



Student Handbook

8:00-4:00 Mon-Thurs

Grades K-10

(303) 659-1223 820 S. 5th Ave.
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Table of Contents

Staff Directory	4
Pastor/Board Chairman	4
Rocky Mountain Conference of Seventh-day Adventists	4
Mid-America Union Conference	4
OUR MISSION	5
OUR PHILOSOPHY	5
GOALS	5
CORE VALUES	7
GENERAL INFORMATION	9
ADMISSION	9
ENTRANCE AGE	9
ADMISSION PROCEDURE	9
ACCEPTANCE	9
SCHOOL OPERATING COMMITTEE	9
REGISTRATION	10
ADMISSIONS COMMITTEE	10
TESTING AND PLACEMENT	10
MEDICAL REQUIREMENTS	10
ACADEMICS	11
KINDERGARTEN	11
GRADES 1-8	11
GRADES 9-10	11
MUSIC	11
GRADES	12
PERFORMING ARTS GRADING POLICY	12
TRANSCRIPTS	13
ACHIEVEMENT TESTING	13
INCOMPLETE WORK	13
INTENSIVE SCHOLASTIC CARE	13
RETENTION OF STUDENTS	13
ACCELERATION OF STUDENTS	13
ATTENDANCE	13
MISSING AND LATE SCHOOLWORK POLICY	14
DAILY SCHEDULE	14
AFTER SCHOOL PICK-UP	14
BICYCLES	14
SKATEBOARDS, ROLLER BLADES & SCOOTERS	14
PROPERTY RIGHTS	14

CLOSED CAMPUS	15
ILLNESS	15
MEDICATION	15
SCHOOL LUNCHESES	15
EMERGENCY CLOSING	15
FIELD TRIPS	15
TELEPHONE SERVICE	16
CELL PHONES	16
PERSONAL LAPTOP COMPUTERS	16
TEXTBOOK RENTAL	16
VISITORS	16
STUDENT ASSOCIATION	17
STUDENT OFFICERS	17
PARENTAL INVOLVEMENT	17
STUDENT GUIDELINES	17
CITIZENSHIP	18
STUDENT RESPONSIBILITIES	18
UNPUBLISHED RULES AND REGULATIONS	18
DO NOT BRING THESE ITEMS TO SCHOOL	18
BUILDING A POSITIVE COMMUNITY AT BAA	18
STUDENT HARASSMENT	19
DISCIPLINE	20
DISMISSAL	20
COMPLAINT PROCEDURE	21
STUDENT AUTO POLICY	21
BANQUETS	21
DRESS POLICY	21
FINANCIAL INFORMATION	22
TUITION	22
FEES	22
DISCOUNTS	22
PAYMENT AND LATE FEES	23
DELINQUENT ACCOUNTS	23
SCHOLARSHIPS	23
ADDENDA	23-25
ASBESTOS, ACCREDITATION, VOLUNTEER OPPORTUNITIES, SCHOOL T-SHIRTS, COMPUTER USE POLICY, SAFETY DRILLS AND PROCEDURES, WEATHER EMERGENCIES AND EVACUATION, PARKING LOT POLICIES, CAMERA/VIDEO WAIVER, BLACKHAWKS PARTICIPATION, HUMAN SEXUALITY AND IDENTITY	

Staff Directory

Jodie Aakko.....Principal
Gina Davison.....Kindergarten-2nd Grade
Evonne Syvertson.....3rd-5th Grade
Jodie Aakko... ..6th-8th Grade
Christopher Morrison.....9th -10th Grade
Sandra Santos.....Preschool and Pre-K

School Board Officers

Wayne Morrison.....Brighton SDA Church Pastor
Ashley Radu.....School Board Chair
Marilee Rego.....Accounts Manager

Rocky Mountain Conference of Seventh-day Adventists

2520 South Downing Street, Denver, CO 80210

Phone: 303-733-3771

Diane Harris.....Superintendent of Schools
Paul Negrete.....Associate Superintendent of Schools
Sandra Hodgson.....Assistant Superintendent of Schools

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LouAnn Howard.....Director of Education
Gerard Ban.....Associate Director of Education

OUR MISSION

Brighton Adventist Academy intentionally connects students with classroom learning, character development, and essential life skills in a Christian environment that delivers academic excellence valuing each individual as a creation of God gifted with unique talents for service to others.

OUR PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflector's of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

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.

GOALS

The following goal statements have been established to support the unique philosophy of Seventhday Adventist education.

Acceptance of God and His Word

Surrender one's whole life to God through conversion and use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life. **Commitment to the Church**

Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.

Family and Interpersonal Relationships

Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.

Responsible Citizenship

Develop an understanding of multi-cultural diversity and historical heritage and a working knowledge of governmental processes while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environments. **Healthy, Balanced Living**

Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

Intellectual Development

Adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge within the context of a biblical perspective.

Communication Skills

Acquire optimum competency in verbal and nonverbal communication in the use of information technology and in effective communication of one's faith.

Life Skills

Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management. **Aesthetic Appreciation**

Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

Career and Service

Develop a strong work ethic and an appreciation of the dignity of service along with an awareness of career options and opportunities as they relate to one's personal involvement in the mission of the church.

CORE VALUES

We believe students should leave Brighton Adventist Academy knowing how to incorporate and integrate these Core Values into their lives. We follow the Rocky Mountain Conference Department of Education’s leadership in this focus. We CHERISH ours students and we want them to CHERISH God, their school and their families.



Living

attitudes and actions.

spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ.” 1 Peter 2:5 – GWT

Honor

Showing value, dignity, and high regard for people and property.

“Honor everyone. Love the brotherhood. Fear God.” 1 Peter 2:17 – HCS Bible

Exploration

Discovering new information to gain a deeper understanding of God and His creation.

“For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see his invisible qualities – his eternal power and divine nature.” Romans 1:20 – NLT

Responsibility

Following directions, completing tasks, and taking ownership of choices, words, and actions.

“In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master.” Colossians 3:23 – ERV

Christ-Centered Reflecting God’s character in

“You come to him as living stones, a

Integrity **Being truthful, fair, and deserving of the trust of others.** little can also be trusted with much.” “Whoever can be trusted with very

Luke 16:10-NIV

Service **Working for the benefit of others.** “Use your freedom to serve one another in love.” Galatians 5:13

Heroism **Making decisions that align with convictions and beliefs even if it** “Have I not commanded you? Be strong and courageous. Do not be **means standing alone.** terrified; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9-NIV

GENERAL INFORMATION

ADMISSION

Brighton Adventist Academy is a kindergarten through grade ten school operated by the Rocky Mountain Conference of Seventh-day Adventists to provide for the Christian education of the young people located in Brighton and other surrounding areas.

No religious affiliation is required of any student upon entering the academy. It is expected that every student who presents himself for admission to the school willingly pledges to observe all its regulations, maintain a positive attitude, and uphold the Christian principles upon which the school is founded.

Admission is available to students of any race, religion, color, nationality, and ethnic origin. Brighton Adventist Academy does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in the administration of educational policies, admission procedures, athletics or extracurricular programs. Brighton Adventist Academy reviews application of students with special needs on a case by case basis. Prospective students and their parents are invited to visit the campus. Admission is granted after testing and acceptance by the admissions committee.

ENTRANCE AGE

The school will admit students to Kindergarten only if their fifth birthday occurs by September 15 of the year of enrollment. First grade students must have had their sixth birthday by September 15. Age must be verified by a birth certificate for all beginning or first-time students. Age is not the only criteria for enrollment in school. Readiness is also considered, even if age requirements are met. Readiness tests may be administered. Requests for an exception to this policy will be considered on an individual basis by the School Operating Committee.

ADMISSION PROCEDURE

1. Complete the application forms and return them to the office.
2. Provide recommendations from the previous teacher or principal.
3. Provide all prior testing results and IEPs or ISPs.
4. Complete the request form for transcripts and grades.
5. If transferring from another Seventh-day Adventist School, past accounts need to be cleared before students are officially accepted at Brighton Adventist Academy.
6. Submit to placement testing.

ACCEPTANCE

All applications will be reviewed by the Admissions Committee before initial enrollment. New students are accepted on a 60-day probationary period. After the probationary period ends, all new applications will go before the School Operating Committee of Brighton Adventist Academy for final approval.

SCHOOL OPERATING COMMITTEE

The School Operating Committee (School Board) consists of members of the Brighton Seventh-day Adventist Church. The School Operating Committee members are generally asked to serve a three-year term. The S.O.C. elects their own officers and directs the policies of the school under the general direction of the Superintendents

of Education of Rocky Mountain Conference and Mid-America Union. The School Operating Committee meetings are generally once a month and are open for visitors to attend unless it is an executive session. Items that parents wish to have discussed should be presented to the principal or chairperson at least one week prior to the meeting.

REGISTRATION

Returning students need to

1. Complete an application form
2. Clear any past due accounts

What to bring to register

1. At least one parent/guardian
2. Copy of birth certificate (first time only)
3. Current immunization records
4. Health records
5. Money for at least the first month of tuition and the curriculum fee

ADMISSIONS COMMITTEE AND DISCIPLINE COMMITTEE

The Admissions Committee is made up of the School Operating Committee (School Board). The responsibility of this committee is to screen applicants to Brighton Adventist Academy before acceptance is granted. The Discipline Committee includes members of the School Operating Committee and our teachers.

TESTING AND PLACEMENT

Testing for new students may be required to ascertain the proper grade level for each student. The school reserves the right after testing a child and after counseling with the parents, to change the grade placement of any student. Test dates will be negotiated on an individual basis.

Proper placement will contribute to a student's success and is therefore often a critical decision. Age or grade level at a previous school does not always indicate the proper grade placement at Brighton Adventist Academy.

Please understand that Brighton Adventist Academy is not equipped to handle all special needs students.

MEDICAL REQUIREMENTS

A physical exam is required for all new students, and every-other-year for returning students. If a student participates in the competitive Blackhawks sports program, a sports physical is required, if that student did not have a physical exam. The physical exam includes a sports physical, eye exam, and hearing exam. Documentation for exams/physicals are required within fourteen days of school start; however, time allowances are provided to accommodate a student's health insurance schedules.

IMMUNIZATIONS

Colorado law requires all students to meet minimum school immunization requirements. Students who do not meet the requirements cannot be admitted to school. Colorado state law allows for a Certificate of Nonmedical Exemption to be signed and presented by the parents or guardians, renewed annually. Those students who have

a signed exemption form on file may be asked to stay at home if an outbreak of a contagious disease occurs.

ACADEMICS

Brighton Adventist Academy promotes quality, Christ-centered excellence in education. Our goal is to provide a solid educational foundation on which our students can build a successful future. The curriculum of Brighton Adventist Academy conforms to the requirements of the Mid-America Union Conference Department of Education.

KINDERGARTEN

The early years are critical in the life of the child and form the basis for character development and success in later formal education. Emphasis should be placed on surrounding the young child with a rich and free experiential environment.

The Seventh-day Adventist Kindergarten, designed around the North American Division Kindergarten Curriculum, offers a transitional experience that extends the home and early childhood programs into the elementary school. As such, it provides a flexible program which considers the developmental stages of children, as well as their individual differences. The Kindergarten Program is based on a full day curriculum.

GRADES 1-8

Classes are based on North American Division curriculum guidelines. It provides a flexible program which considers developmental stages and individual differences.

GRADES 9-10

Our curriculum is based on a two-year rotation of courses, so that a student attending Brighton Adventist Academy for both of the ninth and tenth grade years will have the same or similar courses that would be taken by a student at any other high school.

Odd Year Courses (ex. 2020-2021)

Bible I
English I
Algebra or Geometry
Earth Science
Health (1 semester) Geography (1 semester)
PE
Computer Applications
Music/Art/Drama/Woodworking

Even Year Courses (ex. 2019-2020)

Bible II
English II
Algebra or Geometry
Biology and Biology Lab
World History
PE
Life Skills
Music/Art/Drama/Woodworking

MUSIC

At Brighton Adventist Academy musical talent is recognized as a gift from God to be returned to Him in praise and heartfelt response for the salvation He provides. Students and teachers strive for excellence in preparing musical presentations and the musical organizations at BAA are viewed as musical ministries to our community. Students attending BAA from Kindergarten through tenth grade participate in a wide variety of musical activities. Students also participate in fine arts performances throughout the school year (mostly on weekends or Thursday evenings). Currently, electives/fine arts classes include music, art, band, ukulele, and woodworking. Electives/fine arts classes vary from year to year.

GRADES

Quarter grades are interim grades issued at the end of each nine week grading period. Quarter grade cards will be mailed or handed to the parent/guardian. Oftentimes, the grade cards may be picked up during parent/teacher conferences.

For the ninth and tenth grades, permanent grades are issued at the end of each semester. Semester grades are the only grades which appear on the student's permanent record (transcript).

Midterm grades or progress reports can be viewed on the school's electronic grading system by parents and students. Parents are expected to check their child's grades online weekly. Most teachers send home a folder weekly or bi-weekly of graded papers and notes. Parents are encouraged to communicate with individual teachers regarding their child's academic progress.

Grade reports for grade levels Kindergarten through second will use the following letter grading system:

I, P, NT

I=Achieves objectives and performs skills independently

P=Progressing toward achieving objectives and skills

NT=Needs more time to develop

In grades three through ten, the A, B, C grading system is used on grade reports.

PERFORMING ARTS GRADING POLICY

Fine Arts is part of the curriculum for Brighton Adventist Academy. Class time for these subjects is considered rehearsal time. Rehearsal/Class grades will be based on the following:

1. On time arrival with all materials
2. Respect for the teacher and classmates
3. Respect for the school's property
4. Responsible use of class time
5. Giving the best effort to the tasks assigned

Attendance at performances is important to quality of the presentation. All families should reserve performance dates on their calendars as early as possible to avoid conflicts. If a student cannot fulfill his/her part as scheduled it is essential that the teacher receive a written notification from the parent. Excused absences for sickness or death in the family will not affect a student's grade.

However, any other reason for an absence from a performance will lower a student's grade. If the absence is arranged at least four weeks prior to the event, the student's grade will be lowered by five percentage points. If the arrangement is made less than four weeks prior to the event or there is no notice given, then the student's grade will be lowered by ten percentage points. The four week notice gives the teacher time to find a substitute and the substitute time to prepare.

TRANSCRIPTS

Records of academic work, as well as other pertinent information, are passed on to other schools; however, records may not be forwarded if the student's account is not paid in full, to the extent the law allows. Official transcripts are issued by the Mid-America Union Conference Office.

ACHIEVEMENT TESTING

Students in grades one through ten (and possibly kindergarten) participate in the testing program used by the Mid-America Union Conference of Seventh-Day Adventists schools. The MAP Growth Test (Measures of Academic Progress) is given to grades one through ten three times a year (typically September, January, and May).

INCOMPLETE WORK

A final grade of "I" (Incomplete) is given on a report card when, for legitimate reasons such as prolonged illness, the student is unable to do sufficient work in any given grading period to receive a satisfactory grade. Incomplete grades must be removed within two weeks after the quarter or semester grading period has ended. If work is not completed within these limits, the incomplete becomes an "F".

INTENSIVE SCHOLASTIC CARE

If a student has a D or lower in at least two class subjects, the student is automatically placed on Intensive Scholastic Care. This may include, but is not limited to, a written plan of improvement (including strategies), parent teacher conferences, or required additional class time. In addition, a parent may be asked to seek additional help such as tutoring or evaluations. In addition, any student with two D's in any class, or one F in any class, does not qualify to participate on Blackhawks game days.

RETENTION OF STUDENTS

Consideration to retain the student at a given grade level involves counseling with the student and the parents. No student will be retained for more than two years during the elementary school years. The Rocky Mountain Conference Office of Education suggests that the first notice of possible retention be given to parents by November. A final decision to retain the student should be made in April.

ACCELERATION OF STUDENTS

The criteria for acceleration of a student will be based on the following minimal requirements:

- A student is expected to have a composite score on a standard achievement test battery (MAP) which places him at the 90th percentile or above in each core subject.
- The staff and administration need to submit a request and recommendation to the Rocky Mountain Conference Office of Education. The request must include how the student will be accelerated: two years in one or three years in two.
- Written approval from the Conference Office of Education must be on file at the school.

- The student must maintain an average or above level of achievement in the accelerated program.

ATTENDANCE

Brighton Adventist Academy, as required by the Mid America Union, maintains regular attendance and punctuality records. Acceptable excuses for absences are illness of the student and death in the immediate family. Whenever possible, medical and dental appointments should be scheduled outside of school hours. Provisions will be made for the completion of school work missed due to legal absences; otherwise, the work missed will be made up only at the discretion of the teacher (see the school's Late and Missing Work Policy). If your student will be absent for a reason other than illness or a death in the family, a pre-arranged absence written request must be submitted to the office at least one week in advance of the absence.

Recognize that excessive tardiness and absences will affect the quality of your child's learning experience. Please see the school's Late and Missing Work Policy which outlines how late and missing work is graded and scored. Excessive unexcused tardies and absences will result in a conference, so that strategies can be established to resolve the problem. If unexcused tardies and absences continue, the student may be dismissed from school.

LATE SCHOOLWORK POLICY

Brighton Adventist Academy has a written Late Schoolwork Policy, which lists deadlines for schoolwork, as well as the amount of points deducted for late work. Please refer to this policy which is available through any grades 5-10 teacher.

DAILY SCHEDULE

Monday – Thursday 8:00 a.m. – 4:00 p.m.

Students should arrive at school and be in their desks and ready for worship at 8:00 a.m. Students should go quietly to their classrooms upon entering the school, as early as 7:40. Student supervision will be for twenty minutes before the official start of school and for fifteen minutes following dismissal. If a student needs to stay after school beyond 4:15 or arrive earlier than 7:40, special arrangements must be made with the teacher.

AFTER SCHOOL PICK-UP

The school day concludes at 4:00 p.m. and it is expected that parents will pick up their children from school no later than 4:15 p.m..

At times the school may schedule after school or weekend practices for music, sports or extra-curricular activity. Brighton Adventist Academy will attempt to arrange accurate and specific times for the start and finish of these practices and expects parents to be prompt in drop-off and pick-up also.

BICYCLES

Students are asked not to ride their bicycles while on the school property. A bicycle rack is provided for students and they should be left parked there during school hours. Please provide your own lock. Brighton Adventist Academy is not responsible for any loss or damage to a bicycle.

SKATEBOARDS, ROLLER BLADES & SCOOTERS

Skateboards, roller blades and scooters are prohibited on campus at any time due to insurance prohibitions.

PROPERTY RIGHTS

The school assumes no responsibility for damage to or loss of books, clothing, musical instruments, cell phones, bicycles, or other personal property left by anyone on the school grounds or in the school building either during or after school hours. The school also reserves the right to inspect school lockers assigned to students, backpacks, lunch boxes, and other belongings.

CLOSED CAMPUS

From the time a student initially arrives on campus each day until he/she leaves for home after school, he/she is not permitted to leave the school campus at any time during school hours without prior permission from their parents, their teachers, and authorization from the administration. Any unauthorized leave or absence will be considered truancy and will result in disciplinary action.

All parents need to come to the office and sign out their child for temporary leaves, such as medical and dental appointments. Upon returning, students need to sign back in.

ILLNESS

Since children in a classroom environment are susceptible to communicable diseases, students should remain at home or be taken home if they have a non-medicated fever or an illness that might be contagious. Please keep your child home for fever, rash, cold symptoms, and vomiting. They must be symptom free without medication such as Ibuprofen for 24 hours before returning to school.

ORAL OR TOPICAL MEDICATION

Designated school personnel may only administer oral or topical medications (including ibuprofen, acetaminophen, naproxen, or other over-the-counter products) if the school administration receives each of the following:

1. Written direction and authorization from the health care provider detailing time schedules, amount, method by which the medication is to be taken, and reason for medication signed also by the parent/guardian.
2. A completed medication authorizations form filled out by the parent/guardian including their desire for the school to assist the student in the matter set forth in the physician's statements.
3. All medication must be reviewed by our school nurse
4. All medications must be brought in the original labeled container with prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. It is essential that all items necessary to administer medication, including spoons and other measuring devices, be given to the office.

All medications will be stored in a locked cabinet. Narcotics and eyedrops cannot be administered at school.

SCHOOL LUNCHES

Brighton Adventist Academy Home and School arranges for hot lunches one day a week, as volunteer resources allow. This is only on a cash basis. The schedule will be shared with families. At times, classrooms sell a hot lunch as a fundraiser.

EMERGENCY CLOSING

When it becomes necessary to close the school due to the weather or other emergencies, parents will be notified via text, Facebook, or TV (channel 4, 7, or 9). Most times, we follow the 27J public school district snow closures, late starts, or early dismissals.

FIELD TRIPS

Permission slips and information sheets will be sent home for each activity planned by the school that takes place out of Brighton. These must be returned for the student to participate in the activity. For local trips, such as to the library, pool, tennis courts, Carmichael Park or Inglenook, etc., we will ask for a general permission slip and medical release form to be signed by the parent at the time of registration.

Field trip fees are covered by the parents as an additional charge. In the case of trips with a high fee (such as inner tubing), the Home and School may pay a portion of the trip in order to lower the price for parents. Class trips (grades 8-10) are paid for by funds raised by the students; however, parents may pay for a portion of a class trip as determined by the class, the teacher, the parents, and the school board if necessary.

TELEPHONE SERVICE

The telephones at the school are intended for business use. The telephone can be used by the students only after approval from the appropriate staff. Messages for teachers or students may be left with the secretary, when present. Unless it is an emergency, we will encourage a response during a break time.

CELL PHONES

Cell phones are not allowed at BAA. There is a consequence for bringing a cell phone to school; see the current Student Behavior Chart for details. If your child needs to bring a cell phone to school for an emergency reason, please make a formal request with the principal, and the discipline committee will consider the request. The cell phone cannot come to school prior to the expressed permission of the discipline committee. For safety reasons, staff and volunteers are encouraged to keep their personal cell phone with them as much as possible.

PERSONAL LAPTOP COMPUTERS

Personal Chromebooks must be pre-approved by the classroom teacher, and if allowed, will be used at school for school designated purposes. Violation will result in the loss of privileges. The student will use the personal chromebook only via the school's internet safety management system (currently called Light Speed). Laptops are allowed for Griggs students for grades 11 and 12, and the student will use their laptop only via the school's internet safety management system.

TEXTBOOK RENTAL

Textbooks and workbooks are provided to students. Lost or severely damaged textbooks, which require replacement, will be billed to the student's account. To avoid year-end charges, books should be returned clean and in reusable condition.

VISITORS

All individuals and former students wishing to visit the school must make arrangements at least one day in advance by calling the head teacher. Parents are welcome to visit classrooms, but it is required that prearrangements are made with the teacher and/ or administration office. Parents wishing to bring items to

students are discouraged to do so, since we do not have an available adult to go to the school door. If absolutely necessary, please leave the item outside the front door so that the item can be retrieved at a later time. As a courtesy to both the teachers and the students, parents should wait until a class finishes to converse with a teacher or student.

Students bringing visitors must make arrangements one day in advance. All visitors are to cooperate with the school's standards of conduct and dress.

STUDENT ASSOCIATION

The Student Association exists (on years which resources allow) to provide students with opportunity to develop leadership and organizational potential to: have a voice in school activities, to actively participate and support the objectives of the school, and to gain experience in the mechanics of representative government.

Students from grades 7-10 may campaign for student office. In order to run for and to hold office, a candidate must have a G.P.A. of 2.5 with no D's or F's and is required to show good citizenship. Each candidate must receive faculty approval. Elections for student officers are usually held during the first quarter of the school year. Only students from 9th and 10th grade may campaign for the office of S.A. President.

STUDENT OFFICERS

Students must have and maintain a grade point average of 2.5 in order to run for or hold an office. All candidates for offices must receive faculty approval. Elections for student officers are usually held during the first quarter in the fall.

PARENTAL INVOLVEMENT

Parental involvement is an essential component in school and academic success. The following are examples of ways that you can be involved.

1. Provide your students with a balanced and nutritious breakfast.
2. Read to or with your student daily.
3. Work with the teacher to be sure your student keeps up with schoolwork. Check grades weekly.
4. Attend parent/teacher conferences when scheduled.
5. Volunteer to help out at the school.
6. Provide a quiet place for your student to do homework.
7. Attend programs as faithfully as possible. Read school newsletters regularly.
8. Communicate often with teachers, especially when there are commendations, questions, or concerns.
9. Work with your student to develop his/her internal motivation to succeed.

STUDENT GUIDELINES

By the act of applying for admission and attending Brighton Adventist Academy, students pledge to willingly observe all printed and announced regulations and to be committed to following Brighton Adventist Academy's Core Values.

The purpose of Brighton Adventist Academy is to train young people not only in academic subjects but also in Christian principles of conduct. With this purpose in mind the faculty have established guidelines that promote spiritual growth, harmonious personal relationships, safety of the students, and a smooth operating program.

In general the basic school rules can be summarized by BAA's Core Values.

Currently, our staff use a Student Behavior Chart, with infractions and consequences listed. Please refer to this chart which is available through any school teacher.

CITIZENSHIP

Christian students should be good citizens of their country, community, home, and school. The willingness to observe sensible and reasonable regulations as a matter of honor is the mark of a good citizen.

STUDENT RESPONSIBILITIES

1. Respect the religious ideals of the Seventh-day Adventist Church.
2. Respect and cooperate with all school personnel and volunteers.
3. Respect school property and the rights and property of others.
4. Abstain from those activities, which destroy the development of the physical, the mental, or the spiritual life.
5. Obey any regulations adopted and announced during the school year.
6. Refrain from swearing and/or the use of obscene language or gestures.
7. Refrain from cheating, stealing, bullying, hazing or inappropriate social behavior.

UNPUBLISHED RULES AND REGULATIONS

All rules and regulations adopted by the faculty and/or school board have the same authority as those published in this bulletin. Effort will be made to notify parents of these rules and regulations.

DO NOT BRING THESE ITEMS TO SCHOOL

- Weapons of any kind. This would include, but not be limited to, knives and firearms.
- Fireworks of any kind, lighters or matches, etc.
- Pornographic material and/or any other sexually explicit material
- Drugs, alcohol, tobacco products
- Personal electronics and/or items of great value
- Dangling Jewelry
- GUM

BUILDING A POSITIVE COMMUNITY AT BAA—BULLYING POLICY

Brighton Adventist Academy cares about the safety and well-being of our students. BAA wants to provide the optimal environment in which students can learn. To do this, BAA maintains a bullying policy which is based in part on the *Olweus Bullying Prevention Program* (OBPP). BAA has chosen to describe “bullying” as “creating a disconnect” within the BAA community.

Parents and guardians play a key role in the bullying policy. Students are asked to tell an adult at school and at home if he or she sees or experiences a “disconnect.” It will be very important that you take these reports

seriously and tell the school staff. These kinds of situations should not be seen as “kids being kids” or something that students just need to deal with.

Community – A safe, non-threatening place where students feel respected, valued, and connected, showing concern for all.

- The CHERISH values of Christ-centered living, Honor, Exploration, Responsibility, Integrity, Service, and Heroism define student choices that build community. This is the focus of our weekly Core Values Assembly programs where students are recognized for actions that demonstrate these values.

Conflict – A misunderstanding or unresolved disagreement where a student cannot or chooses not to see the other person’s point of view, causing a disruption in the community.

- Examples of this could include a short-term disagreement, physical fighting or shoving, verbal disrespect, arguments, and not listening to another person’s point of view.

Disconnect – The point where an action creates unwanted isolation from the community resulting in harm to all.

- Three components of Disconnect choices are ○ Aggressive behavior ○ A pattern of behavior repeated over time ○ An imbalance of power or strength
- Types of Disconnect choices ○ Direct: hitting, taunting, name calling ○ Indirect: rumors, exclusion, cyber bullying

We connect by:

1. Respecting others
2. Working together for the benefit of others
3. Including everyone
4. Telling an adult at school and an adult at home if someone is being disrespected or is experiencing a disconnect

Action steps in the event of a Conflict or a Disconnect:

1. The teacher will investigate the situation.
2. The student(s) will conference with the teacher, including a discussion about what needs to happen to rebuild the BAA community because of the student’s choice.
3. Parents are contacted.
4. If there is a second incident, the discipline committee will meet with parents to discuss intervention strategies.
5. For a third incident, discipline could include suspension or expulsion.

STUDENT HARASSMENT

The school will treat allegations of harassment seriously. Students expressing such behavior may be suspended from school. If the behavior continues or is of a nature deemed very serious, expulsion may become necessary.

Harassment occurs when an individual is subjected to treatment, or to a school environment, which is hostile or intimidating because of the individual's age, race, creed, color, national origin, medical condition, physical disability, or gender. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to any or all of the following:

- Verbal Harassment: Derogatory comments, jokes, or threatening words spoken or written to another person.
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Sexual Harassment: Includes unwelcome staring, gestures, shoulder massages, touching of clothes, hair, or body, patting, pinching, hitting, wrestling, constant brushing against another's body, bodily lifting, invading a person's personal space, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Action: No retaliatory action will be taken against an individual who files a complaint. Any student whose conduct is considered to be in violation of this policy will face disciplinary action which may include suspension with possible expulsion. Any employee whose conduct is considered to be in violation of this policy will face disciplinary action which may include termination of employment.

DISCIPLINE

Should students violate the trust placed upon them of abiding by the rules of Brighton Adventist Academy, disciplinary action may be required. This action is not the condemnation of the individual, but of the undesirable behavior that produced the discipline. It is the desire of Brighton Adventist Academy to hold students responsible for their actions. It is the purpose of the disciplinary action to:

- Stop and prevent a reoccurrence of the specific behavior.
- Protect the rights and safety of others at school.
- Assist in growth and understanding of the student by educating them in appropriate behavior.
- Preserve the integrity of the school by creating an atmosphere where standards are maintained.
- Direct the student toward a more meaningful relationship with Christ. A balance of justice and mercy will be sought.

Unacceptable behavior will be dealt with in a manner consistent with the seriousness of the offense. Staff members, in their respective areas, will handle minor issues. The student(s) will be shown a constructive way to remedy the situation. Compliance and attitude are important elements of reconciliation.

In more serious situations that require administrative attention, the following steps will take place

- a. As soon as the administration confirms the event, the parents of the student are notified of the incident and informed that it will be taken to the Discipline Committee
- b. Parents may meet with the committee after their initial meeting.
- c. The decisions made by the Discipline Committee are communicated to parents and student verbally, followed by written documentation.

DISMISSAL

A student who, by their attitude, shows that they are out of harmony with the standards and principles of this academy, or whose influence is found to be detrimental, may be asked to withdraw at any time--although there may have been no specific violation of any regulations.

Parents are also expected to work positively with the school in upholding policies and discipline. The administration may ask that a student be requested to withdraw if satisfactory relationships and support cannot be achieved. Other options may include placing the student in a peer support group or requiring professional evaluation and treatment (at the parent's expense).

Students having been dismissed for reasons stated above or who leave school under adverse circumstances will not be allowed to return to campus during the current school year.

COMPLAINT PROCEDURE

If a parent or child should become concerned over some action of the school or teacher, the following steps should be taken to encourage grievance resolution.

1. The problem should first be discussed with the teacher or staff member.
2. If a solution cannot be agreed upon, a meeting involving the principal should be arranged.
3. If a satisfactory solution has not been reached, a meeting involving the student and/or parent, the teacher or staff member, the principal, and the conference superintendent/associate superintendent should be arranged.
4. Finally, if no resolution is found, the matter should be brought before the School Operating Committee chairman.

STUDENT AUTO POLICY

Usually by the end of the school year several academy students have their driver's licenses. PLEASE NOTE: NO students are allowed to ride with a student driver. Students are not to use their vehicles during school hours unless special permission has been given from the Administration.

Students are welcome to use their vehicles for transportation to and from school as long as they agree to the following policy:

1. Once a student is at school, the vehicle is not to be moved until the student's appointments are completed. This also means that there is to be no sitting in or lingering around vehicles.
2. It is especially important for students to maintain courteous driving habits at ALL times. Students are to drive slowly with obvious concern for the safety of others.
3. Parking for student vehicles is provided in the church parking lot as designated by the principal. At no time is a student vehicle to be parked anywhere other than in this area.
4. Each student must have on file a copy of their auto insurance policy giving proof of liability insurance, and a drivers' license.

Any violation of the above will result in loss of privilege of driving on campus. Reinstatement of privileges will be considered after the student appears before the faculty.

BANQUETS

All students in grades seven through ten are encouraged to attend the formal banquets if prepared for the student body. These events are for Brighton Adventist Academy students who are currently enrolled.

DRESS POLICY

Students are expected to dress in harmony with the basic principles of health, modesty, appropriateness, and attractiveness. The term “modesty” denotes the basic spirit of a Christian concerned for his/her appearance and what it is saying to others. When a matter of appropriateness or modesty of a student’s appearance is in question, the faculty interpretation will be the determining factor.

School dress policy applies to all school functions including music appointments on weekends. Any school sponsored function is also included.

Students should wear clothing that is clean, modest, appropriate, and in good repair. Please refrain from media/entertainment related writings or pictures of skulls, satanic material, gothic themes, gang messages, inappropriate words or pictures, depictions of violence, guns, knives, etc. on any clothing. “Clean” includes minimal visible stains. Holes and tears must be minimal and not near private areas. “Modest” means shirts should cover the shoulders, chest, and midriff. Shirts must have sleeves. Tank tops and sleeveless shirts are not allowed, even if a jacket or other shirt is added. Shorts must have a five-inch in-seam or greater for grades 5-10, and a four-inch in-seam or greater for grades K-4. Girls must wear shorts (at this measurement) under skirts or dresses. “Appropriate” clothing will fit the weather and activities (e.g. Coats in winter and shoes for P.E.). Pajama pants (flannel, fleece, etc.) are not worn as regular school attire. Shoes or sandals must be worn at all times.

Jewelry—stud earrings are allowed (on earlobes only). No other jewelry item is allowed.

Students are encouraged to keep makeup, hair, and nail polish natural in tone.

Banquet and Graduation Attire – General guidelines of modesty, and appropriateness applies to banquet and graduation attire also. Dresses are to have modest necklines. Spaghetti straps or strapless dresses must include a shawl, cover, or jacket. Young men should wear collared dress shirts and dress slacks.

Swimsuits – For special events that include water activities, girls need to wear modest one piece or tankini style swimsuits that cover the waist. Boys need to wear swim shorts that fasten at the waist and have a length that approaches the knee. Swim shirts are acceptable.

FINANCIAL INFORMATION

TUITION

Tuition is stated as a yearly figure but may be paid in 10 equal installments unless prepaid at registration. The first tuition payment should be paid by August 5 or sooner, in order to reserve your child's spot in the classroom. Tuition is paid either in the office or online.

Kindergarten – 8th: \$420/month

9th – 10th: \$600/month

FEES

In addition to the regular tuition charge due the fifth of each month, there are several other fees:

- 1) **CURRICULUM FEE:** \$150.00 due by August 5 or sooner, in order to reserve your child's spot in the classroom. It includes most trips or in-house special programs with the exception of ski days, outdoor education, and AmeriTowne.
- 2) **MUSIC FEES** for lesson costs, instrument rental and music costs will be billed only to those enrolled. If an instrument is needed there will be the appropriate charge. Rocky Mountain Music Festival is an additional charge, also any trips made to Union College Music Festival.

DISCOUNTS, REFUNDS, LATE REGISTRANTS

Families may choose one of the following discounts:

- 1) New students are not assessed a Curriculum Fee.
- 2) A 3% tuition discount will be given for those who pay for the entire year's tuition by the end of the first week of school.
- 3) A 10% discount is given for the third student in a family.
- 4) A 15% discount is given for the fourth student in a family, and an increase of five percent for each additional student in a family.

Refunds are not available for the curriculum fee. Tuition charges paid for in advance will be reimbursed if a student withdraws, on a prorated basis, to the nearest one-half-month. For students who register any time past the month of August, tuition rates are pro-rated, to the nearest one-half-month.

PAYMENT AND LATE FEES

The school account must be kept current. Statements shall be sent from the business office each month showing all charges and credits. Full payment is due by the fifth of each month. After this a monthly late fee will be assessed. If circumstances arise that prohibit a normal payment, arrangements should be made AS SOON AS POSSIBLE with the school for rescheduling payment.

Payment may be made by credit card (for payments over \$100), online, personal check, cash or money order. In case of divorce, the custodial parent must take responsibility for the school bill unless we have a written agreement from the other spouse, parent or sponsor.

Occasionally the school or related agencies may recommend some type of professional assistance, (vision, hearing, counseling, etc.) Costs for such services are the responsibility of the parent/guardian, NOT the school.

DELINQUENT ACCOUNTS

Those families with outstanding accounts that are sixty days past due without any arrangements shall be required to remit full payment in order to keep their student enrolled. If payment and/or financial arrangements are not made the students will be asked to withdraw from school.

Past accounts from other Adventist schools need to be cleared before enrolling students at Brighton Adventist Academy. Arrangements must be made before enrolling for accounts past due from BAA.

SCHOLARSHIPS

As resources provide, limited tuition assistance is available through the Brighton Seventh-day Adventist Church. Scholarships (tuition assistance or financial aide) are provided only to families who first apply for the ACE scholarship. Scholarship applicants will be asked to provide personal financial information, such as household income and expenses, or copies of tax documents.

ACE Scholarships are available to families who live in Colorado. Qualification is based solely on income. To see if you qualify, you can go to www.acescholarships.org. The scholarship pays 50% of the child's tuition for a minimum of four years. Applicants must apply by April 15 for the following school year.

ADDENDA

ASBESTOS

Brighton Adventist Academy has been inspected for Asbestos, and meets all current requirements for schools.

ACCREDITATION

The school is accredited by the National Council for Private School Accreditation, the Board of Regents of the General Conference of Seventh-Day Adventists, and the Mid-America Union Conference of Seventh-day Adventists.

VOLUNTEER OPPORTUNITIES

Each family is invited to give of their time, if possible, in involvement to help the school through many opportunities. Parent involvement is at the very heart of a Christian school. A strong partnership between school and family creates a healthy, well-rounded educational experience for our children. Please check with your child's teacher for volunteer opportunities.

We require all school volunteers, including volunteer parents, substitute teachers, staff, and personnel, to complete a criminal history background check prior to any time spent on campus or on field trips, and to sign in upon entering the school building or before spending time on the school grounds.

In addition, any individual who drives for a field trip must meet the Rocky Mountain Conference field trip driver policy, and will provide a copy of his/her driver's license, and submit a copy of adequate proof of insurance.

SCHOOL T-SHIRTS

To promote school spirit and unity, our school has Hooded Sweatshirts, Jackets, Lunch Totes, Synch Bags, Water Bottles, T-Shirts, Shorts, Hair Bows, Hats, and Polo Shirts available in school colors. These articles have the school logo. Sizes are available for all ages, including adults. At times, students are required to wear school T-Shirts on a certain day of the week or on school activities such as field trips or school programs. The cost for these garments is not included in tuition; parents must purchase a shirt. Wearing the school T-Shirt on “School T-Shirt Days” is a required part of the school’s dress code.

COMPUTER USE POLICY

Students are required to use the school’s technology properly; damage, loss, or inappropriate use will result in termination of privileges, fees and payments, and/or additional consequences.

Internet access is available to students at school. The Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. We have taken available precautions to restrict access to inappropriate content. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. Students are expected to practice efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, their access will be terminated and future access could possibly be denied. Please see the complete “Computer Use Policy,” which is signed by each student and parent at registration.

SAFETY DRILLS, SAFETY PROCEDURES

Exterior doors and gates are locked at all times, unless students are outside for recess or P.E. or unless a crowd of parents are arriving. We conduct regular safety drills, such as fire drills, tornado drills, earthquake drills, stranger drills, lock-downs, or serious injury. Our classrooms are equipped with contact information, first aid kits, walkie-talkies for teacher communication, and staff cell phones have emergency apps such as weather alerts.

WEATHER EMERGENCIES, EVACUATION

Should we already be at school and the weather becomes threatening, we will call or text to inform you of an early closure, if possible. In case you cannot be reached by phone, the teachers/volunteers will keep your student(s) with them until you are informed of the situation and can arrange to safely pick them up. In the case of a tornado warning, the students will gather in the bathrooms, with our emergency equipment, and will remain there until the danger clears.

Students may evacuate the school building to an alternative location during school hours, in the case of inclement weather, environmental dangers, security reasons, or any reason as determined by the teacher, in the students’ best interest. Parents will be notified as soon as possible.

PARKING LOT POLICIES AND STUDENT DROP-OFF/PICK-UP

Students are asked to not play in the parking area after school, even if their ride has already arrived. At dismissal, older students wait at the picnic tables, and younger students remain in the school lobby. Cars shall line-up and wait to retrieve their child at the designated area, unless a teacher walks their child to the car. Parents shall remain in their vehicle unless they have parked in a designated parking spot.

CAMERA/VIDEO WAIVER

Pictures and videos are taken throughout the year for the year book, bulletin boards, electronic newsletters, and marketing purposes such as the school website, newspaper articles, brochures, Facebook, etc. Pictures, names, and/or videos may be emailed to parents, school volunteers, city newspaper, and school friends. Your acceptance of the conditions of this waiver is indicated by the placing of your child(ren) at Brighton Adventist Academy, unless otherwise indicated in writing on the school application form.

BLACKHAWKS GAMES PARTICIPATION

Grades 5-10 have the option to participate in the Blackhawks competitive games which are scheduled periodically throughout the school year. To qualify to participate in the game, the student must not have a percentage grade of anything below 70% in any two classes or more, or one failing grade (F). Grades are viewed on Monday morning to determine qualifying grades.



Guidelines for Human Sexuality and Identity Statement

Brighton Adventist Academy is a K-10 educational institution that is owned and operated by the Rocky Mountain Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

First, as a Seventh-day Adventist educational institution we neither condone nor promote any behavior outside of the Adventist biblical beliefs. Brighton Adventist Academy's policy on human sexuality and identity are based on the North American Division Statement on Human Sexuality. This statement is based on Seventh-day Adventist understanding of scripture.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate in nature is not allowed.
2. Students will neither promote nor advocate a lifestyle while enrolled in Brighton Adventist Academy that is not in accordance with the following:
 - a. "Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs." (NAD Statements on Human Sexuality, p 3)
3. Students must state their birth gender on an application for school:
 - a. The birth gender stated must be accurate
 - b. The birth gender determines restroom use, sports team choices, uniform choices, pronouns used, and any other issue as stated in the student handbook concerning sex.

Brighton Adventist Academy is called to love all people. In this sin-filled world, our goal is to create an environment where all people love and respect each other.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." Colossian 3:12-14