



**Bentonville Seventh-day Adventist School**

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Bentonville, AR 72712  
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**Adventist Education**

**2022 - 2023  
School Handbook**



***“Let your light so shine before men,  
that they may see your good works and glorify  
your Father which is in heaven.”***

**Matthew 5:15-17**

*“True education is the preparation of the physical,  
mental, and moral powers for the performance of every duty;  
it is the training of the body, mind, and soul for divine service.”*

**Messages to Young People, pg. 168**

# Directory

School	
Office	(479) 271-8887
Fax	(479) 271-8887
Principal: Grades 5-8	<a href="mailto:rockingrb@yahoo.com">rockingrb@yahoo.com</a>
Rene Otts	(502) 529-6197
Teacher: Grades 1-4	<a href="mailto:kerrylt67@yahoo.com">kerrylt67@yahoo.com</a>
Kerry Thall	(417) 545-1544
Teacher: Kindergarten	<a href="mailto:belindacennes@yahoo.com">belindacennes@yahoo.com</a>
Belinda Ennes	(502) 523-5646
Teacher: Pre-Kindergarten 4 year olds	<a href="mailto:leidybug60@hotmail.com">leidybug60@hotmail.com</a>
Joann Short	(918) 207-8227
Teacher: Pre-Kindergarten 3 year olds	<a href="mailto:vmirley@gmail.com">vmirley@gmail.com</a>
Mirley Villegas	(423)-853-2823
Pastor of BSDA church	<a href="mailto:fvillegas@arkla.org">fvillegas@arkla.org</a>
	(423) 853-2825

## *Mission Statement*

*The Bentonville Seventh-day Adventist School is dedicated to the preparation of young people for unselfish service to God, their community and humanity.*

# **Philosophy**

Adventist education seeks to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition, to ensure maximum development of each individual's potential; and to embrace all that is true, good and beautiful.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity.

In Adventist education, homes, schools, and churches, cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

## **About Seventh-day Adventist Education**

Our school is an accredited member of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, which is a recognized member of the National Council for Private School Accreditation.

The Seventh-day Adventist Church operates the largest Protestant educational system in the world. Currently, there are approximately 7,600 schools around the world, which includes elementary schools, high schools, colleges, and universities.

In the Arkansas-Louisiana Conference of Seventh-day Adventists, several Adventist elementary schools are operated by local churches including the Bentonville Seventh-day Adventist School in Northwest Arkansas. Ozark Adventist Academy in Gentry provides a quality education for high-school age students. The nearest Adventist University is Southwestern Adventist University located in Keene, Texas (near Dallas-Fort Worth).

# Admissions

The Bentonville Seventh-day Adventist School is operated by the Bentonville Seventh-day Adventist Church under the direction of the Arkansas-Louisiana Conference of Seventh-day Adventists, following policies & guidelines of the Southwestern Union Conference and the North American Division of Seventh-day Adventists.

The school has primarily been established to educate the youth of our church; however, students from other religious backgrounds will be accepted under certain conditions and if space is available. The Bentonville Seventh-day Adventist School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, or other school administered events. In all cases, the standards of the Seventh-day Adventist Church will be maintained.

Bentonville Seventh-day Adventist School does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Bentonville Seventh-day Adventist School and the Seventh-day Adventist Church.

The Bentonville Seventh-day Adventist School is not equipped to offer Special Education and is therefore unable to accept pupils who have serious scholastic or behavioral problems, are mentally challenged, or have other diagnosed learning disabilities that would pose a challenge in a multi-grade class setting.

## Admission Requirements

### Age

A child who will reach the age of three (3) by September 1st or has not reached the age of five (5) by September 1st of the current school year may apply for admission to the Pre-Kindergarten program.

Children entering Kindergarten must be five years old by September 1st of the current school year. If your child has started Kindergarten in another state with a later cut-off date, they will be accepted into our program.

Children entering Pre-Kindergarten & Kindergarten must be able to tend to his/her toileting needs independently.

A child who will reach the age of six by September 1 of the current school year may apply for admission to first grade. New students entering the first grade will need proof (*by report card and/or testing*) that they have met the required Kindergarten Skills.

## **Transcript of Previous Education**

All students transferring from other schools will be required to present a transcript of all previous work before registration will be considered complete. Testing will be used in certain situations to help determine grade level. **Home school students must provide document of any standardized test taken and sufficient record of work completed. Without this information, it will be the discretion of the principal as to grade level placement after testing.**

## **Unpaid /Delayed Tuition Accounts**

Without prior approval, no student will be allowed to enroll whose account from a previous year is unpaid here or at another SDA school. When there are special circumstances which prevent full payment before the beginning of a new school year, the final decision on admission will be made by the School Board. If a parent expects some difficulty which prevents payment of the tuition on a timely basis, arrangements must be made in advance and approved by the School Board.

## **Physical Examinations**

The Arkansas-Louisiana Conference requires a physical examination for all NEW students and all students entering the 5th grade. This information must be on file by the end of the third week of school. Failure to comply will result in the removal of the child from school until such exam is completed.

## **Acceptance of Student Applications**

The final decision on all applications for admission will be made by the School Board. Each new student will be on probation for the first four weeks of school to ensure that BSAS is a good fit for the student. The following items (in addition to those listed previously in this section) will be considered by the School Board before admission:

- |   |             |
|---|-------------|
| 1. Scholastic ability and record        | 3. Behavior |
| 2. Physical/Learning challenges, if any | 4. Attitude |

## Parent-Teacher Relations

“In the formation of character, no other influence counts so much as the influence of the home. The teacher’s work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate.” EDUCATION, p. 283

“The parents’ work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness.” FUNDAMENTALS OF CHRISTIAN EDUCATION, p. 69.

As noted above, the success of the school depends in a large measure upon the fullest cooperation between parents and teachers. Your involvement and support are vital to your child’s success. The following suggestions for parental involvement will contribute to a more effective school program:

- Pray for your child each day.
- Pray for the school, its program, and the teachers each day.
- Volunteer to help at school. Complete a volunteer form in the front office.
- Attend parent meetings.
- See that your child reports to school daily and is on time.
- Check assignments nightly or regularly to evaluate your child’s progress.
- Support your child’s teacher in promoting the school and various programs.
- Check to be sure your child is dressed according to dress code.
- See that your child gets adequate sleep (8-10 hrs/night).
- Provide adequate diet (excess sugar negatively affects learning & behavior)

### Complaint Procedure

If a misunderstanding and/or problem arises between teachers, principal, and/or parents, it is very important that it be dealt with quickly and in a Christ-like fashion (*Matthew 18:15, 16*). The Arkansas-Louisiana Conference of Seventh-day Adventists has a Complaint Procedure (see **appendix A**) that should be followed in resolving such cases. It is crucial that this procedure be followed.

**Grades 1-8 Tuition:** \$4,700.00

**Grades 1-8 payment options**

By the Month: (10 payments-August through May)	per student:	\$470.00
By the Semester: (on or before start of semester)	per student:	\$2,009.00
By the Year: (on or before start of school)	per student:	\$4,230.00

**Miscellaneous Fees: (one time charge)**

School Supplies Fee: (non Refundable) Grades Pre-K thru 8 <sup>th</sup> Grade	per student:	\$50.00
Science Lab Fee: (non refundable) Grades Pre-K-5 thru 8 <sup>th</sup> Grade	per student:	\$40.00

**Discounts:**

Families with two or more children attending school at the same time receive a \$10/child per month discount. SDA Church members receive a \$50 per month discount.

**Making Payments**

Tuition is due by the first of each month, with the exception of August, which is due at registration. However, payment can be delayed until first day of school with approval. If you pay on the first day of school, it is important to note that the second payment (September) is due less than a month later! Tuition due is based on months, not days, therefore, no pro-rating will be made to determine charges. A full month's tuition will be due regardless of the number of days attended during month. Since the payment amount is the same each month, parents are encouraged to send their payments on a regular basis without waiting for a statement (Failure to receive a statement doesn't relieve your obligation to make payments on time).

**Method of Payments Accepted:**

Check: Checks should be made out to the Bentonville Seventh-day Adventist School or "BSAS." If you are paying by check, you may mail to the address below or you may give the payment to school secretary.

Tuition payments should be mailed to: Bentonville Seventh-day Adventist School  
2522 SE 14<sup>th</sup> Street  
Bentonville, AR 72712

Cash: Please, give all cash payments to the School Secretary/office and ask for a receipt! Should a question arise if a cash payment was made, you will need to provide a copy of your receipt as proof. Again, for your own protection, please obtain a receipt for all cash payments.



# The School Day

## School Hours

School begins at 8:00 A.M. and dismissal is at 3:15 p.m., except on Friday when dismissal is at 1:00 p.m. and half days when dismissal is at 12 noon. Students should arrive no earlier than 7:50 a.m. and be picked up no later than 3:30 p.m. If, on occasion, for any reason, a child must arrive before 7:50 a.m., arrangements must be made in advance with the school secretary and/or the principal, to see if care is available

Bentonville Seventh-day Adventist School has adopted a closed campus policy. Students will be restricted to the school grounds from their arrival at school until their parent or guardian picks them up after school. Exceptions apply to field trips and other school-sponsored outings.

No child will be dismissed from school until the parent, guardian, or a person designated by the parent/guardian personally calls for the child. Parents/guardians should designate, in writing, at registration time the names of people who are permitted to transport their children. In addition, a note to teachers/office on a day when there is an exception will be required.

**It is very disruptive to the classroom atmosphere when students are late to school and/or when they are picked up early.** Parents who expect that their child will have to be taken out of school early for a doctor's appointment, etc. should notify the teacher/school in advance. Students who are late or must leave early should enter/exit the classroom with minimum disruption to the class. If a student arrives after 8 a.m. they will be considered tardy. Any unexcused tardy more than 1 ½ hrs. will be marked absent for ½ day. If a student is picked up before 1 p.m. they will be counted as being in school for half a day (*with the exception of Fridays and ½ days*)

Parents should not take their child off school grounds during the day without personally making sure that the teacher/office is aware that the student is leaving. **You must sign your child out on the sheet located in front of the Secretary's office.**

**IF A PARENT/GUARDIAN IS TAKING THE CHILD OUT OF SCHOOL DURING SCHOOL HOURS, THE PARENT IS REQUIRED TO STOP IN THE OFFICE; DO NOT GO TO THE CLASSROOM, AND SIGN THE STUDENT OUT. THE OFFICE WILL NOTIFY THE TEACHER OR GET THE CHILD.**

**IF THE IDENTITY OF THE PERSON SIGNING OUT THE STUDENT IS NOT READILY KNOWN TO THE OFFICE STAFF OR LISTED ON TRANSPORTATION CONSENT FORM, PICTURE ID WILL BE REQUIRED AND A COPY MADE BEFORE THE CHILD IS RELEASED, AS WELL AS PHONE CONTACT WITH A PARENT. IF NO PHONE CONTACT IS MADE, THE CHILD WILL NOT BE RELEASED. NO EXCEPTIONS.**

however, absences in excess of 30 days and students inability to complete missed work in a timely manner, could result in the child having to repeat that grade. Please consult with the principal and teacher ahead of time.

## **Tardy Policy**

Students are expected to be present when the school day begins, or they will be counted tardy. Teachers will take attendance promptly at 8:00 a.m. when the last bell rings. If a student arrives after 8 a.m. they will be considered tardy. Any tardy more than 1 ½ hours, they will be marked absent for ½ day. All tardies are unexcused except for doctor appointments or unpreventable issues (i.e. accidents, vehicle problems) etc. Tardiness will be recorded as part of the student's permanent record. Work and activities missed when a child is tardy will be made up at the discretion of the teacher. If work is to be made up, it will be done during recess or taken home as additional homework. More than five tardies per grading period is considered excessive.

Excessive tardiness will result in consequences such as a parent/child conference with the principal; the child losing recess; written assignments; not participating in fieldtrips, and suspension if the infraction is not corrected. Keep in mind that if a student does not participate in a field trip they will be expected to stay home if there are not teachers at school. PARENTS, it is your responsibility to get your child here and in the classroom no later than 8 a.m. everyday. When a student is tardy, a parent must sign the student in at the front office before they are allowed in the classroom.

## **PreK Attendance Policy**

Pre-Kindergarten at Bentonville Seventh-day Adventist School is expected to run on the same schedule as the rest of the school. While the students in Pre-Kindergarten are not subject to the attendance laws of the State of Arkansas, they are subject to the policies of the school. Following are the policies that apply to all Pre-Kindergarten students.

- Students are expected to be at school each school day. If for some reason your child will be absent, please let your child's teacher know. Students will not be penalized for being absent, but they will miss out on the instruction for that day. There will not be any adjustments in tuition regardless of how many days a child is absent.
- Students are expected to be on time each day. This is not optional. Instruction starts promptly at the beginning of each school day. Tardy students miss out on this instructional time. Tardy students also disrupt other students both in their classroom and other classrooms. This affects the education of the entire school negatively. We ask that all our students be on time so that Bentonville Seventh-day Adventist School can continue to provide a quality education to each and every student who attends.

## Sunday Activities

If a community based activity is planned (International Fair; In Step for Life in the Park, Science Fair, etc), attendance is required and the day will be counted as a school day. See calendar.

# After School Program

The After School Program is a fee-based program for students in PreK through Grade 8. We provide a safe and caring environment for your child/children to interact and participate in enrichment activities. Homework assistance, arts and crafts, math and science fun, free play, as well as a healthy snack will be offered daily. The program operates on regular school days, and parents will be notified of all exceptions to this well in advance. Students must be signed out of the program by parents.

## Hours of Operation

Dismissal - 6:00 pm Monday – Thursday

Dismissal - 4:00 pm Fridays

## Fees

Prepaid Accounts: \$216/month *(if you pay for a day and do not use it your account will not receive a credit)*

Weekly Accounts: \$6.50 for any portion of an hour

Late Pick Up Fee \$1/minute after 6 pm Monday –Thursday and \$1/minute after 4 pm Fridays

## Payments

Prepaid Accounts: Payments are due on the first day of each month. Fees for August are due on School Registration Day. Payment can be made online at Adventist School Pay or with cash/check in the office. If paying by check, include child's first and last name in the check memo area with "Afterschool Care." **Late Payment Fee: \$10 a month**

Weekly Accounts: Bills will be generated weekly and payments are due the Friday after you receive the bill. **Late Payment Fee: \$10 a week**

- Any displays of romantic affection and/or gestures.
- Using or possessing alcoholic beverages, drugs, or tobacco.
- Gambling, betting, possession of playing cards, or other gambling devices.
- Using or possessing any games, cards (such as Pokémon), etc. not portraying Christian values.
- Bringing knives, firearms, fireworks, or explosives on the school grounds or to school activities, or any replica, toy, etc. of such items.

Students engaging in these forms of behavior may face **immediate suspension**, pending a vote of the School Board to consider the expulsion of that student from school.

Wearing cosmetics (excessive facial make up & eye shadow; any unnatural nail polish) or any form of jewelry except a watch or medical bracelet is not allowed. While not adhering to this does not require immediate suspension, repeated offenses will result in suspension.

Any student/parent whose general attitude or conduct is considered antagonistic to the spirit, program, or discipline of the school will be subject to dismissal. The school board has designated the principal/teachers as the persons responsible for the enforcement of all school regulations.

**All regulations adopted by the school board and communicated to the parents/students in written form after the publication of this handbook, have the same authority as those published in this handbook. This will also include any revised editions of the handbook during the year.**

### **Classroom Discipline**

Teachers are expected to deal with routine classroom discipline problems. Disciplinary measures that seem reasonable to the teacher will be administered to students who break classroom rules or interfere with learning privileges of other students. An attempt will be made to match the discipline with the misbehavior.

The following are approved disciplinary actions:

- Counseling with students.
- Taking away privileges. If students are kept from recess, regular physical education class will provide adequate exercise for the day.
- Time out.
- Separation from other students.
- Special writing assignments.
- Conferences with parents and student face to face.

# Bentonville Seventh-day Adventist School

## Harassment & Anti-Bullying Policy

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### What is Bullying and Harassment?

**Bullying** is the conscious desire to hurt, exclude or put someone else down to make themselves look better.

**Bullying** can be done through looks, actions, words or social media such as Facebook/YouTube or by electronic devices such as cell phones or computers.

**Bullying** is **NOT** a joke; it is unacceptable.

**Each student has the right to feel safe, happy, and wanted.**

### Bullying could include:

- Being ignored constantly.
- Being excluded from the group.
- Having rumors spread about you.
- Being made fun of.
- Being put down.
- Unwelcome sexual advances.

### YOU help a bully by:

- Providing an audience.
- Not supporting someone who is being bullied.
- Passing on harassing notes.
- Passing on rumors.
- Laughing at a bully's actions.

### Being Bullied or Harassed?

#### Here is what you can do:

- Be Assertive. Explain to the bully how you feel.
- Discuss it with friends and get help from them.
- Consider **your** behavior.
- Avoid situations which lead to bullying.
- Ignore it. Don't let the bully know that you are upset.
- Go to the school secretary or teacher
- Talk to a trusted person.
- Talk to your parents.

#### REMEMBER:

It is OK to let someone know what is happening.

#### Possible Consequences for Bullies:

- Counseling
- Confronting you with your victim.
- Have you listen to your victim's hurt.
- Contact your parents/guardians.
- Insist on and monitor a behavior contract.
- Take away privileges.
- Suspend you from school.
- Ask you to leave the school.
- Take legal action.

### Here's how the School Can Help You:

- Provide a reporting method.
- Provide counseling.
- Give advice on how to handle the situation.
- Keep confidentiality if requested.
- Listen sympathetically and carefully and take your problem seriously.
- Support you. Investigate all incidents.
- Bring both the victim and the bully together, if both are willing, to work the situation through.

**All bullying and harassment will be taken seriously.**

### When does bullying and harassment occur?

- It can occur anytime and anywhere!

#### REMEMBER.

If you are bullied or harassed, you **CAN** do something about it.

This company is approved to put our school logo on any item. There will be a per item charge for this service. Kreations is not responsible to approve uniforms.

If you have any questions on appropriate uniform items and want to have them approved before having them embroidered, please see the office.

### **For neatness/cleanliness**

Uniforms should always be clean and free from stains. Clothing which has become worn, faded, and in need of repair should not be worn to school. Some blouses and shirts may need to be tucked in. Boys' hair that is excessively long or hangs over the eyes is **NOT** acceptable. Students' hair should always be neat and well groomed.

### **For necessity**

In God's eyes, the inward adorning of a meek and quiet spirit is "of great price" as opposed to the outward adorning of "wearing of gold" and the "putting on of apparel" (I Peter 3:3, 4). Therefore, **jewelry (including jewelry made from cloth, yarn, etc.), excessive cosmetics, body glitter, tinted nail polish, tattoos (temporary or permanent), body painting (pictures/emblem/logo/etc.), extreme or faddish styles of clothing, items that distract, and extreme or faddish hairstyles and colors are not considered necessary and should NOT be worn to school. The wearing of earrings is not permitted.** If ears are pierced, a flesh tone spacer without decorative tips (color or metal), can be worn. **NO EXCEPTIONS.** Teachers or staff are not allowed to remove earrings. If the student is not capable of removing earrings on their own, a parent will be called to do so.

Students may choose to wear long-sleeved shirts (school colors, black, or gray only) under their uniform shirt, or a jacket over it. This is acceptable as long as the uniform is easily visible at all times. Sweatshirts or sweaters that do not open in the front with a zipper or buttons are not allowed. The uniform logo must be easily observed.

### **For modesty**

Dresses and skirts should come to within 1 inch of the top of the knee or be longer. Shorts should be no shorter than 2 inches above the knee. Shorts or leggings (school colors, black, or gray only) may be worn underneath dresses or skirts (*this is especially encouraged for girls in grades PreK-Grade 4*). Pants must be worn at the waist and no part of the buttocks should be seen when bending or reaching.

(for toileting needs). Also, an extra set of clothes should be sent to school for emergency needs. **No clothing (including hooded sweatshirts and jackets) with strings or any garment which ties around the neck, are to be worn to school.**

## **Miscellaneous**

### **Eighth Grade Graduation**

The eighth grade year is a special time for students at Bentonville Seventh-day Adventist School. Activities and privileges for eighth-graders vary from year to year, but always culminate with 8th grade graduation (evening program and reception) during the month of May.

All students in Grades PreK—Grade 7 are encouraged to attend graduation. In addition, 5-7th graders and/or their parents are asked to help with such things as decorating and perhaps serving at the reception. We encourage students and parents to support the 8th graders during the year and with their presence at the graduation program.

### **Kindergarten Graduation**

Kindergartners promoted to the first-grade will also have a graduation program in conjunction with the eighth graders.

The school cannot be responsible for items missing from desks or lockers. Student desks and lockers should be kept neat and clean and free of writing, stickers, and gum both inside and out. Students are responsible for damages to lockers or desks caused by kicking locker doors, forcing locker doors open, tampering with a lock mechanism, writing or scratching on lockers or desks, etc. Students should report any problems to their teacher immediately.

## **Lunch**

Parents and/or guardians should send a nutritious sack lunch to school each day, which lunch should be sent with your child in the morning. Microwave ovens are available for reheating food, but the limited time for lunch break does not allow for cooking food. Hot lunches may be available on selected days of the week. Advanced notice will be sent home along with a menu and prices when this is an option. Hot lunches are to be paid for separately from the tuition and on a weekly or monthly basis.

Seventh-day Adventists believe that their bodies are the temples of the Holy Spirit (I Cor. 6:19) and as such, refrain from eating and drinking certain things that are considered harmful to their bodies. Students should not bring for their lunch any foods that contain **pork products (ham, sausage, pepperoni, etc), shrimp, lobster or crab, or any food or drink product that contains caffeine**. Students should not bring an excessive amount of sweets or high-sugar food items. If items of this nature are brought, the teachers may require the student to refrain from eating it at school. Please check with your child's teacher if you have questions about a particular product. Parent/students should not have delivery people come to the school to deliver lunch.

## **School Board Meetings**

General school board meetings are open to anyone who desires to observe. However, advance notice should be given to school board chairperson. Executive meetings requiring executive discussions, decisions, and vote is not open to non-board members. The visitors are guests and should only observe unless asked by board to speak or do otherwise. When sensitive items are to be handled, the board may go into executive session and ask all visitors to temporarily leave while these items are dealt with. Any constituent of the school or parent may address the school board by obtaining prior permission from the school board chairperson who will decide the merit of the request.

## **School Calendar/Newsletters**

At the beginning of the school year a basic calendar listing conference-approved dates for the school year (such as holidays and nine-week grading periods) will be distributed to parents in the school handbook. If any changes are made to the calendar as a month progresses, parents will be informed by the teachers/staff by notes and/or updated calendars that are sent home with the child. School newsletters, our website, and our facebook page will also have current and updated information.

**[www.bentonville.adventistschoolconnect.org](http://www.bentonville.adventistschoolconnect.org)**  
**[www.facebook.com/bentonvilleadventistschool](https://www.facebook.com/bentonvilleadventistschool)**



**DURING SCHOOL HOURS ALL PARENTS/VISITORS MUST USE MAIN DOOR AND SIGN-IN AT THE FRONT OFFICE. AT NO POINT SHOULD A PARENT OR VISITOR WALK INTO A CLASSROOM WITHOUT PRIOR ARRANGEMENT WITH THE TEACHER.**

### **Volunteers**

We encourage parents to participate in our school by volunteering their skills and time. Prior to volunteering, parents must complete a computer program questionnaire and background clearances check, and provide the office with a copy of his/her driver's license and car insurance. This is required for field trip drivers and hot lunch helpers as well as classroom or office helpers.

### **Withdrawal Policy**

When a student withdraws from school, all textbooks including consumables, library books and any other school property/equipment must be returned to the school. A withdrawal form must be obtained from the office and completed prior to withdrawal to be considered officially withdrawn. Student's account must be paid in full (*See Past Due Accounts for action taken if failure to pay*).

## **A Parting Word**

Often, as one reads a handbook of any kind, the tendency is to come away with the idea that it is a list of do's and don'ts, which, of course, in some ways it is. However, we want to assure you that at the Bentonville Seventh-day Adventist School, we major in the majors and minor in the minors. That means that in the classroom and on the playground we major in lifting up Christ to our students. We major in building our relationship and our students' relationships with Jesus. We major in teaching the 3 R's plus a whole lot more.

As parents, read this handbook carefully and take care of the important, and even the minor things, before your children come to school. Teachers can then concentrate their efforts on doing what they love most: TEACHING!

We pray you will consider, or continue, sending your children to the Bentonville Seventh-day Adventist School. God has a plan for each of their lives. We want to have a part in that plan.

*Train up a child in the way he should go: and  
when he is old, he will not depart from it.*

*Proverbs 22:6*

- A. If the concern is unresolved at Step Three, the school board chairman will invite the concerned individuals to appear at the next school board meeting. The signed documentation from Step Three will be presented at the meeting.
- B. The ARKLA Conference educational superintendent or designee will be present.
- C. The concerned individuals will be given opportunity to express their complaint and the teacher or principal will be given opportunity to reply. The school board members may question both parties.
- D. After this questioning period both the concerned individuals and the teacher or principal will be asked to leave the room while the board decides if this is a parent/student problem, a teacher/principal problem, or a combination of both.
- E. If this is a parent/student problem it will be dealt with according to policy in the school handbook and Southwestern Union educational policy. This conclusion reached by the board will be given to the parent in written form and the matter will be closed.
- F. If this is a teacher/principal problem this process will progress to Step Five.
- G. The discussions and conclusions will be kept confidential by all parties involved.
- H. The school board will evaluate the situation to determine if new school policies and procedures should be implemented to avoid similar problems in the future or to correct the current problem.
- I. **At no time during a school board meeting may a complaint against a faculty member be presented without first having followed the procedures outlined in the previous steps.**

**STEP FIVE: Teacher/Principal Problem**

- A. If it is determined by the school board in the presence of the educational superintendent that the concerns are due to teacher/principal problems, the problems will be concisely outlined in writing by the educational superintendent and presented to the teacher/principal along with expectations to correct the problem. A procedure to evaluate the expected changes will also be determined. A copy of the problems, the expectations, and the evaluation procedure will also be shared with the school board chairman.
- B. After approximately 60 days the teacher's/principal's progress will be evaluated with a copy of the results given to the teacher/principal and the school board chairman. If expected progress is not evidenced the superintendent will send the teacher/principal a letter outlining the seriousness of the situation.
- C. After a second 60 day period the teacher's/principal's progress will be evaluated again with a copy of the results given to the teacher/principal and the school board chairman. If adequate progress has been made the concerns will be considered closed and a letter of appreciation given to the teacher/principal for their accomplishment by the superintendent. If adequate progress has not been made the superintendent will send the teacher/principal a letter informing the teacher that expected progress is not happening and that an administrative transfer to a new location may be necessary. If at all possible the transfer is not to take place during the school year.
- D. At the end of the second 60-day period the school board, with the superintendent present, will determine if the teacher can continue to function effectively in the school or if the K-12 Board will be asked to transfer the teacher to a new location.