

***BLUE MOUNTAIN SEVENTH-DAY  
ADVENTIST ELEMENTARY SCHOOL***

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**SCHOOL HANDBOOK**

A Co-Educational Day School  
Grades Pre-K through 8

Affiliated with

*The Pennsylvania Conference*

*and*

*The Columbia Union Conference*

*of*

*Seventh-day Adventists*

## **SCHOOL PERSONNEL**

### Teachers

Grades Pre-K to 3

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### Music Teachers

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### Office

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### School Board Chair

David Ringer 610 562-9527  
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### Treasurer

Krista Smith 570 366-2870  
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## **Constituent Church Personnel**

### Pastors

Alex DuBee Hamburg Community SDA Church 610 562-4840  
hamburgsda@aol.com  
Dave Sanner Blue Mountain Academy SDA Church 484 553-2686  
sanner4@aol.com

### Ministry Coordinator

Ron Goff Anchor Pointe Fellowship 610 763-4907

## Special Texts for Every Day

When in sorrow, read John 14  
 When men fail you, read Psalm 27  
 Before church service, read Psalm 84  
 When you have sinned, read Psalm 51  
 If you want to be fruitful, read John 15  
 When you are in danger, read Psalm 91  
 When you have the blues, read Psalm 34  
 When you worry, read Matthew 6:19-34  
 When you are discouraged, read Isaiah 40  
 When God seems far away, read Psalm 139  
 When doubts come upon you, try John 7:17  
 For Jesus' idea of a Christian, read Matthew 5  
 When you are lonely or fearful, read Psalm 23  
 For James' idea of religion, read James 1:19-27  
 When you forget your blessings, read Psalm 103  
 When your faith needs stirring, read Hebrews 11  
 When you feel down and out, read Romans 8:31-39  
 When you want courage for your task, read Joshua 1  
 When you leave home for labor or travel, Psalm 121  
 When your prayers grow narrow or selfish, Psalm 67  
 For Paul's secret of happiness, read Colossians 3:12-17  
 When you grow bitter or critical, read 1 Corinthians 13  
 When the world seems bigger than God, read Psalm 90  
 When you want rest and peace, read Matthew 11:25-30  
 For a great invitation and a great opportunity, Isaiah 55  
 For Jesus' idea of prayer, Luke 11:1-13, Matthew 6:5-15  
 For the prophet's picture of true worship, Isaiah 58-1-2  
 When you want Christian assurance, read Romans 8:1-30  
 For Paul's idea of Christianity, read 2 Corinthians 5:15-19  
 For Paul's rules on how to get along with others, Romans 12  
 When you think of investments and returns, Mark 10-17-31  
 Why not follow Psalm 119:11 and hide some of these in your heart?

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## **TELEPHONE USE**

Students may use the school telephone or their personal cell phone by permission only. All incoming calls to students should be placed through BME's secretary. See the above Technology Policy regarding use of cell phones.

## **VISITING**

Parents are invited to visit the school to give encouragement both to the students and teachers. Children from other schools may visit our school, if arrangements are made in advance with the teacher and/or the Principal. Pre-school aged children may visit the school only when accompanied by a parent or guardian. A Visitors' Day is held each spring for prospective students.

When visiting the school or attending school functions, all visitors are expected to follow all school rules and policies with regard to tobacco, alcohol, and drug use. Please drive carefully and safely on the school grounds.

## **YOUTH PROGRAMS**

Blue Mountain SDA Elementary School is supportive of the local Adventurer and Pathfinder Clubs and shares its facilities with those organizations.

## **RECESS POLICY**

Per a parent request, students may stay indoors due to health reasons or weather. If they remain inside, students will sit quietly in a staff-supervised room quietly reading or completing assignments.

## **SCHOOL BOUNDARIES**

Children are not to leave the school grounds/property during the school day unless prior arrangements have been made between parent or guardian, and the classroom teacher or principal.

## **TECHNOLOGY POLICY**

Computer programs, the Internet, television, DVD's, videos, radios, handheld games, etc. are used at school in order to facilitate learning and teach through interpersonal communications, access to information, research and collaboration. Students are expected to abide by all the rules established for the computers and other technology as listed in the Technology Policy received at Registration or in class. 7-8th grade parents and students must sign a Technology Contract. Our school's network is protected with software that restricts access to objectionable sites on the Internet and eliminates a vast majority of potential problem situations.

Cell phones, MP3's, radios, iPods, electronic games, etc. are not permitted during the regular school hours without special permission. These devices must be turned off and kept in a locker or book bag. Communication between students and parents should be made through the School Office. BME is not responsible for the loss of any personal items. Abuse of this rule subjects one to discipline.

# ***BLUE MOUNTAIN SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL***

***BME***

## **MISSION**

The mission of Blue Mountain Seventh-day Adventist Elementary School is to educate for eternity in a Christian environment that balances academics with spiritual, physical, mental, and social development.

## **WHO WE ARE**

BME is a part of the North American Division of Education. It receives subsidies from the constituent churches: Blue Mountain Academy Seventh-day Adventist Church, the Hamburg Community Seventh-day Adventist Church, and Anchor Pointe Fellowship.

## **OUR STUDENT BODY**

Our students are children from the aforementioned constituent churches. Other children are welcome to attend, provided admission requirements are met and the class size is deemed by the School Board to be satisfactory to provide a total educational program.

BME admits students of any gender, race, color, nationality, or ethnic origin and provides equal privileges, programs, and activities to all students attending the school. BME does not discriminate in the administration of the educational policies, admission policies, or other school programs.

It is understood that while no religious test is required of students to enter BME, applicants will agree, by their application to BME, to respect the Christian principles upon which this school is founded and to observe the policies as set forth in this handbook.

BME reserves the right to require a student to withdraw from the school at such time it is determined that the student cannot or will not comply with school regulations or live in harmony with its standards.

## **STANDARDS**

As a Seventh-day Adventist school, Christian principles are of primary importance in determining BME policies. Behavior that detracts from these principles or in any way distracts other students from attaining high goals whether spiritually, socially, scholastically, or physically will be deemed inappropriate.

## **SPECIAL EDUCATION**

BME does not have the necessary equipment, training, or staff to offer special education. Parents may pursue some special education services through the Intermediate Unit or local public school district. However, students with serious physical, social, or scholastic difficulties may not be accepted if it is determined by the faculty and School Board that having them as part of the student body would be detrimental to themselves, other students, or the school itself.

## **PARENTAL INVOLVEMENT**

Parents have asked how they can help us. BME trusts that this list may be helpful:

- Financial gifts are tax deductible. Encourage others to support Christian education.
- Donating supplies (e.g. paper, kitchen supplies, etc.)
- Serving as a room parent.
- Chaperoning field trips.
- Serving as a resource person when possible and feasible, such as sharing unusual occupations for special interests with classes.
- Encouraging students in fund-raising activities.
- Donating acceptable books to the school library. (Please understand that all books will be screened.)
- Supporting the school policies and procedures.
- Praying for the school, students, and staff.
- Contacting classroom teacher or principal to learn current classroom needs.

## **PARTIES AND GIFTS**

No parties for any of the school family are to be held during school hours unless the Principal, one of the teachers, or the Home & School Leader acts as a sponsor. Children are not to collect money or ask others to bring food or gifts unless proper arrangements are made.

## **PRIVATE LESSONS**

All private lessons (those not sponsored by the school) must be arranged outside of regular school hours. Late arrival or early dismissal due to private lessons will be recorded according to the Early Dismissal, Absence & Tardiness Policy.

7. Hair is to be neat, clean, out of the eyes, of a natural color, and conservative cut and style.
8. All extra clothing, jackets, lunches, etc., are to be kept in student lockers.
9. The responsibility to evaluate questionable attire lies with the Principal and/or teacher. Direct communication with the parents on any dress code offense will be by phone and/or letter. Offending students may be asked to call a parent to bring a change of clothes.

### **FIELD TRIPS**

A field trip is any school-sponsored event that takes place off school property. In order to participate in a field trip, students must have written consent from a parent/guardian. In accordance with Insurance regulations, **verbal consent will not be accepted.**

### **HOME & SCHOOL ASSOCIATION**

The Home & School Association provides tremendous support and inspiration to the educational life of our students. Home & School activities provide program support for parents and teachers. The financial support to the school provides for improvements that otherwise would not be possible. Plan to be an active part of the Home & School Association.

### **INSURANCE**

Supplemental accident insurance is included in the registration fee. This insurance is a secondary insurance, and will provide coverage as delineated in the school insurance policies.

Claims for insurance from school accidents should be made through the school. Any accident must be reported to the principal at the time of occurrence. Bring required bills to the school, and complete and sign the necessary forms as required in a timely fashion in order for them to be forwarded to the insurance company.

## **ADMISSION POLICY**

A child **MUST** have his/her sixth (6th) birthday by September 1st to enter First Grade. An exception may be made if the child completed Kindergarten during the previous school year. A child must have his/her fourth (4th) birthday and be toilet trained by September 1st prior to entering the Pre-K class. Admission forms must be completed and returned to the school office. Student will not be registered until all admission forms have been received. Every student must have on record at the school office a transcript of any previous work, record of immunizations to meet state requirements, and a *Continuing Consent to Treatment* form. A new student must show satisfactory evidence of having completed the previous grade. Final grade placement will be based on transcript information and the discretion of the teaching staff.

Proof of a recent physical examination (must be done within twelve (12) months of the start of the school year) is required of all new students, as well as those entering Grades K, 1 and 6. Proof of a dental examination is also required for all new students and those entering Grades 3 and 7. The results must be recorded on a school-provided form and will then be filed in the students school file. Several examinations will be made during the school year, and parents will be notified of irregularities that may be found in sight, hearing, etc. Medical forms must be completed by a licensed health care provider.

## ENROLLMENT PROCEDURE

1. Complete an application (Registration) form
2. Complete the yellow card for emergency contact and medical/insurance information
3. Provide verification of age at the time of entrance (i.e. birth certificate)
4. Provide evidence that the child meets current Pennsylvania immunization and Health requirements (see Health Requirements)
5. Submit pertinent educational records (i.e. report card)
6. Fill out a request form for records from transferring school, if applicable
7. Each prospective student and parent must be interviewed by the Homeroom Teacher and/or the Principal. Students entering Kindergarten and First Grade must take a readiness test.
8. Pay the required Registration Fee upon enrollment.
9. In some circumstances, upon request, each prospective student may be given a readiness test to determine suitability for admission into the regular school program or reading/math or grade level.
10. In some circumstances, upon request, provide names and addresses of three (3) individuals for reference. One must be a former teacher and one a pastor.

## ATTENDANCE

Pennsylvania State law requires the school year to include one hundred eighty (180) days of instruction. It further requires that all children ages eight (8) through seventeen (17) shall be in attendance at a duly constituted school, and that such attendance shall be regular and consecutive. Excessive or irregular attendance will be deemed inappropriate behavior.

## OTHER POLICIES

### APPEARANCE

As in all areas, it is our privilege to honor our Creator, especially in our dress. BME focuses on appropriate character development. Attire must be neat, healthful, and appropriate. Because BME desires to educate the total person, teaching proper principles of dress is included as part of the curriculum. Pupils are required to wear neat, modest, and appropriate apparel that does not distract from our educational process.

### DRESS CODE

BME's School Board has developed the following guidelines:

1. Polo shirts with the BME logo ordered from a school approved source are required. Size must be appropriate. Each student will be required to have a Navy blue BME school shirt. This will be used for field trips or special events and be referred to as the "Official School Shirt."
2. During formal public presentations students may be required to wear—white tops (dress shirt or blouse with sleeves) and black or dark bottoms (slacks or dress) with dark shoes. This will be referred to as "Concert Attire."
3. Jeans, uniform pants, carpenter pants, and cargo pants may be worn. Girls may wear modest skirts or jumpers (standing knee-length). Slits should be modest.
4. Shorts may be worn the first four and last four weeks of school and other designated days without special permission. All shorts need to be modest. Girls may wear Capris.
5. Jewelry, colored nail polish, and make-up may not be worn at school or school functions.
6. Athletic shoes will be needed for Physical Education class. During wet or snowy days, it is recommended that boots be worn for outside activities. For health and safety reasons, students are not to go barefooted or stocking footed.

- Emotional or threatening: Rejecting, humiliating, ostracizing, berating personal characteristics, ethnic or cultural background, will not be tolerated.
- Hazing Traditions: Aggressive behavior that may be tolerated as traditional or socially acceptable is not tolerated at BME. These include spankings, hitting on arms and legs, and in general, abusive behavior to celebrate a birthday or other event.

### **GUM CHEWING**

A fine of \$5.00 (five dollars) may be assessed for students chewing gum on the school premises, field trips, and at school programs.

### **ILLEGAL DRUG & WEAPONS POLICY**

Possession of weapons or explosive devices, including fireworks, are not allowed on school property. Drug or weapons offenses will be reported to local police department in accordance with Pennsylvania State law.

### **OTHER DANGEROUS DEVICES**

Devices determined dangerous by the staff will be confiscated, and appropriate disciplinary actions will be enforced.

### **SEXUAL HARASSMENT**

Sexual harassment is unacceptable treatment, even in the form of teasing. Disciplinary action will follow the BME Approach to Discipline (p. 21).

Students found to have been engaging in the aforementioned inappropriate behaviors will face discipline to be determined by the teacher, principal, and/or School Board. Depending on the severity of any issue in the above categories, students may face in-school consequences, be suspended, or be expelled.

### **ARRIVAL AND DISMISSAL**

Students should arrive in time to be comfortably seated before the 8:15 am bell, and should leave the school grounds shortly after being dismissed at the end of the school day. Parents are asked to make arrangements for child care if the child can not go home at dismissal time. Doors open at 8:00 am and classes begin at 8:15 am. Parents should call the school office by 8:15 am to report absences and tardies. Dismissal will be at 3:00 pm Monday through Thursday. and 2:00 pm Fridays, except on early dismissal days as noted in the school calendar or newsletter. Please do not call during worship and dismissal times, the first and last 15 minutes of a school day. Occasionally students may be dismissed early. Parents will be notified by school personnel when to pick up their child.

### **EARLY DISMISSAL**

If a parent/guardian requests an early dismissal of less than one (1) hour, without a proper excuse, the student will be counted as tardy for that day. When a student arrives more than one (1) hour late or leaving more than one (1) hour early, without a proper excuse, it will be recorded as a 1/2 day absence. If a student is absent more than (1) hour of instruction during the school day, without a proper excuse, it will be recorded as a 1/2 day absence.

### **ABSENCE & TARDINESS POLICY**

Students who are absent seven (7) days out of a nine (9)-week marking period may forfeit grades for that marking period unless an acceptable excuse is given AND the work is satisfactorily made up. All written excuses must be turned in within one (1) week of the absence. In the case of an EXCUSED absence or tardy, the teacher will determine an appropriate time period in which any assigned work that was missed may be made up.

Each classroom teacher is responsible for keeping a record of all student absences and tardies in his/her class. The absences and tardies will be kept in the teacher's record book and recorded each nine (9) weeks on the student's report card and at the end of the year on the student's report card.

Each parent is responsible to make arrangements to transport their child/children to and from school when weather conditions are inclement. It is the parents' responsibility to decide whether it is safe to bring their children to school. If the school closes due to inclement weather, parents will be contacted through a phone chain that is developed after the beginning of the school year.

## **FINANCIAL INFORMATION**

### **FINANCIAL AID**

BME, along with its constituent churches and conference office, are able to offer a limited amount of financial assistance to qualifying families as funds are available. A separate Student Aid Application must be completed and returned to the school, prior to the beginning of the school year, or upon enrollment, to be reviewed by the BME Finance Committee. Responsible parties are also encouraged to pursue other assistance opportunities on their own, for instance through extended family and/or local scholarship programs.

### **FEES**

Upon enrollment, every student will be charged a yearly non-refundable registration fee. This fee includes the cost of the textbooks, workbooks, student insurance, and achievement tests. It does not cover the cost of personal items such as notebooks, pencils, paper, erasers, etc. Also upon enrollment, a computer lab use fee may be charged to include computer lab use and internet services. Payment in full is due on the day the child registers.

## **INAPPROPRIATE BEHAVIORS**

### **BULLYING**

In bullying there is a real or perceived power imbalance between the perpetrator and the victim. Bullying is designed to cause the victim to worry and to be annoyed to the point of distraction, and often leading the victim to fear coming to school or inability to complete normal daily activities. Attempts to damage someone's reputation, intentional repeated hurtful acts and words, badgering, provoking anger or resentment, creating feelings of persecution, threatening or terroristic language, manipulating, or influence (as by teasing) are included in the areas considered bullying.

Bullies feed off any responses at all from their intended victims. A child who is the target of bullies should never, ever have to take responsibility for ending the bullying. When a child reports a bullying incident to a member of the BME staff, immediate responses will be taken to determine the consequences of the inappropriate action.

Threats to personal property, individuals, staff, and family members will not be tolerated. When the facts are established, the perpetrator may face immediate suspension until it is determined if and when she/he will return.

### **Aspects to bullying:**

- Physical: Punching, poking, hair-pulling, beating, or biting. Striking or physically contacting another student in an inappropriate manner will not be tolerated.
- Verbal: Name-calling, teasing, or gossiping.
- Inappropriate comments regarding race, color, gender, religion, or ethnic background.
- Harassment, inappropriate touching, innuendos, and actual abuse.

- **Suspension and/or Dismissal (expulsion)** If a student is unresponsive, the teacher may temporarily suspend that student from class. When a student is suspended from the classroom, the parent will be notified by the teacher. If the student is sent to the office, the parent will be notified by the Principal. If it appears that suspension of a student from school is necessary, the teacher will report the incident to the Principal. The Principal shall have the authority to suspend a student for conduct that disrupts the educational process of the school. This suspension could follow repeated small offenses or one (1) more significant offense. Suspension will be for a period of one (1) to five (5) days. Final dismissal from school, if necessary, will be made upon the recommendation of the Principal and by the approval of the School Board.

## **GRIEVANCE PROCEDURE**

If there is a concern regarding the way in which a teacher handles a situation, please follow these procedures (see Matthew 18:15-17):

1. Make an appointment with your child's teacher to resolve the issue.
2. If the problem cannot be resolved between the teacher and the parent, an appointment should be made with the Principal and teacher for further discussion of the problem.
3. If at this point you still feel you do not have the problem resolved satisfactorily, you may arrange an appointment with the teacher, Principal, and School Board Chair. The Board Chair may choose to bring this to the Board for resolution.
4. Such problems should not be discussed with other teachers, parents, students, or anyone else.

## **TUITION AND PAYMENT POLICIES**

Tuition is divided into ten (10) equal payments August through May. Tuition statements detailing family account balance will be mailed home monthly. All checks should be made payable to Blue Mountain SDA Elementary School (or BME) and should be sent or given directly to school personnel. Tuition payments are due by the 25th of the month (August—May) unless the 25th falls on a weekend or holiday. If that is the case, payment is due on the preceding Friday or last day of school before the holiday vacation. Post-dated checks will not be accepted. A late payment fee may be imposed if payment is not at school by each due date. If any check given to the school is returned by the bank for insufficient funds, BME will impose a bank fee. school.

The School Board does not wish to see a student deprived of a Christian education or for a tuition balance to become large and a burden for families to pay prior to the end of a school year. Therefore, tuition for the first five (5) months of school must be paid, in full, by the last day of school before Christmas vacation. Students with an outstanding balance as of that date will not be allowed to continue at BME for the second semester, which begins the middle of January. Any request for an exception to this policy must be made in person to the BME Finance Committee during their December meeting.

All accounts must be paid in full by the last day of school. Diplomas, report cards, transcripts, or any other school record (except for health records) will not be released for a student until their account (including any and all charges) is paid in full. Anyone having a delinquent account will not be permitted to register for a new school year, unless satisfactory payment arrangements are made.

The constituent rate of tuition will be charged for foster children cared for by constituent member foster parents or for any children under the legal guardianship of constituent members.

The parents/guardians will be responsible for making timely tuition payments to BME according to policy. Any potential tuition money received from governmental organizations is an issue to be handled between the organization and the foster parents/guardians.

Tuition paid in advance will be refunded for the number of full weeks the student does not attend for which tuition has been paid. Any scholarship money received will not be returned to the parents; rather it will be returned on a pro-rated basis to the scholarship fund from which it came.

## **MEDICAL POLICIES**

### **DENTAL EXAMINATIONS**

The State of Pennsylvania requires a dental examination for all students upon original entry and for those entering Grades 3 & 7. These dental exams can be done by the child's dentist on forms provided, or at BME.

### **HEALTH SCREENING**

The State of Pennsylvania requires the following evaluations:

1. Vision Screening: done annually by school nurse\* or medical technician on all students.
2. Hearing Screening: done annually by school nurse\* or medical technician on students in grades 1-3 & 7. It is recommended that those who failed a previous screening, those who have recurrent upper respiratory infections, and those who have speech or behavioral problems also be screened.
3. Growth Screening: done annually by school nurse\* or medical technician on all students.
4. Scoliosis Screening: done annually by the school nurse\* or medical technician on all students in Grades 6 & 7.

\*BME's school nurse is an employee of the Hamburg Area School District.

## **BME APPROACH TO DISCIPLINE**

It is the purpose of BME's discipline policy to provide a redemptive Christian environment that prevents and defuses issues before they evolve into serious conflict. Reports of inappropriate behavior from Pre-K to eighth grade students will be investigated. These behaviors may be real or perceived and may include, but not limited to, physical, verbal, emotional, spiritual abuse, or threats directed toward others, self, or school property. In the event incidents of disrespect, intimidation, bullying, or unsafe behaviors are identified, appropriate actions will be taken to correct the situation and prevent its recurrence.

The following four (4)-point process will be followed in the area of discipline to help students have a better understanding of the reasons why a disciplinary action is necessary.

1. Inappropriate behavior will be identified and clarified to students.
2. The student will be guided to accept responsibility for the offending behavior.
3. The student will be directed to the Source of pardon and power to encourage change.
4. The teacher/principal will seek to preserve the student's self-respect as well as inspire the student with courage and hope.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

Students engaging in inappropriate behaviors will face discipline as determined by school policy.

Consequences may include, but are not limited to, the following:

- Verbal reprimand
- Loss of privileges—i.e. recess, free time, participation in school events
- After school detention
- Professional counseling intervention
- Legal intervention

10. **The school does not permit** gambling or dancing on school property or at school-sponsored functions.
11. **Harassing, bullying, or intimidating others will not be permitted.** This applies to traveling to and from school as well as time in the classroom, at recess, walking in the hallway, using the restroom, or waiting for a ride home.
12. **Inappropriate physical contact and conduct:** Students will respect other individuals and their personal space.

There are also some **specific classroom courtesies** that are asked of each student:

1. Upon entering the classroom, students should take a seat promptly and quietly.
2. Speaking out or expressing disapproval when another has the floor is both rude and unfair.
3. Bring proper supplies to class, such as textbooks, assignment books, paper, pens, and notebooks. (Please see separate handout titled "List of Personal Items Needed").
4. Class will be dismissed by the teacher, NOT the bell. Students may not get up before they are dismissed
5. Students should get permission before entering a classroom to which they are not assigned.
6. There is to be an prompt, positive response to authority. No arguing, back talk, or complaining will be permitted from students when being reprimanded by a teacher, administrator or parent in charge of an activity.
7. Students will use appropriate language at all times. In the words of the Apostle Paul, "Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace until the hearers." Ephesians 4:29 (KJV)

## IMMUNIZATIONS

The following are required by the Pennsylvania State Department of Health for children in ALL grades (K-12):

- 3 doses of Tetanus and Diphtheria\*
- 3 doses of Polio
- 2 doses of Measles\*\*
- 1 dose of Mumps and Rubella\*\*

Children entering school:

- 4 doses of Tetanus\* (1 dose on or after 4th birthday)
- 3 doses of Polio and Hepatitis B
- 2 doses of Measles\*\*
- 1 dose of Mumps and Rubella\*\*
- 1 dose of Varicella (chicken pox) vaccine or history of disease

Children entering 7th grade need the following:

- 3 doses of Tetanus and Diphtheria\*
- 3 doses of Polio and Hepatitis B
- 2 doses of Measles\*\*
- 1 dose of Mumps and Rubella\*\*
- Age appropriate dose of Varicella (chicken pox) vaccine or history of disease

\* - usually given as DTP or DtaP or DT or Td

\*\* - usually given as MMR

Children who are not immunized in accordance with the Pennsylvania State regulations, or who do not qualify for medical or religious exemptions to immunizations, must be excluded from school. If you child is exempt from immunizations, he/she may be removed from school during an outbreak.

## MEDICATION POLICY

BME is willing to cooperate with physicians and parents if a child needs to take medication during school hours. However, this must be done in accordance with the recommendation of the Pennsylvania Department of Health. The department of Health recommends that: **"No [prescription] medication will be administered in school except by the direct order of a physician."**

Prescription medications to be administered in school shall be given to the school-designated person who will administer them upon written request of a parent and the order of a physician. All prescription medications must be labeled in the original container with: 1) Name of student; 2) Name of medication; 3) Dosage to be given; 4) Time to be given; and 5) Name of prescribing physician. Non-prescription drugs will only require a note from the parent. If there are any questions concerning this policy, please feel free to contact the school nurse.

## **MEDICAL EXAMINATIONS**

The Pennsylvania State Department of Health required a physical examination of all students upon original entry, (K or 1st grade) and those entering 6th grade. They should have their examinations completed on or before October 15th. These physicals can be done by the child's physician on the forms provided or at school.

## **MEDICAL EXCLUSIONS (Excused from School)**

According to the Pennsylvania State Department of Health, a student could be excluded from school for the following: unusual skin eruptions, sore throats, signs and symptoms of whooping cough, or a disease of the eye. These students will not be readmitted until the school nurse is satisfied that the condition for which the child was excluded is not communicable, or until the child presents a certificate of recovery or a non-infectious form from a physician.

## **SPECIFIC DISEASE EXCLUSIONS**

Diphtheria: Two (2) weeks from onset or until test is negative.

Chicken pox: Six (6) days after last crop of vesicles (or until nurse judges that all the vesicles are crusted over).

Impetigo: Until judged non-infectious by school nurse or child's physician.

Mononucleosis: Until judged non-infectious by school nurse or child's physician.

Head Lice: Until judged non-infectious by school nurse or child's physician.

Body Lice: Until judged non-infectious by school nurse or child's physician.

Appropriate personal habits include but are not limited to:

1. **Respect for property** of the school and other people.
2. **Attendance and assignments.** Students must attend school daily, except when excused, and be on time for school and other school functions as well as complete daily assignments that will satisfactorily complete the course of study prescribed by the North American Division of Seventh-day Adventist Education. When a student is absent, it is the student's responsibility to request and complete assignments that were missed.
3. **Cheerful obedience to authority** (parents, teachers, administrators, etc., and school regulations) Such obedience should be willing and prompt.
4. **Responsibility** in completing assigned or expected tasks.
5. **Courtesy and respect for others.** Students should be quiet in class, raise their hands to speak, not interrupt others, walk-but-not-run in the building, eat with proper manners, and always address adults properly (Mr., Mrs., or Miss is always proper).
6. **Cooperation** with others in playing or in working. Students must be willing to volunteer information in matters relating to the health, safety, and the welfare of the school community and the protection of school property.
7. **Cleanliness in person and property.** Wash hands regularly. Do your part in picking up trash. Always use trash cans or wastebaskets when disposing of paper and food.
8. **Truthfulness and honesty** in work and actions.
9. **Good conduct in respect to social relationships,** language and recreation behavior, are expected on school grounds, at school functions, and during travel to and from school or school functions.

## STUDENT CONDUCT AND DISCIPLINE

It is the goal of Blue Mountain Seventh-day Adventist Elementary School Board, teachers and staff to provide a safe environment for all members of the school community. All students and staff share in the responsibility of developing and maintaining a climate which is conducive to a wholesome Christian environment for learning and living. In addition, all students are expected to behave in a manner which will naturally bring praise and respect to God, their families, their school, and to themselves.

Students at BME have a testimony to maintain. Conduct unbecoming to a Christian reflects unfavorably not only on the school church and home, but also on the Savior. In all of our relationships, both on and off the campus, behavior should conform to the principles of Christian conduct as set forth in Scripture and by the standards of the school.

Attendance at BME is a privilege. Any student whose conduct or attitude at BME shows him/her to be in opposition to the basic principles and purpose of the school, or who maliciously destroys school property, may be dismissed or asked to withdraw from the school.

**The best discipline is self-discipline.** It is this training, or the result of such training, that develops self-control, character, and orderly conduct. Developing personal discipline is an important part of the education process, and is a very important personal attribute. It is not only necessary to the individual, but is also necessary for the maintenance of an appropriate spiritual and educational environment. Students are expected to exercise and develop self-discipline in all areas of school life and follow all rules and policies.

Pubic Lice: Until judged non-infectious by school nurse or child's physician.

Measles: Four (4) days from onset of rash.

Mumps: Nine (9) days from onset or until swelling subsides.

Pertussis (Whooping Cough): Four (4) weeks from onset or seven (7) days after institution of appropriate antimicrobial therapy.

Pinkeye: Twenty-four (24) hours after institution of appropriate therapy.

Ringworm: Until judged non-infectious by school nurse or child's physician.

Rubella: Four (4) days from onset of rash.

Streptococcal Infections: Seven (7) days if not treated or twenty-four hours after institution of appropriate antimicrobial therapy.

Trachoma (Eye infection): Twenty-four (24) hours after institution of appropriate antimicrobial therapy.

Tonsillitis: Twenty-four (24) hours after institution of appropriate antimicrobial therapy.

ANY OTHER CONTAGIOUS DISEASE.—Until judged non-infectious by school nurse or child's physician.

## NUTRITION

"The relation of diet to intellectual development should be given more attention that it has received" (*Education* 204). The value of a wholesome, well-balanced breakfast and lunch can be of substantial aid in the education process. We encourage parents to render their assistance in this matter. We also encourage parents to uphold the standards of our church in relation to diet and health. Vegetarian lunches are recommended. No pork or other unclean meats are permitted. Also, caffeinated drinks are not permitted. Students may bring a lunch from home. Those living within walking distance from school may make arrangements with the teacher to go home for lunch.

## LUNCH/DRINK PROGRAM

Hot lunches are provided on certain days. A monthly schedule is distributed at school. Hot lunch ticket books and drink tickets are available to purchase every Monday morning from 8:00 am to 8:30 am. Drinks can also be purchased on a daily basis.

## ACADEMIC PROGRESS

### REPORT CARDS

The school year is made up of four (4) marking periods. In order to keep parents informed of their child's progress each marking period, teachers will send home interim (mid-term) progress reports. Interim reports must be signed by a parent/guardian and returned to the classroom teacher.

Grades on each progress report/report card reflect each student's performance in the work assigned and are not a comparison with other class members.

Parents are encouraged to contact the classroom teacher to discuss ways in which they may work together to help the student attain maximum academic success.

### GRADING

Grades 1 and 2 use a 3-point divisional system of grading:

- E** ..... Excellent academic performance  
Exceeding requirements  
High degree of mastery
- S** ..... Satisfactory programs  
Meeting requirements  
Basic degree of mastery
- N** ..... Needs improvement  
Not meeting all requirements  
Lack of mastery

Grades 3-8 use a 5- point divisional system of grading:

- A** ..... Outstanding  
Exceeding requirements of the course  
High degree of mastery
- B** ..... Above Average  
Meeting all requirements of the course with a better than average level of mastery

- C** ..... Average  
Showing basic understanding of subject matter  
Basic degree of mastery
- D** ..... Below Average  
Not meeting all requirements  
Minimal degree of mastery
- F** ..... Unsatisfactory  
Failure to met many requirements  
Lack of mastery
- I** ..... Incomplete. An incomplete is given only when there is justifiable reason for work not being completed on time. An Incomplete automatically becomes an "F" if the work is not made up before the end of the next grading period. It is the sole responsibility of the student to complete all incomplete work.

### PARENT/TEACHER CONFERENCES

Two (2) Parent/Teacher conferences will be scheduled during the school year. At the end of both the 1st nine weeks and the 2nd nine weeks conferences will be held. At the end of the 3rd nine weeks, or grading period, parents and teachers can opt to hold a conference.

Parents may schedule other conferences during the school year at a mutually convenient time for the parent and teacher. Conferences may not take place during regular school hours. Teachers will contact parents of students who are demonstrating little or no progress to schedule a conference.

### TEXTBOOKS

Students are expected to pay for damages to their textbooks and any other books in their possession. Lost textbooks, library books, etc., will be charged to the student's financial account.

### TRANSFER OF RECORDS

Report cards, diplomas, transcripts, and other records (except for health records) will be released only if the student's financial ac-