

**THE BRONX-MANHATTAN
SEVENTH-DAY
ADVENTIST SCHOOL**



**A Coeducational Day School
For Pre-K through Grade Eight**

PARENT/STUDENT HANDBOOK

**Affiliated with the
GREATER NEW YORK CONFERENCE
OF SEVENTH-DAY ADVENTISTS**

**And registered with the
NEW YORK STATE DEPARTMENT
OF EDUCATION**

**Listed as an approved school in compliance with the
GENERAL CONFERENCE OF
SEVENTH-DAY ADVENTISTS
K-12 EDUCATION SYSTEM
and the
BOARD OF REGENTS**

**1440 Plimpton Avenue,
Bronx, New York 10452
Tel: (718) 588-7598 Fax: (718) 588-1052**

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HISTORY AND LOCATION

The Bronx-Manhattan Seventh-day Adventist School (BMSDA) is a Pre-K to Grade 8 inner city institution, located at 1440 Plimpton Avenue, in the Bronx. It operates within the school system of the Greater New York Conference of Seventh-day Adventists.

This school opened its doors for the first time in the summer of 1971. Its initial enrollment consisted of 262 students from thirteen Hispanic constituent churches that still serve as its base. Though the principal role of BMSDA is to serve its Hispanic constituents, the school follows a non-discrimination policy. The student's population is diverse and is represented by the Hispanic, Anglo-Saxon, African-American, Ghanaian, Filipino, and Caribbean communities. This school is staffed with 10 teachers, also of diverse representation. We also have computer, music, and physical education instructors.

Mrs. Flora Alvarez was the first principal of this school. At the time of the opening of this school, Elder Lloyd Reile was the President of the Greater New York Conference and Mr. Kenneth Stewart was the Superintendent of Education.

Inner city children have complex and diverse needs that should be met. BMSDA strives to respond to these needs. Through the years and several administrations, the Bronx-Manhattan Seventh-day Adventist School has striven to provide excellence in education, within a Christian environment. Although there have been difficulties, under God's guidance many victories have been won.

Inner-city children require clear objectives related to character development and spiritual growth, as a ministry for them. Growing and living in a secular society that characterizes life, is a challenge for both parents and teachers. Education at BMSDA promotes the concept of a holistic ministry. This consists of maximum development in spiritual growth, academic excellence, cultural and social enrichment, as well as recreational and physical activities. The curriculum is well planned and textbooks are selected to meet these purposes. The school program makes provision for the acquisition and interpretation of appropriate and valuable secular knowledge. "For the price of wisdom is above rubies." (Job 28:18)

The central purpose of BMSDA is to foster an environment conducive to achieving the objectives of a Christian education. The aim of this school is to implement unity, continuity and quality in a safe and nurturing school environment.

THE AIM OF SEVENTH-DAY ADVENTIST EDUCATION

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Jesus Christ as their Savior, to allow the Holy Spirit to transform their lives and to fulfill the commission of preaching the gospel throughout world within the context of academic excellence.

WISDOM

To ask God for wisdom and to reflect His gift

PRAYER

To pray without ceasing

PERSONAL FREEDOM

To respect individuals and their cultural diversities

DIGNITY

To know dignity is gained through man's restoration to God

HONESTY

To value honesty and respect for others

TOLERANCE

To believe we can tolerate individuals with cultural differences

SERVICE

To be of service to others with gladness

STEWARDSHIP

To value time, money and talents along with other resources

INDUSTRIOUSNESS

To learn the love of labor

THE MISSION OF SEVENTH-DAY ADVENTIST EDUCATION

The Seventh-day Adventist Church in North America operates a system of elementary and secondary education that began in 1872. The church's unique philosophy of Christian education is based on the Scriptures and the writings of Ellen G. White. All children and youth have been entrusted to the education system, for spiritual nurture and educational excellence.

The education program is predicated on the belief that each student is unique, of infinite value, and aims to develop the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people at home and in the society, and to become active members in the church.

THE PHILOSOPHY OF SEVENTH-DAY ADVENTIST EDUCATION

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. This perfection was later marred by sin. Through Christ and His Spirit, God decided to restore humanity to its former state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His church on earth, God seeks the lost to return to His kingdom.

The basic beliefs of the Seventh-Day Adventist Church, as well as the inspired writings of Ellen G. White, are directed toward God's restorative plan for fallen humanity. The church conducts its own system of education to reinforce faith in these beliefs, within the context of a personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

All human beings were made in God's image. Although we have fallen, we have attributes akin to those of the Creator. Adventist education seeks to nurture thinkers, rather than to be mere reflectors of others' thoughts and to enjoy service to others instead of selfish ambition. We encourage maximum development of one's potential, and an appreciation for all that is beautiful, good and true.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person and its timeless dimensions span an eternity. In Adventist education, there is cooperation between the home, school and church. Along with divine agencies, we prepare learners for citizenship here on this earth and in the New Earth to come.*

“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind and soul, that the Divine purpose in His creation might be realized - this was to be the work of redemption. This is the object of education, the great object of life.” (Education, 15)

*This statement is an abridgement of the complete philosophy statement found in the General Conference Working Policy.

PURPOSE AND OBJECTIVES

A list of The Bronx-Manhattan Seventh-day Adventist School's objectives includes the following:

1. To guide the student body in the development of the knowledge of God, and to lead all children in the formation of Christian character. Thus, children will be enabled to face secular society and to stand firm in times of crisis.
2. To give intellectual and practical training that will help each student to become resourceful, confident and well qualified to meet life's demands.
3. To promote the development of personal and social relationships and habits of refinement, as well as culture, in every young person.
4. To develop physical strength in harmony with the principals of health and temperance of Christian standards.
5. To develop an understanding of the rights, privileges and responsibilities of an individual in a democratic society.
6. To foster an appreciation of the dignity of labor, through the maintenance of the school's aesthetic physical plant.
7. To encourage the development of intellectual excellence, creative thinking and original ideas.
8. To provide adequate instructional resources for students who have limited proficiency in the English language.
9. To provide computer instruction for students enabling them to become computer literate.
10. To provide reinforcement in math and reading.
11. To promote cultural identity among students through international programs and presentations.

**THE BRONX-MANHATTAN
SEVENTH-DAY ADVENTIST SCHOOL
MISSION STATEMENT**

The mission of the Bronx-Manhattan Seventh-day Adventist School is to educate for eternity and for service to mankind.

To fulfill this mission, Bronx-Manhattan Seventh-day Adventist School is committed to providing a Christ-centered educational environment where students grow spiritually, academically, physically, socially, and emotionally. We believe that true education is more than the pursuit of academic knowledge; it is the harmonious development of the whole person and the restoration of God's image in every student.

Guided by the example of Jesus, who "grew in wisdom and stature, and in favor with God and man" (Luke 2:52), we intentionally integrate faith and learning throughout every aspect of the curriculum. As Jesus declared, "I am the way and the truth and the life" (John 14:6), we seek to lead each student into a personal relationship with Him, recognizing that this relationship is the foundation for lives of purpose, excellence, and service.

We believe every child is uniquely created in the image of God and possesses immeasurable value. Therefore, we strive to nurture each student's intellectual curiosity, Christian character, appreciation for God's creation, creativity, healthy lifestyle, and commitment to serving others. Through meaningful learning experiences, students are prepared not only for academic success but also for faithful citizenship, compassionate leadership, and a lifetime of service.

At Bronx-Manhattan Seventh-day Adventist School, Christian values are intentionally taught, modeled, and practiced. In partnership with families and the church, we seek to prepare young people who will honor God, positively impact their communities, and live with eternity in view.

**THE BRONX-MANHATTAN
SEVENTH-DAY ADVENTIST SCHOOL
VISION STATEMENT**

The vision of The Bronx-Manhattan Seventh-day Adventist School is to inspire every student to love God, pursue excellence, and serve others with Christlike Character.

We envision a Christ-centered learning community where students develop a personal relationship with Jesus, strive for excellence in all they do, and reflect his love through compassionate service and godly leadership.

FACULTY

Mrs. Damary Lebreault	Principal
Mrs. Laura Hernandez	Kindergarten
Ms. Rosa Mota	Kindergarten Assistant
Mrs. Luz A. Sanchez-Hernández.....	First Grade
Mrs. Luz A. Sanchez Hernández.....	Second grade
Mrs. Elisa Valette.....	Third Grade
Mrs. Elisa Valette.....	Fourth Grade
Ms. Regina Gray	Fifth Grade
Ms. Brigida Matos.....	Sixth Grade
Mrs. Lisa Morgan	Seventh Grade
Mr. Javier Aguilera	Eighth Grade
Mrs. Creegan	Music Teacher

STAFF

.....	Treasurer
Mrs. Loida Falcon	Secretary
.....	Home and School Leader (TBA)
Mr. Yasmir Escovar	Custodian
Mr. Franklin Peguero.....	Food Services Director
Mrs. Belkis Peguero.....	Food Services Assistant

SCHOOL BOARD COMMITTEE MEMBERS

Dr. Alanzo Smith	Greater NY Conference President
Mrs. Maria Thomas	Superintendent of Schools
Pr. Daniel Duffis	School Board Chair
Mrs. Damary Lebreault.....	Principal/Secretary
.....	Treasurer

ADMISSION POLICIES

QUALIFICATIONS FOR ADMISSION

Parents who are interested in having their child live in harmony with the principles and objectives of a Christian education in a Seventh-day Adventist environment are invited to send their child to BMSDA. The school's program is designed to prepare a student to live as a constructive Christian citizen in today's secular and urban society.

BMSDA is also open to persons of good moral character, who may not be members of the Seventh-day Adventist Church, but who will:

1. Reverence sacred things;
2. Are willing to observe all regulations of this institution; and
3. Respect the standards and ideals of this denomination.

STATEMENT OF NON-DISCRIMINATION

BMSDA admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school.

APPLICATIONS

Application forms may be requested by contacting the principal, secretary, or other office staff at:

Bronx-Manhattan Seventh-day Adventist Elementary School

1440 Plimpton Avenue

Bronx, NY 10452

Telephone: (718) 588-7598/7975

Fax: (718) 588-1052

The completed application package should be returned to the principal or the office of the secretary. Regarding new applicants, **three (3) Letters of Recommendation must be enclosed**. These recommendations must come from persons of good reputation. All applications are subject to the action and approval of the Admissions Committee.

ADMISSION POLICIES (cont'd)

MINIMUM SCHOOL AGE

Children who become four (3) years of age, on or before September 30th, are qualified to register for Pre-Kindergarten, from the beginning of the school year in September (Exceptions may be made for some children whose birthday may fall after the ceiling date if these children, when tested, are found to be ready for school; **but only on the approval of the Admissions Committee**). Children who become five (5) years of age, on or before December 31st are qualified to register for the Kindergarten, from the beginning of the school year. Children who become six (6) years of age, on or before December 31st, are qualified to register for the Grade 1 from the beginning of the school year. Classes begin in September.

TRANSFER STUDENTS

Students who transfer to BMSDA must submit their official report card, indicating the last grade completed. BMSDA reserves the right to conduct entrance and achievement exams. The results of such tests will be used in placing the student into the school program.

FINANCIAL INFORMATION

When a student enrolls at BMSDA, he/she purchases an educational service. These charges to the student do not pay for the cost of his/her education. The Greater New York Conference of Seventh-Day Adventists and the constituency churches of the school district subsidize the school, so that the cost to the student is not prohibitive. **THE BOARD OF TRUSTEES RESERVES THE RIGHT TO ADJUST RATES OR CHARGES AS IT MAY DEEM NECESSARY AT ANY TIME DURING THE SCHOOL YEAR.**

APPLICATION FEE

An application fee of \$50.00 (new students only) is charged to each student and **is non-refundable**. The cost covers interviews, testing and an orientation package.

ADMISSION POLICIES (cont'd)

REGISTRATION FEE

Registration for the new school year begins from July 1 through August 31 and is ongoing throughout the school year. A regular registration fee of \$450.00 is charged to each student and is due at the time of registration. A late registration fee of \$25.00 will be charged if the original fee is paid after August 31. **If a student withdraws before the school year begins, the registration fee is refundable.** If a student withdraws after the school year begins, the registration fee is non-refundable. The registration fee is a service fee. It is assessed for each student to cover the cost of student health insurance, a student handbook, rental of textbooks, provision of workbooks and other materials for practice and skill, standardized tests, library books and computer use. There is a Home and School fee of \$3.00. All students are required to purchase a Bible at the time of registration.

Checks are to be made payable to Bronx-Manhattan Seventh-day Adventist School. However, the school administration reserves the right to request that tuition payment be made in cash or by money order, by whomever it may deem necessary.

TUITION

Since the fees paid by a student do not fully cover the costs of his/her education, the Greater New York Conference and the constituent churches of the school district subsidize the school to a considerable extent. Therefore, it is necessary for those students who are not members of the churches of the Greater New York Conference to pay an additional amount. What follows are charges that have been approved by the school board for the year 2016-2017.

Tuition rates are provided annually. However, for the convenience of school patrons, payments are divided into ten periods. Parents are not paying for a month of study; they are paying the annual tuition cost in ten monthly payments.

GRADUATION FEE

Graduation fee for Pre-K is \$195.00, Kindergarten is \$275.00, and for Eighth grade is \$350.00. This graduation fee is due at registration.

TUITION FEES, SCHEDULES & POLICIES

TUITION per student for the school year:

STATUS	PRE-K	KINDERGARTEN	GRADE 1-8
Yearly Tuition	\$4,150.00	\$4,150.00	\$4,000.00
Monthly Tuition	\$415.00	\$415.00	\$400.00

TUITION PAYMENT SCHEDULE

Tuition charges are applicable throughout the year as indicated below:

Before May 30Early Registration

July 01 through August 31Ongoing Registration

August 01..... 1st Tuition Payment

September 012nd Tuition Payment

October 013rd Tuition Payment

November 014th Tuition Payment

December 015th Tuition Payment

January 01.....6th Tuition Payment

February 017th Tuition Payment

March 01.....8th Tuition Payment

April 01.....9th Tuition Payment

May 01.....10th Tuition Payment

TUITION PAYMENT POLICIES

1. **Tuition payments are due the first day of the month and should be made payable to Bronx-Manhattan Seventh-day Adventist School.** A fee of \$25.00 will be charged for returned checks.
2. All tuition payments processed after the 10th of each month will carry a \$20.00 late fee. The late fee will not be waived for partial tuition payments.
3. All payments made in June must be made by Certified Check, Money Order or by cash.
4. Students receiving full credit for work completed are expected to pay full tuition in spite of absences or late registration.
5. If students lose or damage their book(s)—i.e., rip pages, etc., they will be required to pay a book replacement fee equal to the cost of replacing the book.
6. **Refunds will not be granted for vacation periods or absences from school.**

UNPAID ACCOUNTS

1. No student will be retained in school when his/her tuition is more than thirty days past due unless satisfactory arrangements have been made with the school administration.
2. No student will be re-enrolled unless previous accounts have been paid-in-full.
3. **All accounts must be cleared by June 1st;** no testing, final grades, transcript release or graduation will take place until the account is paid in full.
4. **All past due (delinquent) accounts are subject to collection activities** after 90 days from due date.

The school reserves the right to withhold registration materials and all information regarding the records of any student who is delinquent in the payment of fees or other charges.

DISCOUNT PLANS

1. Seventh-day Adventist members of the sisterhood of churches in the Greater New York Conference are eligible to apply to the “3-Way Plan” scholarship (\$600.00). Application forms may be obtained from Greater New York Conference Department of Education, and/or its website (<http://www.gnyced.org>), as well as from the Education Secretary of your local SDA church. The 3-Way Plan application must be submitted to your local Church Board for approval and then sent to the Greater New York Conference Education Department before November 1st. The scholarship applications are processed upon salary verification.

The discount will be allowed only if the account is not delinquent.

GENERAL REGULATIONS

The following statements, rules and regulations are the policy of BMSDA. These must be observed and upheld by every parent and child enrolled in BMSDA.

PARENT-TEACHER RELATIONSHIPS

The success of the school depends in a large measure upon the cooperation of parents and teachers. Students may complain to parents of matters; in which they feel they have been unfairly treated. **Parents are asked to notify the administration in matters of this kind and to withhold their judgment until a proper investigation can be made. Carefulness in these matters often prevents unwarranted consequences.**

The parents of our students are always welcome to visit us at BMSDA. We solicit your cooperation in making prior arrangements with the administration before taking any student off school premises.

GENERAL REGULATIONS (cont'd)

PARENT-TEACHER RELATIONSHIPS

Parents should show interest in the progress of their children and should make appointments with the teachers, throughout the school year. Appointments should be made by telephone or by written request and verified by the teacher. No parent is allowed to enter the classroom during school hours without the permission of the Principal. Therefore, parents are advised not to go to a classroom to speak to a teacher during class time. Telephone calls to teachers should be made before or after school hours. Parents must check in at the office and obtain a pass before entering a classroom or cafeteria. This is to ensure the safety of our students and allow us to be fully aware of all individuals present in our school.

All parents are expected to be active members of the Home and School Association, an association that bridges the gap between home and school and also aids the school in various ways. Meetings are held monthly or bimonthly. All parents are expected to attend. Furthermore, all parents are encouraged to volunteer some time at the school. Interaction between home and school should be regular and meaningful.

COURSE OF STUDY

BMSDA offers quality education. Courses of study, as outlined by the general Conference of Seventh Day Adventists and by the State of New York, are offered.

Core Subjects

Language Arts
Mathematics
Reading
Religion
Science
Social Studies

Minor Subjects

Art
Computers
Physical Education
Music

TESTING

As part of the Seventh-day Adventist General Conference, Greater New York Conference, and the New York State Department of Education testing programs, BMSDA will administer achievement tests to each student. The results of these tests are confidential, a copy is given to the parents, and another copy is placed in the student's permanent record.

GENERAL REGULATIONS (cont'd)

GRADES

A progress report is given to the students during mid-term. This progress report must be signed by the parent or legal guardian and must be returned to the teacher. Report Cards are given at the end of every nine-week school period. The following system of marking and recording grades is used (numerical equivalents are indicated in parentheses):

A	Excellent	(A= 93 – 100%; A ⁻ = 90 – 92%)
B	Above Average	(B+ = 86 – 89%; B = 83 – 85%; B ⁻ = 80 – 82%)
C	Average	(C+ = 76 – 79%; C = 73 – 75%; C ⁻ = 70 – 72%)
D	Below Average	(D+ = 66 - 69%; D = 63 – 65%;
F	Failure	(F = 0 – 62%)
I	Incomplete	

The following grading system is used for **First and Second Graders** and for **Music, Computers and Physical Education**:

I	Achieves objectives and performs skills INDEPENDENTLY
M	Missing
NT	NEEDS more TIME to develop
P	PROGRESSING toward achieving objectives and skills
X	Exempt

In order for students to achieve **honors**, the following criteria must be met:

HONORS	All B's and one C in Handwriting
HIGH HONORS	All A's and B's and one C in Handwriting
HIGHEST HONORS	All A's and one B in Handwriting

Eighth Graders receive cumulative grade point averages, which are calculated from the first marking period of 6th grade through the third marking period of 8th grade. The following grading system is used for Grade 8:

HONORS	3.25 – 3.49
HIGH HONORS	3.50 – 3.74
HIGHEST HONORS	3.75 – 4.00

GRADES (cont'd)

Students receive certificates for perfect attendance, achievement and citizenship at the end of every nine-week period. They will also take part in a breakfast celebration. At the end of the school year, an awards ceremony is held where students receive certificates for their achievements.

*NOTE: There is no A+ or F+ Grades. An Incomplete Grade (**I**) is to be given when, for legitimate reasons, such as illness or other emergency, the student has been unable to complete the requirements of the course. In a case where an Incomplete (**I**) has been removed, full credit will be given for the work done. An Incomplete (**I**) Grade must be removed within two weeks after the end of the grading period and/or within the time limit set by the instructor. Failure to do so will result in the recording of a failure (**F**) Grade for that period. Tutoring is recommended for students who are falling below the average grade.

FOR PROMOTION TO THE NEXT GRADE, A STUDENT MUST HAVE A “D+” AVERAGE IN THE SIX CORE SUBJECTS.

A STUDENT IS NOT PROMOTED WITH 3 “D” OR 2 “F” GRADES AT THE END OF THE SCHOOL YEAR.

NOTE CAREFULLY:

1 or 2 “D” grades:	Summer School is mandatory
1 “F” grade:	Summer School is mandatory
A score of 1 grade level below Level 1 or 2 on ELA and Math State Tests.....	
	Summer School is mandatory
2 or more “F” grades:	Retained in current school grade
3 or more “D” grades:	Retained in current school grade

Summer school will be offered for Reading/Language Arts, Math, Science, Social Studies and Bible. A mere attendance of summer school does not guarantee an automatic promotion to the next grade. The school may retain the student at the same grade level if there is no evidence of progress. The school may ask the student to submit a grade report in order to make an evaluation, to check that summer school work as been satisfactorily completed, at the approved school. Eighth Grade students in need of summer classes to complete graduation requirements **must** attend these classes at Bronx-Manhattan Seventh-day Adventist Summer School.

ATTENDANCE

All students are expected to be punctual and regular in attendance. **A STUDENT WILL NOT BE PROMOTED IF ABSENT FOR A PERIOD OF 27 UNEXCUSED DAYS, WITHIN THE SCHOOL YEAR.**

ABSENCES AND EXCUSES

Extreme emergencies, sickness of the student, illness or death in the immediate family, are considered to be the only legitimate excuses for absences. Doctor, dental appointments, and babysitting services, etc., should not be scheduled during school hours.

ABSENCES AND EXCUSES (cont'd)

A written excuse giving the student's name, date of absence, reason for absence and the signature of the parent are required for each absence. All work missed by reason of absence, regardless of the cause, must be made up to the satisfaction of the instructor. **A student who is absent as many as seven days out of any period** (each marking period is approximately 9 weeks long) **for any cause may forfeit his/her period grades unless it is evident to the teacher that his/her work has been satisfactorily made up. A student who is absent for 27 days out of the school year will not be promoted to the next grade** (Remember that 3 unexcused tardiness is equal to one absence and these absences are also counted in the 27 days). When a child is absent, he/she misses class work that is difficult to make up. Absence breaks the continuity of learning. Therefore, parents have a responsibility to see that the child attends school every day. Prolonged absences will be reported to the attendance bureau for court action. When a student falls ill, or for some other reason is not able to attend school, the parent/guardian, is expected to notify the school administration, by telephone, between 8:00 A.M. and 10:00 A.M. The student should submit a written excuse from the parent, on the day of his/her return to the school.

Students may not leave the school during the day without written permission from their parents and/or specific approval of the Principal. Children will not be permitted to leave the school grounds.

TARDINESS

Please be advised that students will not be allowed to enter the school building any earlier than 8:00 A.M. Students are not insured until that time and according to State law, they cannot be permitted to enter the school. **Classes begin at 8:30 A.M.** Students arriving after 8:40 A.M., are considered late and must report to the office for a late pass, before entering the classroom. The student is to present a letter signed by the parents, explaining his/her lateness to office personnel. The letter will be signed and returned to the student, who will then present it to the teacher. **BE ADVISED THAT THREE (3) UNEXCUSED TARDINESS EQUAL ONE (1) ABSENCE**, according to the policy of the North American Division Department of Education, under which this school is governed. A student who is tardy more than 20% of the time within a marking period will be subject to disciplinary action by the Discipline Committee. A marking period is approximately nine weeks long.

The following are considered excusable tardiness:

- Illness
- Citywide emergency
- Yellow bus delays

All other reasons for tardiness are considered inexcusable.

Constant tardiness will not be tolerated. This also applies to late pick-up at the end of the school day. Teachers as well as Office Personnel cannot be responsible for students after 3:30pm, and on Fridays after 1:00pm. A fee of \$15.00 dollars per hour will be applicable for students picked up after 3:30pm – 5:00pm on Mondays through Thursdays, or after 12:30pm on Fridays. All fees must be paid at the time of pick-up. **Furthermore, students are subject, as per New York State law, to be taken to the local precinct (Precinct 44), if a parent is late or should fail to pick up their child from school.** Parents must provide a written note if their child is being picked-up from school by someone other than the parent. This note should be followed up by a telephone call to the school by that parent. In cases of emergency, parents must call the school to notify of the alternate pick-up arrangements. A written note must be sent on the following day with the child. It is very important that these measures be followed, as they help to ensure the safety of your child.

CHAPEL

All BMSDA students attend chapel services every Friday from 9:20 A.M. to 10:30 A.M.

CHAPEL DECORUM

It is important to remember that chapel services are acts of worship. Therefore, students are to observe the following standards of behavior:

- Students must line up quietly and exit their classrooms in an orderly fashion.
- Students must be properly dressed in school attire.
- Students must enter the chapel area quietly, with reverence, and sit in their assigned areas.
- Students must remain reverent before, during, and after the chapel services—they must remember that they are in the presence of God. All unnecessary talking and movements will not be tolerated.
- Students will use the restrooms prior to and after chapel.
- Again, chapel services are acts of worship; therefore, students must participate.
- At the end of chapel, students will be dismissed by classes.
- Students must line up quietly and exit to their classrooms in an orderly fashion.

Note: Classes are assigned to be in charge of the various chapel services. A schedule is set up for this purpose. Student participation is required during this time.

CLASS SCHEDULES

MORNING

8:00 A.M. School doors open
8:30 A.M. Classes begin (worship and attendance)
8:41 A.M. Tardy (come to the office for a late pass)

AFTERNOON:

2:55 P.M. Dismissal time for Pre-Kindergarten/Kindergarten
3:00 P.M. First to Eighth Grade dismissal time
3:30 P.M. After-school activities (tutoring, sports, music, etc.)
5:00 P.M. All school and after-school activities end
5:00 P.M. All students are to be out of the school building

Parents should arrange for a student's departure from the school immediately upon dismissal. The school cannot assume responsibility for students after school hours, unless there is written permission from the parents for those students that stay for after school activities. No student should be in the school building after 5:00 P.M. All after school activities are completed by this time. Friday dismissal is at 12:30 P.M., there are no after school activities. Therefore, all children must leave the school building at 12:30 P.M.

DAILY ENTRY AND DISMISSAL PROCEDURES

Pre-Kindergarten – 8th Grade will enter through the center doors in front of the school building, and proceed to the gym in the mornings. **Pre-Kindergarten and Kindergarten will be dismissed at 2:55 P.M. Grades 1 – 4 will be dismissed at 3:00 P.M. Grades 5 – 8 will be dismissed at 3:00 P.M.**

For an orderly dismissal, students will be escorted outside the school building by a teacher. **Parents of these students should meet their children outside on Plimpton Avenue, in front of the school,** not in the auditorium, gym, hallway, or foyer of the school. Students who are not in the after-school activities must leave the school premises whether with parents, by yellow bus, or public transportation, immediately after dismissal. ***There will be a \$5.00 fine for every 15 minutes a student is picked-up late from the school.*** If during the school day a parent comes to pick up their child before 3:00 P.M., the parent must first stop at the office where he/she must sign a log book and receive an early dismissal pass. Then the parent can proceed to the classroom. The early dismissal pass must be handed in to the teacher before the child is allowed to leave the classroom. Again, these are all measures to ensure your child's safety.

TUTORING AND AFTER-SCHOOL PROGRAMS

As the school year progresses, a teacher might find some children who require additional help, in order to improve certain skills or assist with their homework. Tutorial services are provided by the staff at a very modest fee. Arrangements are made as the need arises. ***TUTORING FEES ARE IN ADDITION TO REGULAR TUITION FEES.*** Parents

have requested after-school services where their child would have the opportunity to do homework and be properly supervised, until they can be picked up.

MEDICAL EXAMINATIONS AND IMMUNIZATIONS

A physical examination is required for all students entering BMSDA for the first time and when entering the fourth and seventh grades. State law requires that each child, regardless of age, should provide school authorities with written evidence that he/she has received immunizations that are required by the New York State Department of Health laws. This includes polio with appropriate boosters and the DPT series. In addition, each new applicant is required to have recent medical and dental examinations.

No child with an infectious or contagious disease is to be allowed to remain in school. The child should not be permitted to return to school until he/she receives medical clearance.

ADMINISTERING MEDICATION

Teachers should not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement. Any student, who is required to take medication during the regular school day as prescribed by a physician, may be assisted by designated school personnel, if the school has on file:

1. A written statement from the physician detailing the time schedules, amount and method by which such medication is to be taken, and
2. A written statement from the parent or guardian of the student given, indicating the desire for the school to assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container, bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and the date of the prescription, the name of the person for whom the drug is prescribed, the name of the physician who prescribed the drug, and directions for use as prescribed by the physician.

SICK/INJURED

If a student has an accident or sustains an injury that requires a visit to the hospital emergency room, they will be accompanied by a staff member from the school.

LUNCH

Parents need to provide a balanced breakfast before the student arrives to school in the morning. The Bronx-Manhattan Seventh-day Adventist Elementary School believes that one of the most important ways we can help our children to perform well in class, is to provide them with the nutrition necessary for the healthy growth of their minds and bodies. The children

are free to eat lunch brought from home or may participate in the school lunch program. Children who participate in the school lunch program will be expected to pay the fee established. Nutritious meals are served every school day at a reasonable cost.

Students who do not wish to partake of the school's meal plan do not have to do so. However, they must honor our dietary principles and abstain from bringing meat, fish or any of their by-products. Drinks containing caffeine are also prohibited, while in school or during any school activity.

TRANSPORTATION

The School operates via two types of transportation services, which are the following:

A. FOR STUDENTS LIVING IN THE BRONX

Transportation is provided by the Division of Pupil Transportation, of the New York City Education Department. **THIS SERVICE IS FREE OF CHARGE TO THE PARENTS.** When registering your child, make sure to request transportation and we will put your child's name on the list which is sent to the Pupil Transportation office for approval. If the student lives within a five-mile radius from the school, then he/she is eligible for transportation. However, it is not the school that makes the final decision. These are pre-designated "**STOPS**" for the school buses, not a "door-to-door" service. Therefore, your child will be assigned to a stop where the bus will pick him/her up and drop him/her off. **IT IS THE RESPONSIBILITY OF THE PARENT TO PICK UP THEIR CHILD AT THE DESIGNATED LEGAL STOP.**

B. FOR STUDENTS LIVING IN MANHATTAN

Since the Stop-to-School Buses do not cross borough lines, children living in Manhattan are not eligible to benefit from this service. In this case, the school facilitates bus and train passes for students who wish to use the city's public transportation facilities.

Regulations for Pupil Transportation from the New York City Board of Education:

1. The service to regular education students is provided on a stop-to-stop basis, (i.e., The bus stops at a designated corner location to pick up several students.) BMSDA students do not receive "door-to-door" service.
2. Leaving student(s) unattended at stops: "The Board of Education assumes responsibility for a child once he/she has boarded the school bus and remains on the bus. Accordingly, a regular education child may be left at a bus stop unattended and the Board [may not be held responsible,] as it does not extend its control between stop and the residence of the pupil." (Pupil Transportation Manual of Regulations, Policies Procedures, Topic 4.4)

TRANSPORTATION (cont'd)

3. Pupil Behavior: Students that exhibit inappropriate and/or unsafe behavior while riding the school bus are subject to the following regulations:
 - A. The bus driver will submit a “student misbehavior report” to the School Principal to take into action.
 - B. The school will send the parent/guardian a copy of the “Student Misbehavior Report,” requesting that the parent/guardian must instruct the student on proper behavior while on the school bus.
 - C. At the time of a third report of misbehavior given to the Principal, the school will suspend the student from the privilege of riding the school bus for three (3) days. **This is not a suspension from classes.** However, the child will be placed on **PROBATION.**

CODE OF CONDUCT ON BUS

1. Respect yourself, other students, and the adults in charge. No hitting, pushing, or fighting.
2. For your safety, **stay seated at all times and use your seat belt.**
3. Talk in a normal voice and watch your language.
4. No food or drinks of any kind on the bus and that includes candy, chips and gum.
5. The mandates of the Department of Transportation are:
 - Do not touch the windows;
 - Keep hands and head inside the bus; and
 - Keep the aisle clear of items at all times.

COMPUTER LAB

In an effort to expose children to the advances of technology, BMSDA has a computer lab that has the following:

1. 11 desktops computers for student use.
2. Wireless Internet (Wi-Fi) Connection
3. Model of Acceptable Use Policy Information Technology Resources in the Schools (see form on page 38).

The computer center is used on a weekly basis with an instructor. The computers are being used as a novel source of enrichment and to provide remedial instruction to the students according to their individual needs. Computer skills are graded.

DISCIPLINE AND DEPORTMENT

Student deportment at all times is expected to meet standard acceptable Christian young people behavior. If a child fails to respond to the teacher's reasonable efforts for cooperation and respectful obedience, the child will be sent to the principal. If a child fails in responding to the principal's efforts, the child will be placed on probation and sent to the Disciplinary Committee, and then the child will be suspended. When a child is

DISCIPLINE AND DEPORTMENT (cont'd)

suspended, it is considered a serious situation. After three (3) suspensions, we will ask that a child be placed in another school. Parental cooperation with this discipline procedure is necessary.

When the parents request a meeting with the Disciplinary Committee, members of the committee must be informed of all the facts related to the incident prior to the meeting. Proper investigation by school authorities must take place before the parents meet with the Disciplinary Committee. Please do not call for a conference with the Disciplinary Committee until the events mentioned above have taken place. The school administration, however, reserves the right to dismiss a child for a first offense, if it considers the matter serious enough to warrant such action.

Seventh Day Adventist schools would not admit, with prior knowledge, any student who commits the following offenses (a first offense may subject a student to serious discipline or immediate dismissal from BMSDA):

1. Dishonesty, stealing, and willful deception regarding any violation of school regulations.
2. Cheating on an examination in class or any other phase of school.
3. Gambling, betting, possession of playing cards, Rook, or other gambling devices.
4. Use of profane language, indulging in indecent or suggestive conduct. Possessing or displaying obscene or suggestive literature, pictures or posters.
5. Writing letter(s) to the opposite sex using inappropriate or offensive language.
6. Tampering with lights, wiring, telephones, fire alarms, fire extinguishers, etc.
7. Possession, use of, or supplying others with firearms, ammunition, firecrackers, knives of any kind or any other dangerous weapons.

DISCIPLINE AND DEPORTMENT (cont'd)

8. Persistent defiance of authority in the classroom or on school premises, such as antisocial behavior (i.e., fighting with or teasing other students).

9. Undermining the ideals and policies of the school.
10. Conspiring to participate in any act that injures, degrades or disgraces other students.
11. Carrying objects that could inflict harm to other students (metal objects such as butter knives, forks, etc.)
12. Carrying cigarettes, box cutters, matches, drugs or alcoholic beverages and handling, possessing or furnishing any of these items to others.
13. Anyone under the influence of any kind of narcotics during school hours and on school property.
14. Consistent disregard of school rules, such as:
 - a. Not wearing prescribed school uniform;
 - b. Chewing gum;
 - c. Misbehavior during a fire drill;
 - d. Truancy (Cutting school)
 - e. Incomplete homework;
 - f. Defacing school property (parents will be held responsible for vandalism);
 - g. Leaving school without permission; and/or
 - h. Being insubordinate or constantly violating any school regulations;
 - i. Not turning in cell phone(s) to teacher upon entering the classroom;

Regulations adopted by the school administration, published or publicly announced to students during the school year will have the same force as if printed in this student handbook. Students are expected to conduct themselves in a way as shall be in harmony with good Christian living, show due respect to the Word of God and observe all regulations of the school, both on and off school property. Respect for property is basic. Every student and his/her parents or guardian, will be held accountable for damage to school property. This includes desks, rented books and school walls.

Students may not leave the school premises during the day, without written permission from their parents or specific approval of the teacher. Students going home from school, after regular school sessions, are under general regulations that govern them during the school year. The school reserves the right to hold any student accountable for any actions, during the time of their enrollment at BMSDA. Students taking public or private transportation must behave in an orderly manner at all times. Poor behavior may cause suspension of a transportation pass (Transportation pass suspension is not accepted as an excuse for being absent from school.)

A student, who has been dismissed or asked to withdraw for any reason, is requested to make advance arrangements to visit the campus at any time during the current school year.

Gum chewing is **STRICTLY FORBIDDEN** in every part of the school building, as well as outside in the play yard. This rule applies during all school hours and any violation of this rule is punishable with a fine of \$5.00 imposed on the student. This fine will be added to

the student's account. In addition, the student will be asked to clean the floor area where the chewing gum was found. Constant violation of this school regulation will lead to suspension.

RULES AND PROCEDURES

Rules for the Hallways

1. Walk on the right side of the hallway.
2. Be quiet and orderly when you are on line.
3. Use **quiet voices** in the hallway.
4. Keep hallway floors and walls clean.
5. Students are not allowed to open the outer door(s) of the school building.

Rules for the Bathroom

1. Keep toilets clean.
2. Throw paper towels (and sanitary napkins) into the trash bin **ONLY**.
3. Use just enough toilet paper and always flush after use.
4. **Standing on the toilet seats, urinal or sink is prohibited.**
5. **ALWAYS** wash your hands with soap after using the toilet.
6. Keep sinks and water fountains clean.
7. The upstairs bathrooms are to be used by the Kindergarten class (teachers and staff) **ONLY**.

Rules for the Office

1. Students are **ONLY** allowed at the office window.
2. Students must receive permission in the form of an office/hall pass in order to appear at the office window.
3. All arrangements (with parents) must be made on the evening before, or in the morning before school, because the telephones are not available for use by the students.
4. Snacks for each class must be ordered, and the designated monitor will buy these items for the class.

RULES AND PROCEDURES (cont'd)

Rules for the Lunchroom

1. When eating, please chew with mouths closed.
2. Use the bathroom **before** entering the lunchroom.
3. Enter the lunchroom quietly.

4. Use low “*indoor*” voices in the lunchroom.
5. Remain seated during the lunch period.
6. At the end of lunch, the lunch monitor will collect the trash.
7. Keep lunchroom floor, chairs and tables clean and in place.
8. ***ALL students are restricted from the kitchen area.***

Rules for Dismissal

1. Students must be prepared in their classrooms for dismissal at least 5 minutes before dismissal time.
2. Students must use the bathroom before dismissal time.
3. All students must leave the school in their full uniform.
4. Students must remain on line, and at the direction of the teacher, all should leave the building quietly, and go to the area designated for their class.
5. Students will be charged \$5.00 for every 15 minutes that they remain in school after dismissal, outside of after-school tutoring.

Fire Drill Rules and Procedures

1. Students must quietly and quickly line up during fire drills.
2. Students will walk briskly and quietly behind their teacher to their designated area.
3. A roll call will be taken for each class.
4. Students will quietly return to their classrooms in orderly lines when it is safe to do so.

Other Facility Rules

STUDENTS ARE PROHIBITED FROM ENTERING THE BOILER ROOM, THE ELECTRICAL ROOM, OR ANY OF THE CUSTODIAL ROOMS. STUDENTS MAY NOT ENTER THE KITCHEN OR LIBRARY UNLESS ACCOMPANIED BY, OR GIVEN SPECIAL PERMISSION FROM, AN INSTRUCTOR.

RULES AND PROCEDURES (cont'd)

Rules for the Classroom

1. Follow directions the first time they are given.
2. Show respect to all around you.
3. Raise your hand and wait for permission to speak or to leave your seat.
4. Keep your hands, feet and other objects to yourself.
5. Cursing or profanity is not permitted.
6. No cell phones. If any cell phone is brought to school, it is collected at class start and returned at dismissal at day end.

Behavior/Consequence Procedures

1. Warning and three strikes for minor infractions
2. Parent /Teacher / Principal Conferences
3. Suspension
4. Referred to the School Board

Rewards – At Teacher Discretion By Classroom

1. Verbal praise.
2. Gifts (providing that the student stays on green-light or dark green), which are given during a grab-bag-type event.
3. After two weeks, if the class stays on green, then there is a snack party; after one month, then a class party of the student's choice will take place.
4. Positive notes home (to parents).
5. Individual prizes for staying on green.
6. Good Behavior Certificate and prize for staying on light green.

Behavior Monitoring Device

The Behavior Monitoring Device is a chart in which there is a pocket for each student. In these pockets, there are four color-coded cards apiece. The cards will be placed in the following order, from the front to the back: bright green, dark green, yellow and red. After the first warning, the student's name is written. When a second offense occurs, the first card (bright green) is moved to the back of the packet of that student. If the student does not pursue misbehavior and stays on the dark green card, then this student has had a good day and will be

Behavior Monitoring Device (cont'd)

awarded at an appropriate time. If misbehavior continues, then the student will continue to have his cards removed. If she/he lands on the red card, then the process described under **BEHAVIOR/CONSEQUENCE RULES** will occur.

Rules for Listening “Give Me Five”

1. Eyes on speaker.
2. Quiet
3. Be still.
4. Hands free (put things down).
5. Listen.

GUIDING PRINCIPLES ON TOYS AND GAMES, INCLUDING ALL ELECTRONIC GAMES.

No personal toys and games are to be brought to school, to any classroom. (Do not bring video games, game boy, or any similar such toy, etc.)

The school is NOT responsible or liable for the safety for any of these items. If any such game is brought to school by any student, he or she is personally responsible for bringing the game home safely. The school will not guarantee the safety of the game/toy and will not be liable for game/toy. The POLICY is not to bring any such items to the school period.

GUIDING PRINCIPLES IN DRESS

“A person’s character is judged by his style of dress. A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire (Education, p. 248).

GIRLS

“Chaste simplicity in dress, when united with modesty of demeanor, will go far toward surrounding a young woman with that atmosphere of sacred reserve which will be to her a shield from a thousand perils.” (Education, p. 246)

1. Complete clean and pressed uniform is required.
 - a. gray jumper (Pre-K-4) or skirt (5-8)
 - b. white round collar blouse, short sleeves for the summer

GUIDING PRINCIPLES IN DRESS: GIRLS (cont'd)

- c. burgundy tie
 - d. Navy Blue socks or tights
 - e. black shoes with rubber soles: no sneakers to be worn in the classroom
 - f. Navy blue vest.
2. Dresses and skirts must reach the knee.
 3. No jewelry of any kind should be worn. (Some examples are bracelets, locketts, rings, necklaces, earrings, or chokers.)
 4. Rubber sole shoes suitable for play should be worn to school. No heels, platforms or sneakers.
 5. Hairstyles should be simple and appropriate.
 6. The school strongly discourages the loaning and borrowing of clothes.
 7. The school does not approve of extreme fashions that attract attention to the individual. The call of attention to oneself by the use of cosmetics such as lipstick, blush, mascara, eye shadow and nail polish, is not permitted.
 8. Knee high socks should always be worn, or tights during the winter season.
 9. For certain field trips and in consultation with the teacher and/or the school administration, coordinated pants and tops or dress jeans and tops may be allowed (i.e., loose fitting dress jeans with hip-length matching tops, such as tunics or jackets). Proper attire is NOT a shell/short blouse/tube top with leggings, mini-skirts, or shorts. T-shirts or shirts (or pants, skirts, and jeans, where applicable) with messages that are not uplifting or that portray gang-related, media/cartoon characters or symbols, such as superheroes, Pokémon, Avatar, etc. are unsuitable for these occasions and are not to be worn. **Attire should not be tight fitting.** For boys, the waists of jeans or pants are to fit on the waist and must be belted. Pants are not to droop; neither should underpants be showing at the top. Du-rags are not allowed. Cross-dressing is also prohibited.
 10. Modest dress does not include low necklines, front or back. No bare shoulders, sheer or extremely tight fitting clothing. Neatness and good taste should govern all choices of dress.

GUIDING PRINCIPLES IN DRESS (cont'd)

BOYS

1. Complete clean and pressed uniform is required
 - a. Gray pants
 - b. White long sleeved shirt (short sleeves for the summer)
 - c. Burgundy tie
 - d. Navy Blue Vest
 - e. Navy blue socks
 - f. Black shoes with rubber soles, and black sneakers for gym days
 - g. A black belt is required
2. **Hair is to be neatly cut and groomed**, so that a portion of the lower ear will be visible. No braided hair or ponytails. In front, the hair should not be over the eyebrows. In the back, hair should be of reasonable length. Bizarre or extreme haircuts are not permitted. Neatness and good taste are necessary in dressing. Ornamental jewelry such as rings, necklaces, bracelets, chains, medallions et cetera are not permitted, as such items are designed to draw attention to oneself. If worn to school by students, these items will be confiscated and returned to parents.

If a student comes to school out-of-uniform, the administrator will contact the parents and the child will be sent home. At the parents' request only, the child will be detained in school, but will not be allowed into his/her class. The student will serve an in-house suspension for that day. Students are required to stay in uniform throughout the school day. For students found out of uniform during the school day the following progression of consequences will apply.

First offense: _____ Telephone contact with parents and student will be placed in an in-house suspension that day, a written warning will be sent.

Second offense: _____ Telephone contact with parents and one day in-house suspension with a face-to-face parent conference required in order to take student off in-house suspension. If the student is missing a tie, one will be supplied by the school. The student's account will be charged.

Third offense: _____ Telephone contact with parents and a two-day in-house suspension. A face-to-face parent conference is required to take student off in-house suspension.

Additional offenses: _____ Students will be sent home until they comply. This absence will be unexcused.

CHALLENGE

The school must foster a development of the whole person through God's appointed agencies here on earth, the home, the school and the church. All must work together to establish a climate of warmth and acceptance. They must all cooperate to help students develop

independent thought, identify and criticize secular positions, and learn to think as a Christian. These entities are working together to bring forth students that will be life long learners ready to meet the challenges of life. They must live good lives here when Christ comes again. Along with these agencies the following beliefs are necessary for our students to thrive at our school.

The principle found in 2 Peter 1:5-8, shares the opportunity to develop excellence in our students.

***“For this very reason, make every effort to
add to your faith goodness: and to
goodness, knowledge: and to knowledge,
self-control: and to self-control,
perseverance: and to perseverance,
godliness: and to godliness, brotherly
kindness: and to brotherly kindness, love.
For if you possess these qualities in
increasing measure, they will keep you from
being ineffective and unproductive in your
knowledge of our Lord Jesus Christ.”***

MODEL OF ACCEPTABLE USE POLICY: INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.