

STUDENT/PARENT HANDBOOK



2016 - 2017

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GATEWAY TO YOUR FUTURE

BAS (BAS) staff believes that education is a shared responsibility between parents, teachers, and students. Successful operation of the school depends on the cooperation of everyone concerned. Each group is responsible for doing its part to make school a place where students can learn and work together in harmony. Everyone has the right to feel safe, secure, and accepted regardless of color, race, gender, popularity, ability, religion, or nationality.

This handbook allows us to share our vision with the students and parents of our team. BAS is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, athletics, and extracurricular activities. We encourage you to get to know the school, its programs, activities, schedules and become an active participant in education. Get involved through classes, clubs, and activities.

BAS is aware of the fact that a school environment is viable only with clearly defined and implemented rules. BAS compiled this student-parent handbook, which addresses the school's regulations and policies to set a standard for our students. It is an essential reference book describing what we expect and how our school is run. Read it carefully, discuss it with your parent/guardian/children, and let it serve as a guide for your effective involvement in all aspects of school. Keep this handbook so you can refer to it throughout the school year.

Sincerely,
The Brooklyn Amity School Administration



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BROOKLYN AMITY SCHOOL

Mission, Vision and Our Core Values

Vision

Graduates of Brooklyn Amity School are global thinkers who contribute to the community as socially responsible and educated members of society.

Mission

Brooklyn Amity School, as a K-12 private school, provides a college preparatory educational program through well-balanced curriculum, emphasizing science, technology, engineering, art, and math (STEAM), integrated with athletics in a safe environment that cultivates respect for self and others.

Core Values

Brooklyn Amity School has identified the following core values, which are reinforced through its “Character Education” curriculum, expected school wide learning results (ESLR), and all school activities:

Value: Scholarship

Success and Self Discipline

Value: Critical Thinking

Citizenship and Personal Qualities

Value: Social Responsibility

Respect and Responsible Choices

Value: Effective Communication

Conflict Resolution and Human Relations



EQUAL OPPORTUNITIES NON-DISCRIMINATION STATEMENT

In compliance with federal and state equal opportunity laws, equal opportunity will be afforded to all applicants regardless of race, color, sex, age, religious creed, disability, national origin, ancestry, or sexual orientation in every aspect of the school community.

BAS is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. BAS prohibits discrimination and harassment based on an individual's actual or perceived sex, sexual orientation, gender (including gender identity, marital status, pregnancy, childbirth or related medical condition), ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by BAS.

Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or conduct that is threatening or humiliating. This nondiscrimination policy covers admission or access to treatment or employment in all BAS programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in BAS programs or activities. Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in local District/State policies. It is the intent of BAS that all such policies be reviewed constantly to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. BAS prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation. For inquiries or complaints related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact BAS.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student

education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, please refer to the US Department of Education's website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities:

- To be informed of all school rules and regulations.
- To have access to the student account in SIS Database.
- To have a safe and educational environment.
- To attend classes regularly and on time.
- To obey school rules and regulations.
- To respect own rights and the rights of peers.
- To be prepared for classes with appropriate materials and ready to work.
- To respect all school personnel and their authority (administrators, teachers, office personnel, janitorial staff, security guards, etc.).

Parent Rights and Responsibilities:

- To be informed of the school's rules and regulations.
- To be informed of all school actions related to their child.
- To have access to personal parent accounts in SIS Database.
- To contact school to participate in conferences pertaining to academic and behavioral status of their child.
- To provide a supportive environment at home making sure their child gets enough sleep and adequate nutrition before coming to school.
- To contact teachers directly via phone or email to schedule a conference when needed.
- To be familiar with the handbook which was signed at the beginning of the school year.
- To monitor their child's academic progress and behavior records on a weekly basis.
- To ensure that their child does his/her homework on a daily basis and to facilitate a home environment conducive to home study.

Teacher Rights and Responsibilities:

- To expect students to behave in a positive manner that will not interfere with other students' learning.
- To expect parental support related to academic and social progress.
- To expect all students to work hard, participate and reach their maximum potential in learning.



- To be familiar with school policies, rules, and regulations.
- To inform parents about the academic progress and behavior of their child through progress reports, report cards, and conferences.
- To conduct a well-planned and effective classroom program.
- To initiate and enforce a set of classroom rules, consistent with the school's discipline policies.
- To keep assignments, grading, and attendance current in SIS Database.
- To have administrative support for discipline inside and outside the classroom. To explain the Student Code of Conduct to their students.

ACADEMIC POLICIES:

TESTING AND TESTING PROCEDURES

BAS administers New York state assessments for K-12 students. BAS follows the rules and regulations as to administration of such assessments. Below is the list of assessments and their respective grade levels:

Elementary and Middle School Grades:

- Grades 3 through 8: Math
- Grades 3 through 8: English/Language Arts
- Grades 4 & 8: Science

High school students will take the Regents exams to meet NY State graduation requirements for Regents or Advanced Regents Diploma in addition to BAS Diploma.

Regents for High School Students;

- CC Algebra I
- CC Geometry
- CC Algebra II
- Living Environment
- Chemistry
- Physics
- Global History
- US History
- ELA
- LOTE (Language other than English)

Students are required to take the State tests on the day/ during the testing period determined by the NYS Department of Education. Testing calendar can be found on nysed.org.

Under no circumstances will Regents Exams and State Tests be made up after the testing period.

If a student earns a passing score on the State test or Regents exam, they will pass the course with a D-, automatically.

STUDY HABITS AND PREPAREDNESS

Come to School Ready to Learn:

Students are expected to come to school well-rested and equipped with classroom supplies. Students are to have their necessary books and any assignments that are due. There should be a quiet study area at home with good lighting, no distractions, and easily observable by parents/guardians. A definitive bedtime is most helpful. Parents/guardians are expected to emphasize at an early age, and consistently thereafter, that schoolwork has a priority over play and recreation.

Bring Your "Tools for Learning": teachers in all grades will communicate the specific supplies families should provide prior to the first day of a new school year.

GENERAL ACADEMIC GUIDELINES

Grading: The primary purpose for grading is to provide feedback to students and parents on the achievement of learning goals. At BAS, course report card grades are to be represented in letter-grade equivalent to the percentage earned in each course.

Course report card grades are based on in-class performance tasks (assessments, projects, assignments, and classroom participation), homework, responsibility, and in some instances, additional discretionary components. Each department will work with the Department Chair in conjunction with the School's Dean of Academics to develop specific and consistent weights for each component, to be shared with parents and students.

Homework: Homework is essential to success at BAS. Completing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all student evaluations. It is the student's responsibility to complete and turn in homework on time. If the student or parent has questions about homework, s/he should immediately contact the teacher who assigned it.

Generally, all homework assignments will be posted on the school information system, SIS Database, which will be accessible to the parents/guardians by using an



authenticated password. The password will protect confidentiality and allow parents/guardians to access their child(ren)'s academic records. SIS Database is not intended to replace contacting parents for regular conferences to discuss student progress.

Make-up Procedures - Incomplete Grades: Every effort should be made for a student to make-up work as soon as possible when returning to school from an absence or series of absences. If a student fails to complete a significant number of performance and/or homework tasks due to absence or other extraordinary circumstances, a grade of Incomplete (I) may be assigned with administrative approval. If the necessary performance and/or homework tasks are not complete by the end of the following marking period, the report card grade will revert to the earned numeric grade. In the final marking period, an Incomplete (I) will revert to the earned numeric grade if not complete by a date agreed upon by the teacher and administrator.

Course Withdrawals: High School students may withdraw from a course without penalty of an F grade within 20 school days from the beginning of the course. After 20 days, students must remain in the course until its conclusion. Proof of extenuating circumstances must be provided for any late requests to be considered.

Final Assessments/Exams: All academic classes will have cumulative final assessments/exams at the end of each quarter. These final assessments may be in different forms such as test, essay, project, book report, etc. depending on individual teacher's discretion upon approval by the BAS administration. All students are required to take these final assessments. Cumulative assessments are part of the college preparatory culture; these assessments will help students learn how to study more effectively, as well as improve their retention of the subject content.

GRADING SYSTEM

Grading scale: BAS will follow the standard scale below to assign letter grades for semester work. Grading is based on a 4.0 (unweighted) scale for all courses. Individual teachers will establish grading policies and procedures for their classes, and their grades will correspond with this scale. Each teacher will give written policies to students the first week of school. Courses at BAS have passing grades that are outlined in the below grading scale, with a minimum passing score of 60%.

Numerical Grade	Letter-Grade Equivalent	Grade-Point Equivalent (Unweighted)
97 - 100	A+	4.00
93 - 96	A	4.00
90 - 92	A-	3.67
87 - 89	B+	3.33
83 - 86	B	3.00
80 - 82	B-	2.67
77 - 79	C+	2.33
73 - 76	C	2.00
70 - 72	C-	1.67
67 - 69	D+	1.33
63 - 66	D	1.00
60 - 62	D-	0.67
0 - 59	F	0

Final Grades: In high school, course grades are quarter-based and credit is granted at the end of each quarter. Students must have an end-of-the-semester/year final grade of at least a "D-" (=0.67) to earn credit for the course based on courses description. Students who have more than 10% unexcused absences in any course will receive no credit for that course, but keep the grade in their transcript as is.

HIGH SCHOOL GRADE PROMOTION

Criteria: To be promoted to the next grade, a high school student must have a 2.0 grade point average (GPA) and the minimum required credits described below before the start of the next school year.

Student transcripts will be updated to include summer/online grades that are approved by the school administration and GPA will be recalculated. If students have the minimum required credits and 2.0 recalculated GPA, they will be promoted to the next grade.

Core Courses: Core courses are Math, Science, English Language Arts, and History/Social Science. (Core Courses must be taken at BAS)

To be enrolled in grade 10, a student must have a minimum of 6 credits in BAS, including at least 3 credits in core courses.

To be enrolled in grade 11, a student must have a minimum of 12 credits, including at least 6 credits in core courses.

To be enrolled in grade 12, a student must have a minimum of 18 credits, including at least 9 credits in core courses.



A student's grade level placement remains the same for an entire school year.

Participation in Senior Activities/Graduation Ceremony: In order for students to participate in any senior activities, they must have a total of 18 credits at the beginning of the first semester. In addition, students are expected to fulfill all graduation requirements and not be on suspension, or recommended for expulsion at the time of the Graduation Ceremony.

HONOR ROLL

High Honor Roll/Honor Roll: At the end of each quarter, BAS publishes the honor rolls for students. High Honor Roll is awarded to all students with a quarter of all As and Honor Roll is awarded to all students with a quarter of all As and/or Bs.

Grade requirement for school club participation: All students are required to maintain a “C” average or higher and a passing grade in all classes to participate in a school club.

Cumulative GPA: A cumulative GPA is calculated for all high school level courses based on the number of credits received and a 4.0 (unweighted) scale. Cumulative GPAs are used to determine class rank and graduation honors, eligibility for National Honor Society, by colleges as part of the admission criteria, by many scholarship and grant providers, and occasionally, by employers. This information is reported to parents on the student’s high school transcript. The high school transcript is a record of all final course grades received for high school courses.

GRADE PROMOTION POLICY

BAS recognizes that the personal, social, emotional, physical, and educational growth of children will vary. Placement in academic settings should be appropriate to student's needs at the various stages of growth. In general, students shall be placed at the grade level to which they are best suited academically, socially, and developmentally. The educational program shall provide for the continuous progress of the students from grade to grade, with students spending one year in each grade. Retention may be considered when the student is not achieving minimum proficiency levels in basic skills. Students failing two major subjects (Science, Math, Reading, and Social Studies) may be retained. BAS reserves the right not to renew the registration for a student who fails two or more major subjects.

BAS Graduation Requirements			
Subject Area	Requirements	Diploma Types	
		BAS	BAS-HD
English	Four years of approved courses	4	4
Social Studies	Distributed as: World History, U.S. History, Government/Economics	4	4
Science	Two years with lab required from; Biology, Chemistry, or Physics	3	4
Mathematics	Distributed as: Algebra I, Geometry, Algebra II	3	4
Language Other Than English	Two years in same language required.	2	3
Fine Arts	Any Art or Music course	1	1
Physical Education	0.5 Credits per each year is recommended.	2	2
Health		0.5	0.5
Electives	Additional courses in English, Social Studies, Science, Mathematics, Language Other Than English, Fine Arts, Technology or Other	4.5	4.5
Technology	Any technology course offered	1	1
Total Required Credits		25	28
Advanced Placement	Any of two AP courses offered	-	2
GPA		2.00	3.5

ENGLISH AS A SECOND LANGUAGE (ESL)

The School’s English as a Second Language Program (ESL) has the function of identifying students in grades K-12 with limited English-speaking ability. This is primarily a pull-out and push-in program in a small group instructional setting. The comprehensive ESL program at Brooklyn Amity School is focused on grammar, vocabulary, reading, writing, speaking, and listening. It is designed to enrich students’ knowledge of both the English language and American culture. The skills that are practiced in all of the



ESL courses that are offered at BAS help to prepare readiness for the TOEFL Junior Exam.

BAS's ESL Department utilizes TOEFL Junior in the beginning, middle, and end of the school year to make sure students reach the highest level of English language proficiency. Intended for students ages 11+, the TOEFL Junior® tests are an objective and a reliable measure of the students' English communication skills.

SUMMER SCHOOL

BAS reserves the right to provide summer school programming. Decisions as to which programs will be administered will be made on an annual basis. Notification of the programs and schedules will be made in a timely manner each spring.

COLLEGE GUIDANCE SERVICES

BAS offers college counseling services. The college counselor, or his/her designee, can help students plan and succeed in their high school programs, look ahead to college and discuss the possibilities, and they can also help with personal issues and concerns. To see the college counselor, students should make an appointment in advance unless it is an emergency. Parents may call the office to arrange an appointment with a college counselor.

College Guidance Activities:

Career - College admissions and requirements, financial aid, scholarship, and testing information as well as job and career outlooks.

Academic - Academic support through conferences, graduation requirements, coursework advisement, credit recovery advisement and other educational opportunities.

Procedures: (How do I?)

Students are welcome to visit the College Guidance Office any time during the school day. If the counselor is not available, students can complete a request form and drop it off in the office box. The counselor will call the student when s/he is available during that school day.

How can I get a transcript?

Complete a transcript request form and drop it off in the office box.

How do I register for the SAT or ACT?

Go online to www.collegeboard.com or www.actstudent.org. If you do not have a computer, feel free to use the computers in our Computer Lab.

How can I receive information about financial aid programs?

Stop by the counseling department for information regarding scholarship opportunities.

ROLES AND RESPONSIBILITIES

The Role of the College Counselor is...

- to offer ongoing counseling on course selection and summer enrichment opportunities;
- to provide professional insight about the strengths of individual colleges and universities and how the admissions process works at various institutions;
- to work with the student to develop and refine the college list, providing a balanced list of colleges that represent a good "match" for the individual student;
- to discuss different application strategies with the student regarding early action, early decision or regular decision applications;
- to teach Junior and Senior College Seminars throughout the year which review the multiple aspects of the college search and application process including important deadlines, essay writing and college interview tips, and more;
- to send the college packet including: the school report, counselor letter of recommendation, transcript, school profile, and two teacher recommendations to each senior's list of colleges;
- to provide information about financial aid and scholarship opportunities;
- to offer guidance to students in making a final college choice decision.

The Role of the Student is...

- to attend Junior and Senior College Seminars throughout the year and to meet individually with the college counselor at several stages throughout this process;
- to take responsibility for the general researching and gathering of information on colleges, visiting and touring institutions during school breaks, and coming up with a final college list in the fall of senior year;
- to complete a full round of standardized testing to include SAT I or ACT, and SAT II subject tests if appropriate;
- to send official SAT score reports from College Board and ACT to each college (BAS does not send test scores to college);
- to choose two teachers in the spring of junior year to write the required Teacher Letter of Recommendation for college applications. Students are responsible for following-up with the two teachers in the fall of senior year;



- to avoid taking over the application process and essay writing; students may need help managing the process but let them “own” it;
- to communicate directly with the college counselor if there are any questions or issues that arise; remember that this is a very stressful process and can be a difficult one if students try to control it.

DISCIPLINE POLICIES:

DISCIPLINE

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. This includes an appreciation for the rights of others. BAS is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, BAS has established a Discipline System. This system outlines prohibited behaviors and consequences for such behavior. BAS has the responsibility and authority to enforce discipline, question students, counsel them, and assign discipline when appropriate.

Some student discipline issues are resolved through one-to-one counseling with a teacher, college counselor, or school administrator, and may require no more than a detention. This means that students are required to stay in a supervised designated area of the school, for the purpose of redirecting or resolving misbehavior. Other issues may result in In School Suspension (ISS) or Out of School Suspension (OSS). These are more of a formal discipline approach, which prohibits students from attending school, and which requires they have the direct supervision of a parent or other adult.

Teachers are specially authorized to keep students after school to make up work or for disciplinary reasons for periods up to one hour after the end of the school day. In such cases, courtesy will be extended by attempting to contact parents to advise that their child will be late in arriving home. No permission slip is required for detention.

1. Every unwanted behavior has a numerical point. (See Discipline Point System)

2. Teachers or staff members are not required to inform students about the points that they assign.
3. Each student is responsible for his or her own behavior.
4. A teacher can give points only once for the same incident for one class period. The teacher shall fill out an incident report if the same case continues, and contact an Administrator.
5. An accrual of each 20 demerit points or more may result in attending after-school Detention.
6. Students required to attend Saturday Detention will have 5 demerit points deducted for attending and obeying rules of conduct and/or demerit points for an unwilling behavior.
7. Failing to attend Saturday Detention, without any confirmed excuse, may result in a 1 day ISS.
8. An accrual of each 40 demerit points or more may result in 1 day ISS.
9. An accrual of 100 points or more may result in possible expulsion.
10. If a student does not receive any demerit points within a week (Friday-Thursday), the student's demerit points will be reduced by 5 points the following day.

DISCIPLINE POINT SYSTEM:

MERIT POINTS:

Exhibit good manners during class	3
Helping peers in class	3
Helping a staff member	3
Not getting any demerit point in a week	5
Random act of kindness	3

REDUCTION POINTS:

Attending Saturday Detention	5
Serving After School Detention	3
Serving Lunch Detention	2

DEMERIT POINTS:

The demerit points involve the allocation of penalty points (demerits) for a range of unwarranted behaviors on the school grounds. The following list represents some incidents and corresponding demerit points. This list and items may be updated without prior notification.



Antagonistic behavior/Insubordination	5
Being unprepared to class	1
Bringing pop or drink to class	1
Cheating/Plagiarism	10
Chewing gum	2
Complete Uniform Missing	6
Cutting Class	7
Destruction of school property	10
Disturbing class	2
Drawing/writing in textbooks	4
Dress code violation	3
Eating/drinking in class	2
Entering prohibited zone in the school	10
Excessive talking	2
Failure to follow a reasonable request	5
Horse-playing	3
Humming/Singing/making noises	3
Inappropriate behavior in class	2
Inappropriate behavior to another student	2
Inappropriate cafeteria behavior	2
Inappropriate Language	5
Inappropriate Physical Contact	10
Lack of cooperation within group	1
Leaning back in chair	1
Leaving paper/trash on the floor	2
Leaving plates on the cafeteria tables	2
Leaving plates outside cafeteria	4
Leaving the classroom without permission	3
Lying to school staff	5
Makeup outside of restroom	1
Misbehavior outside of school	2
Not returning assigned Academic & Behavior	1
Not turning in assigned work or homework	3
Not working on assigned tasks	1
Office Referral	5
Passing notes in the class	1
Passing notes in the class with profanity	3
Refusing to take assigned seat	3
Running in hallway	1
Showing disrespect to teachers/admins	10
Sleeping in class	2
Sleeping in dorm without excuse or permission	7
Talking back to teacher	3
Talking in other language than English	2

Tapping	2
Threatening verbal or written	10
Throwing things from window	7
Throwing things in class/hallway/cafeteria	3
Unexcused tardy to the class	1
Unreturned signed test/project	1
Using electronic devices in class	5
Vulgarity	3
Wearing Excessive Makeup	3

The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship-making, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following reinforcements will be used for positive behavior:

- Individual awards/recognition
- Classroom awards/recognition
- Certificates
- Displays
- Positive contact with parents/guardians
- Special activities (field trips, movie nights, picnics, etc.)
- Publications
- Assemblies
- SIS Database Merit Points

DETENTION

Detention is a disciplinary consequence that teachers and administrators may use as an alternative to suspension. Principals have the flexibility and autonomy to apply detention as a meaningful consequence for inappropriate student behavior.

Detention requires the student to report to a supervised designated area of the school during a school day, and remain there for a specified period of time. It may also require a student to report to "Saturday Detention" (especially for serious offenses that are not quite serious enough for suspension). Students who serve detention must make arrangements to be picked up from school. Parents may request, in person, a delay of the detention; no phone calls or notes will be accepted for this.

SATURDAY DETENTION

Saturday Detention serves as an alternative to OSS for violation of school rules. During the hours of Saturday



Detention, students work to increase academic skills, engage in activities to improve self-concept, and address the discipline.

The purpose of Saturday Detention is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for those students who have violated school rules.

Saturday Detention will prevent students from losing instruction time, keeping them in school.

A serious violation or repeated violations of the behavior code may be a reason for a student to serve a Saturday Detention. Students who attend Saturday Detention may receive academic assistance and may be given the opportunity to do homework, make-up work, or remedial work, under the supervision of a teacher. Students will be given an assignment which, through careful introspection, may help them understand why they break school rules and the consequences they will face. The goal of this counseling session is to guide students toward acceptable alternatives, through goal setting exercises given to students.

Written notification of a Saturday Detention is sent home with the student. This notification lists the cause for and date of the detention. Acceptable excuses for not attending a Saturday Detention are listed under the Attendance section of this handbook.

Grounds for detention will include, but not be limited to:

- Unexcused tardiness to class for a third time: Any student who arrives to school or a class after the second bell, without a written tardy excuse from parent or staff member.
- Skipping/Cutting class: Non-attendance to class without a written excuse from a teacher or staff member is considered skipping/cutting.
- Eating or drinking anywhere in the building, outside of the cafeteria.
- Failure to follow school/classroom rules and directives.
- Violating the BAS uniform policy: Students must be in school uniform at all times during the school day, including during the after school tutoring/activities. Refer to Student Uniform Policy.
- Use of inappropriate language or inappropriate gestures to any member of the staff or students.

- Horse playing: Any kind of running or playing in the school that threatens safety and endangers staff, students and visitors of the building.
- After a third infraction, students found with any electronic devices during school and/or after school activity hours.

Rules and Regulations

1. Saturday Detention will be held for up to three hours at BAS. Time and place of detention will be confirmed once scheduled.
2. Students are required to wear their school uniforms.
3. Parents are expected to pick up their child from Saturday Detention. BAS is not responsible for students who are left after detention time has been served. In case of unexpected situations, we ask that the parent/guardian please call (718) 891-6100 to notify us of their tardiness.
4. Students may be asked to bring appropriate materials to work with. Electronic devices, food, beverage, candy, comic books, etc. are prohibited during Saturday Detention.
5. Students will be expected to work the entire time while there. Any student not working will be removed from detention and referred to the Administrator. Parent will be notified regarding the infraction immediately.
6. Sleeping is prohibited during Saturday Detention.
7. Any student acting disruptively will be removed from Saturday Detention and be referred to the Administrator for further disciplinary action.
8. Lavatory privileges will be at discretion of the Saturday Detention Administrator.
9. If a student arrives late or does not participate in the scheduled Saturday detention without any confirmed excuse, the student will receive 1 day ISS plus attendance at the next scheduled Saturday Detention.
10. Failure to follow Saturday Detention rules may result in 1 day OSS plus attendance at the next scheduled Saturday Detention.

SUSPENSIONS

Suspension is a serious disciplinary consequence applied to address inappropriate behavior. Notice of Suspension and the reasons for the suspension will be given to the student by the Administrator after a Discipline Committee Meeting. Students and parents/guardians may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and be made to the Principal. Consequences will not be referred



pending the outcome of an appeal. The Principal will make the decision within 2 school days after the appeal is made. The Principal's decision is final.

BAS will use two kinds of suspension:

A. In School Suspension (ISS)

B. Out of School Suspension (OSS)

A. In School Suspension (ISS)

ISS (ISS) is an alternative setting that removes students from the classroom for a period of time, while still allowing students to attend school and complete their work. Generally, a student assigned to ISS spends the entire day in the designated ISS location, completing work submitted in advance by the student's teachers, while being monitored by school staff.

Grounds for ISS will include, but not be limited to:

1. Disobedience
2. Misbehavior
3. Conduct that adversely affects, or is likely to adversely affect, other students.
4. Conduct that adversely affects, or is likely to adversely affect, the good order and management of the school.
5. The student is charged with a serious offense.
6. The student is charged with a non-serious offense and the principal has reasonably determined it would not be in the best interests of other students or staff for the student to attend school while the charge is pending.

Rules and regulations

1. ISS will be assigned within 24 hours of the Administrator's meeting with the student.
2. Students are expected to report to the designated ISS room at 8:20am and serve ISS until 3:10. If the student arrives after 8:20, s/he will have to stay after-school and make-up the time lost.
3. Unexcused absence will be referred to the Administrator.
4. Students are expected to bring all necessary materials with them to the room when reporting to ISS. Students will not be permitted to go their lockers.
5. Students are expected to bring the "ISS ASSIGNMENT LIST" with the teacher's name, subject, and assignment(s). It is the student's responsibility to request any assignments from their teachers.

6. Students must sign the sign-in sheet when they report to the ISS room and sign out when suspension has been concluded. A student may not leave the ISS room without the Administrator's permission.
7. Students are expected to keep the room clean.
8. Students must be seated and silent at ALL times.
9. Students will not be permitted to have lunch in the cafeteria during lunchtime.
10. No disruptive behavior will be allowed.
11. No food, drinks, gum, or illegal substances allowed.
12. No visits by parents, relatives, or other students.
13. Sleeping is prohibited.
14. Students are responsible for lost, stolen, or damaged items.
15. Transportation to and from ISS is the responsibility of the student and his/her parents/guardians. Transportation arrangements must be made prior to arrival.
16. Student Handbook rules apply.
17. Physical contact of any kind between participants is prohibited.
18. If a student does not attend scheduled ISS without any confirmed excuse, then he/she will have 1 day OSS.
19. If a student does not turn in the Parent Notification form on the due date without any confirmed excuse, he/she will be assigned 1 day OSS.
20. Failure to comply with the rules will be reported to the Administrator for further disciplinary action.

B. Out of School Suspension (OSS)

Grounds for OSS will include, but not be limited to:

1. Damage or destruction of school property.
2. Smoking in school premises.
3. Use of profanity or obscene language or materials (These shall include obscene gestures or signs).
4. Insubordination in refusing to comply with directions of school personnel.
5. Truancy from, or repeated tardiness to class or school.
6. Theft of school property or equipment, or personal property of any school personnel, student, or visitor.
7. Assaulting/Fighting and/or arranging fights among two or more students on school property (including buses) or at any school-sponsored activity.
8. Cause, attempt to cause, or threaten to cause physical injury to any school personnel, student, or visitor.



9. The act of extortion from any person on school property (including buses) or at any school-sponsored activity.
10. Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior.
11. Using a fire exit door at an inappropriate time.
12. Selling food or items without an approval form from an administrator.

Rules and regulations

1. A student who is suspended from school is not allowed on school property. (International students will serve 2 days of ISS).
2. A student who is suspended is responsible to make-up the work missed from all classes.
3. Parents or guardians of the student will be notified in advance of dates of suspension.
4. If the incident is severe, the Principal or Administrator may choose to keep the student in the Detention Room until parents are notified and pick up the student.
5. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
6. If a student does not turn in the Parent Notification form on the due date without any confirmed excuse, he/she will serve 1 day after-school detention.

Failure to follow School Suspension Rules may result in extra disciplinary action.

ANY STUDENT SUSPENDED 3 TIMES DURING THE SCHOOL YEAR MAY BE DENIED REGISTRATION TO BAS FOR THE FOLLOWING YEAR.

EXPULSION

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Administrator, after hearing about the events involved in a situation. In addition, suspensions may be used for students who have committed a removal or expulsion offense and for whom a conference or hearing is pending. The parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Board of Foundation in writing. Consequences will not be referred pending the outcome of an appeal. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision from the Board of Foundation is final.

Expulsion Policy

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery, or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity.
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs.
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct (this shall include the use of same to incite others toward acts of disruption).
5. Arson or attempted arson to any school building or property.
6. Repeated offenses or flagrant violations where suspension is normally considered appropriate.
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 100 or more demerit points within a school year.

AS A STUDENT AT BROOKLYN AMITY SCHOOL, YOU SHALL NOT...

A. Fight and Arrange Fights:

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent to the Dean’s office and parents will be contacted. Depending on the severity of the incident, the discipline committee will decide on a consequence.

Consequences:

Disciplinary infractions will be investigated and presented to the BAS Discipline Committee. After thorough review and consideration of the facts and/or hearing of witnesses, disclosure of obtained evidence, etc., the committee will formulate a justly disciplinary response to the alleged misconduct. Responses to disciplinary infractions may vary depending on the severity of the alleged misconduct.



B. Use Beepers, Pagers, Cellular Telephones or Other Electronic Devices:

Radios, Tape or CD Players, Electronic Games, iPads, iPods and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students must keep all electronic devices in their book bags and stored in their lockers at all times. Cell phones can only be used by High School students during their lunch period and for all students after school hours. Students are not allowed to chat or play games with their cell phones or any other electronic devices on school premises. BAS assumes no liability for any damaged, destroyed, lost, stolen, misplaced or otherwise compromised electronic devices) brought onto school property. If student should need to contact his/her parent/guardian, s/he can do so from the school office or by using his/her cell phone with a teacher's or administrator's permission and supervision.

Consequences:

- 1st Offense: Verbal Warning. Demerit points. Device will be confiscated for the remainder of the school day and kept in the Dean's office. BAS is not responsible for the confiscated items that are not retrieved at the end of the school day after confiscation.
- 2nd Offense: Verbal Warning. Demerit points. Device will be confiscated for the remainder of the school day and kept in the Dean's office. BAS is not responsible for the confiscated items that are not retrieved at the end of the school day after confiscation.
- 3rd Offense: Device will be confiscated and kept in the Dean's office. Parents/guardians will be contacted for pick-up of the same. Demerit points. Detention. Device will be given to parent/guardian with a \$10 handling fee. BAS is not responsible for the confiscated items that are not retrieved within a week after confiscation. For dormitory students, the electronic device will be confiscated until the end of the following school day.

C. Cheat and/or Plagiarism:

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of

behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations their teachers have. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

See individual teachers' policies.

D. Abuse and/or Misuse of Computers and Laboratory Equipment:

Computer hardware and software, and lab equipment are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also include loading private software, accessing inappropriate websites or web pages using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

- 1st Offense: Parents/guardians contacted. Administrative discretion. Under supervision, the student will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. The student may have to pay for computer or lab technicians to undo tampering.
- 2nd Offense: Parents/guardians contacted; Administrative discretion. Under supervision, the student will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. The student may have to pay for computer or lab technicians to undo tampering.
- 3rd Offense: Parents/guardians contacted. Administrative discretion. Student will be banned from using any computer and science labs at BAS. Under supervision, the student will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. The student may have to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.



E. Disrupt Learning:

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to: failure to abide to classroom rules, use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Consequences:

- 1st Offense: Parent/guardian contacted. Demerit points. Written warning with the recommendation of detention.
- 2nd Offense: Parent/guardian contacted. Demerit points. Recommendation for ISS.
- 3rd Offense: Parent/guardian contacted. Demerit points. Referred to Discipline Committee. Written warning with recommendation for OSS.
- Continuous classroom disruption may result in possible expulsion.

F. Uniform Violations:

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

Consequences:

- 1st Offense: Student will be sent to the office to correct the violation. If the violation cannot be corrected, a parent/guardian will be contacted to bring proper attire.
- 2nd Offense: Student will be sent to the office to correct the violation. If the violation cannot be corrected, a parent/guardian will be contacted to bring proper attire. Possible detention.
- 3rd Offense: Student will be sent to the office to correct the violation. If the violation cannot be corrected, a parent/guardian will be contacted to bring proper attire. Possible one (1) day of ISS.
- 4th Offense: Student will be sent to the office to correct the violation. Parent/guardian contacted. Up to two (2) days of OSS.
- 5th Offense: Parent/Guardian contacted. Referred to Discipline Committee. (Possible expulsion)

G. Use of Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. If caught, the student will be expelled and law enforcement officials may be contacted. Please note, many drug abuse offenses are also felonies.

Consequences:

Parent/guardian contacted. Direct expulsion proceedings.

H. Give A False Fire Alarm:

Issuing a false fire alarm is a violation of the State law. Any student who issues a false fire alarm will be subject to legal authorities. The penalties for this, especially if any injuries result, are immense; a fine or or penalty issued to the school by the fire department/ local authorities will be reflected as a parent expense. Making false 911 calls is also a violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be a \$100 penalty for each false call.

Consequences:

Parent/guardian contacted. Restitution for any damage. Referred to Discipline Committee. Possible prosecution by legal authorities.

I. Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, or student's name to any school document is considered forgery.

Consequences:

- 1st Offense: Parent/guardian contacted. One (1) day of ISS.



- 2nd Offense: Parent/guardian contacted. One (1) day of OSS.
- 3rd Offense: Parent/guardian contacted. Referred to Discipline Committee. (Possible expulsion)

J. Gamble and Play Cards:

Gambling includes but is not limited to card playing, dice shooting, and sports pools. It also involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Pokémon cards, Yu-Gi-Oh cards, non-sports cards, and any other trading cards is strictly prohibited.

Consequences:

- 1st Offense: Parent/guardian contacted. Verbal warning and confiscation of the cards, dice etc. with retrieval only by a parent/guardian along with a \$10 handling fee. BAS is not responsible for the confiscated items which are not retrieved one week after confiscation.
- 2nd Offense: Parent/guardian contacted. Up to one (1) day of ISS. Card(s) will be confiscated and they will be given to parent/guardian only on or after last day of school along with a \$20 handling fee. BAS is not responsible for the confiscated items which are not retrieved one week after last day of school.
- 3rd Offense: Parent/guardian contacted. Two (2) days of ISS. Card(s) will be confiscated and will be given to parent only on or after last day of school along with a \$30 handling fee. BAS is not responsible for the confiscated items which are not retrieved one week after last day of school.

K. Bring Inappropriate Materials:

Bringing pornographic, criminal, hate related, etc materials on schools premises.

Consequences:

- 1st Offense: Parent/guardian contacted. One (1) day of ISS.
- 2nd Offense: Parent/guardian contacted. Up to three (3) days of ISS (Possible OSS)

L. Harass another Student and/or a Teacher, Administrator, or Staff Member:

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark, and any speech, written communication or action, that creates a hostile, intimidating, or offensive

learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. Even if said harassment occurs as a "joke" the student will still experience the consequence of his/her behavior.

Consequences:

- Parent/guardian contacted. Referred to Discipline Committee. Administrative discretion with a recommendation for OSS (Possible expulsion).

M. Disrespect teachers or staff or using inappropriate language and behavior:

Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back).

Consequences:

- 1st Offense: Parent/guardian contacted. Administrative discretion.
- 2nd Offense: Parent/guardian contacted. Referred to Discipline Committee.
- 3rd Offense: Parent/guardian contacted. Referred to Discipline Committee.

N. Haze Students:

Hazing means to plan, encourage, or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent, or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequences:

- Parent/guardian contacted. Referred to Discipline Committee. Administrative discretion with a recommendation for OSS (Possible expulsion).

O. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School:

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

- 1st Offense: Parent/Guardian contacted. Referred to Discipline Committee.
- 2nd Offense: Parent/Guardian contacted. Referred to Discipline Committee. (Possible expulsion)

P. Steal and/or Vandalize Private Property:

“Vandalizing” means to cause or attempt to cause damage to private property, and “stealing” means to steal or attempt to steal private property. In the event that stealing or vandalizing takes place on school grounds or during a school activity, function, or event on school grounds, students and their parents or guardians will be held responsible for any theft/vandalism that the student commits on school property.

Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences:

- 1st Offense: Parent/guardian contacted. Administrative discretion. Restitution if required. Referred to Discipline Committee.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Restitution if required. Police report filed. Referred to Discipline Committee. (Possible expulsion)

Q. Habitually Tardy:

This means generally being late for the beginning of a school day and/or late for classes.

Consequences:

- 1st Offense: Parent/guardian contacted. Four (4) Unexcused Tardies within a week receives After-School Detention.

R. Display Threatening Behavior:

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or nonverbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

- 1st Offense: Parent/guardian contacted. Administrative discretion. Referred to Discipline Committee. (Possible expulsion)

S. Be Truant:

Truancy means being inexcusably absent from school or class without the knowledge of a parent and/or school administration. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Consequences:

- Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

T. Bring Any Kind of Weapon to School:

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements, as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. BAS Administration reserves the right to all final decisions regarding the definition of what a weapon may be. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

- Campus Lockdown. Local law enforcement contacted. Parent/guardian contacted. Administrative discretion with a recommendation for expulsion.

U. Possession or Use of Fireworks:

Using or possessing any amusement device, smoke bomb, etc.

Consequences:

- Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

V. Gang and Secret Society Symbols:

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students cannot promise to or be members of a gang, secret society, illegal club, or fraternity.



Consequences:

- 1st Offense: Parent/guardian contacted. Referred to Discipline Committee.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Referred to Discipline Committee.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Referred to Discipline Committee. (Possible expulsion)

W. Possession of Stolen Property:

Having in one’s possession property obtained without permission from the owner.

Consequences:

- 1st Offense: Parent/guardian contacted. Administrative discretion. Referred to Discipline Committee.
- 2nd Offense: Parent/guardian contacted. Administrative discretion Referred to Discipline Committee. (Recommendation for expulsion).

X. Arson:

Intentionally starting any fire or combustion on school property.

Consequences:

- 1st Offense: Parent/guardian contacted. Administrative discretion (Recommendation for expulsion).

Y. Public Display of Affection

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

Consequences:

- 1st Offense: Demerit points. Parent/Guardian contacted. Referred to Discipline Committee.
- 2nd Offense: Parent/Guardian contacted. Referred to Discipline Committee. (Possible expulsion)

Z. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules:

Consequences:

- 1st Offense: Parent/guardian contacted. One (1) day of ISS.

- 2nd Offense: Parent/guardian contacted. One (1) day of OSS.
- 3rd Offense: Parent/guardian contacted. Referred to Discipline Committee. (Possible expulsion)

1. Bullying Policies

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm, insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture, written, verbal or physical act.

Consequences:

- 1st Offense: Parent/guardian contacted. One (1) day of OSS.
- 2nd Offense: Parent/guardian contacted. Referred to Discipline Committee. (Possible expulsion)

2. Conspiracy

Any two (2) or more persons mutually agreeing to do any unlawful act.

Consequences:

- 1st Offense: Parents/Guardian contacted. Referred to Discipline Committee.
- 2nd Offense: Parents/Guardian contacted. Referred to Discipline Committee. (Possible expulsion)

3. Failure To Identify

(Lying to staff or giving incorrect information)

Refusal to stop, provide name and/or other information when asked to do so by a staff member.

Consequences:

- 1st Offense: Parent/Guardian contacted.
- 2nd Offense: Parent/Guardian contacted. Referred to Discipline Committee.

4. Leaving Campus Without Permission

Leaving campus without prior consent and authorization from school administration.

Consequences:

- 1st Offense: Parent/guardian contacted. One (1) day of OSS.



- 2nd Offense: Parent/guardian contacted. Referred to Discipline Committee. (Possible expulsion)

5. Bus Misconduct

Failure to comply with rules of bus safety or disturbing others.

Consequences:

- 1st Offense: Parent/Guardian contacted. Referred to Discipline Committee.
- 2nd Offense: Parent/Guardian contacted. Referred to Discipline Committee. (Possible expulsion)

6. Trespassing

Entering any school property or into any school facility, getting into the school bus without proper authority. Includes any entry during a period of OSS.

Consequences:

- 1st Offense: Parent/Guardian contacted. Referred to Discipline Committee.
- 2nd Offense: Parent/Guardian contacted. Referred to Discipline Committee.

7. Discrimination Against Others

Discrimination means any unfavorable/hostile act or treatment against a person or group of people based on their race, color, ethnicity, religion, disability, or any other differences. Such acts include verbal or written communication as well as any physical contact. Consequences will be assigned even if such acts are meant to be a joke or just a mere implication.

Consequences:

- 1st Offense: Parent/Guardian contacted. Referred to Discipline Committee.
- 2nd Offense: Parent/Guardian contacted. Referred to Discipline Committee.
- 3rd Offense: Parent/Guardian contacted. Referred to Discipline Committee. (Possible expulsion)

CHAIN OF COMMAND FOR QUESTIONS OR CONCERNS

The BAS Board wishes to emphasize that concerns regarding programs, personnel, or other issues must be handled through a proper chain of command. Using this procedure, a citizen must first address the concern with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that

employee's direct supervisor. As an example, a normal chain of command regarding a concern with a classroom teacher would begin with the classroom teacher, continue through the Vice Principal, then on to the Principal and finally the BAS Board. Please use this chain of command until a concern is resolved or ask for guidance if not sure where to begin.

GENERAL POLICIES:

PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES

Hallways, stairwells, and lavatories are areas used by all members of BAS because everyone uses these areas, there are rules of conduct that all students must follow:

- Students may not loiter in the halls, lunchroom or lavatories or on staircases.
- Students may not eat in halls, lavatories, or on staircases.
- Students may not run, roughhouse, push, or wrestle in the halls, lunchroom, lavatories, or on staircases.
- Students may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- Students may not leave belongings on the floor outside their lockers.

During class time, students are not to be in the halls, stairwells, or lavatories without a pass from their teacher or the main office.

CLASSROOM RULES AND PROCEDURES:

1. Be in your assigned seat, ready to work before the bell rings.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Keep your hands, feet, and objects to yourself.
4. Do not engage in behavior that creates classroom distractions.
5. Follow directions the first time they are given.
6. No gum, food, or drinks are allowed in the building except in designated food service areas.
7. Raise your hand before speaking.
8. Students may not be outside of the classroom without a hall pass.

UNIFORM AND PERSONAL APPEARANCE

BAS has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will be expected to arrive in dress code every day. Students are expected to cooperate, display modesty and neatness, and take pride in these clean, neat, and attractive uniforms. Our school relies on the common sense and support of both the students and their families in helping maintain this dress code.

Additional Dress Code Requirements and Limitations

- Skirt must be at least two inches below the bottom of the knee.
- Sweatshirts must be modest length, and may not be rolled at the waist.
- No details (name brand logos or symbols, lace, ruffles, ribbons, or elastic cuffs), except the official school logo, may be visible on any uniform item.
- Undergarments may not be visible at any time. However, students may wear plain white T- shirts under shirts.
- Pants and slacks must fit properly, may not be baggy or sagged.
- Boys may not wear jewelry and accessories such as rings, earrings, and necklaces.
- Jewelry and accessories for girls should be appropriate for school and not attract undue attention.
- Cosmetics should be appropriate for school and not attract undue attention. Please refer to the student handbook for detailed guidelines.
- Facial and body piercing, tattoos, use of hair dyes and bleach are not acceptable.
- Boys may not grow a mustache and/ or beard.
- Hats, caps, and other headgear (except for religious reasons) may not be worn in the building.
- Outerwear, such as windbreakers, jean jackets, or ski jackets, may not be worn in the school building.
- Shoes must be solid color, no designs are acceptable.

Uniform for Girls

- Navy Blue pants or skirt (shorts & skirt) or when wearing Black Stocking must be opaque, not see through.
- Maroon polo shirt with school logo
- Solid black, brown, gray or white colored shoes (no designs)

- Navy or Maroon full zip pullover sweater with school logo

Uniform for Boys

- Navy Blue pants
- Maroon polo shirt with school logo
- Solid black, brown, gray or white colored shoes (no designs)
- Navy or Maroon full zip pullover sweater with school logo

Uniform for Gym Classes

- Maroon shirt with school logo
- Maroon sports pants with school logo

LUNCH

All students will remain at school during their lunch period. Students may buy lunch at school or bring a packed lunch. If there is a special situation, the student/parent/guardian will need to meet with the principal. During their lunch period, students will be expected to display good manners and courtesy. Students must eat their lunch in the lunch area only. Students will be expected to clear their space and dispose of all trash appropriately. Teachers on duty during the lunch period will hold students responsible for their behavior.

TEXTBOOK AND SUPPLIES

BAS will provide students with textbooks for each of their classes. Parent/Guardian may be asked to make a contribution to the textbook fund to defray costs for books. BAS will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students will have the opportunity to keep textbooks they used during the year if they wish, provided their family has made a full payment for the textbooks.

When textbooks are distributed, students should make sure to write his/her name in the appropriate place. Teachers will write down the number of the textbook the student has and the condition of the book. When the book is returned, its condition will be checked. If a student loses a book or damages it by writing in it or ripping it so that another student cannot use it, the student will have to pay to replace the book.



Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

LOCKERS

Each student in Middle and High School will be assigned a locker for his/her individual use at BAS. Lockers are for storing books, coats, and personal items necessary for school. Students should not bring valuable items or large amounts of money to school. The lockers should not be used to store valuable items. BAS will not be liable for personal items that are left in the locker that is brought to school. To keep school items safe, we strongly advise students to keep their lockers locked at all times. Students are further advised to not trade lockers with another student. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students should report any damage, vandalism, or non-working condition of their lockers to the office. If the vandalism, damage, or non-working condition of the locker is not reported, the student will be held responsible for it. Please remember that the assigned locker is school property and remains at all times under the control of the school; however, the student has full responsibility for the security of the locker and the contents inside. Lockers are expected to be kept neat at all times. School officials may make inspections at any time. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. Students attending BAS should not expect privacy of the contents of their lockers, desks, or other school property.

Lockers are expected to be cleaned monthly or more frequently if directed by the teacher. Students who fail to keep their lockers clean can lose locker privileges temporarily or for extended periods of time. If this occurs, students will need to carry their belongings to each class. Students are to make every reasonable effort to minimize locker noise:

- No slamming, kicking of lockers
- No dropping of books
- Normal speaking volume at locker
- No shoving, pushing at lockers

Students will be held accountable for any damage to lockers and locks.

LOCKER SEARCHES

In accordance with State law, school principals or other designated school officials have the authority to inspect student lockers or other storage facilities provided to them, so long as students are informed in writing at the beginning of each school year that such inspections may occur. This section serves as such notice. Searches may take place periodically throughout the year and will require no advance notice on the part of the administration. Any administrator or his/her designee may conduct the searches.

SEARCH AND SEIZURE

A student and/or the student's belongings may be searched by a school official if the official has suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.

Student lockers and desks remain the property of the school, though the school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place or keep in a locker or desk any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school.

INTERNET TERMS AND CONDITIONS

Acceptable Use: School use of the Internet must be in support of education and research and consistent with educational objectives. Attempts to log on to the Internet as a system administrator, or to obtain unauthorized access to the school system or any other computer system through the school system, or to go beyond the user's authorized access will result in cancellation of user privileges.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or lobbying is also prohibited. Use of school accounts for anything other than school business will be regarded as unacceptable usage and will be grounds for immediate revocation of all Internet privileges. If any incident violates other school policies,

additional penalties may be imposed which could include suspension or expulsion.

Privilege: The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Netiquette: Users are expected to abide by the generally accepted rules of network netiquette. These include, but are not limited to the following:

- Be polite. Messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personal information (ie - names, addresses, phone numbers, social security numbers, etc.).
- Illegal activities are strictly forbidden.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

All communications and information accessible via the network should be assumed to be private property.

Security: Security on any computer system is a high priority, especially when the system involves many users. If the user can identify a security problem on the Internet, a system administrator must be notified. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and/or misuse of computers also include loading private software, checking personal e-mail, or accessing inappropriate websites or web pages by using school equipment. Student computer history may be checked randomly.

LOST AND FOUND

If a student finds books, clothing, or personal items on the school grounds, please bring these items to the school office. If a student loses an item, s/he should check the lost and found. The corridors are inspected each evening

and unsecured student property is placed in the designated lost and found area. Students should ensure that all their books, uniform, and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. Lost and unclaimed items will be given to the charity organizations after 15 days.

STUDENT ID CARDS

Student ID Cards will be issued to each student enrolled at BAS. It is mandatory that all BAS students have in their possession the school ID cards. This card allows students to attend school-sponsored functions. OSS automatically invalidates the card for the length of the suspension. If a student loses his/her ID card, s/he must go to the main office before or after school to purchase a new one. Students shall return their Student ID cards in case they withdraw from the school.

HALL PASS

According to our school rules, students cannot be in the hallway during class time without a hall pass. No hall pass will be given during the first 10 and the last 10 minutes of class, and first and last periods. Only one student at a time will get a hall pass.

ENTERING CLASSROOMS

Students are expected to wait outside the classroom until the teacher invites them in. Prior to entering the room, students should make sure to have all the necessary materials, including notebook, binder, pencils, and paper, before entering the classroom quietly.

ILLNESS, INJURY, AND MEDICATION POLICIES

BAS will have a full-time school nurse and first-aid-trained-professional available to discuss or assist with medical problems or concerns.

-Illness or Injury During the School Day

Students should follow these three rules if s/he becomes ill or are injured during the school day:

- Report to the clinic. If the nurse is not available, s/he should report to the Main Office.
- If the student does not inform the office and simply misses class, it is an unexcused absence.



- Students should not just leave the building; always report to the main office.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container, the following information must be clearly printed:
 - Student's Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In case of a prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.

Students may carry and administer their medication if these two conditions are met:

- It is warranted by a potentially life-threatening condition and advised by their physician.
- A Medication Self-Administration Form is on file in the office signed by the student's parent/guardian, physician, and the principal.

PHOTOGRAPHS/VIDEOTAPE - PUBLIC RELATIONS

There may be occasions when a student may be photographed or videotaped participating in school functions. If a parent/guardian **DOES NOT WISH TO HAVE THEIR CHILD PHOTOGRAPHED or VIDEOTAPE**D, the parent/guardian should advise the school principal in writing.

Students will be photographed in school by a school-contracted photographer sometime in the fall. Students may purchase the entire package of photos.

PARENT-TEACHER MEETINGS

Frequently throughout the school year, informal conferences between parent and teacher can take place via telephone, conversations, written messages, and scheduled meetings at mutually agreeable times.

To initiate a conference with a teacher, parents should write an e-mail to the teacher indicating the nature of the request and convenient times for a conference. Upon receipt of the written request, the teacher will contact the parent by return letter or telephone call whereby the time and the location of the conference can be mutually agreed upon. Parents are asked not to come to school expecting to meet with a teacher without an appointment. Teachers should not be contacted during teaching hours, as it is a disruption to the students and the teaching-learning process.

VISITORS

Visitors for educational reasons are welcome at BAS. Visitors must register with the office when they arrive. Parents also must check in at the office and get their visitor ID card. These procedures are designed to help keep our students and staff safe and secure during the day and after school, while in the school.

VISITORS ARE NOT PERMITTED BEYOND THE SCHOOL OFFICE TO DROP OFF FOOD, DRINKS, HOMEWORK, PROJECTS, NOTES, OR TO ACCOMPANY TARDY STUDENTS TO A CLASSROOM.

FUNDRAISING

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation, unless he/she has a written permission of the school principal.

Advertising may be permitted if approved school-related activities. Such activities may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school personnel on school property, at school-sponsored events, or on school transportation, unless he/she has the written permission of the school principal.



EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.

State Law mandates that two fire drills be conducted each month in schools. When the alarm is sounded for a fire drill or evacuation drill, everyone is required to respond in a prompt and orderly manner, leaving the school building by a prescribed route as directed by the teachers. During the winter months, it is recommended that a sweater be provided by the home to be kept in school.

Procedure for Fire Drill:

A fire drill is a very serious matter for the safety of our students and staff. For that reason our school has a zero tolerance policy during a fire drill. If a student talks, plays around, fails to follow directions, or misbehaves, s/he will be reported to the Dean of Students.

ATTENDANCE

The success of BAS educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty and staff of BAS will frequently talk about the importance of students being in class and on time.

Every student is required to be in school, in each class, on time, and in their seat before the bell rings. It is required by law that every parent or guardian of any minor between the ages of 6 and 18 make sure that the minor child attends school.

A parent must inform the main office via phone of their child's absence the morning of the absence and/or send a note the day the student returns to school. If the student returns to school without a note and no phone call was received, he/she will be marked TRUANT. The student will have two days to bring in a note to change this to an excused absence.

Teachers have the right to fail a student with excessive absences. When a student misses 10 (ten) full days (unexcused), he or she may not be allowed to participate in any extracurricular activities or the promotion/graduation ceremony for graduates. Special circumstances with documented explanations should be reviewed with the administration. Parent/Guardian notes can only be accepted for up to seventeen (17) days. If a student misses eighteen (18) days or more without an acceptable note from a doctor or official authority they may fail the course and/or grade.

Absences:

BAS recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully. In the event of an excused absence, students maintain responsibility for homework, quizzes, and tests. In addition, there are consequences for unexcused absences.

As per administrative discretion, please be advised that attendance may be reflected as part of a student's quarterly grade, without exceeding 10% of the student's overall grade for the quarter.

Excused Absences:

Parent or guardians must explain each absence in writing and sign it and/or call the office. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- **Personal illness:**
Parent or guardian must call the school each morning the student stays home due to illness. Upon returning to school the student must bring a note from a parent or guardian to the main office.
- **Illness in the Family or Death of a Relative:**
In the case of illness in the family or death of a relative, the parent or guardian should call the office to explain the situation and the estimated time of absence. Upon returning to school, the student must bring an explanatory note from the parent or guardian. It is the parent and student's responsibility to inform the teachers of the estimated time of absence.
- **Observance of Religious Holidays:**
Any student observing a religious holiday consistent with his/her creed or belief shall be excused from classes. The student must bring a note from their parent/guardian the



day they return to school or we must receive a phone call from their parent/guardian on the day(s) of the absence.

● **Professional Appointments:**

We encourage parents/guardians to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, students must bring a note stating the time they are to be excused from school. In addition, parents/guardians must come to the office to pick up the student. They must sign the student out of school at that time.

Unexcused Absences:

Students will be marked unexcused if they:

- do not bring a written note within three school days, following an absence.
- leave school without signing out at the school office
- are absent from class without permission, including walking out of class
- are absent from school without parental permission
- get a pass to go to a certain place but do not report there, and/or
- are absent for reasons not acceptable to the administration including but not limited to:
 - On vacation or out of town
 - Traffic
 - Car trouble
 - Did not wake up on time
 - Errands
 - Missed the bus
 - Work
 - Babysitting
 - Hair appointment
 - Needed at home

Tardiness:

Tardiness to school and to class, for any reason whatsoever, is unacceptable. If a student arrives to school at or after 8:25 am, no matter the reason, the student must go to the front desk for a tardy pass before going to class. Any student who arrives at or after 8:45 am, no matter the reason, must go the office of the Dean of Students to be given a tardy pass.

Excused Tardiness

Students are expected to have a parent or guardian call the office or write an explanatory note in the event of a late arrival to school. The student should report to the office when s/he arrives. If the student fails to do this, s/he will receive an unexcused tardy.

Unexcused Tardiness

If a student arrives late to school without a note, s/he is expected to report to the office to check in. S/He will be given a "late slip" for admittance to class. Five unexcused tardies will result in one Saturday detention.

Unexcused Class Tardiness

If a student is late between classes, s/he must report directly to his/her next class. Administration will record a tardy detention point on the student's discipline record.

Homeroom Attendance

Students are expected to attend homeroom as a regular class. Homeroom runs from 8:20AM to 8:32AM. During this time, attendance will be taken as a regular class.

Consequences:

5 times of tardiness to Homeroom will result in one Saturday detention.

Tardy

- 3 Tardies: Parent/guardian contacted.
- 4 Tardies: Parent/guardian contacted. Administrative discretion. After-school detention.
- 5 Tardies: Parent/guardian contacted. Saturday Detention.

Not attending at all

- 1st Offense: Parent/guardian contacted.
- 2nd Offense: Parent/guardian contacted. Administrative discretion, including possible detention.
- 3rd Offense: Parent/guardian contacted. ISS

RECESS POLICY

Whether students remain indoors or out-of-doors often is a difficult judgment call. Generally these factors are taken into consideration:

- Temperature usually must be at least 50 degrees for grade 1-3 or 40 degrees for grade 4-8.
- Soil conditions are firm and not muddy.
- Dryness or lack of ice/snow on black top areas.
- No threat of rain or lightning.

Parents are asked to dress their children appropriately for cold and windy weather conditions.



SCHOOL ACTIVITIES

Field Trips

Field trips offer exciting ways to learn. BAS students will have the opportunity to go on field trips at various times throughout the school year. They are a privilege and attendance may be denied for behavioral or academic reasons. Because the safety of students is very important to us, specific rules will apply to these activities. For all field trips, students will be expected to follow these rules:

- Students must bring to school the Field Trip Permission Slip signed by a parent or guardian by the specified date. No phone calls will be accepted as permission.
- Students must wear school uniform unless otherwise specified.
- Students must abide by BAS codes of student conduct while on the field trip.

Chaperones: Teachers generally give first choice consideration to PTO parents, who faithfully perform their duties, to serve as trip chaperones. Only teachers and approved chaperones are permitted on field trips.

Return to School: Parent/guardian must plan to meet their child at the scheduled time of return. If a field trip returns prior to dismissal time and school is still in session, students will be sent to their appropriate class.

Overnight Field Trips: A separate set of guidelines will be issued by an administrator or building principal for these trips.

AFTER SCHOOL ACTIVITIES

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow students to explore more deeply the things they already enjoy and to try other areas that sound interesting. If a student stays for an after-school activity, s/he will be expected to follow these rules:

- Students must be with a teacher or other staff member at all times.
- Students must arrange for their own transportation to arrive promptly at the end of the activity.
- Students must abide by the BAS code of student conduct while participating in the activity.
- Students may not stay after school to wait for another student.

A full list of after-school clubs and activities will be posted to the school website once the school year begins. The list

will also include detailed descriptions of what students will be doing/exploring/learning in each club/activity.

STUDENT RECORDS

The school will not disclose any information from the student's permanent records except as authorized pursuant to The Family Education Rights and Privacy Act of 1974 (FERPA), or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a student under 18 years of age, or a student 18 years of age or older, is entitled to access to the student's school records by submitting a written request to the registrar's office.

WITHDRAWAL POLICY

When a student must withdraw from BAS during the school term, the student should report to the office at least three days in advance stating the reason for withdrawal in writing. The student will receive a withdrawal form that will be taken to each of his/her teachers and business office for "clearance":

- Has returned all assigned equipment/materials.
- No make-up work due.

The student is required to get one administrator's signature after clearance with teachers. The withdrawal form will then be returned to the registrar for official release. The registrar will release student records signed by parents if the student is cleared.

DISMISSAL POLICY:

- Students should be picked up no later than 15 minutes after dismissal.
- Students should not be in the hallways, at their lockers, or in the school building after 10 minutes of the dismissal time unless accompanied by a staff member. Students should follow all school rules while waiting.
- For grades Kindergarten through 8th grade, after 4:15 pm, the students who are not picked up will be taken to the after school care and charged \$10 (even if the student is picked up before one full hour). There will be a \$10 charge for every 45 minutes if a student is not picked up until 5:00 pm. **Students will not be able to stay on BAS campus after 5:00 pm.**
- Dismissal Information Form: Parents must fill out the attached dismissal information form regarding dismissal policy. Unless the student is attending an extracurricular activity organized by the school, the dismissal policy will be in effect.



- BAS is not responsible for students who leave the campus without written permission from an administrator. Disciplinary action will be taken for those who leave and come back to campus without having had a written permission slip from an administrator.
- Students are not allowed to loiter in front of neighboring businesses and residences.

Important: BAS has the right to call Child Protective Services, Police Department, or related authorities for the students who are still on the campus after 5:00 pm. Such incidences will be reported to the Child Protective Services (CPS).

- **Students will not be able to stay on BAS campus after 5:00 pm.**
- For more information, please contact the main office.

Early Dismissal of Students from School

Because BAS is very concerned about each student's safety and well-being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students' safety:

- The Assistant Principal may release a student before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from a parent or guardian or for emergency reasons.
- Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- Student may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of a parent or guardian.
- Students will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Assistant Principal.

Unexpected Closing of School

In the event of an emergency, due to weather or any other reasons, the decision to close school the next day will be posted on the school website, or local radio/TV stations will be notified.

STUDENT / PARENT CONTRACT

BAS is committed to reviewing its policies, practices, and benefits continually. Accordingly, the policies, practices, and benefits outlined in this student handbook are subject to change at any time. BAS reserves the right to make final interpretation of all current or future policies, and to make the determination, entirely within its discretion, as to whether the facts of a particular situation warrant action on its part.

I have read and understand the BAS Parent/Student handbook and agree to adhere to policies. We recognize the right and responsibility of the school to make rules and enforce them.

Parent or Guardian Name: _____

Parent Signature: _____ Date: __/__/____

Student Name: _____

Student Signature: _____ Date: __/__/____

PLEASE SIGN AND RETURN THIS FORM TO THE OFFICE

