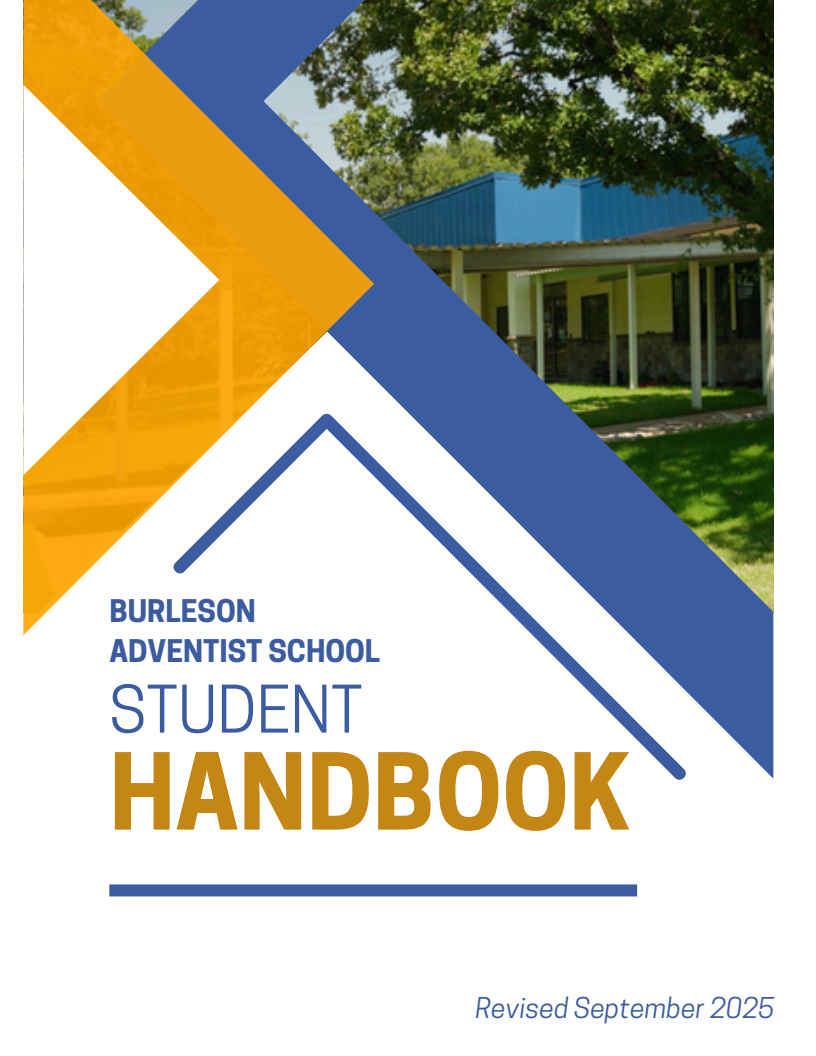




**BURLESON
ADVENTIST SCHOOL**

**STUDENT
HANDBOOK**

Revised September 2025

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WELCOME MESSAGE

At BAS, education is more than academics—it's about shaping hearts and minds for a life of purpose. Our close-knit community blends faith, learning, and character development to prepare students for service, leadership, and eternal values.

Here, you'll find a supportive environment focused on academic excellence, spiritual growth, and personal development. Whether in the classroom, on the field, or in the community, we strive to help every student explore, excel, and make a meaningful difference in the world.

BAS—Educating for Eternity.

Carrie Suess

Principal

Mission Statement

Burleson Adventist School exists to provide an academic environment that educates children for eternity through love, faith, and service to God and man.

ACCREDITATION



Burleson Adventist School is fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. This accreditation is recognized by the National Council for Private School Accreditation, the Texas Private School Accreditation Commission, and acknowledged by the Texas Education Agency.

About Us

Burleson Adventist School (BAS) is a Pre-K through 8th-grade Christian school dedicated to providing a nurturing, Christ-centered learning environment. Located in a peaceful country setting just outside Burleson, Texas, BAS offers students a balanced education that promotes academic excellence, spiritual growth, and character development.

Our campus is conveniently situated near Southwestern Adventist University and Chisholm Trail Academy, giving students access to a supportive network of Adventist education within the North Texas community.



PHILOSOPHY

Burleson Adventist School seeks to help students know God, reflect His character, and value the worth of every person. We provide a balanced education that develops mind, body, and spirit within the framework of Seventh-day Adventist principles.

Core Values

At BAS, we are committed to:

- Faith – Building a strong relationship with God through daily worship and spiritual growth.
- Excellence – Striving for the highest standards in academics, behavior, and personal growth.
- Character – Demonstrating integrity, respect, and responsibility in all areas of life.
- Service – Living out Christ's example by serving others at school, at home, and in the community.
- Community – Creating a supportive and inclusive environment where every student feels valued.

ADMISSIONS

Admission Policy

Burleson Adventist School (BAS) serves students in Pre-K through 8th grade. The school admits students of any race, ethnicity, national origin, or gender and does not discriminate in the administration of educational policies, admissions, or school programs.

BAS primarily serves families of the Seventh-day Adventist faith, but students of other faiths who demonstrate good character and academic readiness are welcome. All students must respect school standards and participate in religious activities.

Non-Discrimination Statement

BAS admits qualified students of any race, ethnicity, national origin, religion, or medical condition. BAS does not admit students who engage in sexual misconduct, including non-marital sexual conduct, homosexual conduct, or advocacy of behaviors inconsistent with the faith mission of the school.

Parents are expected to support BAS principles, standards, and teachers. Students whose behavior or values conflict with the school's mission may be denied admission.

ADMISSIONS PROCESS

New and transfer students are considered based on age, academic achievement, behavior, and overall readiness. To complete registration, families must provide:

- ✓ Completed Registration Packet
(includes all required forms and policies)
- ✓ Certified Birth Certificate
(available from state Vital Records office)
- ✓ Immunization Records
- ✓ Physical Exam Form (required for all grades)
- ✓ Most Recent Report Card or Transcript
- ✓ Financial Contract
- ✓ Technology Agreements (Grades 3-8)

Once all steps are complete, classroom placement will be confirmed.

Placement Testing:

New and home-schooled students must take a proficiency test or provide results from an approved national exam taken within the last school year.

Class Size

- Grades 1–8: Maximum of 24 students
- Pre-K & Kindergarten: Maximum of 15 students

Priority is given to:

1. Students who pre-register before the end of the current school year
2. Students registering before August 1
3. Students applying after August 1 (if space is available)

Minimum Age

Students must meet age requirements by September 1:

- Pre-K: 4 years old
- Kindergarten: 5 years old
- Grade 1: 6 years old

Financial Clearance

Students with unpaid balances at BAS or another school must provide financial clearance or an approved payment plan before enrollment is confirmed.

FINANCIAL POLICY

Tuition & Payment Schedule

- **Registration fees** are *non-refundable* and due by August 10 or at time of registration. You can receive a \$50 discount if paid before June 15th.
 - **Tuition** is paid in 10 monthly payments:
 - First payment: August 15
- **Remaining payments:** Due the 15th of each month, September–May
- **Late fee:** \$15 if not paid by the 16th
- **Returned check fee:** \$20

**If an account is one month past due,
a reminder will be sent.**

**If an account is two months past due, students may
not attend classes after the 5th day of the third
month unless a payment plan is approved by the
School Board.**

TUITION RATES

Tuition varies by grade level and membership status. Tuition also includes trip fees for 5-8th grade. Additional fees may apply for sports, technology, and field trips. For the most current tuition rates and fee details, please visit www.bas4u.com or contact the school office directly.

Additional Fees

School Supply Fee: *See classroom supply info online*

Tech Fee: \$55 per student (K-8)

Sports Fee: \$125 per student, per sport

Discounts

Early Registration Discount: \$50 per K-8 student (if registered by June 15 and account is current)

Referral Credit: \$100 tuition credit for both referring and referred families

Multi-Child Discount (Tuition Only)

3 children: 3rd child = 30% off

4 children: 3rd child = 30% off, 4th = 60% off

5 children: 3rd = 30% off, 4th = 60% off, 5th = Free

FINANCIAL ASSISTANCE



Financial Assistance

Limited aid is available for qualifying families. Apply using the Financial Aid Request Form (*online or in the front office*). Approved amounts are credited monthly. Aid may be removed if the account is not kept current.

Scholarships

Scholarships are limited and awarded on a first-come, first-served basis. Applications open in April for the upcoming school year. A waiting list is maintained once funds are allocated. Accounts must remain current to continue receiving funds.

Baby Bonds

Burleson Adventist Church gifts a Baby Bond to all children dedicated at the church. Each bond covers one month's tuition at BAS.

SCHOOL HOURS & ACADEMIC POLICIES

School Hours

- Monday–Thursday: 8:30 AM – 3:30 PM
- Friday: 8:30 AM – 3:00 PM
- Students must be picked up within 15 minutes of dismissal unless enrolled in After School Care.

Attendance

Regular attendance is essential for academic success.

- Notify the school by 8:30 AM if a student will be absent
- A written note or email is required upon return
- Students with 17+ unexcused absences or less than 90% attendance may face retention or withdrawal

Tardiness

School starts promptly at 8:30 AM.

- 3rd & 4th tardy: \$5 fee
- 5th tardy: \$10 fee + parent/principal meeting
- 7th+ tardy: May be referred to the school board
- Only illness or emergencies will be excused. Frequent tardiness disrupts learning.



Grading & Progress Reports

- Report cards: Every 9 weeks
- Mid-term reports: Sent as needed
- Jupiter Ed: Used for monitoring student progress and communication

Incompletes

Students have one day per day missed (with an excused absence) to make up work. Late work may result in a failing grade.

Retention & Acceleration

- Retention: Requires written parent and conference approval by April 1
- Acceleration: Requires testing, documentation, and approval from the Texas Conference Office of Education by April 1

8th Grade Completion

To graduate 8th grade, students must pass core subjects:

Bible, Math, Language Arts, Reading, Science, Social Studies, PE, Fine Arts, and Technology.

- Minimum grade: D-
 - Deficiencies must be addressed by end of 3rd quarter to participate in graduation
- 

GRADING & ACADEMIC POLICIES

Progress Reports & Report Cards

Burleson Adventist School operates on a quarterly system. Report cards are issued at the end of each quarter, with progress reports sent midway. Parents are expected to monitor academic progress regularly through JupiterEd, our online gradebook.

JupiterEd Access

Students and parents should check JupiterEd weekly for grades, missing assignments, and announcements. Teachers strive to update grades consistently, but families share responsibility for staying informed—especially in upper grades.

Retention

If a student is at risk of failing or not ready to advance, parents will be notified by March. Final decisions regarding retention are made in April through collaboration between parents, teachers, and administration.

GRADING & ACADEMIC POLICIES CONT.

Acceleration

Students may be recommended for academic acceleration based on teacher input, assessments, and administrative review. A formal process—including a parent meeting and evaluation—will be required.

8th Grade Graduation Requirements

To participate in 8th grade graduation, students must pass all core classes with a grade of D– or higher. Students failing two or more core subjects will not be eligible to graduate.

STUDENT RECORDS

Confidentiality and Access

Burleson Adventist School maintains accurate and confidential student records in accordance with applicable privacy laws. Records are stored securely and may only be accessed by authorized school personnel or the student's parent/guardian.

Requesting Records

- Parents/guardians may request access to their child's academic records by contacting the school office
- Official transcripts and report cards may be withheld if there are outstanding tuition balances or missing documents
- Copies of records for transferring to another school must be requested in writing and will be sent directly to the receiving institution

Record Updates

It is the responsibility of the parent/guardian to keep the school informed of any changes to the student's information, including: *Address or phone number, Emergency contacts, Medical conditions or allergies, and Legal guardianship or custody arrangements*

SCHOOL PROCEDURES

Drop-Off & Pick-Up

- Drop-off starts at 7:30 AM
- Pickup at East gym doors
 - Mon–Thu: by 3:45 PM
 - Friday: by 3:15 PM
- Students not picked up within 15 minutes will be signed into After School Care (fees apply)

Traffic Flow:

- Follow the parking lot loop
- Pull forward to the front pickup space
- Stay in your vehicle unless parked in a designated spot

Early Pickup

Call, text, or email the office in advance. All early pickups must be signed out at the front office.

Visitor Policy

Visitors must:

- Sign in and out at the office
- Wear a visitor badge
- Schedule classroom visits in advance

Please arrange teacher conversations outside of instructional time.

TRANSPORTATION

Parent Drivers & Field Trips

Parents who drive for field trips or school activities must:

- Submit a copy of their driver's license and proof of insurance to the office before driving
- Ensure all students are properly restrained in seat belts or car seats according to state law
- Follow the planned route and return to school on time
- Refrain from making unscheduled stops unless approved by staff
- Avoid playing media that is not school-approved

Student Safety

Student safety during transport is a shared responsibility. Drivers must stay alert, avoid distractions, and maintain appropriate behavior in the vehicle.

Car Seats

Per Texas law, students under the age of 8 or shorter than 4'9" must ride in an appropriate child safety seat or booster.

AFTER SCHOOL CARE

Hours & Pickup

After School Care (ASC) is available for students who remain on campus past dismissal:

- Monday–Thursday until 6:00 PM
- Friday until 5:00 PM

Students not picked up within 30 minutes of dismissal will be signed into ASC.

Fees

A flat rate of \$10 will be charged for any portion of ASC attendance after the first 30 minutes. *Additional late pickup fees may apply after closing time.*

Expectations

Students must follow all regular school behavior and dress expectations while in ASC. Misbehavior may result in dismissal from the program.

Emergency Protocol

If a student is not picked up by closing time and no guardian can be reached, emergency contacts will be called.

DRESS CODE & UNIFORM POLICY

Burleson Adventist School's dress policy supports a modest, safe, and focused environment. Clothing should reflect Christian values, build confidence, and allow for comfortable movement.

General Guidelines

- Clothing must be neat, clean, and modest.
- Skirts, jumpers, and shorts must reach at or near the knee—similar to Bermuda shorts (about 2 inches above the knee or longer).
- “Runner” or wind shorts require fitted biker/spandex shorts underneath and must meet the Bermuda-length standard.
- Leggings are not allowed as pants and may only be worn under appropriate-length skirts or jumpers.
- Pants must not be tight, form-fitting, or low-rise.
- Tops must cover shoulders, midriff, and chest—no crop tops, spaghetti straps, or low-cut shirts.
- Clothing may not display inappropriate language, images, or logos.
- Hats, hoods, and sunglasses may not be worn indoors unless approved.

Footwear

- Closed-toe shoes are required for safety.
- Tennis shoes are recommended for daily wear and are required for PE and recess.
- No flip-flops, slides, heels, or shoes with wheels.

Enforcement

To maintain consistency, clothing will not be measured, but items that clearly do not meet the guidelines will be addressed. Students may be asked to change or cover up, and repeated violations may result in parent contact.

Special Dress Days

On themed or casual dress days, all clothing must still align with the school's modesty and safety expectations.

We appreciate your support in helping students come to school dressed for success—ready to learn, move confidently, and reflect our shared values.

PE DRESS CODE & FIELD TRIP ATTIRE

PE Dress Code

Students must wear appropriate clothing and shoes for physical activity.

- Tennis shoes are required for PE and recess.
- Skirts and jumpers must have shorts underneath.
- Clothing should allow for modest, unrestricted movement.
- **7th and 8th grade** students are required to change for PE into modest athletic wear that follows dress code guidelines—knee-length basketball shorts are preferred.

Field Trip Attire

Field trip dress may vary depending on the activity.

- Teachers will communicate expectations ahead of time.
- Unless stated otherwise, regular dress code applies.
- School T-shirts may be required for field trips and special events.

STUDENT CONDUCT & BEHAVIOR EXPECTATIONS

At Burleson Adventist School, we believe that Christlike character is the foundation of true education. Students are expected to show respect for themselves, others, and the school environment at all times. This includes treating teachers, classmates, visitors, and property with kindness, integrity, and responsibility.

Core Expectations

Students are expected to:

- Follow directions the first time they are given
- Speak and act respectfully toward all staff and peers
- Use appropriate language and actions at all times
- Be honest, responsible, and prepared for learning
- Help maintain a safe and orderly school environment
- Participate in worship and spiritual activities with a reverent attitude



BEHAVIOR INTERVENTIONS & CONSEQUENCES

BAS uses a progressive discipline approach that includes verbal warnings, parent contact, detention, behavior plans, in-school suspension, or loss of privileges, depending on the nature and frequency of the behavior.

Major offenses such as physical aggression, bullying, defiance, or inappropriate use of technology will be referred directly to administration and may result in suspension or probation.

Restoration and Growth

Our goal is always restoration, not punishment. When correction is needed, we aim to guide students toward better choices through reflection, support, and accountability. Students are encouraged to take ownership of their actions and grow in responsibility and self-control.



STUDENT BEHAVIOR

General Expectations

Burleson Adventist School is committed to creating a Christ-centered environment where all students are safe, respectful, and responsible. Students are expected to:

- Treat others with kindness and respect
- Follow classroom and school rules
- Demonstrate Christ-like character in words and actions
- Use respectful language at all times
- Care for school property and personal belongings
- Participate reverently in spiritual activities

Behavior Management Process

BAS uses a structured approach to correct behavior and encourage growth:

- Level 1: Verbal warning and teacher discussion
- Level 2: Written discipline report sent home and parent phone call
- Level 3: Parent-teacher-principal conference and behavior contract
- Level 4: Suspension
- Level 5: Expulsion



Serious Misconduct

Some actions may result in immediate suspension or expulsion. These include, but are not limited to:

- Physical aggression or threats
- Possession of weapons or dangerous objects
- Possession or use of drugs, alcohol, or tobacco
- Theft, vandalism, or damage to property
- Bullying, harassment, or cyberbullying
- Obscene acts or habitual profanity
- Repeated defiance of school rules
- Disruption of classroom or religious environment

Discipline Notes

- Corporal punishment is not used
 - Detention may be assigned up to one hour with prior parent notice
 - Suspensions are issued by the principal and recorded as a drop in citizenship grade
 - Expulsion is reserved for serious or repeated violations and may be determined by the Discipline Committee
- 

COMMUNITY CONDUCT & SUPPORT

Bullying Prevention

BAS maintains a zero-tolerance policy for bullying.

- Bullying is intentional, repeated behavior that causes harm or discomfort (physical, verbal, social, or emotional).
- Cyberbullying includes threats, harassment, or intimidation via text, social media, or other electronic platforms.

Any student engaging in bullying behavior will face disciplinary action in line with the BAS behavior policy.

Parent & Visitor Conduct

All parents, guardians, and visitors are expected to model respectful, Christ-centered behavior while on campus or participating in school-sponsored activities.

Unacceptable behavior includes:

- Verbal or physical abuse
- Disrespect toward staff, students, or other families
- Disruptive conduct at school events

Consequences may include restricted access to school property or, in serious cases, dismissal of the student.



Student Conflict Resolution

BAS follows a conflict resolution process based on Matthew 18, encouraging peaceful, direct communication:

- Student-to-student discussion (encouraged by teacher or parent)
- Parent-teacher conference (scheduled outside of class time)
- Parent-teacher-principal meeting
- Written concern and follow-up meeting
- Formal review by a Conflict Resolution Committee (if needed)

This process helps resolve concerns early, respectfully, and in a way that benefits the student's overall well-being.

CITIZENSHIP & BEHAVIOR

At Burleson Adventist School, we expect all students to reflect Christian values of kindness, respect, and responsibility. Student behavior should support a safe, productive, and spiritually nurturing environment for everyone.

General Expectations

- Students are expected to show respect to peers, staff, property, and themselves.
- Classroom rules and procedures must be followed at all times.
- Disruptions, defiance, or repeated misbehavior may result in disciplinary action.

Privileges (e.g., field trips, class parties, graduation events) may be limited or revoked based on citizenship standing. Students can earn back points through positive behavior and acts of service.

Minor & Major Infractions

Minor Infractions may include:

- Classroom disruption
- Unkind language
- Dress code violations

These are typically addressed by the teacher and may result in:

- Loss of privileges
- Citizenship point deduction
- Parent contact
- Detention

Major Infractions include:

- Bullying or harassment
- Cheating or plagiarism
- Physical aggression
- Disrespect to authority
- Vandalism or theft
- Technology misuse

These are referred directly to the principal and may result in:

- In-school suspension
- Parent conference
- Behavior contract
- Probation or expulsion (in rare cases)

BIBLICAL APPROACH TO DISCIPLINE

At Burleson Adventist School, discipline is not about punishment—it is about guiding students to grow in character and make better choices. Our approach is rooted in three core principles:

- Grace – We recognize that all students make mistakes. Our goal is to respond with compassion and understanding, giving students the opportunity to learn from those mistakes and start fresh.
- Accountability – While we extend grace, we also expect students to take ownership of their actions. Clear boundaries and consequences help students understand the impact of their behavior on themselves and others.
- Restoration – Whenever possible, our discipline process includes opportunities to repair relationships, restore trust, and rebuild community. Whether through apologies, service, or mentoring, we help students make things right.

BIBLICAL APPROACH TO DISCIPLINE CONT.

We follow the guidance of Matthew 18:15–17, which encourages resolving conflict privately, respectfully, and step-by-step:

- First, we speak with the student individually to address the concern.
- If needed, a teacher or administrator may include parents or another adult to help guide the conversation.
- Ongoing or serious issues may involve a plan for accountability, further support, or additional disciplinary steps.

We believe in partnering with families every step of the way, fostering a community where students feel safe, supported, and called to grow into who God created them to be.

DISCIPLINARY PROCESS

At Burleson Adventist School, we view discipline as a proactive, relationship-based process that focuses on teaching students to take responsibility, grow in character, and repair harm when it occurs.

Our steps are designed to:

- Maintain a safe and respectful school environment.
- Promote accountability and student growth.
- Partner with families to support each child's success.

Tiered Discipline Structure

Minor Infractions

Examples: Classroom disruption, excessive talking, not following directions, dress code violations, etc.

- 1st Incident: Verbal redirection or reminder
- 2nd Incident: Warning and loss of privileges or classroom consequence
- 3rd Incident: Parent contact and possible reflection assignment or detention
- 4th+ Incident: Office referral and possible behavior plan

DISCIPLINARY PROCESS

Major Infractions

Examples: Bullying, cheating, vandalism, defiance, repeated disruption, unsafe behavior, inappropriate language or gestures

- Immediate referral to administration
- Parent conference required
- In-school suspension, loss of citizenship points, or other consequences
- Behavior contract may be initiated

Severe Infractions

Examples: Threats, violence, possession of dangerous items, harassment, or repeated major offenses

- Automatic administrative involvement
- Possible suspension or expulsion
- Must be reviewed by the school board if expulsion is considered

All discipline decisions are made with prayer, discernment, and a desire to see students restored to full participation in the school community.

BULLYING & HARASSMENT POLICY

Burleson Adventist School is committed to providing a Christ-centered learning environment where every student feels safe, valued, and respected. We take all concerns of bullying and harassment seriously.

What Is Bullying?

Bullying is any repeated, intentional behavior—physical, verbal, social, or digital—that causes harm or distress to another person. This includes:

- Name-calling, threats, or teasing
- Spreading rumors or exclusion
- Physical aggression
- Cyberbullying (via text, social media, or other digital platforms)

What Is Harassment?

Harassment includes unwelcome conduct based on race, gender, religion, disability, or other personal characteristics. It may be verbal, physical, or visual in nature and is not tolerated.

BULLYING & HARASSMENT POLICY

Reporting and Response

- All students and staff are encouraged to report incidents immediately to a teacher or administrator.
- Reports will be taken seriously, investigated promptly, and kept as confidential as possible.
- Consequences for confirmed incidents may include loss of privileges, behavior contracts, suspension, or other disciplinary actions based on severity.

Our Commitment

We work to build a culture of kindness, courage, and accountability. Students are encouraged to speak up, support peers, and reflect the love of Christ in their words and actions.

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." —
Ephesians 4:32

BEHAVIOR EXPECTATIONS AT SCHOOL EVENTS

Burleson Adventist School students are representatives of our school family both on and off campus. Whether attending a field trip, sports game, church program, or community event, we expect students to demonstrate respect, responsibility, and Christlike behavior at all times.

Expectations for All Events:

- Be respectful to event organizers, hosts, and guests
- Follow instructions from BAS staff and designated adult leaders
- Use kind words and actions; avoid rough play or disruptive behavior
- Stay with your assigned group or adult unless given permission
- Refrain from using cell phones or smart devices during the event
- Dress appropriately according to the dress code or special event guidelines

BEHAVIOR EXPECTATIONS AT SCHOOL EVENTS

Consequences:

Misbehavior at school events may result in loss of privileges for future events, school discipline, or additional consequences based on the nature of the behavior.

We believe every outing is an opportunity to show the love of Jesus to others and build a positive reputation for our school and faith.

HEALTH & SAFETY

Illness Policy

Please keep your child home if they:

- Have had a fever (100°F or higher) in the past 24 hours
- Experienced vomiting or diarrhea in the past 24 hours
- Are diagnosed with a contagious illness and have not started treatment
- Have itchy, red eyes with discharge, or an undiagnosed rash
- Have head lice or nits (must be treated and cleared before returning)

Children must be symptom-free for 24 hours without medication before returning to school.

Medical Examinations

Physical exams are required:

- When entering school for the first time
- In Grade 7 (includes scoliosis screening)

Exams are valid if completed within 12 months of the required date.



Immunization Requirements

All students must meet Texas state immunization standards. Parents must provide updated records before school starts.

Exemptions are allowed with:

- A physician's written medical exemption (valid for 1 year unless noted)
- A notarized affidavit for reasons of conscience (valid for 2 years)

Note: Students without required immunizations may be excluded during outbreaks.

Emergency Procedures

In a medical emergency, 911 will be called, and parents/guardians will be notified immediately.

In the event of a campus evacuation, students will be transported to Burleson Adventist Church (601 S. Burleson Blvd) for pickup.

Severe Weather Closures

If Burleson ISD closes for weather, BAS will also close. Closure notices will be shared via:

- NBC Channel 5
 - Text and email alerts from BAS staff
- 

HEALTH & SAFETY POLICIES

Illness

- To protect the health of all students and staff:
- Please keep your child home if they are sick or have had a fever, vomiting, or diarrhea within the last 24 hours.
- If a student becomes ill during the day, parents will be contacted and expected to pick them up promptly.
- A doctor's note may be required for return in cases of communicable illness.

Medication

- All medications must be stored in the office and administered by authorized staff.
- Prescription and over-the-counter medications require a completed Medication Authorization Form signed by a parent/guardian.

Emergencies

- BAS holds regular fire, weather, and lockdown drills.
- In case of a real emergency, families will be contacted via Jupiter or the emergency contact information provided.

GRIEVANCE PROCEDURE

At Burleson Adventist School, we believe in resolving conflicts through respectful, biblical dialogue. Our goal is to maintain strong partnerships with families and uphold a Christ-centered environment rooted in open communication.

Steps for Addressing Concerns:

Go to the Source First

Concerns involving classroom matters, student behavior, or teacher decisions should first be addressed directly with the teacher involved. Most issues can be resolved quickly with open and respectful conversation.

If Unresolved, Contact Administration

If the issue remains unresolved after speaking with the teacher, parents may bring the concern to the school principal for further discussion and guidance.

GRIEVANCE PROCEDURE



Formal Appeal (If Necessary)

If additional resolution is needed, a written request may be submitted to the school board chairperson, who may bring the matter to the board for review during executive session.

Throughout this process, we ask all parties to maintain a spirit of grace, mutual respect, and shared commitment to student success. We strive to follow the counsel of Matthew 18:15-17 in handling all conflicts privately and redemptively.

SPIRITUAL LIFE

Burleson Adventist School is a Christian learning community where faith is woven into every part of the day. Our goal is to nurture students' relationship with Jesus and help them grow in character, service, and spiritual understanding.

Daily Devotionals

Each class begins the day with prayer and worship, creating a Christ-centered atmosphere where students are encouraged to reflect, share, and grow spiritually.

Weekly Chapels

Students attend chapel once a week for worship, singing, and messages designed to help them apply biblical principles to their daily lives.

Bible Classes

Bible instruction is part of the daily curriculum at every grade level. Students learn stories, doctrines, and values that align with the teachings of the Seventh-day Adventist Church.

SPIRITUAL LIFE

Service Opportunities

Students participate in service projects—on campus, in the community, and in support of global missions—learning the importance of compassion, humility, and active faith.

Spiritual Emphasis Weeks

Throughout the year, BAS hosts special events such as Week of Prayer and other spiritually focused programs that encourage deeper reflection and personal connection with God.

Our Aim

We believe that true education prepares students for a life of purpose—both here and for eternity. Our prayer is that every student who walks through our doors will encounter the love of Jesus and grow into the person God created them to be.

TECHNOLOGY USE

At Burleson Adventist School, we view technology as a tool to enhance learning, not distract from it. Our goal is to equip students to be responsible digital citizens who use technology with integrity, creativity, and purpose.

Classroom Technology

Technology is integrated into instruction through age-appropriate devices and platforms.

- PreK: No student devices; focus on hands-on learning and social development
- K-2nd: Access to iPads for academic enrichment and early literacy tools
- 3rd-8th: 1:1 Chromebooks for research, writing, projects, and collaborative learning
- Teachers: Equipped with MacBook Pros, iPads, and interactive smart boards

TECHNOLOGY USE

Usage Guidelines

- Devices are used only during instructional time with teacher permission
- All student activity is monitored through school-managed accounts and filtering software
- Students are expected to treat all school devices with care and report any damage immediately

Digital Citizenship

We intentionally teach students how to navigate the digital world with wisdom and integrity, including lessons on:

- Online safety and privacy
- Respectful communication
- Avoiding plagiarism and misinformation
- Managing screen time and digital balance

Monitoring & Accountability

All student Chromebook use is filtered and monitored using GoGuardian or similar software. Each student is issued a school email, which allows us to track their digital activity and maintain safe browsing habits.

TECHNOLOGY USE

Technology Maintenance

We aim to maintain a 4-year upgrade cycle to ensure all devices remain current and functional. Devices older than 4 years may be retired, recycled, or offered for purchase as “used” devices to families.

Internet Safety & Filtering

Our campus Wi-Fi is protected by firewalls and content filters that block inappropriate material and ensure compliance with digital safety regulations.

PHONE AND SMART DEVICE POLICY

To support a focused, respectful, and Christ-centered learning environment, students may not carry or use personal cell phones or similar devices during the school day at BAS. **Smartwatches are not allowed on campus at any time.**

Why This Matters

Though technology has value, misuse during school hours has led to issues like bullying, cheating, distraction, and inappropriate content—none of which align with our mission or values.

Policy Guidelines

- Cell phones must be turned in to the homeroom teacher each morning.
- Devices may not be kept in pockets, backpacks, lockers, or on the student.
- Teachers will securely store and return devices at dismissal.
- Students may not use personal devices during class, lunch, breaks, or restrooms.
- Device use in restrooms or locker rooms is a major infraction.

PHONE AND SMART DEVICE POLICY CONT..

Consequences

- 1st Offense: Parent notified, device turned into the principal.
- 2nd Offense: \$10 fine, parent notified, device turned into the principal.
- 3rd Offense or Serious Misuse: Device no longer allowed on campus.

BAS is not responsible for lost, damaged, or stolen personal devices.

Communication

Students may use the office phone to contact home. Parents should call the school office during the day for urgent matters.

Our Faith-Based Approach

"Whatever is true... think about such things."
– Philippians 4:8

This policy helps protect a peaceful, purposeful school culture grounded in faith and focused on learning. We appreciate family support in upholding these boundaries.

EMERGENCY PROCEDURES

The safety of our students and staff is our highest priority. Burleson Adventist School follows detailed emergency protocols to ensure we are prepared for any crisis situation. We regularly review and practice these procedures in partnership with local authorities.

Fire, Lockdown, and Tornado Drills

- Conducted throughout the year as required by the Texas Conference and state safety guidelines
- Students are taught proper procedures and expectations for each type of drill
- Teachers carry emergency bags and class rosters for accountability

Lockdowns

- In the event of an intruder or outside threat, the school will follow a full or partial lockdown protocol
- During a lockdown, all doors will be secured, and no one will be allowed to enter or leave the building
- Parents will be notified via our emergency communication system with updates

EMERGENCY PROCEDURES

Severe Weather

- Tornado and shelter-in-place drills are held seasonally
- If threatening weather occurs during dismissal, students will remain indoors until it is safe
- In the event of a delayed start or closure due to inclement weather, families will be notified by text, email, and social media

Medical Emergencies

- Staff are trained in CPR, First Aid, and AED usage
- Emergency medical services will be contacted if a situation requires immediate medical attention
- Parents will be notified as soon as possible in the event of a medical emergency involving their child

Evacuation & Reunification

- In the case of a building evacuation, students will be relocated to a secure, predetermined location
- Families will be notified of the reunification point and pickup procedures
- Students will only be released to authorized adults listed on the student's emergency contact form

EMERGENCY PROCEDURES

Communication During Emergencies

- The school will use multiple channels (JupiterEd, email, social media) to provide updates
- Please ensure your contact information is always current with the front office
- In a true emergency, phone lines may be prioritized for first responders—please wait for official communication when possible

CONTACT INFORMATION



817-295-6812



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At Burleson Adventist School, we believe that true education develops the whole child—mind, body, and spirit. Our goal is to guide students not only toward academic excellence but toward a lifelong walk with God. Thank you for allowing us to be part of your family's faith and learning journey.