

# **BURTON ADVENTIST ACADEMY**

## **STUDENT HANDBOOK AND BULLETIN 2011-2012**

Accredited by the Accrediting Association of Seventh-day Adventist Schools,  
Colleges and Universities which is a recognized member of the  
National Council for Private School Accreditation  
and the Texas Private School Accreditation Commission,  
and is recognized as accredited by the Texas Education Agency

**and affiliated with the  
Texas Conference of Seventh-day Adventists**

**CONSTITUENT  
SEVENTH-DAY ADVENTIST CHURCH**

Arlington Seventh-day Adventist Church

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**STAFF AND FACULTY**  
**817-572-0081**

**ADMINISTRATIVE STAFF**

Troy Beans, M.S.	Head Principal	ext. 114
Darlene White.	High School Principal	ext. 304
Annette Graves, B.S.	Treasurer	ext. 113
Dian Simpson, B.M.Ed.	Registrar, Librarian	ext. 204
Ashley Ortiz, L.M.S.W.	Chaplain/Guidance Counselor	ext. 305

**OFFICE STAFF**

Connie Dickerson, B.S.	Assistant to the Treasurer	ext. 115
Laura Smith, B.S.	Secretary to the Principal Health Records	ext. 112

**ELEMENTARY (PreK-4) FACULTY**

Larissa Smith, B.A.	Pre-K	ext. 108
Adeline Scherencel, B. S.	Kindergarten	ext. 107
Debra Belz, B.S.	First Grade	ext. 103
Stephanie Mardones, B.S.	Second Grade	ext. 100
Ellen Thomas, M.Ed.	Third Grade	ext. 102
Shelly Colvin, B.S.	Fourth Grade	ext. 109
Sharon Solomon, M.Ed.	Fifth Grade	ext. 203
Kent Wallack, M.Ed.	Computers, P.E.	ext. 200

### **JUNIOR HIGH (6-8) FACULTY**

Damon Gilliam, B.S.	6 <sup>th</sup> Grade	ext. 303
Carlos Rodriguez, B.S.	7 <sup>th</sup> Grade	ext. 302
Brad Reeves, M.Ed	8 <sup>th</sup> Grade	ext. 301
Travis Simpson, B.S.	Music	ext. 306
Kent Wallack, M.Ed.	Computers, P.E.	ext. 200

### **SECONDARY FACULTY**

Al Beyer, M.A.	Science, Religion	ext. 506
Lee Jackson, B.S.	Science, Religion	ext. 207
Kevin Klein, B.S.	History, Health, PE	ext. 402
Shernette Kydd, M.B.A.	Science, Math, Computers	ext. 202
Milton Mardones, B.A.	Spanish, PE	ext. 208
Deandria Reed-Shaw, M.A.	ESL, AP English	ext. 502
Travis Simpson, B.S.	Math, Music	ext. 306
Monroe Solomon, M.Ed.	Social Studies	ext. 501

## SCHOOL CALENDAR 2011-2012

July 15 .....	Early Registration Ends
August 7, 9:00 - 4:00 p.m. ....	Registration (One parent must be present to complete registration)
August 10-12 .....	Office Closed – No Registration
<b>AUGUST 15 - OCTOBER 21, 2011 .....</b>	<b>PERIOD I</b>
August 15.....	School Begins
August 26.....	High School Ski Vespers
September 2 .....	Early Dismissal - 12:15 p.m.
September 5 .....	LABOR DAY - NO SCHOOL
September 12-15 .....	Week of Prayer
September 15-18 .....	Leadership Camp
September 19-23 .....	ITBS Testing
September 26-28 .....	SAT Prep Class (8:15 a.m. - 12:00 p.m.)
September 28 .....	See You At The Pole - 8:15 a.m.
September 30 - October 3 .....	Senior Survival
October 2 .....	SAT
October 7 .....	Early Dismissal - 12:15 p.m.
October 10.....	FALL BREAK - NO SCHOOL
October 12 .....	PSAT
October 13-16.....	Freshman Bible Camp
<b>October 21 .....</b>	<b>End of First Grading Period</b>
<b>OCTOBER 24– DECEMBER 21, 2011 .....</b>	<b>PERIOD II</b>
October 23 .....	ACT
October 24-28.....	Student Week of Prayer
October 30 .....	Fall Fair
October 31 .....	Parent/Teacher Conferences
November 6 .....	SAT
November 9 .....	HS Community Service
November 18 .....	Early Dismissal - 12:15 p.m.
November 21-25 .....	THANKSGIVING VACATION - NO SCHOOL
November 29 .....	SWAU College Fair (8:30 - 10:00 a.m.)
November 30 .....	8 <sup>th</sup> Grade Community Service
December 1 .....	Senior Community Service
December 3 .....	Elementary Music Concert
December 4 .....	SAT
December 21 .....	Early Dismissal - 12:15 p.m.
<b>December 21 .....</b>	<b>End of Second Grading Period</b>
December 22 - January 3 .....	Christmas Break

**JANUARY 4-MARCH 9, 2012..... PERIOD III**

January 4 ..... School Resumes  
January 9 ..... Parent Teacher Conference (3:30 - 6:00 p.m.)  
January 9 ..... Parent Information Night - All Grades  
January 16 ..... MARTIN LUTHER KING, JR. DAY - NO SCHOOL  
January 29 ..... SAT  
January 30 – February 3..... Week of Prayer  
February 20 ..... PRESIDENTS DAY - NO SCHOOL  
February 23 ..... (7-8) SWAU Music Fest  
March 9..... Early Dismissal - 12:15 p.m.

**MARCH 9 ..... End of Third Grading Period**

March 11 ..... SAT  
March 12-16..... SPRING BREAK - NO SCHOOL

**MARCH 19 - MAY 25, 2012 ..... PERIOD IV**

March 28 ..... Visitation Day Grades 1-5  
April 4 ..... Visitation Day Grades 6-8  
April 6..... SPRING HOLIDAY - NO SCHOOL  
April 11..... Visitation Day Grades PreK-K  
April 11..... HS Career Day  
April 13..... Community Service - JH Food Drive  
April 15..... ACT  
April 16..... Community Service - HS Food Drive  
April 18..... Visitation Day Grades 9-12  
April 22-27 ..... Outdoor School - 6<sup>th</sup> Grade  
April 29-May 1..... Chorale Camp  
May 5 ..... Elementary Music Concert  
May 6 ..... SAT  
May 12 ..... Chorale Spring Concert  
May 13-16..... Senior Class Trip  
May 23 ..... Kindergarten Graduation  
May 24 ..... Eighth Grade Graduation  
May 25 ..... Last Day of School - Early Dismissal 12:15 p.m.

**MAY 25 ..... End of Fourth Grading Period**

May 25, 26 ..... Senior Class Graduation  
June 3 ..... SAT

## **GENERAL INFORMATION**

### **MISSION**

It is the mission of Burton Adventist Academy to provide meaningful attention and a wholesome influence for every student at Burton, supporting spiritual, mental, and physical development. Collaboration between parents and teachers is also a priority as we prepare our students for the future. Together, with the parents as our partners, we motivate high academic achievement and seek to teach, through content and example, the meaningfulness of a living relationship with Christ.

### **EDUCATIONAL GUARANTEE**

Burton Adventist Academy is committed to providing a Christian value-based educational experience for its students. As a parent, if you believe this has not been provided to your student, please let the school administration know of your concern. Burton will provide your family an evening out with an administrator, at the restaurant of your choice, to discuss your concerns and your suggestions for improvement.

### **BASIC PHILOSOPHY AND OBJECTIVES**

We believe that God created man in His own image, with the power to think, act, and make personal choices subject to moral and physical laws.

We believe in the inspiration of the Bible, through which God has communicated His nature, purpose, and plans to man. We embrace the ministry of Ellen G. White, co-founder of the Seventh-day Adventist Church.

We believe that the greatest happiness comes through a personal relationship with Jesus Christ, and that His followers will engage in service to God and community.

We believe the work of the teacher is intended to supplement, but not replace, that of the home in providing for the child's education and general well being.

Our school operates on the premise that here youth may receive a balanced spiritual, physical, mental, and social education in harmony with Seventh-day Adventist denominational standards and ideals. As parents and teachers work together in this educational endeavor, it is our objective that students will:

- Grow in faith, love, and confidence in the power of God.
- Develop true Christian character, which produces self-discipline, honesty, reverence, purity, integrity, and moral stamina.
- Recognize the human body as the temple of God and gain an understanding of principles for maintaining good health.
- Develop the ability to think independently.
- Develop a sense of loyalty toward the church and responsibility for participation in church functions.
- Engage in social interaction and activities that will foster an attitude of respect for others and for Christian principles.

- Refrain from behavior that intentionally causes injury to themselves or another student.
- Aspire to the highest possible individual intellectual achievement.
- Develop a sense of personal responsibility for the welfare of the local and world community.

## **DISCRIMINATION**

Burton Adventist Academy admits students of any race, color, gender, or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, or national/ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or other school-administered programs.

## **STUDENT PLEDGE**

It is distinctly understood that students who present themselves for admission to Burton Adventist Academy thereby pledge to willingly observe all its regulations and to uphold the Christian principles upon which the school is operated.

## **PARENT PLEDGE**

It is distinctly understood that any parent/guardian who presents their student for admission to Burton Adventist Academy, pledges to willingly support the faculty and administration in their efforts to uphold the Christian principles upon which the school is operated.

As a partner in your child's education, your support of the school and child are vital to the success of the educational process. Therefore, the school expects the following from all parents or guardians:

- You will earnestly **pray** for Burton Adventist Academy and all students.
- You will **volunteer** to assist as needed, with all educational functions of BAA.
- You will **support** the dress code policy and monitor your child's compliance.
- You will **recommend** BAA as a Christian value-based educational center.
- You will meet all **financial obligations** in a timely manner; realizing that late payments have an effect on the school's ability to meet its budget needs.
- You will establish a means of **communication** with teachers by letting them know your preferred method of communication (letter, e-mail, phone, etc.)
- You will seek to **resolve** any matters of dissatisfaction with the person or persons involved, rather than spread criticism or hold a negative attitude.

## **CHAPLAIN AND COUNSELOR**

The role of the School Counselor and Chaplain at Burton Adventist Academy is to provide services such as: guidance and career counseling, chapel, a mission trip and local community service, standardized testing, and academic and community referrals. The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or substance abuse issues. The counselor may also make available information about community resources to address these concerns.

## **CONFLICT RESOLUTION AND LEGITIMATE CONCERNS**

(as printed in the Southwestern Union Conference *School Board Manual*)

In even the best schools, individuals sometimes have concerns regarding the school's operation or perhaps some action of an individual employee or teacher. Most of the time, these concerns can be explained or corrected by an earnest, prayerful visit between the parties involved. (Matthew 18:15-18) On occasion, the head principal or one of the principals may be requested to serve as a consultant regarding specific concerns.

In the event that the individual's concern continues after a personal visit and consultation with the head principal and/or principal, the individual is requested to express the concern in writing to the school board chairperson. (See form on pg. 42 and 43. Also available from the office.)

The chairperson will call a special meeting of the concerned individual, any involved employee, the head principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all.

If a satisfactory resolution does not seem possible within this group, then the concerned individual and the employee will be invited to appear at the next board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools.

Only after the above suggestions have been carried out, should concerns regarding an employee be brought to the board for its consideration and discussion. After the concern has been stated and questions asked by board members, the board should go into executive session to complete discussion and determine resolution.

Since such resolutions are sometimes of a sensitive nature, the head principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the board's resolution with the person involved. Every effort should be made to come to a caring, peaceful conclusion among God's people.

## **ADMISSION / REGISTRATION**

### **AGE REQUIREMENTS**

Pre-K	4 years of age by September 1, 2011
Kindergarten	5 years of age by September 1, 2011
First Grade	6 years of age by September 1, 2011

### **DOCUMENTS REQUIRED FOR ADMISSION**

New students applying for admission to Burton Academy must provide the following materials before the application can be considered. In addition, all local students (K-12) must have an interview with an administrator. A parent must be present at the time of the interview.

- Completed Application
- Copy of all academic records
- 2 completed Student Recommendation forms (grades 6 – 12)  
One reference should be from a former teacher or school administrator

In order to ensure the best possible Christian environment for our young people, Burton Adventist Academy reserves the right to refuse the student whose behavior in the past has not been acceptable. Acceptance of all students will be subject to review by the Administrative Committee.

### **DOCUMENTS REQUIRED FOR REGISTRATION**

All new students must be accompanied by a parent or guardian at the time of registration, and should bring the following items with them to registration:

- Mailing address of previous school
- Social Security Number
- Immunization Records
- Certified birth certificate for students entering Pre-K through First grade

Before any student transfers from another Seventh-day Adventist school, financial clearance must be obtained from that school.

### **STUDENT RECORDS AND TRANSCRIPTS**

Student records, including attendance records, test scores, grades, disciplinary records, counseling records, applications for admission, health and immunization information, teacher/counselor evaluations and reports of behavioral patterns are considered confidential. Release of records is restricted to:

- Parents - whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights or the right to access a student's educational records.
- Legal guardians - documentation must be provided showing legal guardianship.
- School officials who have a legitimate educational interest in a student's records.

## **DAILY OPERATION**

### **SCHOOL HOURS**

Official school hours are from 7:15 a.m. until 6:00 p.m. All school regulations apply during this time including:

- Conduct
- Uniform compliance
- Work
- Restrictions on leaving campus

### **CLASS HOURS**

**Hours:** Monday – Friday 8:15 a.m. - 3:15 p.m.

### **SUPERVISION**

For those riding the school bus, supervision begins when students board the bus in the morning and ends when they return to their bus stop in the afternoon.

During the day, students will be assigned to a teacher and/or supervisor for each period. If, for any reason, students are unable to meet an appointment, it is their responsibility to notify the supervisor.

Buildings open at 7:15 a.m. and close at 6:00 p.m. During the sports season parts of the sports complex may be open beyond 6:00 p.m.

Campus supervision is from 7:15 a.m. to 6:00 p.m. (5:30 on Friday). Students not involved in an authorized, supervised after-school activity must be picked up within 15 minutes of their last appointment or they will be placed in the after-school care program.

Any students left on campus after 6:00 p.m. who are not involved in an organized, supervised activity, will be charged \$1.00 per minute until they are picked up. This policy covers all students in all grades.

### **AFTER-SCHOOL CARE**

As a service to working parents, Burton Adventist Academy operates a supervised after-school program for all students. On Monday through Thursday it is available until 6:00 p.m.; the pickup time on Friday is 5:30 p.m. Students in grades Pre-K through 12 who have not been picked up within 15 minutes after the close of school are required to be in the after school care program. There is no after school supervision for students other than the after-school care program.

After school supervision by an older sibling is not allowed.

Junior High and High School students who are participating in the sports program will be allowed two (2) months of free after-school care per sport, as long as they are eligible to play. However, late charges will apply as usual. Students who do not cooperate with the after school care program will not be eligible to participate in the sports program.

Elementary age siblings of students participating in the sports program that remain on campus are required to be in the after school care program. Regular charges will apply.

All students participating in school-sponsored, extra curricular activities are to be in an area designated by their sponsor.

After School Care Charges:

- \$7.00 per day per child
- \$1.00 per minute per child after closing (6:00 p.m. Mon-Thurs; 5:30 p.m. on Friday)
- Full time enrollment: \$100.00 per month for nine months (September – May)
- Tuition for full time (5 day) Pre-K students includes after school care.

### **CHAPEL/ASSEMBLY**

The Chapel/Assembly time is an important part of a student's total education program. A regular chapel/assembly period is built into the weekly schedule; however, special chapel/assembly periods will be announced if necessary. Students will be assigned seats.

In respect for the speakers, students will:

- Turn cell phones off when entering the chapel, and keep them turned off and put away until the end of the chapel/assembly period.
- Leave books, back-packs, computers, and/or school supplies outside the chapel.
- Sit in assigned seat.

### **SEVERE WEATHER CLOSING**

On days that Burton Adventist Academy must close due to bad weather, a message will be placed on the school website at [www.burtonacademy.org](http://www.burtonacademy.org) and the school answering machine. You may call 817-572-0081 to hear the message which will play 24 hours a day.

In addition, attempts will be made to give the following stations information concerning school closings: KXAS-TV (Ch 5), or radio stations 103.7 Lite FM and KRLD (1080 AM). Burton Adventist Academy follows the same **closing** guidelines as the Arlington Independent School District. Anytime the Arlington ISD closes for bad weather, Burton Adventist Academy will also be closed, but we do not follow their schedule for delayed openings. Due to the bus routes and diverse locations of Burton Adventist Academy students it is not feasible to alter the schedule, therefore there are no delayed openings.

In case of school closings, students are required to complete a weather day assignment that will be posted on each teacher's website. Assignments are due the day school resumes.

## HEALTH

### HEALTH SCREENING

All schools in the state of Texas are required by state law to perform the following health screenings:

- Hearing Grades K, 1, 3, 5, 7, 9 (and all new students)
- Vision Grades K, 1, 3, 5, 7, 9 (and all new students)
- Scoliosis Grades 6 and 9
- Ancanthosis Nigricans

### MEDICATION FOR STUDENTS

All medications (both prescription and non-prescription) must be accompanied by:

- A note from a medical doctor stating the need for the medication.
- A written request signed by a parent asking the school to administer the medication.

All medications must be in the original container, labeled with the name of the student, amount of dosage, and directions for administering the medication.

The school **DOES NOT** keep over-the-counter medicines (aspirin, Advil, Tylenol, cold and cough medicines, etc.) for student use. There are no provisions for giving medication other than those stated above.

### ILLNESS

Burton guidelines require that students **always** be sent home for the following:

- Vomiting
- Fever of 100 degrees or more
- Undiagnosed rash – may return with doctor’s note stating the rash is not contagious
- Head lice – may return after treatment and all eggs are removed
- Pink eye – may return after seeing doctor and beginning treatment

Burton Academy also has a “24 Hour – No Fever” policy. This means those students who are ill and running a fever must remain home until their temperature has been normal **without medication** for a full 24 hours.

### IMMUNIZATION REQUIREMENTS

Texas State law requires that all students must have the following immunizations before entering school:

#### DPT

- **Grades PreK-6** – Four doses plus a booster given on or after the 4<sup>th</sup> birthday
- **Grade 7** – Booster dose required before entering the 7<sup>th</sup> grade, if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine.
- **Grades 8 -12** – Booster dose required when 10 years have passed since the last dose of tetanus-diphtheria-containing vaccine.

**Hepatitis B**

Three doses Hepatitis B vaccine for all students in grades Pre-K through 11

**Measles**

Second dose given on or **before** the 4<sup>th</sup> birthday

**Measles, Mumps, Rubella**

One dose given on or after the 1st birthday

Second dose required before entering Kindergarten

**Hepatitis A**

Two doses required before entering Pre-K or Kindergarten

**Meningococcal Vaccine**

**Grades 7 - 9** – One dose required

**Polio**

Four doses plus a booster given on or after the 4th birthday

**Pneumococcal Vaccine**

At least one dose for students in Pre-K (actual number of doses to be determined by doctor depending on what doses child has or has not already been given.)

**Varicella (Chickenpox)**

- **Grades Pre-K and K** – Two doses required
- **Grades 2-6** – One dose required
- **Grades 7 - 9** – Two doses required
- **Grades 9-12** – One dose required

**All new students are required to bring current immunization records at the time of registration.** If the needed immunizations are not up to date, students in grades 2-12 will be allowed two weeks in which to receive the needed immunizations. After that time, the student will not be allowed to return to school until the required immunizations have been received. Students in grades Pre-K through 1 must have all immunizations completed before their first day of class.

# STUDENT CONDUCT

## HALLMARK OF A BURTON STUDENT

### RESPECT

- Respect for self as God's creation
- Respect for others as God's children
- Respect for appropriate boundaries
- Respect for Burton Academy, its mission and its expectations
- Respect for the Seventh-day Adventist Church and its teachings

### SAFETY

- Behavior with respect to the physical safety of self and others
- Behavior with respect to the emotional safety of self and others through the elimination of hazing and harassment
- Embracing the importance of each individual's need for acceptance and belonging

### PROTECTION OF PROPERTY

- Providing careful attention to personal belongings
- Respecting and maintaining the rights of others not to have their belongings inappropriately taken
- Caring for the property of Burton Academy, such as its buildings, classrooms, and equipment

### KEEPING ON TASK

- Diligently and consistently attending classes, studying and completing academic or work assignments
- Developing and maintaining the highest level of integrity
- Functioning according to priorities, boundaries, and reasonable time lines
- Taking care of fiscal responsibilities in an organized and timely manner

### APPROPRIATENESS

- Appropriateness in speech – choosing not to use indecent language
- Appropriateness in dress by depicting modesty in one's appearance
- Developing appropriate relationships with fellow students
- Learning acceptable social behavior in relationship to the diversity of our society
- Appropriateness in deportment

### INTERNALIZATION

- Embracing and practicing Christian principles
- Thinking clearly and making rational application of values for life
- Contemplating the benefits of character development in relationship to this temporal life and to eternal life

## CITIZENSHIP

Citizenship at Burton Academy is a reflection of a student's overall behavior. This includes, but is not limited to, dress, respectfulness, attendance and classroom demeanor. Violations will result in deductions of points based on infractions. Discipline beyond deduction of points may also occur.

### Overview

- 100 points will be allocated to each student per semester.
- The citizenship grade is based on the points remaining after any deductions due to violations and will be on the same grade scale as academic grades.

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D

### Categories of Infractions

- Minor Infractions
  1. Deduction of 1 – 3 points
  2. Repeated minor infractions may escalate to a Major Infraction

Examples:

Dress Code violations

Tardies

Littering

Unexcused Absences (after arrival on campus)

- Major Infractions
  1. Deduction of 5 – 40 points
  2. Illegal acts may result in a police report
  3. May also result in administrative council resolutions

Examples:

5 – 20 points

Disrespect

Cheating (plus a zero on test or assignment)

Bullying

10 – 40 points

Stealing

Fighting (if results in injuries or marks – 15 pt mandatory)

False fire alarms (suspension)

Security cameras or locks (suspension)

Criminal activity (suspension)

Insubordination

40+ points

Drug possession (suspension)

Weapons (suspension)

## **TELEPHONE USE**

Students will not be called to the phone during any class period except for a parental emergency. Messages may be left at the office. Students may return calls during class breaks or at lunch time.

Cell phones and other personal electronics are to be turned off during all classes, and are not to be used to place calls except during class breaks. Phones and other personal electronics used inappropriately will be confiscated and returned at the discretion of the administration.

## **ATTENDANCE POLICY**

Burton Adventist Academy is required to follow the attendance guidelines of the Texas Education Code which states that a student must attend class 90% of the days that the class is offered or be subject to loss of credit. This same rule applies to the VOE form issued by Burton for driver's license renewal.

Tardies count one (1) attendance point, and absences count three (3) attendance points. When the student's points total twenty (20) points, they will be asked to re-register and pay a \$50 re-registration fee. If the student accumulates an additional (20) points, they may be asked to withdraw from school.

Excuses must be turned in within three (3) days after the absence/tardy occurs. Use of the sign-out sheet in the office does not constitute an excuse. Habitual problems will not be excused. A \$150 re-schedule fee will be assessed to high school students who miss semester exams.

## **LEAVING CAMPUS**

If a student leaves the campus during school hours (7:15 a.m. - 6:00 p.m.) without permission, a fine of \$25.00 will be charged. All fines must be paid before returning to school the following day.

## **STUDENT DRIVERS**

Students will not be permitted to use any motor vehicles except for transportation to and from school. While on campus, students will not have access to their vehicles. If a student uses their vehicle to leave the campus during school operational hours (7:15 a.m. - 6:00 p.m.) without permission, a fine of \$40.00 will be charged to that student. If a student leaves the campus during the school day without permission and takes another student, a fine of \$40.00 will be charged to that student also. All fines must be paid before returning to school the following day. If a second violation occurs, driving privileges will be taken away for the remainder of the semester.

A copy of the current driver's license, proof of insurance, description of the vehicle, and license number must be on file in the school office for students who drive on campus property. Students who must leave campus before the end of the school day must have a "Permission to Leave Campus" form on file in the office and/or written permission from a parent or guardian. Students drive their cars to school at their own risk. School regulations take effect when students arrive on campus and end when they leave campus.

## **SCHOOL PROCEDURES**

Only those who choose to live in harmony with the following standards of Burton Adventist Academy should apply for admission. These guidelines have been established so that students,

faculty, and others may enjoy a safe and well-ordered campus environment. Adherence to these principles is required by all students desiring an education at Burton Adventist Academy.

- Students are expected to conform to all school regulations, rendering prompt and cheerful obedience to their teachers/supervisors.
- School regulations will apply to any school-sponsored activities, whether on campus or off campus.
- Students are expected to conduct their relationship with the opposite gender in a dignified and wholesome manner. A hands-off policy will be enforced.
- Students are not to post inappropriate pictures or stickers inside lockers. Confiscated items will be taken to the office or thrown away. At the parent's request, some items may be returned.
- Eating must be confined to designated areas at appropriate times.
- Students will not be allowed to sell unauthorized items.

### **PARENTHOOD**

It is the goal of Burton Adventist Academy to provide students with age-appropriate experiences and to nurture them in their successful academic and social growth. Because life passages such as marriage and/or pregnancy often distract students from a successful experience at a traditional school, such students may be asked to find alternate educational settings.

### **TECHNOLOGY USER AGREEMENT**

All students will be asked to sign a contract stating that they are willing to use the computers in a responsible manner, and that they will comply with the computer policies and regulations of the school.

### **LOCKERS**

Locker space is provided for the private use of students. It is the student's responsibility to keep the locker clean, and lockers may be checked or inspected by faculty at any time. The school is not responsible for money or other valuables left in lockers. Students must keep lockers locked at all times with the locks provided by the school. No other locks may used.

### **CLASS OFFICE**

In order for students in high school or junior high to be eligible to run for a class or SA office, all of their grades for the previous semester must be a C or above. Inappropriate behavior may cause the office to be forfeited by the vote of the faculty when recommended by the Administrative Council.

## **DISCIPLINARY POLICY**

Specific policies are published in the Student Handbook and any new policies will be explained to students at the beginning of each semester.

### **CONFISCATED ITEMS**

Items, such as cell phones or other electronic devices, taken from students will be given to the principal and only be returned to parents. If taken a second time, the item will not be returned until the end of the school year. Inappropriate items such as fireworks, reading material or drawings will be disposed of.

### **SCHOOL SUSPENSION OR DISMISSAL**

Students at Burton Academy are expected to maintain high standards of conduct as outlined in this manual. Wrongful conduct, or habits unbecoming to school standards, may be subject to review by school administration. Students may be suspended or dismissed for the following violations:

- Sexual, verbal, or physical harassment – Burton Adventist Academy is committed to providing a school environment free from harassment of any kind. Students and employees who violate policy are subject to prompt corrective action in accordance with applicable school policy at that time.
- Inappropriate use of God’s name, use of profane or indecent language, engaging in lewd conduct or suggestions, or possession of obscene literature or photos.
- Picking or breaking locks, doors, or windows.
- Willfully causing damage to school property – Any person willfully marring, misusing, carelessly damaging, or destroying school property must pay for restoring the property to its original condition, or pay for its replacement.
- Constant and obstinate violation of any school regulation and repeated failure to follow specific instructions of faculty or staff constitutes insubordination.
- Use of tobacco, drugs, or alcohol.
- Failing to respect the rights of others and their property (stealing).
- Undermining fundamental principles of the school, antagonism toward the spirit or methods, or continuous criticism and faultfinding. Fighting or antagonizing others to fight.
- Possession of guns (toy or otherwise), fireworks, cigarette lighters, matches, knives, etc.
- Unauthorized entry into lockers.

In-School Suspension (ISS) may be assigned as an alternative discipline for infraction of any rule listed in the Student Handbook and/or because of other disciplinary issues. Students assigned to

In-School Suspension will be required to work on class assignments provided by each teacher; and part of the ISS day will be spent working on a school improvement project.

## **VANDALISM**

Thousands of dollars have been invested to provide the facilities of Burton Adventist Academy; therefore, respect for all school property is expected. Students vandalizing school property may face major discipline, police notification, and fines, in addition to restoration or replacement charges.

### **Security**

Vandalism to security system (cameras, gate, etc.) will result in repair or replacement charges and a \$500.00 fine. Additional discipline may be given by administration.

### **Safety**

Vandalism to safety equipment (fire extinguishers, defibrillator unit, etc.) will result in repair or replacement charges and a \$500.00 fine. Additional discipline may be given by administration.

### **Buildings and Facilities**

Vandalism to physical facilities (walls, ceiling, floor, exterior, lockers, etc.) will result in repair or replacement charges and a \$200.00 fine. Additional discipline may be given by administration.

### **Transportation**

Vandalism to vehicles (school, faculty, student, guest, etc.) will result in repair or replacement charges and a \$100.00 fine. Additional discipline may be given by administration.

Additional discipline up to and including expulsion with no refund may be given by the administration for any of the above infractions.

## **SUBSTANCE ABUSE**

Young people are gifts given to us by God. The purpose of true education is to re-create in young people the image of God along with a vision of life that integrates spiritual and academic development.

Knowing that the human body is the temple of God, Christians must abstain from harmful substances that interfere with the work of the Holy Spirit in their lives. Consequently, Seventh-day Adventists believe in the optimum physical, mental, social, and spiritual development of each individual and advocate total abstinence from any substance that could impair individual capabilities.

Prevention involves preventing drug use before it begins as well as treating problems after they have started. It is essential to give students factual information about the use of alcohol and other drugs, teach them coping skills, and train them to make right choices.

### **Offenses**

- Use of or possession of: drugs, alcohol, tobacco, inhalants
- Abuse of over-the counter medication, or
- Possession of drug paraphernalia.

## **First Offense**

The following consequences will be mandatory for a first offense:

- Parent notification
- Report to law enforcement
- Loss of school office
- Student may not participate in class trips (does not include field trips)

One or more of the following consequences may be given at the discretion of the Administrative Council for a first offense of the substance abuse policy:

1. ISS and/or Suspension 3-10 days. School work may be completed at home independently until consequences are determined.
2. Submit to backpack/locker/car searches at the discretion of the Administrative Council.
3. Submit to random drug testing at parents' expense at the discretion of the Administrative Council.
4. Enroll in, and successfully complete, an appropriate drug counseling program that meets a minimum of once a week for a minimum of six weeks.
5. Suspension from sports team for the season unless successfully completed drug counseling program mentioned in consequence #4.
6. Banned from school sponsored extracurricular activities unless successfully completed Drug Counseling Program mentioned in consequence #4.
7. Expulsion.

As part of this agreement the student will be required, once on campus, to attend ALL classes and arrive ON TIME. Failure to achieve the above mentioned standards will result in further ISS and/or Suspension given at the discretion of the Administrative Council.

## **Second Offense**

Students who violate Burton Adventist Academy's substance abuse policy a second time during the course of their enrollment may be subject to immediate dismissal.

## **Confidentiality**

Burton Adventist Academy will maintain confidentiality regarding all issues relating to substance abuse or abusers, unless such confidence would violate Texas Law.

## **ANTI-HAZING**

Burton Adventist Academy is a ministry of the Seventh-day Adventist church, and it has accepted the responsibility of educating the young people entrusted to it in a Christ-centered environment. Hazing is prohibited according to Texas State Penal Code Section 4.52 and the Texas Educational Code Section 37.151 - 154.

Hazing includes, but is not limited to:

“any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.”

No student may engage in hazing or otherwise solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing activities, whether or not the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Violation of this policy is considered a very serious offense, and groups or individuals found responsible for hazing will be subject to discipline up to and including suspension and/or expulsion at the discretion of the administration.

## **DRESS CODE POLICY**

Studies have shown that students who are neat and clean, and who have a wholesome attitude toward dress, have a better chance of success. Therefore, in the best interest of the school and the students themselves, all students are required to conform to the following dress policy as approved by the school board. Students who disobey this policy will be asked to return home or make arrangements for other clothes before they will be allowed to return to class. In some cases fines may be assessed, and a new garment of the appropriate type provided to the student.

### **GENERAL**

Burton Adventist Academy has chosen to use a defined dress code that will require specified school wear. All students are expected to comply with the dress code when they begin their first day of school. Students are to remain in uniform until they leave for the day. Violation of the dress code policy may result in points taken from the citizenship grade. Please be sure the correct guidelines are followed.

All clothing and accessories should be in harmony with the Christian atmosphere of the school. Clothing with rips, holes, slits, or heavily frayed edges is inappropriate.

Every student must purchase one royal blue polo shirt with a logo to be used as the designated field trip shirt. All shirts with logos are to be purchased from Parker Uniform Company.

On scheduled early dismissal days, a Burton uniform shirt and blue jeans are an acceptable alternative to the school uniform for all grades.

### **COMPLIANCE INFORMATION**

- If shirt is worn tucked in, and pants have belt loops, a brown or black plain style leather belt must be worn.
- All pants or shorts must have inside pockets only.
- For girls, all skirts, skorts, and shorts, must be no shorter than 2 inches above the knee. For boys, shorts must be knee length.
- Boys oxford style shirts must be tucked in (grades 6-12)
- NO LOW RISE PANTS for girls or boys.
- No excessively loose or tight clothing.
- Outerwear worn in the classroom must be approved Burton apparel.
- Students in all grades must wear sports shoes with non-scuff soles while in the gym.
- Burton administration decisions on uniform compliance are final.
- Students wearing non-approved shirts or outerwear will be fined and provided the appropriate attire.

### **HEADGEAR**

Hats or any head garments are inappropriate in the school building. Unauthorized items will be confiscated and taken to the principal's office.

### **ACCESSORIES**

Jewelry should not be worn on campus. Unauthorized items may be confiscated and taken to the principal's office. New piercings are not an acceptable reason to wear studs.

## BURTON ACADEMY DRESS CODE

All clothing must fit appropriately -- not too tight or too loose

<b>UNIFORM PANTS:</b>	Khaki, Navy, Black No Outside Pockets No Double Stitching
<b>UNIFORM SHORTS:</b> for all boys for girls in grades PreK-5 only	Khaki, Navy, Black No Outside Pockets No Double Stitching
<b>UNIFORM SKORTS:</b> A uniform skort looks like a skirt in the front and the back.	Khaki, Navy, Black No Outside Pockets No Double Stitching
<b>UNIFORM POLOS:</b>	Burton Logo Polos (available from Parker Uniforms) Plain Black Plain White
<b>PLAIN SHOES:</b> (No heels)	White, Black, Gray, Brown, Royal Blue
<b>UNDERSHIRTS, SOCKS, SHOELACES:</b>	White, Black
<b>OUTERWEAR:</b>	Burton Hoodie (available from the office) Plain Black Plain Gray Plain Navy
<b>OPTIONAL CHOICES FOR GIRLS:</b> (available from Parker Uniform)	Burton Plaid Skirt for grades 6-12 Burton Plaid Jumper for grades PreK-5
<b>FIELD TRIPS:</b>	Royal Blue Logo Polo from Parker Uniforms is required.

### PE UNIFORMS

Students in grades 6-12 are required to wear the following PE uniform:

- Gray "Burton" T-shirt (purchased from the school)
- Royal Blue shorts
- Athletic sports shoes with non-scuff sole - students with other types of soles must remove their shoes before entering the gym
- White socks

PE Uniforms are not acceptable classroom attire.

## **EXTRA-CURRICULAR TRIPS**

School sponsored trips are privileges granted to those students who meet the following requirements.

- Financial Obligations – All financial obligations, including tuition, must be met prior to the trip, or arrangements must be made prior to the trip date.
- Citizenship – The student must have a good “citizenship record.” Students with chronic discipline problems will be exempt from the trip. Students with any drug and/or alcohol problems during the school year will be exempt from the trip.
- Attendance – Students with chronic attendance and/or tardiness problems will be exempt. A good attendance record is defined as meeting the 90% attendance requirement per semester as defined by state law.
- Grades – Students must show “satisfactory” academic progress.

### **FIELD TRIPS**

From time to time classes will go on an educational field trip off campus for the day. The medical consent/permission form signed at the time of registration will be considered as implied consent for all school activities both on and off campus.

Students not attending field trips with their class will be expected to remain at home and complete any assignments given by the teacher. Failure to complete given assignments will result in unexcused absences for the day.

Parents driving groups of students on off-campus field trips are required to have “100/300” insurance coverage. Proof of such coverage must be provided to the treasurer’s office before any trips are taken.

### **SPECIAL PRIVILEGES**

Seniors and other classes or organizations may request special privileges through the Administrative Council. The following will be taken into consideration:

- Timing of requested privilege
- Supervision/Enforcement of requested privilege
- Academic impact of requested privilege
- Sponsor’s support

A “privilege” is not a “right” and may be withdrawn by the administration if the guidelines are not met.

### **NON-PUBLISHED REGULATIONS**

Any regulation voted by the faculty or board will have the same force as those appearing in this handbook.

## FINANCIAL INFORMATION

### CONSTITUENT CHURCHES

Constituent churches are those Seventh-day Adventist churches that operate and support the school program. These churches have representatives on the school board and subsidize the school program from their operating budgets. Due to the substantial subsidies provided by these Seventh-day Adventist churches, a discounted tuition level is offered to members of these churches. Constituent students are children of members of a constituent Seventh-day Adventist church.

### NON-CONSTITUENT

Non-constituent students are students whose parents are not members of a constituent church.

### ENTRANCE FEES AND TUITION

Entrance fees cover fixed and variable costs such as: matriculation expenses, library and computer usage fees, testing expense (not including SAT or ACT), student insurance premiums, student association and class dues, yearbook, expendable supply expenses, local elementary field trips, elementary textbook fees, junior high art fees, and junior high science lab fees. Entrance fees are non refundable.

<u>PreK &amp; K</u>	<u>1-5</u>	<u>6-8</u>	<u>9-10</u>	<u>11-12</u>
\$460*	\$435	\$435	\$435	\$435

\*Includes \$25 supply fee

\$15.00 per child discount if paid by July 15, 2011

### TUITION - 10 MONTHS

	<u>PreK</u>	<u>K-5</u>	<u>6-8</u>	<u>9-10</u>	<u>11-12</u>
Constituent	\$420	\$345	\$370	\$555	\$580
Non-Constituent	\$420	\$495	\$520	\$705	\$730

### DUAL CREDIT

Students taking dual credit classes will be charged a dual credit fee of \$150 per class to cover the cost of the college credit portion of the class.

### INTERNATIONAL FEES

International students (those attending Burton Academy on a student visa) will be charged an additional fee to offset unsubsidized expenses.

<u>PreK-5</u>	<u>6-8</u>	<u>9-10</u>	<u>11-12</u>
n/a	\$800	\$800	\$800

International students will also be charged a fee of \$200 for the I-20 form and/or replacement of the I-20 form.

## **ADDITIONAL CHARGES**

Fine Arts (9-12)	\$50 per semester
Instrument Rental (5-12)	\$50 per semester
Science (9-12)	\$50 per semester per class

### Sports

Junior High	\$130 per sport
Junior Varsity	\$130 per sport
Varsity	\$165 per sport

## **PAYMENT PLANS**

Burton Adventist Academy has established the following approved plans for tuition payments:

- Cash payment in full by August 15, 2011 (5% discount on tuition)
- A loan for the full tuition amount through TUITION SOLUTIONS (no discount)
- Automatic monthly account withdrawals through FACTS (no discount)

These are the only payment options available. Burton Adventist Academy does not accept debit or credit cards.

## **FAMILY DISCOUNTS**

Family discounts are figured on the constituent rate, and are applied to the lowest tuition charge. Discounts are rounded to the nearest dollar.

<u>3rd Child</u>	<u>4th Child</u>	<u>5th Child</u>
25%	50%	75%

There are no family discounts for Pre-K.

## **PARTIAL YEAR**

Students registering late or leaving before the end of the school year will be charged full price for each month they are in attendance. If credit is granted for work that is made up, full tuition for that period will be charged.

## **TAX DEDUCTIBLE**

Tax deductible donations are non-refundable. If a donation is specified for the benefit of a specific individual, either for tuition or trust funds, it is not tax deductible.

## **TEXTBOOKS**

Textbooks are furnished for grades K-5 at no additional fee. Students in grades 6-12 must purchase their own textbooks. If textbooks are purchased from the school, cash must be paid at the time of registration. Students in grades 6-12 are urged to sell their used textbooks to other students. The school does not buy used books.

## **PAYMENT DUE**

Student account balances are due on the first of each month. The student's account balance includes tuition and miscellaneous charges which include such things as lab fees, textbook charges, sports fees, and after school care charges. The school board has made it mandatory that students be dropped from school when their account is delinquent in excess of thirty (30) days

and no financial arrangements have been made. Neither the grade card nor the transcript will be issued until the account is paid in full. If there is a question about your bill, please call the office at 817-572-0081 and ask to speak with the treasurer.

### **CHECKS**

There will be a \$35.00 charge attached to the tuition bill for each check returned for insufficient funds or closed account. If two checks are returned marked insufficient funds or closed account, no personal checks will be accepted for the remainder of the school year. No checks will be cashed at Burton Adventist Academy at any time.

### **CAFETERIA**

Burton Adventist Academy operates an optional lunch program. Meal tickets are available for purchase in the office. It is advisable to have a meal ticket on file for emergency use; credit is not extended for food purchases.

### **TRANSFERS**

All students transferring from another Seventh-day Adventist school must present a financial release from the previous school before registering at Burton Adventist Academy.

### **FINANCIAL AID**

Those who require financial assistance should discuss their needs with the school treasurer. Students receiving financial assistance must maintain a minimum of a 2.0 grade point average, and a citizenship grade of at least a "B". If these minimums are not met, the student will be ineligible for financial assistance for the following semester.

### **STUDENT INSURANCE**

All students enrolled at Burton Adventist Academy participate in an excess group school insurance program as selected by the Texas Conference of Seventh-day Adventists. The fee for this insurance is included in the entrance fee. Each student is covered while traveling directly to and from school on the school bus, during school hours, and when on school sponsored activities. This insurance will pay most reasonable charges by a doctor and hospital for injury due to accidental causes that are not covered by other insurance. Parents and the doctor must complete forms obtained from the treasurer's office in order to receive reimbursement. No treatment for injury is to be charged to Burton Adventist Academy.

### **PROJECTS FOR FUND RAISING**

All fund raising projects connected with Burton Adventist Academy are to be approved by the Administrative Council in advance of any promotional activities.

### **CLASS FUNDS**

Trust funds held for grades Pre-K through 12 are to be used for the benefit of the entire class. Contributions to these funds are non-refundable. Monies raised in projects are for the class, and in most cases are not credited to individual members. Deposits and payments for class trips may, under some circumstances, be refundable. Burton Academy is not responsible for any problems encountered in ordering clothing such as class jackets.

Class dues for grades 9-12 are charged for each year the student attends Burton Adventist Academy as part of their entrance fee; however, the cost of class activities during the senior year may be higher, especially, if the student has not been in attendance at Burton Adventist Academy during all four years of high school.

### **TRANSPORTATION**

Arrangements for bus services are to be made at the time of registration. Burton Adventist Academy is unable to provide house-to-house service; however, with sufficient number of students there are four routes serving the Ft. Worth, Grand Prairie, Dallas, and Lancaster/DeSoto areas. No route will operate with less than ten students. No other transportation service is provided.

### **BUS CHARGES**

Due to the fluctuation of fuel prices, transportation charges are not published in the Student Handbook, and are subject to change without notice. Please call the school office for further information.

Bus fees are charged for nine months (September – May). All bus charges are to be paid in advance, or the student will not be permitted to continue riding the bus. Parents must notify the treasurer's office, **in writing**, regarding any changes to the bus riding schedule.

### **STUDENT LABOR**

Students working for Burton Adventist Academy agree to have earned wages applied to their account balance. If the account has a zero or credit balance, a check may be given to the student at the discretion of the treasurer. It is the responsibility of student workers to have their time card signed by their supervisor and submitted to the treasurer's office each week.

# HIGH SCHOOL ACADEMIC REGULATIONS

## STUDENT OFFICERS

The following guidelines have been set up in order to keep students from being overloaded with responsibility and to give more students an opportunity to share the privilege of leadership. All names will be reviewed by the faculty. The total number of points allowed to a student is four.

- 3 points      S.A. President  
                  Yearbook Editor-in-Chief  
                  Newspaper Editor-in-Chief  
                  Junior or Senior Class President  
                  N.H.S. President
- 2 points      S.A. Vice-President  
                  A.Y.B.L. Leader  
                  Yearbook Assistant Editor
- 1 point      All other Class and S.A. Offices

In order for students to be eligible to run for an office, all of their grades for the previous semester must be a C or above. Inappropriate behavior may cause the office to be forfeited by the vote of the faculty when recommended by the Administrative Council.

## REQUIRED COURSES – BASIC\*

- Freshman**    Religion I, English I, Algebra I, Integrated Physics & Chemistry, World Geography, Health/P.E. (1 semester each), Fine Art Electives
- Sophomore**   Religion II, English II, Biology, Geometry, World History, Speech, P.E. (one semester), Electives
- Junior**        Religion III, English III, Algebra II or Math Models, American History, Advanced Computer Applications, Electives (2),
- Senior**        Religion IV, English IV, Government/Economics (one semester each), Electives (2)

\*requires approval of parent and administrator

## REQUIRED COURSES-ADVANCED

- Freshman**    Religion I, English I, Algebra I, Integrated Physics & Chemistry, World Geography, Health/P.E. (1 semester each), Fine Art Electives
- Sophomore**   Religion II, English II, Biology, Geometry, World History, Speech, P.E. (one semester), Electives
- Junior**        Religion III, English III, Algebra II, Chemistry, American History, Spanish I, Advanced Computer Applications, Electives

**Senior** Religion IV, English IV, Government/Economics (1 semester each), Spanish II, Pre-Calculus, and Physics or A & P

All classes are required to be taken in the above listed sequence.  
College scholarships may be based on completion of the advanced transcript.

### **CLASS STANDING**

The minimum units for membership in a class are as follows:

**Freshman** Completion of eighth grade  
**Sophomore** Completion of 6 units  
**Junior** Completion of 12 units  
**Senior** Completion of 18 units\*

\*In order to maintain the classification of Senior, the student must be registered second semester for enough units to graduate from Burton Adventist Academy. All correspondence and/or incomplete work must be completed by the beginning of the second semester.

### **ELIGIBILITY BENEFITS**

The minimum units for membership in a class are outlined under CLASS STANDING. Upon completion of these units, the student will be eligible to vote in class elections, hold class offices, attend class trips, and participate in class meetings. In order to attend overnight class trips, all grades must be passing at the time of the trip. Failing grades will require the student to attend classes during overnight class trips.

### **SOCIAL SECURITY BENEFITS**

Any student receiving Social Security benefits is required to attend 20 hours of school each week or four classes (not including lunch or study hall).

### **NATIONAL HONOR SOCIETY**

To become a member of the National Honor Society, the student must meet and maintain all of the requirements listed below:

1. Hold a minimum of sophomore class standing
2. Have a cumulative GPA of 3.5
3. Exhibit academic achievement, leadership, honorable and admirable character, and willingness to serve others for the improvement of society by participating in individual and chapter projects.
4. Attend meetings and participate in individual and group projects.
5. Submit an application for membership and receive Faculty Council's approval of this application.

Members will be subject to dismissal if any of the above requirements are not met and maintained.

## HONOR ROLLS

<b>Principal's List</b>	GPA of 4.0 with all A's and no incompletes
<b>High Honor</b>	GPA of 3.85 and above
<b>Honor</b>	GPA of 3.50 through 3.84

## SENIOR RESIDENCY

Seniors must be enrolled as full-time students at Burton Adventist Academy during the semester prior to graduation.

## DROPPING CLASSES

The last day to drop a first semester class is October 28. The last day to drop a second semester class is March 23. Exceptions to the drop date will be considered after a conference between the teacher, student, parent/guardian, and registrar.

## COLLEGE CREDITS

Burton Adventist Academy encourages students to earn advanced standing for college entrance. However, no credits earned in a post-secondary institution may be accepted by Burton Adventist Academy for credit towards any graduation requirement without prior approval from the principal.

## CORRESPONDENCE COURSES

Before registering for correspondence courses or summer school, the student must receive approval by the principal in order for the transferred credits to be accepted by Burton Adventist Academy.

No correspondence course or summer school may be taken when the course is taught concurrently at Burton Adventist Academy and fits into the student's schedule.

## TRANSCRIPTS

Three complimentary copies will be issued. Extra copies will be \$3.00 each; faxed copies will be \$10.00 each. Three types of academic transcripts are available:

- Basic High School Transcript
- Advanced High School Transcript
- Advanced High School Honors Transcript

## PERMANENT RECORD INFORMATION

The school year has two semesters. Permanent grades will be recorded at the end of each semester. **Exception: permanent grades for P.E. will be recorded quarterly.** Grades will be recorded cumulatively during each semester. Sports eligibility will be dependent on academic standing every four and one half weeks.

The following non-credit markings may be used by the registrar on transcripts:

### **I = Incomplete**

Assignments are not completed due to circumstances beyond the students control, and arrangements have been made for completion. Completion date must be specified.

### **W = Withdrew**

Given when a course is dropped before the published drop date for the semester.

**WP = Withdrew Passing**

Given when a course is dropped after the published drop date for the semester, and the student has a passing grade.

**WF = Withdrew Failing**

Given when a course is dropped after the published drop date for the semester, and the student is not passing.

**GRADES**

Grades will be mailed to parents every 4 1/2 weeks.

The grade scale used is:

97-100	A+	87-89	B+	77-79	C+	67-69	D+	0-59	F
93-96	A	83-86	B	73-76	C	63-66	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

**ATHLETIC PROGRAM**

Burton Adventist Academy maintains an active interscholastic program for grades 6-12. Burton Academy is a member of the Texas Association of Parochial and Private Schools (TAPPS). Current sports involvement includes: girls volleyball, girls basketball, girls softball, co-ed soccer, boys basketball, and boys baseball. A separate sports handbook that outlines guidelines and eligibility requirements is available upon request. There is an additional charge for participating in the sports program. Students with grades below C- are not eligible to play sports.

**PSAT/NMSQT**

The PSAT/NMSQT test is a nationally administered test given to students in October of the junior year. This is the test from which National Merit scholars are chosen and is considered to be a practice test for the SAT. Parents can visit the PSAT website at [www.collegeboard.com/student/testing/psat/about.html](http://www.collegeboard.com/student/testing/psat/about.html) for further information and study helps. Juniors at Burton are required to take the PSAT.

**SAT**

The SAT test is a nationally administered test given to students applying to college. Burton Adventist Academy is a Sunday testing center for the SAT and is open for the SAT test on dates scheduled by the Educational Testing Service. Please refer to the calendar in the front of the bulletin for exact dates. Students who do not take the SAT test during their junior year will be encouraged to take it in the fall of their senior year. Registration packets are available from the counselor's office.

Additional preparation information for both the PSAT and the SAT can be obtained through local colleges; self-study courses can be obtained from various bookstores and/or online. Please note that Sunday test exemption is not available through online registration.

## REQUIREMENTS FOR GRADUATION

### BASIC HIGH SCHOOL PROGRAM

To graduate from Burton Adventist Academy under the Basic High School Program the student must achieve a minimum GPA of 1.75 and complete no less than 24 units, including the following:

English	4 units	World Geography	1 unit
Religion	*4 units	American History	1 unit
Mathematics	3 units	American Government	½ unit
Science	2 units	Economics	½ unit
World History	1 unit	Health	½ unit
Adv. Computer Applications	1 unit	PE	1 unit
Fine Arts	1 unit	Speech	½ unit
Electives	4 units		

*\*This requirement may be substituted by 1 unit of elective for each year not spent in a Seventh-day Adventist School during the 9th, 10th, or 11th grades.*

A limited number of units will apply toward graduation in the following areas:

Physical Education - 2 units;

Music and Art - 2 units

### ADVANCED HIGH SCHOOL PROGRAM

The Advanced High School Program earned at Burton Adventist Academy requires a minimum of 26 1/2 units. Math Models does not meet the math requirements for the Advanced High School Program. In addition to the previously listed Basic High School Program requirements, the student must complete the following course requirements:

Science – 2 Units      Foreign Language – 2 units same language

Math – 1 Unit

### GRADUATION HONORS

Graduation with honor will be awarded to students who *earn* GPA's to fit the following scale:

Graduation with Honor      3.500 - 3.849

Graduation with High Honor      3.850 - 3.999

Graduation with Highest Honor      4.0 – 4.25

GPA's are recorded as shown on the grade slips and transcripts. The registrar's computer program will round off the GPA's from the fourth decimal place to the third decimal place.

### CREDIT COURSES

**English**      English I  
English II  
English III, AP English III  
English IV, AP English IV

<b>Social Studies</b>	World History American History American Government Economics World Geography
<b>Religion</b>	Religion I Religion II Religion III Religion IV
<b>Foreign Language</b>	Spanish I Spanish II
<b>Mathematics</b>	Algebra I Geometry Algebra II Math Models + Pre-Calculus, Dual Credit Pre-Calculus Dual Credit Calculus
<b>Science</b>	Integrated Physics & Chemistry Biology Chemistry Physics Anatomy & Physiology
<b>Physical Education</b>	Physical Education Health Varsity Sports
<b>Fine Arts</b>	Art Band Chorale Theater Yearbook
<b>Applied Arts</b>	Advanced Computer Applications Speech, Dual Credit Speech Communications

Religion may not be transferable to public schools.  
+Does not count toward advanced requirements

### **EARLY GRADUATION REQUIREMENTS**

The following are requirements for early graduation:

1. Apply to the institution before the end of the first quarter of the sophomore year, and attach the parent's written consent.

2. Achieve 90<sup>th</sup> percentile or above in each area of the Southwestern Union Conference-adopted, standardized achievement test.
3. Achieve a cumulative grade-point average of 3.5 and continue to maintain this grade point average following approval as a candidate.
4. Complete Religion I, II, III, and IV.
5. Obtain faculty approval.

## COURSE DESCRIPTIONS

### RELIGION

**RELIGION I:** This course offers a broad overview of the complete Bible and is designed to prepare students for a lifetime of active Bible study. Scriptural study will be correlated with the writings of Ellen G. White and other founders of the Seventh-day Adventist church. (1/2 Unit; 1/2 Unit)

**RELIGION II:** An exploration of the history and development of the Christian church from its earliest beginnings (100 A.D.) to present day times. The course combines a systematic Bible marking strategy with an understanding of the history of the early Seventh-day Adventist church. (1/2 Unit; 1/2 Unit)

**RELIGION III:** This course is an intensive, Biblical approach to theological doctrines. The course will begin and conclude at the foot of the cross and will provide the student with a deep appreciation of the Gospel of Jesus Christ. (1/2 Unit; 1/2 Unit)

**RELIGION IV:** This course will focus on the practical application of spiritual principles to the students' day-to-day life experiences: marriage, career choices, relationships and lifestyles. The students will use these spiritual principles to develop and foster their personal philosophies of life. (1/2 Unit; 1/2 Unit)

### ENGLISH

**ENGLISH I:** This course consists of intensive study in the mechanics of grammar, writing, and research organization, along with an introduction to literature. The overall effect will be one in which a student becomes more competent in the English language through reading, writing, and practicing research skills. (1/2 Unit; 1/2 Unit)

**ENGLISH II:** This course includes a strong emphasis on the mechanics of sentence, paragraph, and essay composition. A short term paper will be required using specified research techniques and form. Various technical and news-writing forms will also be used. Literary genres will be emphasized including drama, poetry, nonfiction, novel, and the short story. Compositions and oral presentations will correlate with the literary studies. (1/2 Unit; 1/2 Unit)

**ENGLISH III, AP ENGLISH III:** This course provides a knowledge of the finer points of paragraph and essay composition emphasizing technical and news-writing forms. Materials from the great writers of American literature will be used with writings and oral presentations correlating with the literary studies. A term paper of some length and importance with specified research techniques and form will be required. (1/2 Unit; 1/2 Unit)

**ENGLISH IV, AP ENGLISH IV:** This course is directed toward an in-depth study of writing and literature in preparation for college. The great writers of English literature will be emphasized. Writings, short term papers, oral presentations, and projects based on these readings will be required with detailed study of research methods and form. (1/2 Unit; 1/2 Unit)

## FOREIGN LANGUAGE

**SPANISH I:** This course is based on an introduction to the Spanish language covering the basics of grammar and simple vocabulary. Many learning situations are developed using a workbook and a textbook with exercises and oral drills to accompany each lesson. (1/2 Unit; 1/2 Unit)

**SPANISH II:** This course is a continuation of Spanish I, which is required as a prerequisite. Advanced grammar, vocabulary, Spanish culture, and simple compositions are emphasized in this course. (1/2 Unit; 1/2 Unit)

## MATHEMATICS

**ALGEBRA I:** The student will learn to manipulate complex formulas and equations, to write equations, to solve practical situations, and to develop reasoning ability useful to more advanced mathematics classes. Uses traditional Algebra book. Students will need a scientific calculator for this class. (1/2 Unit; 1/2 Unit)

**GEOMETRY:** This course introduces the student to logic, symmetry, design, shapes and measurement. Lab work included. (1/2 Unit; 1/2 Unit)

**ALGEBRA II:** This is a continuation of the study of Algebra I. A calculator with trigonometric functions is required for this class. Prerequisite: Algebra I with no semester grade lower than a C. Students are encouraged to have a scientific calculator for this class. (1/2 Unit; 1/2 Unit)

**MATH MODELS:** Mathematical Modeling is the link between mathematics and the rest of the world. It can be used to unlock the secrets to problems in engineering, physics, astronomy, biology, medicine, and chemistry – to name a few. Modeling is a way of structuring questions about nature which then allows mathematical techniques to be used to solve them. This course will give students a broad introduction to various modeling techniques that are used in scientific applications, and they will also utilize and create statistical models to make decisions and predictions. Furthermore, it will reinforce, broaden, and extend the mathematical knowledge and skills acquired in Algebra 1, Geometry and Algebra 2. A critical component to this course is being able to interpret answers in non-mathematical language to ensure that the “real life” application element is understood and appreciated. (1/2 Unit; 1/2 Unit)

**PRECALCULUS:** This course provides extended investigations into functions, including logarithmic, trigonometric, and polar functions, as well as vectors, complex numbers, sequences and second degree relations. Prerequisite: Algebra II with no semester grade below C. Students will need a scientific calculator for this class. (1/2 Unit; 1/2 Unit)

**DUAL CREDIT PRE-CALCULUS (1 Unit)**  
**DUAL CREDIT CALCULUS (1 Unit)**

## SCIENCE

**INTEGRATED PHYSICS & CHEMISTRY:** This laboratory science course provides students with an introduction to chemistry and physics and prepares them for these high school courses. Students are expected to own and be able to operate a scientific calculator. (1/2 Unit; 1/2 Unit)

**BIOLOGY:** A survey course in the fundamentals of biology with attention given to the basic structure and function of living matter along with comparisons of structure and function among living things. Laboratory work is included in this course. (1/2 Unit; 1/2 Unit)

**CHEMISTRY:** An advanced laboratory science course designed to prepare students for success in college chemistry. Course content will focus on the subatomic structure of the atom and how this structure accounts for the properties of all elements, compounds, and their interactions. Students are expected to own and be able to operate a scientific calculator. (1/2 Unit; 1/2 Unit)

**PHYSICS:** An advanced laboratory science course designed to prepare students for success in college physics. Topics include: Newtonian mechanics, waves, energy, optics, machines, sound, light, electricity, magnetism, quantum theory, and nuclear applications. Students are expected to have excellent mathematical and analytical skills. (1/2 Unit; 1/2 Unit)

**ANATOMY & PHYSIOLOGY:** Anatomy & Physiology is an in-depth study into the structure and function of the human body. It is especially designed for students interested in the medical or allied health fields. A basic background in health, biology, and some chemistry is helpful in understanding some concepts presented in this course. This course is honors only. (1/2 Unit; 1/2 Unit)

## **SOCIAL STUDIES**

**WORLD HISTORY:** Beginning with the earliest records of time, students will study the western cultures and will be led to see the effects of the great controversy between God and His foes. (1/2 Unit; 1/2 Unit)

**AMERICAN HISTORY:** This course is a study of the historical development of the United States. Its major premise is that a study of the nation's past will give students an understanding of the democratic ideals which have helped to form the American government and way of living from the time of the Civil War to the present. Students will also develop an appreciation of ways in which a unique American culture developed and was influenced by a variety of non-Eastern cultures. Students will be able to see how the events and developments of the nation's past have come to influence its present and will influence its future. (1/2 Unit; 1/2 Unit)

**AMERICAN GOVERNMENT:** A one-semester course that explores the structure and function of our national, state, and local governments. Students will study the rights, privileges and duties that are theirs as members of our democratic society. (1/2 Unit)

**ECONOMICS:** An introduction to basic economic concepts such as scarcity, supply and demand, market equilibrium and competition. Students learn reasoning necessary to analyze and understand economic problems. (1/2 Unit)

**WORLD GEOGRAPHY:** A two-semester course that explores physical and cultural geography. Students will learn the importance of interaction between people and their physical and cultural environments. (1/2 Unit; 1/2 Unit)

## **APPLIED ARTS**

**ADVANCED COMPUTER APPLICATIONS:** This course covers desktop publishing, spreadsheets, database, and hardware maintenance. (1/2 Unit; 1/2 Unit)

**SPEECH:** This course consists of the study and application of public speaking methods and techniques. This course will not only help prepare the student for speaking opportunities, but will enhance the confidence level and self-esteem of the student – both in private and public settings. (1/2 Unit; 1/2 Unit)

**DUAL CREDIT SPEECH (1/2 Unit)**

## **HEALTH & PHYSICAL EDUCATION**

**HEALTH:** This course helps students recognize the value of attaining and maintaining good health so that they will be more likely to find the motivation to achieve it. Secondly, it gives the students the knowledge needed in order to get healthy and stay healthy. The students will learn what can be done to promote their own health and to prevent disease. Also included in this course is a focus on Adventist health principles. (1/2 Unit)

**PHYSICAL EDUCATION:** This course is designed to teach the fundamental skills of various team sports as well as to improve general fitness. Students receive 1/4 unit credit for each nine weeks they take this course. Students are required to register for P.E./Health until their P.E. requirement is fulfilled. (1/4 Unit)

## **FINE ARTS**

**CHORALE:** Chorale is a performance oriented select choir that focuses on singing at various churches and other events throughout the year. Skills such as reading music, sight-reading, musicality, and correct vocal production are developed throughout the year. Students must audition for acceptance into the Chorale. (1/4 Unit; 1/4 Unit)

**YEARBOOK:** The selected staff will be responsible for taking pictures, writing copy, and designing and proofing the yearbook. Yearbook staff will also be asked to fundraise from senior parents, local businesses, and other organizations. (1/4 unit, 1/4 unit)

## Legitimate Concern Form