

# BRENTWOOD ADVENTIST CHRISTIAN SCHOOL

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## 2023-2024 Handbook

### Contact Information:

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9111 Wentworth Dr.  
Bismarck, ND 58503  
[mybrentwood.org](http://mybrentwood.org)

### Staff:

Mrs. Debra Eszler - head teacher, grades K-3  
Mr. Ron Reese - teacher, grades 4-8



## **MISSION STATEMENT**

Brentwood Adventist Christian School sees Christ in every child and strives to educate children to reach their God-given potential, spiritually and academically.

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Last Revised: August 2023



## OUR SCHOOL

Brentwood Adventist Christian School is a combined effort of the Bismarck, Mandan, and Dakota Adventist Academy Seventh-day Adventist churches. This school has been in continuous existence since the 1950's. It is authorized by the State of North Dakota and is accredited by the Mid America Union Conference Department of Education and by the Board of Regents of the General Conference of Seventh-day Adventist.

Brentwood Adventist Christian School is located 1.5 miles north of the intersection of Highway 83 and Highway 1804, in Bismarck. Brentwood Adventist Christian School continues to serve as a private school for grades K-8.

## OUR PURPOSE

- To provide a balanced training of the physical, intellectual, spiritual, and social talents of each pupil.
- To see that scholastic standards are maintained at the level required by the Board of Education of the State of North Dakota, the K-12 Board for the Mid-America Union Conference of Seventh-day Adventists, and the Department of Education of the General Conference of Seventh-day Adventists.

## ADMINISTRATION

### **Authority**

The school board will give direction and oversee the operation of the school.

School board members are elected by the constituent churches and are responsible to the same.

The educational officers of the Seventh-day Adventist Church in the Dakota Conference, Mid-America Union Conference, and General Conference are relied upon for advice and counsel.

Disciplinary problems brought before the school board in session will be confined to those requested by the head teacher.

No individual member of the board has the privilege of making decisions affecting school policies.

## ADMISSIONS POLICY

Brentwood Adventist Christian School does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

### **Who May Attend**

Brentwood Adventist Christian School welcomes applications from families who desire a balanced elementary Christian education for their children. Age of student, health, capacity for learning, and mental/emotional stability will be taken into consideration. Membership in the Seventh-day Adventist Church is not required.

### **Application Procedure**

Students will be considered for school enrollment by the school board after applications have been received. The following items are required to be considered an enrolled student at Brentwood:

- Completed application form
- Proof of Age
- Immunization records
- All forms signed in enrollment packet

### **First Grade Admission**

In accordance with North Dakota Law, students entering first grade must be 6 by August 1st unless developmental and academic readiness can be proven, or the child has been enrolled in another approved program.

## **FINANCIAL INFORMATION**

Brentwood Adventist Christian School charges an enrollment fee and a yearly tuition.

### **Enrollment Fee**

The enrollment fee of \$250 is due at registration time and is non-refundable.

This fee includes student insurance, textbook rental, workbooks, and most field trips. The student is responsible for all other personal classroom supplies.

### **Tuition**

Yearly tuition for a family is charged as follows:

- First child: \$2,657
- Second child: \$2,562
- Third Child: \$2,394

A 3% discount is given when the entire year's tuition is paid at registration.

Tuition must be held current as agreed to at school registration. Tuition will be divided into 10 monthly payments. The first month's tuition payment is due at registration. Each following payment is due by the first day of each month; after that date, the bill will be considered delinquent. At 45 days delinquent, the student will not be allowed to return to school until all past due tuition is paid in full.

To register for the following school year, a family's account from the previous year must be paid in full. An exception can be made only if a written agreement of a payment plan has been arranged with the treasurer by or at registration.

### **Financial Aid**

Seventh-day Adventist families may apply for any needed financial assistance through their church. Constituent church families may apply first through their church and then may also apply for additional assistance through the Bismarck Education Endowment Fund (B.E.E.F).

Non-Seventh-day Adventist families may apply for financial assistance through the school finance committee. All financial aid arrangements must be in place prior to school attendance.

## **Fundraising/Participation**

Brentwood Adventist Christian School is a small school.

- Families and students are expected to contribute to the efforts of fundraising. It is an integral part of our effort to improve the education experience (i.e. outdoor school), the facilities, and it benefits our school as a whole.
- As we have few staff it is expected of families to participate in work bees, school events, field trip transportation and supervision, outreach projects, etc.

## **SCHOOL REGULATIONS**

Brentwood Adventist Christian School follows the teachings and policies of the Seventh-day Adventist Church.

### **School Hours**

School hours are Monday-Thursday from 8am to 4:15pm and no school on Fridays.

Students should arrive no earlier than 30 minutes before school begins and be picked up no later than 30 minutes after school dismisses.

### **Attendance**

Regular attendance is required. Please plan ahead if your child needs to be absent from school. No student is permitted to leave the school grounds during the day without permission from the parent/guardian and teacher.

### **Diet**

The school promotes healthy living and the benefits of a vegetarian diet or the use of clean meats as mentioned in Leviticus 11. Parents should plan to send a nutritious lunch with their child/children each day. By minimizing the amount of sugar intake, you may greatly increase student concentration in the classroom. Drinks containing caffeine are not to be brought to school. Because of differing family dietary preferences, students are not to share or trade lunches.

Food brought to share should be discussed with the teacher/head teacher in advance for both foreknowledge and so allergies are accounted for. Food brought to share with the class should be vegetarian.

### **School Functions and Field trips**

Students are expected to conduct themselves according to all school guidelines during any school function held after regular school hours or in any other location. Field trip shirts are to be worn unless otherwise directed by the teacher/head teacher.

### **Supervision**

Supervision on the playground is not provided before or after school hours. Students will remain in the classroom until school begins or until their ride arrives, respectively. Please make prior arrangements when the need arises for extended time at school.

### **Telephone**

The school telephone is provided for business use only and is not to be used except with permission from the teacher. Parents should avoid calling the school during school hours except in an emergency.

### **Cell Phones**

Teachers/staff are permitted to have personal cell phones on their person, as much of school communication with parents is done on their own phones.

Students are permitted to have cell phones on the premises. All sounds and notifications should be turned off and should not be seen unless pre-approved. The school is not liable for any lost, stolen, or damaged electronics that are brought to school.

### **Transportation**

All transportation to and from school is the responsibility of the parent/guardian. Any changes in regular transportation from school must be prearranged and the teacher must be notified. Transportation for field trips will be arranged by the school.

### **Visitors**

All visitors must be approved by the head teacher in advance. Visitors must comply with the guidelines of Brentwood Adventist Christian School. Those wanting to volunteer at the school while students are present will submit to a background check prior to service as required by the Dakota Conference of Seventh-day Adventists.

## **CONDUCT & DISCIPLINE**

The privilege of students attending Brentwood Adventist Christian School rests on the willingness of the student and their parent/guardian to cooperate with teacher(s) in maintaining good discipline and making sure that sound education policies and relationships will be practiced in accordance with the following Christian standards of conduct:

1. Respect God and His Word.
2. Respect and obey those in authority.
3. Respect for others: their rights and property.
4. Respect for yourself.

### **Parent/Guardian Concerns**

If a parent/guardian is concerned with an action of a teacher, please withhold judgment until the issue can be discussed with the teacher and/or head teacher. If no satisfaction is realized, the parent/guardian should contact the school board chairperson, who will meet with the involved parties and attempt to solve the problem. The chairperson may call in the education superintendent and other school board members, if needed, to resolve the conflict or problem. The complainant(s) must present their concern(s) to the school board chairperson at least 48 hours before the school board meeting. Please refer to the church agenda for the day/time of the next school board meeting – generally the 2nd Monday of each month.

We strongly encourage students, parent/guardians, teachers, and school board members to follow the general principles found in Matthew 18:15-16 for resolving conflict:

*Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother.*

*But if he will not hear you, take with you one or two more, that “by the mouth of two or three witnesses every word may be established.”*

*--Matthew 18:15-16 (NKJV)*

### **Conduct and Behavior Guidelines**

Our students are often in the public eye, whether on a field trip, providing a community service, or interacting with approved school visitors. It is our intention that our students always present a positive first and lasting impression.

### **Dress Code**

The dress code is to be followed at all times unless authorized by the teacher/head teacher (e.g. Christmas party, spirit week, etc).

Collared knit shirts are considered the school “uniform” and are required for Brentwood students (Polo-style: solid color or stripes preferred). Clothing should be clean and presentable. All clothing should be in good repair (e.g. no rips, holes or tears, even when skin is not showing), at the teacher’s discretion.

Field trip t-shirts will be provided at the beginning of the school year by Home and School. If a student outgrows it during the year please trade it in. Field trip T-shirts need to be turned in at the end of the school year.

Clothing, accessories, items, and themes that are not permitted, but not limited to, include:

- shows bare midriffs
- sleeveless or low-cut
- sheer or see through
- inappropriate slogans/pictures
- extremely tight or loose fitting
- skirts or shorts that are shorter than two inches above the knee
- tv/movie, game character, and brand logo themes
- Pajamas, lounge pants/shorts

Make-up, nail polish, and hair coloring should look natural. Jewelry is not to be worn to school or school functions.

Wearable Electronics (e.g. smart watches, fitness trackers) are to be used as a watch only. All notifications and sounds need to be off. The school is not liable for any lost, stolen, or damaged electronics brought to school.

### **Student Behavior**

The following is expected of all students:

- Student behavior should uphold the religious ideals of faith promoted by the school.
- Students’ words and actions should be respectful to the teacher, other students, and school volunteers (lewd words or actions and purposeful defiance will not be tolerated).
- Honesty is expected throughout all school interactions including classwork, examinations, and discussions regarding inappropriate behavior.
- All school and personal property should be cared for and should not be used inappropriately or when permission is not granted.
- General rule: Hands off! – If it’s not yours, don’t touch it!
- Targeted harassment by any person(s) toward any other person(s) physically, verbally, visually, or emotionally regarding color, race, gender, body shape or size, popularity, ability or disability, intelligence, religion or nationality, to put down or control any other person(s) will not be tolerated and will result in disciplinary action.

### **Prohibited Items**

The following items are not permitted:

- Obscene or otherwise inappropriate literature, pictures, or articles.
- Tobacco, alcohol, illegal drugs or narcotics in any form. Possession or distribution to others will be reported to the appropriate authorities.
- Trading cards, playing cards, or any other gambling devices.
- Any type of weapons, firearms, or knives (including toys).
- Electronic games or gaming devices.
- Items displaying tv/movie, and game characters.

## **Discipline**

The school board has designated the head teacher/teacher(s) responsible for interpretation and enforcement of school rules and regulations. Certain actions (such as violent or illegal behavior) by a student may result in an immediate suspension and/or alerting the proper authorities if deemed necessary.

Appropriate disciplinary actions by the teacher may include any one, or a combination, of the following: taking away privileges (such as free time or other activities); time out; separation from other students; before or after school detention; light chores; or other tasks as deemed appropriate.

Parent(s)/guardian(s) will be kept informed throughout the disciplinary process. This may include notes being sent home (by way of paper, email, text, or phone call), additional parent-teacher conferences, meetings between the parent/guardian, teacher, head teacher, and student where a written behavior plan may be developed, and additional meetings where school board or conference personnel will be involved in the discussion and decision making process. In extreme cases, suspension may be considered with expulsion being a last resort if behavior does not improve.

## **COMPUTER/INTERNET USE POLICY & PERMISSION**

Brentwood Adventist Christian School (BACS) has provided its students with the opportunity to learn about the use and function of computers and to use them as tools in the process of learning in other areas of the curriculum.

BACS has sought to provide the safest possible environment for the learning process. This includes the right to reasonably grant or restrict the use of computers and/or the internet as necessary. Parents and guardians of minors are responsible for establishing constructive standards of use for their children when using any media or information sources.

The BACS computer network and stations are not for private or personal use and the following rules apply:

- No email, messaging, social networking or chat will be allowed or available.
- No personalizing or changing of settings on any station by students is permitted.
- Damaging hardware or physically disconnecting any part of the system is not permitted.
- Any program, web page or site will be open for all to see.
- No portable electronic devices from home will be allowed to be connected to the network.
- Computers will not be used for entertainment or filling time.
- Gaming is not permitted unless it is part of the curriculum.
- Teachers and parents/guardians have the right to view personal files at any time.
- Personal respect in all computer related activities is expected.
- No copying of another's work, copying work off the internet, or copyright violations are allowed.
- All school regulations, rules of respect, and deportment apply.
- Internet use will only be granted by and in the presence of the teacher or another designated adult.

Any violation of these rules will result in partial to total loss of computer/internet privileges and can result in suspension. Parents and teachers have the right at any time to revoke a student's access and use privileges and permissions.

It is the student's responsibility to immediately report any inappropriate sites, content, or abuse of the system.

## NOTIFICATION OF ASBESTOS-CONTAINING MATERIALS

Asbestos is a mineral fiber found in rock and is a health hazard risk only if the fibers are released and present in the air for people to breathe. Asbestos was used extensively in a variety of building materials from 1945 to 1978. Caution must be exercised in dealing with asbestos-containing materials in order to protect your health.

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required the U.S. Environmental Protection Agency (EPA) to develop regulations for asbestos hazard abatement in schools. On October 30, 1987, the EPA published the “Asbestos-Containing Materials in School” rule. The rule required all schools to inspect for asbestos and assess its condition, develop management plans that address asbestos hazards, and implement response actions in a timely fashion.

Brentwood Adventist Christian School complies with the requirements of the rule. An EPA accredited asbestos inspector was hired for the inspection and assessment. This inspection showed asbestos in the sprayed-on texture material on the ceilings and in the linoleum in the coatroom. The asbestos containing materials are in a non-friable condition, which presents NO hazard to anyone.

## FUNDRAISING ACTIVITIES

Fundraising activities are coordinated by the Home and School representative. In addition to scheduled events throughout the year, Brentwood Adventist Christian School participates in the following:

1. Box Tops for Education
  - a. Download the mobile app to scan your receipts.
2. Co-op fruit sales: watch your church bulletin for information!
3. Annual Rummage Sale
4. Cash Wise More Rewards Program
5. Local restaurant fundraisers: watch your church bulletin for information!



For more information, please contact Debra Eszler ([brentwoodsdaschool@gmail.com](mailto:brentwoodsdaschool@gmail.com)). Thank you for supporting Adventist education!