

Table of Contents

Mission and Philosophy.....	2
Academic Honesty.....	3
Acceptable Use Policy.....	3
Accident Insurance.....	3
Accidents.....	3
Admission Standards.....	3-4
After School Care.....	4
Allergy Policy.....	4-5
Arrival Procedures.....	5
Attendance/Absence/Tardiness.....	5
Behavior Guidelines.....	6
Birthdays.....	6
Dismissal Procedures.....	6-7
Dress Code	7
Electronics.....	8
Field Trips.....	8
Grading.....	8
Graduation Requirements.....	9
Home and School Association.....	9
Honor Code.....	9-11
Honor Roll.....	11
Hours of Operation.....	11-12
Illness.....	12
Invitations.....	12
Library.....	12
Lost and Found.....	12
Lunch Program.....	13
Medication.....	13
Medical Records.....	13
National Junior Honor Society.....	13
Newsletter.....	14
Office Hours.....	14
Parent-School Partnership.....	14
Parent-Teacher Conciliation Procedure.....	14-15
Parent Teacher Conferences.....	15
Renweb.....	15
Selling Items.....	15
Snacks.....	15
Study Hall.....	15
Telephones.....	16
Textbooks.....	16
Toys.....	16
Visitor Policy.....	16
Weather Announcements.....	16

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Mission and Philosophy

The Beltsville Adventist School (BAS) was established in 1957 to provide a Christ-centered education for the children of the newly established Beltsville Seventh-day Adventist Church. From its beginning as a three teacher school supported by one church with approximately 50 students it has grown to have over 200 students, a staff of 20 and four local churches supporting it.

Beltsville Adventist School, along with the entire Seventh-day Adventist educational system, operates on the belief that education "...involves more than the pursuit of a certain course of study. It means more than preparing for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental and spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, p. 13

Beltsville Adventist School represents a partnership among the home, school and church. It is expected that these partners are united in their commitment to the Mission Statement and the program it represents. Beltsville Adventist School's mission is to provide a Christ-centered education in a safe environment where students develop a relationship with Jesus and achieve academic success.

Academic Honesty

Beltsville Adventist School strives to promote absolute respect for academic honesty. Any misrepresentation of another's work of ideas as one's own, cheating or plagiarizing will be treated as a serious offense and will be referred to administration and/or the Discipline Committee.

In an attempt to guard the integrity of quizzes and tests, they are not sent home in grades 5-8, although parents will be notified of their student's scores. Parents desiring to see tests and/or quizzes are free to contact the teacher to arrange a time to view them.

Acceptable Use Policy

Beltsville Adventist School seeks to nurture the physical, mental, emotional, and spiritual growth of all students. Similarly, we work to protect students from content and experiences that do not match our Christian values. In order to protect our students, an acceptable use policy, that covers all computer equipment, internet usage and software that is used at BAS, is reviewed with students in grades 3-8. Students and parents are expected to sign the acceptable use policy in order to utilize any computers at BAS.

Accident Insurance

All students have accident insurance coverage while at school or participating in a school sponsored activity. This is a secondary coverage which means parents must first submit any medical expenses through their own insurance plan. The school insurance will only cover expenses not covered by the parents' insurance. Claim forms can be obtained in the office. Once the form is completed, the parent will file the claim with the student accident insurance company.

Accidents

If a student is injured at school the supervising teacher will determine if they need to go to the office for care. An accident report will be filled out for all significant injuries, to be determined by office personnel, and it will be kept in the student's medical file. As part of that report, a parent will be notified of the injury. If the injury is beyond simple first aid, 911 will be called immediately.

Admission Standards

It is the policy of BAS to admit students regardless of race, color, religion, national and ethnic origins. All students have the right to the privileges, programs and activities offered by the school. In order to maintain the objectives of BAS and because it is a church oriented educational institution, admission qualifications have been established.

Only those students and their families who are in agreement with the philosophy and objectives of BAS and who will cooperate with the principles of the school should apply for admission. Students of other religious faiths are welcome provided they will respect the beliefs of the Seventh-day Adventist faith and maintain a reverent attitude during religious exercises and Bible classes.

The applicant should be in good physical health. Any identified physical conditions should be shared with the administrator and appropriate faculty to ensure the student's learning is not hindered. Medical examinations are required for all new students. State law requires that up to date immunization records be placed on file with the school. Failure to comply with this request will result in suspension from class attendance until immunization records are on file at the school. Students should be in good academic standing at their previous school. New students may be tested to determine grade placement. BAS strives to provide the best possible education for all of its students; however, BAS does not have the facilities or the staff to handle all special educational needs.

Students entering kindergarten must be five years of age on or before September 1 of the year they enter kindergarten. All students entering Kindergarten will be given the Gesell Developmental Readiness Assessment. Parents are asked to wait in the school lobby during the assessment and are requested not to interact with their child while the assessment is in progress. Once the assessment is completed the tester will arrange a time when the parent(s) may return to review the findings of the assessment. BAS reserves the right to determine if the student and BAS are compatible and/or if the student is developmentally ready to register at BAS.

Admission Procedures

1. Send a completed application with the prospective student's most recent report card.
2. BAS will acknowledge receipt of application.
3. If applicable, clear financial obligations with previous school.
4. Parent(s) and student(s) meet with the principal.
5. If space is available in the applied for grade, BAS will arrange a date for placement testing.
6. The admissions committee will review all pertinent information and decide on admission to BAS.
7. Parents will be notified of the admissions committee decision.

After School Care

After school care is available for students who cannot be picked up by 3:30 p.m. Monday-Thursday or 2:15 p.m. on Friday. Advanced notice is not necessary for students to use the after school care program.

All students in grades K-5 will be automatically escorted to after care by their classroom teacher if they have not been picked up by the end of dismissal. Students in grades 6-8 have the option of going to study hall if they have homework to accomplish on Mon., Tues. and Thurs. until 4:00pm.

Upon arrival in after school care the supervisors will check in all students noting the arrival time. Parents, or an authorized adult, must sign students out of after care.

Upper grade students attending study hall will go to after care at the end of study hall (4:05 p.m.). After care ends at 6:00 p.m. on Monday –Thursday and at 4:00 p.m. on Friday. Students not picked up by these times will be charged a late fee of \$1.00 per minute. After care payments are to be made at the BAS office.

Allergy Policy

The safety of all our students is our highest priority. In consideration for students with food allergies, we ask that no food be brought to be shared with the class (i.e. – birthdays, celebrations, etc.) into the

school at any time with the exception of non-dairy ice pops for birthday celebrations. Teachers will provide the food for class parties.

Arrival Procedures

Parents planning on dropping off their children in front of the school may do so by entering the circle drive from the east and pulling up to the front to drop students off. Parents desiring to give last minute instructions or watch the children enter the school are expected to park their car in the parking lot to allow a steady flow of traffic in the circle drive.

Attendance/Absence/Tardiness

Regular school attendance and promptness are important to a student's academic success and also promote good work habits and self-discipline. Parents can support their students and the BAS staff by cooperating with the following requests:

1. Have students arrive at school early enough so that they can be in their seats ready for morning worship at 8:30 a.m.
2. Whenever possible arrange appointments for students outside of school hours.
3. Establish a regular bedtime to provide sufficient rest each night.
4. If at any time it is necessary to have a student be absent, arrive late, or leave early, please notify the teacher in writing. Such a note of explanation does not necessarily excuse the student.
5. Parents are to report all unplanned absences to the school office by telephone on the day of the absence. In addition, upon returning to school, students must bring in a note specifying the dates absent and reason for the absence. This note is to be signed by the parent or guardian.
6. Observe the dates provided in the school calendar for the beginning and ending of vacation periods.
7. Parents desiring assignments for absent students must call to request them and they can be picked up in the office between 3:30 and 4:00 p.m.

Excused Absences

The following are excused absences: illness, funeral and school-approved activities.

Prearranged Absences

Although regular school attendance is important to the success of a student, there are times when it becomes necessary for a student to be absent from school. Parents need to notify, in writing and in advance, their student's teacher(s) of all preplanned absences. Students are responsible for completing and turning in all assignments the day they return from a prearranged absence in which they missed one or more school days. Tests and/or quizzes missed will be scheduled for makeup upon the student's return. Students should prepare to take all tests and quizzes that were announced prior to their absence, even if the test/quiz is to be given the first day back.

Tardiness

Promptness is essential for the success of students. Students entering the class after 8:30 a.m. disrupt the opening procedures and/or miss out on initial directions. Tardiness for any reason other than professional appointments are considered an unexcused tardy.

Behavior Guidelines

As a Seventh-day Adventist educational facility one of our responsibilities is to promote and expect Christian values to be displayed by our students. The majority of discipline takes place at the classroom teacher level, although the classroom teacher may involve the administration whenever he/she finds it necessary.

BAS students are expected to display behavior that follows the “Three B’s” at all times; Be respectful, Be kind, Be safe. BAS faculty recognizes their responsibility to manage, to a degree, student interactions. This is facilitated by adequately supervising students throughout the day. Faculty and staff will intervene whenever acts of bullying or harassment are noted and give clear messages to students that these acts are totally unacceptable. If an undesirable behavior persists, the teacher will contact the parent and discuss the situation with the goal that together they can guide the student to change his/her behavior. In the event that classroom consequences and consultation with a parent does not bring about the needed behavior change, the teacher may send the student to administration or refer the student to the Discipline Committee. There are some behaviors that automatically constitute a referral to administration (blatant defiance, harassment, vandalism, fighting, etc.).

If a student is referred to Discipline Committee, the parents will be notified in advance of the Discipline Committee meeting. Parents are welcome to attend Discipline Committee, but they are requested to remain silent through the initial proceedings. They will be given an opportunity to speak to the committee once the student has been excused from the room. If a parent is not in attendance at the meeting they will be notified in writing of any actions taken by the committee. Discipline Committee is comprised of the principal and two teachers. Although any student can be referred, in most circumstances it is reserved for students in grades 5-8.

Behaviors involving the possession of tobacco products, drugs, alcohol, hazardous items and/or weapons will result in an immediate suspension and possible expulsion. BAS has an obligation to inform law enforcement officials of any incidence of drugs, alcohol or weapon possession.

Birthdays

If a student would like to celebrate his/her birthday at school, please contact the teacher one week in advance to make arrangements. The only food treats allowed for birthday celebrations are non-dairy ice pops. The pops must be brought in the original packaging so a staff member can check the food label prior to serving them to students. In consideration of all families and to maintain classroom order, please do not send decorations (i.e. balloons, streamers, etc.). We also encourage alternative non-food treats such as bouncy balls, pencils, stickers, bubbles, etc. as a way to celebrate a birthday. Party invitations should not be handed out at school unless every child in the class is receiving one. If your son or daughter is having a party for only the boys or only the girls in the class, then party invitations may be distributed as long as every boy or girl is invited.

Dismissal Procedures

Dismissal begins at 3:10 p.m. Monday-Thursday and 2:00 p.m. on Friday. Student patrols are stationed at the front door ready to write down the number displayed by drivers coming through the circle drive for pick up. Once a group of numbers has accumulated, a patrol calls the student names over the

intercom and students leave their classrooms to meet their ride in the parking lot. Parents of young students are encouraged to come in the school lobby to meet their student. Students whose name has not been called by 3:30 p.m. (or 2:15p.m. on Fridays) are escorted to after school care. A sign is hung on the front door notifying parents where after care is located: playground, gymnasium, or library.

Dress Code

The dress code serves several purposes. It helps create an atmosphere of orderliness, reduces distractions in the educational process, teaches a sense of modesty, and makes BAS students identifiable on and off campus. The following points set boundaries for students to gauge school appropriateness of their clothing:

1. Students are to maintain a clean, groomed appearance at all times. Grubbiness in appearance, such as cutoffs, torn clothing and oversized or baggy clothing is not acceptable.
2. All students are to wear a BAS polo shirt. Students may select navy, light blue or maroon. Students coming to school without an appropriate polo shirt will not be permitted to go to class until a BAS polo is obtained. Polos are to be purchased through www.blackpearlogos.com.
3. If a sweater, sweatshirt, or fleece is worn indoors, over a BAS polo, it must be a BAS logo item. These items are only available in navy and are available for purchase at www.blackpearlogos.com.
4. If a shirt is worn under a BAS polo, it cannot hang below the BAS polo.
5. A light blue BAS polo must be worn on **all** field trips. Failure to wear a light blue polo will result in the student not going on the field trip.
6. Pants are to be worn at the waist and are to be the proper size in order to eliminate tightness, bagginess, or sagging. They are not to drag on the floor or have frayed hems.
7. Clothing made of spandex, lycra or similar materials that form fit to the body is not acceptable.
8. Outer clothing that features art work, slogans or advertising of products not in keeping with Seventh-day Adventist Christian standards are not acceptable.
9. Head wear of any type is not acceptable in the building.
10. For safety, open toed shoes and sandals are not permitted.
11. Hair is to be groomed and a natural color. Extreme hair styles for either girls or boys (mohawk, ponytails on boys, etc.) are not acceptable. Shaved-in designs are not permitted.
12. Make-up that appears conspicuous and unnatural is not acceptable.
13. Ornamental jewelry, such as rings, bracelets, necklaces and earrings, is not acceptable. This includes posts put in the ears after piercing.
14. No visible tattoos are permitted.
15. Shorts:
 - K-5 are to fit modestly and be at least mid-thigh length (see #7 for additional info)
 - 6-8 uniform shorts- knee length and fit loosely on the legs, navy or khaki
16. Pants:
 - K-5 uniform pants not required, all pants should fit modestly (see #7 for additional info)
 - 6-8 uniform pants required-navy or khaki
17. When questions arise, acceptable dress will be determined by administration.

Electronics

Electronic equipment (such as, but not limited to iPads, DVD players, CD's, DVD's, video games) is not permitted at BAS or on school sponsored trips. Electronic equipment found at school will be confiscated and returned to the parent at the end of the school year.

The use of any digital technology or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion.

Field Trips

Each class takes field trips multiple times throughout the year. The costs are covered through the "Activity Fee". Parent chaperones are needed on all field trips. Chaperones must complete the online Shield the Vulnerable course before chaperoning a field trip. (When taking the Shield the Vulnerable training, make sure to check Beltsville Adventist School in the registration process.)

Students with emergency medication held at school will remain with a BAS staff member during all field trips. Teachers carry all emergency medication and consent to treat forms for the entire class.

Grading

Parents receive report cards four times per year. Kindergarten students are assigned grades on the basis of "E" for excellent, "S" for satisfactory, and "N" for needs improvement. In grades 1-2, students receive grades on the basis of "I" to indicate the student is achieving the standards independently, "P" to indicate the student is progressing toward meeting the standards, and "NT" to indicate that a student still requires more time to develop. In grades 3-8 students receive letter grades according to the following scale:

94-100%	A
90-93%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
59% or below	F

An "A" is defined as excellent; "B" as above average; "C" as average; "D" as below average; "F" as failing. Students in grades 6-8 who receive two marking period "F's" in a core subject may be expected to repeat the subject and get a passing grade before entering the next grade. In the case of eighth graders, they will not receive a diploma until the class has been repeated and passed.

Graduation Requirements

There are two types of certificates given by the Potomac Conference of Seventh-day Adventist Office of Education, a diploma and a certificate of completion. Students receiving a diploma must have an overall GPA of 2.00 or better for both seventh and eighth grades. Additionally, they must have passing grades in all subjects and have retaken and passed any course in which the student received a failing grade.

A student will receive a certificate of completion if they do not have an overall GPA of at least 2.00 for both seventh and eighth grades, or if they have a GPA of 2.00 or better and have not retaken and passed any course in which they have a failing grade. A certificate of completion may be exchanged for a diploma when the deficiencies have been removed. Students have two months after graduation to remove any deficiencies and exchange the certificate of completion for a diploma.

Home and School Association

All parents of BAS students are members of the Home and School Association which exists to promote friendly relationships among parents, foster positive relationships between the home and the school, and to initiate parent involvement in and support for functions which assist BAS academically, spiritually, socially and financially.

Honor Code

In keeping with the philosophy and mission of BAS, students are expected to respect God, themselves, others and property at all times. Being respectful does not include cheating, harassing, lying, stealing, or any other dishonorable acts.

The BAS Honor Code is an extension of BAS behavior guidelines. Depending on the nature and severity of the Honor Code violation it may be handled by the supervising teacher. If the violation is not handled by the supervising teacher, it will be referred to the Discipline Committee or administration. Consequences for Honor Code violations may include limited loss of privileges (recess, junior high break, eating with friends, etc.), community service hours, removal from student leadership roles (student council, eighth grade officers, NJHS), academic consequences, and/or suspension.

Students in grades 5-8 will be given an explanation of the Honor Code and its meaning. After the explanation each student will be given a copy of the Honor Code to take home to discuss with his/her parents. All students will be expected to sign a statement of commitment and parents will be expected to sign a statement of acknowledgement.

Student Statement of Commitment:

Because I want to honor God and care about others, I commit to being respectful. I will not participate in cheating, harassing, lying, stealing, or any other dishonorable acts.

Parent Statement of Acknowledgement:

I have read and discussed with my child the BAS Honor Code and the explanations of each behavior area: cheating, harassing, lying and stealing.

Cheating

Definition: to use or attempt to use unauthorized help in any work submitted or to give unauthorized help to others.

At BAS it is expected that student work is a product of the student who is submitting it. All written work needs to reflect the students' ideas and vocabulary. It is hoped that the following list of permissible and non-permissible types of help will provide a better understanding of this issue. These items are meant to serve as examples, but not exhaustive lists.

Permissible Help from Friends or Family

- Telling another student what the assignment is
- Explaining directions given by the teacher
- Sharing notes
- Studying together orally
- Showing another student how to do a math problem by doing a similar problem
- Pointing out punctuation, spelling or grammatical errors
- Brainstorming ideas for a creative writing assignment

Non-Permissible Help from Friends or Family

- Giving another student your answer to a specific question
- Letting another student copy your answers
- Using graded work from a previous year
- Using a calculator when not allowed
- Glancing at someone else's quiz or test or allowing someone to glance at yours
- Discussing any part to a quiz or test before everyone has completed it
- Working with another student on an assignment without permission from the teacher
- Comparing answers before the work has been submitted

Harassing

Definition: to participate in acts of verbal, written or physical abuse (i.e. verbal put downs, derogatory comments, racial or ethnic slurs, etc.)

Today's media portrays many acts of harassment as humorous, fun and commonplace, giving our students the impression that it is acceptable and normal to treat others in this manner. It is the goal of the BAS Honor Code to raise the standard of behavior and eliminate the careless, hurtful attitude often shown to others. Generally students are careful to choose this type of behavior only when adults are not present. In an effort to create an environment where all feel accepted and comfortable, we expect students to refrain from harassing behaviors and to speak up if they see or hear this type of behavior.

Lying

Definition: to make a false statement or to give a false impression.

Below are some common examples:

- Giving false excuses for not being in expected place
- Forging parent signatures
- Receiving permission to go one place and going to another
- Giving false excuses for being late or absent

- Pretending not to know information that is known
- Leaving out information to protect oneself or others

Stealing

Definition: to take without permission.

Casualness of attitude toward the property of others does not fall into the value of respect. Some common examples of stealing in the school setting are as follows:

- Taking something without the permission of the owner, even if the intent is to return it unharmed
- “Borrowing” something without the permission of the owner, even if the intent is to return it unharmed
- Finding something and taking it as your own because no one is there to claim it
- Taking something from Lost and Found that is not yours
- Hiding something that belongs to another person, even when it is intended as a joke
- Plagiarism – using someone’s ideas or words and not giving credit to the source.

Honor Roll

The Honor Roll is limited to students in grades 5-8 who have achieved a grade point average (GPA) of 3.33 and above in the following subjects: Bible, English, geography/history/social studies, math, reading, science, and Spanish. The values assigned to each grade are as follows:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.0

Hours of Operation

The doors open for students at 7:45 a.m. Students are not to be left on the school property prior to this time. Students arriving between 7:45 and 8:20 a.m. go to the gymnasium where they are supervised by a faculty member. Students arriving after 8:20 a.m. go directly to their classrooms. At 8:20 a.m. the first bell rings and faculty go to the gymnasium to escort their students to their classroom. A second bell rings at 8:30 a.m. to mark the beginning of the school day. Students arriving after 8:30 a.m. are marked late.

Monday through Thursday school dismisses from 3:15-3:30 p.m. The dismissal process continues during this time. It is requested that parents needing to speak with a teacher wait until after 3:30 p.m. to do so.

Students not picked up by 3:30 p.m. will be escorted to after school care. Separate fees for this program are charged to the parents of students using the program. Students cannot wait in the lobby, wander the school or church building or grounds, or otherwise remain unsupervised while waiting for their ride. Dismissal on Friday begins at 2:00 p.m. Students not picked up by 2:15 p.m. on Friday will be escorted to after school care.

Illness

Students who become ill in school are sent to the office for parental notification. Once notified of a sick student, parents must make arrangements to immediately pick their student up. Sick students are not permitted to go back to their class as they may be contagious. They will remain in the office area until picked up by a parent or designated adult. Students who have had a fever are to remain out of school for at least 24 hours after the fever has gone.

Beltsville Adventist School is only able to provide routine first aid for students who become ill or are injured at school. State law does not allow for any medication, including Tylenol and other over-the-counter substances, to be given to students without a completed Medication Authorization form signed by the student's parent and physician. These forms are available at the school office. When medication is authorized to be administered at school it must be brought to the office in the original bottle with the student's name, date and dosage marked. No medication, prescription or over-the-counter, is to be held by a student. All medication is to be checked in at the office.

Invitations

For policies regarding birthday invitations, please refer to the "Birthdays" section of this handbook. Other invitations that may include baptisms, pot lucks, etc. should not be distributed in school unless the entire class of students is invited.

Library

Students are encouraged to utilize the library. Each grade is scheduled to go to the library once a week. There are over 12,000 books in the library as well as current reference materials. The library holdings are added to annually and funded by a regularly budgeted line item. The loan policies are as follows:

- K-1: one book per visit, checked out for one week.
- 2-8: two books per visit, checked out for two weeks.
- K-8: one DVD per visit, checked out for one week.
- Books returned late: a fine of \$.10 per day.
- Lost books: students are charged the price of the book, shipping and handling and a \$5.00 processing fee.

Lost and Found

Lost items are to be brought to the office. Small valuable items such as eye glasses, keys, calculators, etc. will be kept in the office and other items will be placed in bins. These items will be periodically displayed on tables in the entrance way in hopes that they will be rightfully claimed. Several times a year unclaimed lost and found clothing will be washed and taken to a community service organization. Please mark all outer apparel with your student's name.

Lunch Program

BAS operates a vegetarian hot lunch program which provides a balanced meal. All food is cooked on site with the exception of pizza which is purchased through a local pizza franchise. Each student has a café account administered by the office. Parents are encouraged to keep funds in this account giving availability to their students as needed and/or desired.

Lunch count is taken each morning by the students' classroom teacher. Students who did not order lunch will not be able to purchase lunch. Students who know they will be arriving late are asked to call the school office if they want to purchase hot lunch that day. Parents who want to join their children for lunch are always welcome. If a parent desires to purchase lunch from the BAS cafeteria, they are asked to call the school office by 9:00 a.m. to order a lunch.

Medication

According to Maryland State law, medication cannot be administered at school without written authorization from the parent and physician. This includes non-prescription and prescription medication.

A Medication Authorization form can be obtained at the office. A separate form is needed for each medication to be given. When prescription medication is brought to the office to be given during the day it must be in the original container with the student's name, dose and date. Non-prescription medication must also be sent in the original container. Families are expected to supply their own non-prescription medication. When medication is dispensed it is documented in a medication log.

Medical Records

All new students enrolling in BAS must submit an up to date immunization record. Maryland State Law requires schools to have these records on hand and make them available to state officials if they desire. Students whose immunization records are incomplete or missing will not be allowed to attend school until the proper records are submitted.

National Junior Honor Society

The National Junior Honor Society (NJHS) is an organization founded to support the school curriculum. It has the objectives to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character and to encourage citizenship.

Students in the second semester of the sixth, seventh, and eighth grade with a grade point average (GPA) of 3.75 or above are eligible for membership. A qualifying GPA does not guarantee a student entrance into NJHS. Students are invited to hold membership, on the basis of five established criteria: scholarship, leadership, service, character, and citizenship. It is expected that members will maintain their high academic achievement and positive qualities which helped them receive invitation into the NJHS. Students may be removed from the NJHS if their grades or behavior no longer upholds the standards. (The NJHS By-laws can found on the BAS website.)

Newsletter

Each Thursday BAS puts out a newsletter called smallTalk. This publication contains information needed to help keep families informed. In order to facilitate communication and work together, we expect parents and staff to read smallTalk.

Office Hours

During the school year, the office is open 8:00 a.m. to 4:00 p.m. Monday-Thursday and 8:00 a.m. to 2:30 p.m. on Friday.

Parent-School Partnership

The relationship between the parent and the school is essential to the success of the child in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and the school will have a negative effect on the child. Therefore, if the school board determines that the parent/school relationship is counterproductive to the student's success, the parent(s) will be required to withdraw their child/children from the school program.

Parent-Teacher Conciliation Procedure

On occasion, problems may arise between parents and teachers. In the event of a significant concern we request that the following steps be followed.

1. Contact the teacher about the concern. If after speaking with the teacher the parent does not believe the issue has been resolved the parent is asked to write his/her concern out.
2. After the parent writes his/her statement of concern it is given to the principal. At this point a conference involving the teacher, principal and parent is arranged to discuss the concern. If resolution is made, the teacher writes out the statement of resolution and the teacher, principal and parent sign the statement with one copy to be given to the parent and another copy to be kept at school. If there is no resolution, the written statement of concern is given to the principal.
3. If there is no resolution to the concern at step two, the principal will present the concern to the Potomac Conference Office of Education (PCOE) and the board chairman and together determine if the issue should be taken further. If it is determined that additional steps are needed and the concern is one that does not involve personnel issues (if personnel issues are involved, see Step #5), a meeting with the board chairman, parent and principal will be arranged. This meeting may also include representation from the PCOE and/or the teacher, if the situation warrants. If resolution is made, no further steps will be taken.
4. If there is no resolution at Step #3 the concern will be presented to the full school board with a PCOE representative present.
5. If after the meeting with the teacher, principal and the parent there is reason to believe that the issue is one of personnel, (see Step #3) the principal will consult with the PCOE and the board chairman. They will determine if it is a personnel issue. If it is a personnel issue a meeting of the personnel committee will be arranged with a PCOE representative present. The teacher or principal involved will be notified prior to the personnel committee meeting.
6. If the personnel committee is not successful in reaching a resolution, the concern is taken to the school board. The school board, with a PCOE representative present, then makes a recommendation to the Potomac Conference Vice President for Education. The Vice President for Education presents the concern and the board recommendation to the Potomac Conference K-12 Board of Education for their decision.

Parent-Teacher Conferences

Parent/teacher conferences are scheduled twice a year. The conferences are held at the midterm of the first and third marking periods. Parents and/or teachers may request a conference at any time it is deemed necessary.

Renweb

Renweb is the information management software the school uses to produce report cards, record grades, hold family contact information, and communicate with parents. It is important that parents set up a Renweb account in the beginning of the school year. Teachers update grades every Monday. Parents can monitor Renweb weekly to obtain a clear picture of their student's performance in each class. (The only grade level that does not use Renweb for grading is Kindergarten.)

Selling Items

Students are not permitted to sell any items to other students in school. This includes all toys, candy and other items.

Snacks

Students are permitted to eat snacks during the school day. Snacks are to be limited to those on the acceptable school snack list. Nuts of any kind are **not** permitted due to numerous students with allergies. During class time, water is the only acceptable drink and water bottles must be clear. Individual teachers will determine if snacks are to be eaten at a specified time or at the students' discretion.

Acceptable school snacks:

Apple slices	Grapes
Bananas	Other fruit – bite size
Carrots	Orange slices - peeled
Cheese sticks	Raisins
Dried fruit	Seaweed
Fruit/veggie pouches	Sliced raw vegetables

Studyhall

Studyhall is available for all students in grades 6-8 on Mondays, Tuesdays and Thursdays from 3-4pm. Students have an opportunity to sign up with the middle school teacher they would like to meet with on any given day.

Telephones

The office phones are reserved for school business. Students may be given permission to use the office phone if circumstances warrant.

Student use of cell phones at school is not permitted. If cell phones are held by students they are to be off at all times. If a student's cell phone goes off, it will be taken and kept for at least one month. If it is a second offense the phone will be kept until the end of the school year. In addition, if a student is found texting, the phone will be taken and kept until the end of the school year.

Textbooks

Textbooks are loaned to students. If they are returned damaged beyond normal wear, a fee will be assessed. Students will be expected to pay replacement costs for lost textbooks.

Toys

All toys should remain at home. BAS does not take responsibility for any toys brought to school that end up broken or lost. The exception to this is when K-2 students are bringing items for show-and-tell.

Visitor Policy

BAS has restricted access from 8:45 a.m. to 3:00 p.m. Visitors coming during those hours are asked to use the intercom system at the front door. They will be asked to identify themselves and upon being let in the building they are expected to come into the office and sign in. Upon leaving we request all visitors sign out.

Weather Related Announcements

BAS follows the decisions of the Prince George's County school system in regards to weather related (with the exception of closing for heat) school closings, early dismissals, and late openings. Decisions are announced on local radio (WTOP 1500 AM) and television stations. In the case of a late opening, BAS kindergarteners do come to school, regardless of the public school procedure. Parents and students are requested not to call the school office or personnel for this information.

There is no after school care on days where BAS is dismissed early due to inclement weather.