Consent to Treat
 - Transportation Authorization
 - Media Release
 - Enrollment Academic Assessment
 - Reference Contact Information for at least two individuals.
 - One reference from the following.
 - 2nd to 8th Grade: current math or language arts teacher
 - K or 1st Grade: kindergarten teacher or daycare provider
 - One reference who is a non-family community contact, church personnel such as Sabbath School teacher or pastor.
- ✓ The following Documents have been submitted to the school office.
 - Birth Certificate
 - Immunization Record (new students and 7th grade students)
 - Physicians Examination (new students and 7th grade students)
 - Most recent report card

Provisional Status: Students are on a provisional status until all required paperwork is submitted. A 30-day grace period is given for these items to be provided to the school. At the end of the 30 days, students with missing paperwork may be asked to withdraw from school until the required paperwork is on file.

Custodial Parents and Legal Guardians: The parent who enrolls the student will be considered the custodial parent until a court ordered document is provided to the school outlining a different situation. Guardians enrolling students in school should provide documentation of guardianship. Progress reports and quarterly grades will be released to the custodial parent for students who have two homes. Noncustodial parents can receive these reports with written authorization given to the school from the custodial parent.

Kindergarten Enrollment and Philosophy:

God created each child with a unique character, personality and learning style. Although there are common developmental stages that all people share, young children's readiness for school varies greatly and impacts their view of learning for the rest of their lives. One of the greatest gifts we can give to our children is the gift of time; time to grow and flourish without having the pressure of learning concepts that their growing brains are not yet ready to embrace. As a result, Bowman Hills School has undertaken a two year kindergarten program: K1 and K2. Some children will progress through K1 and be ready for 1st grade by the end of one year. Other children will benefit greatly by transitioning into the K2 program, thereby giving them that all-important gift of time.

Readiness for 1st grade is two-fold: academic skill development and emotional maturity. When a child's academic and emotional maturity are in harmony, school is fun, exciting and more fulfilling for both parents and child. If either of

these areas are still in the developing stage, school often becomes too difficult and usually results in poor ideas and attitudes about learning, which often lingers through adulthood.

Assessments for readiness are on-going throughout the year. By the middle of April, the teacher, principal, and parents will decide on readiness for first grade or to continue with the K2 for the second year. Parents and teacher will discuss progress and predicted readiness for first grade at the following times.

1. End of first quarter parent teacher conference.
2. Midwinter parent teacher conference
3. End of third quarter parent teacher conference

Financial Information

Bowman Hills School is a nonprofit institution that relies on regular tuition payments and financial support from the Bowman Hills Church to cover its operational expenses. Prompt payments are important and welcomed so that the costs of education can be kept as low as possible.

Tuition and Fees: Tuition is payable over 10-months from August through May. The 1st payment is due at registration. The remaining nine payments are due by the first of each month, starting September 1, and ending May 1. A statement is emailed around the 20th of each month. Failure to receive a monthly statement does not negate parents' responsibility for payment. It is the parents' responsibility to inform the school about change of address, e-mail, telephone or church membership.

Tuition Bowman Hills School Rates for 2025-2026

# of Students	% Discount	Bowman Hills	Community*
1		520	645
2	5	985	1,225
3	10	1,400	1,740
4	15	1,765	2,190
*Additional \$125/student has been added to BH base rate.			

Additional Fees/Credits	
Pre-Registration (Non-Refundable)	
By March 31	50
After March 31	100
Entrance Fee	
By June 30	380
After June 30	430
Band Lessons – Billed for 9 months 20 Minute Lessons	50
Graduation	
Kindergarten	75
8 th Grade	100
Referral Credit	-200/semester

Withdrawal: If a student withdraws from school or band after the monthly billing date (20th), the family will be responsible for the full month tuition.

Financial Assistance from Churches/Organizations: Some area churches or organizations provide assistance to their members whose children attend Bowman Hills School. If this is your situation, please contact your church/organization in regard to financial support. When you register, please provide written communication from your church or organization outlining how much support they are committing to provide and on what schedule they will pay it. Most of the churches have an application process and due date to participate in their student assistance program.

Partnering for Eternity Scholarship (PFE): The school participates in the PFE scholarship program. There are a limited number of scholarships available each year. Participation is generally provided on a first come, first serve basis. It involves meeting with a senior citizen mentor each week for a minimum of 60 minutes. More information is available in the office.

Past Due Accounts: Students who have unapproved past due accounts may be denied attendance until the account is current. When the account is 30 days past due, a reminder letter will be emailed to the parents. When the account is 45 days past due, attendance may be denied until arrangements are made to bring the account current. Eighth grade students may be denied participation in the class trip and graduation if their account is past due.

Bank Fees: Any bank fees, as a result of overdrawn funds, canceled checks, etc., will be charged to the student's account.

Release or Transfer of Records: Before any final report card or permanent records are released to parents or transferred to another school, the family's account must be paid in full. Students' school records are the property of the school, not the students or the parents. Private schools may hold records for non-payment of fees.

Curriculum

We follow state requirements concerning all academic subjects, with Bible being an added benefit. Subjects taught are: Bible, language arts (reading, writing, and grammar), mathematics, science, social studies, physical education, **art** and music. The concert band meets several times each week. Private music lessons are available. The following are core beliefs and curriculum goals of Seventh-day Adventist Christian education.

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.

Accreditation: Bowman Hills School is fully accredited by the Southern Union Conference of Seventh-day Adventists Department of Education, the Georgia Cumberland Conference of Seventh-day Adventist Department of Education, and the Adventist Accreditation Association. The state of Tennessee recognizes and approves the accreditation process of the Seventh-day Adventist Church educational system.

Curriculum: Bowman Hills School offers an approved curriculum and is supervised by the Georgia-Cumberland Conference of Seventh-day Adventists. Students who successfully complete the required course work will be issued an eighth grade diploma by the Georgia-Cumberland Conference of Seventh-day Adventists. Students who do not meet the requirements for graduation may receive a certificate of completion by the Georgia-Cumberland Conference of Seventh-day Adventists.

Acceleration/Retention Policy: The Georgia-Cumberland Conference gives final approval on all requests for accelerating (skipping) a grade as well as for students who need to be retained in a grade and not promoted at the end of the year.

Report Cards: Report cards are issued quarterly, which is approximately every nine weeks. Regular parent/teacher conferences are scheduled about two weeks after the end of the first quarter. Additional conferences may be arranged at the request of parent, teacher, or principal. Students who withdraw from school will be issued a progress grade to withdrawal date. Additional independent course work will not be provided by BHS beyond that date.

Grades on AE-Connect: Parents may access students' grades at any time by logging into AE-Connect, our digital records program. The username and password assigned at registration will give access to parents. For more information, speak to the school secretary. Grades are usually up-dated on the computer at least once a week.

Grading Scale: Letter grades are given starting in the third grade: The following scale is used to determine the letter grade.

A+	100	B+	88-89	C+	78-79	D+	68-69	F	Below 60
A	93-99	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

Achievement Tests

- **MAPS:** Three times a year, grades 3-8 students are assessed using the Measure of Academic Progress on-line assessment. (MAPS).
- **DIBELS:** Three times a year, grades k-3 are given reading assessments.
- **WrAP:** During the second semester, students in grades 4, 6, & 8 are assessed using the WrAP assessment for their progress in writing.

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." Issues in these areas are dealt with by the student's teacher.

Providing Grades to Parents: Refer to the admissions section titled *Custodial Parents and Legal Guardians*.

School Records: School records are the property of the school. The school retains the right to withhold school records until a family's account is paid. School records will be sent to another school 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.

Recommendation Forms: When it becomes necessary for a teacher to complete a teacher recommendation form, behavior checklist, or medical form of a confidential nature, the completed forms will be sent or faxed directly to the recipient. Parents and students will not have access to those completed forms.

Summer Expectations: At the end of each school year, students who have significantly struggled with behavior or who are significantly below grade level academically, may be given recommendations for completing academic or behavioral goals during the summer. Those students must be reassessed, at the end of the summer break, to determine if satisfactory progress has been made to continue enrollment at Bowman Hills School. Depending on assessment results, students may be denied enrollment or enroll on a probationary status. Students on probationary status must meet specific goals to remain as a student at Bowman Hills.

Extra-Curricular Activities: The school reserves the right to deny a student's participation in extra-curricular activities due to academic or behavior issues.

Field Trips: Several field trips are planned yearly for each classroom. At the discretion of the principal, participation may be withheld for students who consistently struggle with cooperating with rules and procedures.

Bowman Hills Concert Band: The band is an integral part of our school curriculum. In order to meet our goal of developing skills, professionalism, teamwork, and a spirit of service within the ranks of the band, all band members should do their part in striving for excellence. Band members and their parents are required to complete the BHS Concert Band Commitment Form.

Failure to comply with the requirements of band participation or any other guidelines specific to a performance or rehearsal, as specified by the director or administration, will result in a dramatic decrease in the student's band grade. A "C" average or better in band is required for continued participation.

Home School Program

A limited program is offered for home-school students. Because of the limited program, grades of any kind will not be given. Students who participate may be involved in field trips, band, MAPS Assessments, library use and chapel attendance. Bowman Hills School may not be used as an umbrella association or as a school for registering with the state.

Program Fees:

- Insurance \$45 per year
- Testing: \$45 three times a year is \$135 a year.
- Field trips: Same cost as a full time student is charged per field trip.
- Band
 - With Lessons \$90 a month for nine months
 - Without Lessons \$50 a month for nine months

Program Details:

- “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).
- Students and parents must contact the teacher to find out about scheduled field trips.
- MAPs Assessments are scheduled three times a year. See the school calendar for testing date windows. Parents must contact teachers about the testing schedule.
- Regularly scheduled chapels are on Friday at 8:15 a.m.
- Priority is given to full time students for available instrument lesson times.
- 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.
- School policies and expectations of student behavior are the same as full time students.
- Dress code policies are the same as those for full time students.

Attendance and School Hours

Attendance Policies: Students are required by the State of Tennessee to be in attendance at school. Students who come to school late interrupt the learning environment of the classroom. When absences do occur, they should be explained by the parent to the teacher in writing within 2 days after the student’s return to school.

Arrival & Dismissal: School begins at 8:00 a.m. and dismisses at 3:00 p.m. Monday-Friday. Parents need to plan their arrival at school between 7:40 a.m. and 7:50 a.m. to ensure their child has time to be ready for the start of school at 8:00 a.m. Students who arrive after 8:00 a.m. will be considered tardy. During dismissal time, 3:00 to 3:20 p.m., parents are asked to pick up their child using the car line. This will reduce the risk of parking lot accidents with pedestrians.

Tardies: All tardies are considered unexcused except for medical appointments at the beginning of the day. As with absence, tardies due to a doctor, dentist or other professional appointment may be excused by presenting a professional note from their respective office verifying the appointment. Students are responsible for all classwork missed even if a tardy is excused. Parent notes for tardies do not guarantee they will be excused.

Absences: The State of Tennessee requires schools to submit the names of elementary students with eight (8) unexcused school absences to the Bradley County Department of Education. The State may choose to take several actions, which may include, but are not limited to, a court appearance or a fine. Schools must submit reports for each additional eight (8) absences as well. Students are responsible for all classwork missed even if an absence is excused. Parent notes for absences do not guarantee they will be excused.

Absences may be excused for student illness, death of an immediate family member, student medical and dental appointments, court appearances, and prearranged absences for travel, extreme weather conditions and circumstances which qualify at the discretion of the principal. Written explanation for the absence is required for it to be excused.

Attendance Violations

Tardies

- After six (6) unexcused tardies during a quarter,
 - A warning letter will be sent to the parents and the student will be notified.
- After ten (10) tardies,
 - A warning letter will be sent to the parents and the student will be notified.
 - The school board will be notified.
 - There will be a fine of \$20.00.
 - Thereafter, every ten (10) tardies per quarter will result in a fine of \$30.00.
 - Continual tardies may result in a referral to the Bradley County Education Department or the education department of the county of which the student resides.

Absences

- After five (5) unexcused absences for the year,
 - A warning letter will be sent to parents and the student will be notified.
- After six (6) unexcused absences for the year.
 - A 2nd warning letter will be sent to parents and the student will be notified.
 - The school board will be notified.
- After eight (8) unexcused absences for the year.
 - A truancy report will be made to the Bradley County Education Department or the education department of the county of which the student resides.
 - The school board will be notified.
 - There will be a fine of \$100.

Illness Policy: The well-being of our students and staff is of utmost importance to maintaining an environment which minimizes disruption to learning and protects students and staff from potential transmission of infection. This policy is intended to mitigate, not eliminate, the risk of infectious disease.

- If a student is not feeling well in the morning, parents are to keep the student home for further monitoring.
- When a student presents with a fever or concerning symptoms, attempts will be made to contact the parent/guardian for pick up.
- Parents/guardians must make arrangements to pick up the child within thirty minutes of notification.
- If the parent/guardian is unavailable, attempts will be made to contact the next emergency contact.
- While waiting to be picked up, the child will be placed in an isolated area if possible.
- Children must be fever-free, without the use of fever-reducing medication, for 24 hours before returning to school.

Bowman Hills School monitors the health of our students and will cooperate fully with the Bradley County Health Department in seeking their guidance to determine what steps are needed to mitigate the spread of infectious illnesses. If a student is required to undergo a quarantine absence, the student will not be cleared to return to school until all quarantine protocols have been satisfactorily met.

Pre-Arranged Absences for Travel:

If a student needs to be absent for reasons other than illness or a death in the family (considered excused absences), parents should make arrangements in advance with the teacher. Except in emergencies, absence requests should be submitted ahead of time—at least twice the number of school days the student will be absent. For example, a three-day absence should be requested at least six school days in advance. Requests for absences longer than five consecutive school days should be submitted to the principal in writing for approval. A request form is available in

the school office. While absences of this nature are considered unexcused, they will not result in referral to the appropriate truancy authorities, provided the request follows school policy.

Missed Assignments and Class Work:

Instructional plans are subject to change based on classroom dynamics, scheduling adjustments, and other factors. As a result, teachers are generally unable to provide assignments in advance of a student's planned or unplanned absence. Please note that valuable in-class instruction and activities may be missed, and these cannot be fully replicated through worksheets or textbook assignments.

- For single-day absences due to illness, schoolwork is typically available after dismissal or the following school day.
- If any assignments are provided prior to an absence, they are expected to be completed and submitted on the day the student returns.
- Additional assignments missed during the absence should be turned in within **two days** of the student's return.
- For extended absences, all missed work should be submitted within **five days** unless other arrangements are made with the teacher in advance. Work submitted after these time frames may not receive credit.

Early Dismissal: Students are not to leave the school grounds during the school day, except by special permission. When a student must leave school during the school day, the parent or person picking up the student should notify the teacher in advance so the teacher knows how to plan. All students must be signed out in the front office by the adult picking up the student. During the school day, students must talk with their teacher before leaving so that the teacher knows the student is leaving. It is the student and parents' responsibility to get missed work and to complete it and turn it in as soon as possible.

Aftercare Program

Aftercare Program: Families whose work schedules make it impossible for them to pick up their children right after school may take advantage of our aftercare program. Aftercare runs from 3:20 p.m. to 5:30 p.m. Monday-Thursday and 3:20 p.m. to 5:00 p.m. on Friday. There is no Aftercare on half days.

Aftercare Fees: Regular aftercare fees are \$12.00 per day starting at 3:20 p.m. Aftercare charges are billed monthly and appear on the next statement.

Bullying and Harassment

Bullying and Harassment Policy: Staff members or students may not participate in or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidation, or any physical, verbal, or cyber-attack directed at a person's race, religion, national origin, age, gender, or physical features.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending themselves. Bullying behavior has three key components:

1. Imbalance of power and strength.
2. Involves an aggressive behavior.
3. Involves a pattern of behavior repeated over time.

The school has implemented a bullying prevention program. All incidents of bullying should be reported to the supervising teacher or administrator by the student as soon as possible. Students should not wait until they get home and talk to parents before reporting the incident. This helps the staff to more effectively teach healthy social skills.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical contact that, by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of harassment are to be reported to the administration as soon as possible and will be treated with confidentiality.

Incidents of bullying, shunning, and/or sexual harassment both at school and away from school are to be reported to the child's teacher or supervising teacher as well as the principal as soon as possible. Every effort will be made to protect student identity and confidentiality. Bullying behavior includes e-mails, social media posts, internet communiques, text messages, voicemails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances, or the invasion of one's personal space. This applies both on and off school property as well as during school hours and when school is not in session.

Confirmed incidents of harassment or bullying will result in disciplinary action. The Standards of Conduct section addresses the way discipline and consequences of bullying behavior is handled.

Discipline Philosophy

The *Bowman Hills School Discipline Philosophy* outlines a restorative and values-based approach to student discipline, deeply rooted in Christian principles. Here's a breakdown and analysis of the key themes and implications:

1. Foundational Philosophy: The school's core philosophy is centered on **developing Christ-like character** in all aspects of life: spiritual, mental, physical, emotional, and social. This holistic approach suggests that discipline is not just about punishment but transformation and personal growth.

- **Implication:** Misbehavior is seen as a deviation from a path of character development, and disciplinary actions aim to restore, rather than simply penalize, the student.

2. Seriousness of Harm and Accountability: When a student's actions have the potential to cause harm, the school takes it **very seriously**, reflecting a **protective and ethical stance** toward the entire school community.

- **Implication:** The school prioritizes safety and well-being over leniency. Even the potential for harm is enough to warrant strong response measures.

3. Restorative Discipline Guidelines: The six listed guidelines for behavior change form a **restorative justice framework**, focused on internal reflection and external reconciliation.

- a. **Acknowledgement** – Names the behavior and emphasizes truth-telling.
- b. **Responsibility** – Calls for personal ownership, rejecting deflection or excuse-making.
- c. **Remorse** – Promotes empathy and awareness of others' experiences.
- d. **Learning** – Encourages personal insight and moral development.
- e. **Commitment to Change** – Requires actionable next steps and behavioral goals.
- f. **Gratitude** – Fosters humility and appreciation for grace/opportunity.

- **Implication:** The school views discipline as an opportunity for **character refinement** and **relational restoration**, not merely rule enforcement.

4. Community Focus: There is a strong emphasis on how one student's poor choices can impact not just themselves, but the entire school community.

- **Implication:** The values of interconnectedness, accountability, and shared well-being are central. Students are not isolated individuals; their behavior has communal ripple effects.

5. Conditional Nature of Continued Enrollment: For serious infractions of rules and behavior, a disciplinary hearing becomes necessary if the student and parents seek continued enrollment, but attending the hearing **does not guarantee re-admittance**.

- **Implication:** There is a clear boundary—while forgiveness and understanding are values, consequences are not automatically waived. Continued membership in the school is conditional upon demonstrated growth and responsibility.

This policy represents a **grace-filled but firm** approach to discipline. Bowman Hills School balances the seriousness of misconduct with a redemptive path for students who are willing to engage deeply with the process. This philosophy sends a clear message: **character counts, actions matter**, and **community is sacred**—but there is also a possibility of a way back for those who are genuinely willing to learn and grow.

Standards of Conduct

Helping children grow and develop is a team effort. The students, parents, and teachers all need to take an active role. Christ-like behavior is the ideal we are working toward. Christ-like behavior is summed up in the Golden Rule: "Do unto others as you would have them do unto you." Christ gives us guidelines for our behavior. It is found in Philippians 4:5 & 8, "Show a gentle attitude toward everyone . . . fill your minds with those things that are good and that deserve praise: things that are true, noble, right, pure, lovely, and honorable."

It is the responsibility of students and parents to acquaint themselves with the information contained in the handbook. A student's enrollment indicates a willingness by both student and parent to commit to the Christian environment as well as standards and procedures that Bowman Hills School promotes while at school and away from school.

It is the responsibility of each student to behave in a manner that creates a safe environment for everyone. Walking in the building, respecting school and other people's property, and keeping hands and feet to themselves are some of the important ways to create that safe and respectful environment. The use of inappropriate language and harmful speech, whether verbal, written or implied, is very hurtful and does not create that safe environment. Our goal is to reflect Christ-like behavior.

Classroom Rules: Each teacher develops a set of classroom rules and consequences that are age-appropriate for their students.

This behavior code is a guideline for students to know what is appropriate/inappropriate behavior and items at BHS. Although based on Christian principles, not all have to do with one's spirituality. This list is not all-inclusive, however, it gives a good idea of what is expected at BHS. It addresses safety issues, procedures involving student responsibility, and inappropriate conduct or items.

Inappropriate/Unapproved Items:

1. Gambling games
2. Digital devices
3. Internet Capable Watches
4. Immoral/questionable literature, posters, clothing, music, and electronic games
5. Lighters, matches and anything flammable
6. Jewelry
7. Games or articles that deal with the occult
8. Possession or use of any type of drug not authorized by a doctor and/or checked in at the school office
9. Possession or use of any type of illegal substances including alcoholic beverages and tobacco products
10. Weapons, guns, knives, clubs, martial arts weapons, hatchets, and axes
11. Possession and or use of firearms, including BB guns, pellet guns and play guns
12. Wrist rockets, sling shots, firecrackers or any other explosive type material
13. Bicycles, skateboards, skates, roller shoes

Inappropriate Conduct:

1. Inappropriate attire
2. Crude and inappropriate note writing and language
3. Student in the wrong place at the wrong time
4. Wrestling, slap boxing, and horseplay
5. Vandalism (destruction of school or other peoples' property)
6. Irreverence in worships and religious meetings
7. Leaving school without approval and/or not following procedures (This applies during school hours as well as during aftercare hours.)
8. Tampering with fire safety equipment including fire extinguishers and alarms
9. Social misconduct such as inappropriate physical contact between students
10. Fighting, harassment and/or bullying
11. Possession and/or use of unauthorized keys
12. Insubordination: (Failure on the part of a student to follow the request or direct order of a teacher or staff member. Expressions of disrespect or repeated offense will be considered insubordination.)
13. Unauthorized entry or exit from school property
14. Stealing or possession of stolen goods
15. Dishonesty and cheating
16. Using materials without permission including school, teacher or other student's things.
17. A physical assault, threats of assault, or abusive language upon a student or staff by a student or parent.
18. Communication, including social networking, and all its forms, that violates the school's standard of conduct.

Use of Technology: Students are expected to follow the guidelines provided in the Internet and technology agreement as outlined on a separate form. Use of technology is a privilege, not a right. It is not possible to list all activities that are inappropriate, 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, addresses, phone numbers, or any personal information for any reason over the internet

Consequences: When a student is having difficulty in areas of inappropriate items or conduct, the staff member who finds it will make a judgment call on the appropriate way to deal with it. The aim of discipline is to teach students to understand right from wrong and to assist them in having the desire to do what is right. Because each person is different and what works for one person may not work for another, students may be dealt with in different ways for similar difficulties.

Some of the ways students may be dealt with are: talked to about why it is a problem, warnings, writing a report, writing a behavioral/commitment contract, held in from recess, run laps, loss of privileges, sent to the principal, items confiscated, reclamation fees, meeting with parents, lose privilege of field trip attendance, meeting with the discipline committee, fines, suspension, and/or expulsion.

Bowman Hills School reserves the right to examine the contents of the student's lockers and any personal items brought onto school property or to school events.

Inappropriate items brought to school will be confiscated and may be held until the parent comes to reclaim it. Repeated infractions in this area may result in them being confiscated and not returned.

Attending field trips is a privilege. Students may lose the privilege of attending field trips as a result of making poor choices.

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

Threats of Violence Policy: Threats involving violence or death—whether spoken, written, or implied—are treated with the utmost seriousness. When a staff member becomes aware of such a threat, immediate measures will be taken to ensure the safety of all students and staff. If a threat is verified to have occurred, the following steps will be implemented:

1. Immediate Isolation: The student will be removed from the general student population to ensure safety.
2. Parental Notification: Parents or guardians will be contacted and required to pick up their child without delay.
3. Police Notification: A report will be filed with the City of Cleveland Police Department.
4. Crisis Assessment: Specialized Crisis Services will be contacted to conduct an immediate assessment and evaluation to determine whether there is an imminent threat to the school community. While parental consent will be sought for this evaluation, the Discipline Committee may require the assessment as a condition for continued enrollment.
5. Suspension Pending Review: The student will be suspended pending review by the Disciplinary Committee.
6. Coordination with Law Enforcement: The Disciplinary Committee will defer a final decision until the police investigation is completed and results are made available to the school.
7. Minimum Suspension Duration: The suspension will remain in effect until the Disciplinary Committee receives and reviews the police report as well as the crisis assessment.
8. Final Disciplinary Action: Based on the outcome of the investigation and internal review, the student may face
 1. Extended suspension
 2. A requirement to write a Student Commitment Contract outlining their commitments to positive behavior

3. Formal weekly check-ins with a school staff member to support the students developing healthy conflict resolution skills
4. Required or recommended counseling to address any deeper issues and support the child's continued growth
5. Probation status in which any further behavioral issues will result in expulsion with no option to return
6. Expulsion from school with or without option to return

Conflict Resolution Process: The teachers will contact the parents concerning major discipline matters as they occur as well as for repeated minor discipline matters. When students or parents have questions about how a situation was handled or don't agree with how a situation was handled, they are expected to address their questions or concerns as Christ counsels in Matthew 18: 15-17. This counsel, applied in the educational setting, is:

1. Talk to the staff member who dealt with the situation to find out the background and details from the staff member's point of view. Often, more than one meeting is necessary.
2. If step one does not answer the questions or satisfy the disagreement and the student or parent feels it is important to pursue the situation further, ask the staff member to meet with you and the principal to discuss it. If the issues are with the principal, ask the principal to meet with you and another staff member or the school board chair to discuss the issue. Sometimes, more than one meeting is necessary.
3. If steps one and two do not answer questions or satisfy the disagreement and the desire is to pursue the situation further, ask the staff member, principal and the board chair to discuss the situation.
4. If all local efforts are exhausted, the education department of the Georgia-Cumberland Conference may be contacted.

Cell Phones: Due to potential disruption of learning environment and/or inappropriate use, possession of cell phones by students is prohibited on campus, both during and after school hours unless a prior arrangement has been made with the teacher. Parents must complete a Technology Approval Form. Cell phones at school should be turned off and turned in to the office upon arrival at school. Students may retrieve the cell phone from the office when their ride arrives. 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

Dress Code

- Pants
 - Long pants or modest shorts, dresses or skirts are appropriate.
 - Pants and shorts should have belt loops and a belt worn.
 - Kindergarten students are not to wear a belt, but should have properly fitting pants/shorts/skirts.
 - Shorts, skirts or dress lengths should reach at least 3 inches below the fingertips when arms and hands are straight down at the side.
 - Nonwhite shorts should be worn under skirts and dresses.
 - Colors should be khaki, gray, navy, or black.
 - One khaki colored pants is required for programs and specific occasions.
 - Pants, dresses and skirts should be uniform style.
 - Cargo style pockets are not appropriate.
 - Socks, leggings, or hose are required and should be color-coordinated.
 - See-through, torn, frayed or form fitting clothes are inappropriate.

- Shirts:
 - Collared shirts are appropriate.
 - Solid colored polo, turtle neck, and Oxford.
 - All buttons, except the top button, should be fastened.
 - Shirts should be long enough to be tucked in.
 - The Bowman Hills School logo is the only appropriate logo except for a small “brand” logo on the front over the chest.
 - Each student must have at least one royal blue school polo with the school’s logo and the Bowman Hills School t-shirt. These may be purchased at the school office.
- Coats, Jackets and scarves:
 - Outside coats, hoodies, and scarves are only for outdoor activities.
 - Hats, caps and other hair covering are appropriate only for outdoor activities.
 - Inside coats should be a Bowman Hills Hoodie, Bowman Hills sweatshirt, or Bowman Hills fleece.
- Shoes:
 - Athletic or play shoes (supportive and able to run in) are appropriate and should always be worn.
 - For safety, no open toes, open heels, or raised footwear.
- P.E. Clothes for Grades Seven & Eight:
 - Dark colored sweat pants or athletic shorts are required on Tuesdays and Thursdays.
 - Athletic shorts should reach at least 3 inches below the fingertips when arms and hands are straight down at the side.
 - Athletic Shoes
 - Bowman Hills School t-shirts for P.E. are available for purchase in the school office.
- Jewelry and Tattoos:
 - Jewelry of any kind is not appropriate.
 - Medical information bracelets are approved for students with specific medical conditions.
 - Tattoos are not appropriate.
- Hair and Make-up:
 - Hair should be a natural color, neat and not cover the eyes.
 - Boys’ hair should not fall below the collar or ears.
 - Make-up should be natural colors.
- Friday Attire
 - The 1st Friday of the month, students may wear jeans and the blue Bowman Hills t-shirt that can be purchased from the office. If students choose not to participate, they should wear regular Friday uniform (see below):
 - Appropriate Jeans are
 - Free from rips or tears
 - No cut-offs
 - Appropriately fitting
 - No jeggings
 - The 2nd, 3rd, 4th, & 5th Fridays of the month, students should wear khaki pants, skirt, or shorts and the blue Bowman Hills polo shirt with logo. These shirts can be purchased at the front office.

Dress Code Violations

- 1st Violation: Written notice sent home and returned within two days with parent signature.
- 2nd Violation: Written notice sent home and returned within two days with parent signature and a \$10 fine.
- 3rd Violation: Written notice sent home and returned within two days with parent signature and a \$20 fine.
- Additional Violations means a lack of cooperation and will involve the principal, additional fines, and possible intervention with the discipline committee.

Parent Responsibilities

Nutrition: Success in school is linked directly to good healthy nutrition. Student should eat a wholesome breakfast before coming to school. This is very important to enable students to concentrate and to do their best in their studies.

Lunches: Students should bring a healthy lunch to school. Caffeinated drinks and soda are not appropriate for students. Vegetarian lunches are encouraged. Microwaves are not available for student use. More information is available in the office concerning the possibility of purchasing lunch at school. Students may not share or trade their food with other students.

Sleep: Students who receive inadequate amounts of sleep do not perform their best in classes. Parent should monitor the amount of sleep their student receives. Students need 9- 10 hours of quality sleep.

Digital Devices: Students who have too much screen time with digital devices are at a disadvantage. Research indicates that it may contribute to depression, loss of sleep, and inability to concentrate.

Student Sickesses: Students should be noncontagious and fever-free for 24 hours before returning to school. It is the student and parent's responsibility to contact the teacher about missed school work and to make sure it is completed immediately upon return to school.

Parent Teacher Conferences: Regularly scheduled parent-teacher conferences are approximately 2 weeks after the end of the first quarter. Parents and teachers may schedule other conferences as needed.

Custodial Parents and Legal Guardians: The parent who enrolls the student will be considered the custodial parent until a court ordered document is provided to the school outlining a different situation. Guardians enrolling students in school should provide documentation of guardianship. Progress reports and quarterly grades will be released to the custodial parent for students who have two homes. Noncustodial parents can receive these reports with written authorization given to the school from the custodial parent.

Other Information

Home and School Association: All parents are encouraged to support and be active in our Home and School Association. Activities are held on a regular basis and will be announced well in advance. Home and School sponsors activities and fund raisers that support the school.

Accident Insurance: The school carries an accident insurance policy which covers medical payments for school accidents. The school's insurance is secondary to the family or employer group insurance. More information is given at registration and is also available in the office.

Injuries: It is the student's responsibility to notify the teacher when they are injured. Should a student be injured he/she should:

1. Notify their classroom teacher right away.
2. File a report on a school insurance form with the school secretary within 24 hours after the accident.
3. File a claim and collect payment from the family or employer group insurance.
4. Compile all financial data once complete and file with the student accident insurance for final resolution.

Medication: Students who must have medication administered during school hours must bring the medication to the office along with a parent-signed authorization form provided by the office. The medication must be in the original pharmaceutical container, clearly labeled with the name of the student, the name of the medication, the appropriate dosage, and the time to be given.

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may not be administered to students by any school staff member. Students may self-administer non-prescription medicines provided they bring one or two days' dosage rather than a whole bottle and leave it in the office along with a parent-signed authorization form.

Gum: Chewing gum is not allowed at school. Any student found chewing gum will be charged a \$5.00 fine for each offense. Teachers may allow gum in their classroom at different times. On those occasions, gum should be only in that classroom.

Weapons Policy: Students shall not possess weapons or dangerous instruments of any kind on school grounds or at any school-related or school-sponsored activities away from school facilities. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. A school employee shall confiscate any device used as a weapon. The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense including expulsion from school or calling law enforcement.

Personal Property: The school is not responsible for personal property left in the school building or on the school grounds. Personal locks are not permitted on lockers. The school will provide a lock if needed.

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 staff will make no comment, including confirming or denying, regarding phone calls or reports to the government by any of its staff.

Electronics: Students are to leave all electronic devices, such as DVD players, MP3 players, tablets and portable electronic game players at home. The use of a cell phone is prohibited unless given permission each time from a school staff member. Students are to turn in their cell phone to the teacher immediately upon arrival at school. Students who do not cooperate with this policy may have the phone confiscated.

School Phone: Students may use the school phone when permission is granted by their teacher. Students are not to have cell phones at school unless they have turned it in at the office when they arrived at school.

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.

Severe Weather Policy: In case of severe weather such as snow, tornado, etc. school cancelation and delays notification will be an AE Connect email.

Classroom Visits: Visitors are welcome to experience the school program in action. Visits should be scheduled in advance of the day they would like to visit a classroom. Schedule visits with the classroom teacher and check in with the school office upon arrival. During the visits, the visitor is expected to be a silent observer unless otherwise invited to participate by the teacher. Conferences about a student's progress cannot be done during classroom visits, they must be scheduled for another time.

Field Trips: All parents who drive or chaperone on a field trip must have completed the following steps before driving on a field trip or volunteering in the classroom.

- Complete the online volunteer screening and training program.
- Complete the Volunteer Driver Form.
- Provide a copy of current car insurance.
- Provide copy of a valid driver's license.
- Receive a copy of the volunteer code of conduct.

Siblings of Students on Field Trips: 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:

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

Volunteer Screening: In order to provide the safest environment for students, everyone volunteering at our school or on field trips are required to complete the online volunteers training and background screening before going on field trips or volunteering in the school.

Booster Seat Laws: Bowman Hills School complies with the laws of Tennessee when transporting students. Students are required to sit in booster seats on field trips when required by law. Listed here are the requirements as specified in the law regarding booster seats.

- Children age four (4) through age eight (8), and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. (Note: If the child is not between age four (4) and age eight (8), but is less than four feet nine inches (4'9") in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)
- Children age nine (9) through age twelve (12), or any child through twelve (12) years of age, measuring four feet nine inches (4'9") or more in height, must be secured in a seat belt system. It is recommended that any such child be placed in the rear seat, if available. (Note: If the child is not between age nine (9) and age twelve (12), but is four feet nine inches (4'9") or more in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)
- Children age thirteen (13) through age fifteen (15) must be secured by using a passenger restraint system, including safety belts, meeting federal motor vehicle safety standards.

Communication: Teachers send home daily or weekly information about their classrooms. The principal communicates to parents weekly as well.

Contacting Teachers: During the school day, parents should not contact the teachers directly. Messages should be left with the school office. Each teacher will communicate directly with parents on their preferred method of communication.

Interpretation of School Policy: The Administration and Board reserve the right to formulate and implement policies, rules and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Those policies will be equal in force and are not subject to legal interpretation of wording or intention.

Statement on Human Sexuality and Identity:

Bowman Hills School is a kindergarten through eighth grade educational institution that is owned and operated by the Georgia Cumberland Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

First, as a Seventh-day Adventist educational institution we neither condone nor promote any behavior outside of the Adventist biblical beliefs. Bowman Hills School's policy on human sexuality and identity are based on the North American Division Statement on Human Sexuality. This statement is based on Seventh-day Adventist understanding of scripture.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate in nature is not allowed.
2. Students will neither promote nor advocate a lifestyle while enrolled in Bowman Hills School that is not in accordance with the following:

“Adventist educational institutions do not condone bisexual, gay or lesbian sexual practice or the promotion of sexual behavior outside of our biblical beliefs.” (NAD Statements on Human Sexuality, p 3).

3. Students must state their birth gender on the school application.
4. Restroom usage is based on biological gender.
5. Name and pronoun usage is based on biological gender.

Bowman Hills School is called to love all people. In this sin-filled world, our goal is to create an environment where all people love and respect each other.

“Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against

someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” Colossian 3:12-14