



**BOURBON  
SEVENTH-DAY  
ADVENTIST SCHOOL**

**750 Old Highway 66  
Bourbon, Missouri 65441  
(573)732-5531**



## **Bourbon Seventh-Day Adventist School**

Telephone: (573) 732-5531

### ***Principal's Message***

**Welcome!**

***We appreciate your interest in our school. This bulletin has been prepared to help you understand our school program and how we can work together to have a successful year.***

***The program that you will find at Bourbon S.D.A. School is unique in that it is a program for Christian young people. We will endeavor to constantly uplift Christ and provide a strong academic program by giving an equal opportunity to develop spiritually, mentally, physically, and socially.***

***I hope that you will join me in being a part of Bourbon S.D.A. School. By working together we can make this the best school year ever!***

### **Philosophy**

The concept of Christian Education among Seventh-day Adventists is that *“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.”* Ed 13

Seventh-day Adventists sincerely believe that Christ is coming literally to this earth to claim His own, but before He comes the world is to be warned by His people. *“With such an army of workers as our youth, rightly trained, might furnish, how soon the message of a crucified, risen, and soon-coming Saviour might be carried to the whole world!”* Ed 271. Bourbon S.D.A. School begins the formal training for this high responsibility.

*“Some fathers and mothers are so indifferent, so careless, that they think it makes no difference whether their children attend a church school or a public school. ‘We are in the world,’ they say, ‘and we cannot get out of it.’ But, parents, we can get a good way out of the world, if we choose to do so.”* AH 406

The parents, teachers, and Board of Bourbon S.D.A. School desire our young people to experiment with Jesus Christ to obtain a practical knowledge of His love for them. We believe that each young person should have an equal opportunity to develop spiritually, physically, and socially.

It is our prayer that our young people may in their own way dedicate their talents and abilities to Christ's service for mankind.

### **Our Mission**

The Bourbon S.D.A. School exists to prepare our youth for salvation and service by a harmonious development of physical, mental, and spiritual powers in a Christ-centered environment.

### **An Appeal to Parents**

God has sent special instruction to Adventist parents concerning the education of the children. The following is but a sample: *"The Lord would have the children gathered out from those schools where worldly influences prevail, and God has sent special instruction to Adventist parents concerning the education of their children. The following is placed in our own schools, where the Word of God is made the foundation of education."*

*"If ever we are to work in earnest, it is now. The enemy is pressing in on all sides, like a flood. Only the power of God can save our children from being swept away by the tide of evil. The responsibility resting upon parents, teachers, and church members, to do their part in cooperation with God, is greater than words can express."*

*"The Lord would use the church school as an aid to the parents in educating and preparing their children for this time before us. Then let the church take hold of the school work in earnest and make it what the Lord desires it to be." CT 166 and 167*

*"The parents' work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness." FE 69 and 70*

### **Parent-Teacher Relationship**

The success of the school depends in a large measure upon the fullest cooperation between parents and teachers.

Parents will be notified of serious irregularities in the conduct of their child.

It sometimes happens that students make complaints to their parents concerning school matters, especially when discipline is involved.

In such cases, judgment should be withheld until the matter is discussed with the principal and/or teacher concerned. Most problems have two sides. When parents unwisely exhibit a lack of confidence in the teacher, that teacher's influence over the pupil is irreparably affected.

*"If criticism or suggestion in regard to the teacher's work becomes necessary, it should be made to him in private. If this proves ineffective, let the matter be referred to those who are responsible for the management of the school."* ED 284

### **Acceptance Policy**

The Bourbon S.D.A. School exists primarily for the youth of the S.D.A. Church. However, parental/student membership is not a requirement for admission. Students who come from other or no religious backgrounds will be accepted if space is available and if they agree to abide by the standards of the school while enrolled.

The Bourbon S.D.A. School is not appropriately equipped to assist young people with special needs or limitations, or untreated/uncontrolled behavioral/discipline problems, and will not knowingly accept such students.

Final acceptance of the applicants for admission will be taken by the School Board.

### **Entrance Age**

Students may enter kindergarten at age five and/or grade one at age six.

### **Registration**

At the time of registration, parents are asked to pay registration fees (including 50% of the registration fee for Homeschooled students). Birth certificates and immunization records must be brought for kindergarten/first graders and new students.

### **Non-Discrimination Policy**

Bourbon S.D.A. School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or sex, in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

### **Insurance**

Each child is covered by an insurance policy, which is a supplemental insurance. It is paid for out of the registration fee. The policy offers accident coverage for your child while he is participating in all supervised school activities.

The insurance is offered as a service – neither the school nor anyone connected with the school profits in any way.

### **Physical Examination**

Pupils entering Kindergarten or grades one, four, and seven, as well as any pupil entering the school system for the first time, must present at the time of registration, or no later than September 30, a physical examination report from their doctor.

Registered students may not begin classes until required immunizations are underway or completed. Required immunizations are according to current Missouri law; consult principal.

### **School Hours**

Regular school hours will be from 8:15 a.m. to 3:00 p.m. Monday through Thursday, and 8:15 a.m. to 2:15 p.m. on Friday. Students should not arrive on school premises before 8:00 a.m. or stay past dismissal time except by special permission. Baby-sitting fees may be charged otherwise.

### **Pupil Absence or Tardiness**

Every pupil is expected to attend school regularly and punctually. State laws hold teachers responsible for reporting unexcused absences.

Three tardies make one absence, and a pupil with a 15 percent absence rate may forfeit his grade unless he properly makes up his work. He must bring a written and signed excuse from home even though the teacher was told by the parent in person or by telephone.

If you see that you are going to be late, or know that your child will be absent, please notify the teacher.

### **Accident and Sickness Procedure**

Every effort is made by the school to prevent accidents. However, should they occur, or should the child become ill, the school will notify the parents and render first aid whenever possible. If neither parent can be contacted, the doctor designated by the parent will be called if the accident is serious. A

pupil will be expected to participate in all class activities, including PE classes, unless an emergency occurs or unless a statement from home excuses him for a specific time.

### **Excusing Children From School**

Requests for children to be taken from school must be handled in advance through the teacher. After the child reports to school, permission from the teacher is needed for leaving the premises. No student may leave for vacation or other purposes without making arrangements with the teacher. Children may not ride home after school with other than their regular ride without parental permission given to the teacher. Pupils will make up missed schoolwork.

### **Snow Schedule – Inclement Weather**

On days of inclement weather where regular arrival may be hazardous to the safety of students, school will begin an hour later and let out at the regular time. No tardiness will apply due to bad weather conditions. If school is cancelled or let out early, parents will be contacted.

### **Electronics**

Electronic Media (including but not limited to CDs & CD players, ipods, DVD players, etc) is not permitted at school except with the teacher's permission. They will remain off during school hours.

### **Bringing Playground Equipment to School**

Playground equipment is furnished by the school. Baseball gloves or mitts may be brought if they are clearly marked for identification. Such articles as balls, knives (includes pocket-knives), toy guns, water pistols, bean shooters, etc. should not be brought to school. Teacher will relieve the pupils of such articles.

### **Grading System – Progress Report**

The recommended grading system of the Mid-America Union Conference for grades K - 8 is as follows: A - Excellent, B – Above Average, C – Average, D – Below Average, F – Failing, IN – Incomplete. If the work is incomplete, it is so indicated in pencil on the report card. The grade for the completed work will not be recorded until the date of the next issue. If the incomplete work has not been made up by the date of the next issue, the grade will be recorded as failure.

Report cards will be issued at the close of each nine-week period. At least two parent-teacher conferences will be scheduled if considered necessary by either parent or teacher. Appointments for counseling on special problems may be arranged with the teacher after school hours.

### **Visitors**

Parents and friends are invited to visit the school and its classrooms; however, it is a good policy not to have visitors in the kindergarten or first grade during the first six weeks of school. Visiting students will be permitted to visit classrooms only with permission from the teacher. All such visitations should be arranged in advance. Special days are set aside each year when “next year’s first graders” will be invited to visit the school.

### **School Property**

Students should care for all the school property as belonging to God and His church. They will be expected to repair or replace property damaged willfully or carelessly.

Pupils are expected to cooperate in keeping school grounds and building clean at all times, and to accept assigned janitorial duties on a rotational basis.

### **Standards for Our School**

#### **Guidance for School Lunches:**

Parents are asked, when preparing school lunches, to cooperate with our S.D.A. church standards of vegetarian diet and to avoid caffeine products. A good lunch for each pupil every day is a very important part of his or her well being. Parents should see to it that lunches are wholesome and nourishing and of sufficient quantity to carry through the day.

#### **Guidance Concerning Appearance:**

*“A person’s character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire.” ED 248*

Clothing should be free of excessive or gaudy ornamentation. Jewelry such as rings, bracelets, and necklaces unless for medical purposes, should not be worn. The use of make-up and nail coloring beyond natural appearance is not to be used.

Pupils should give careful consideration to their personal appearance, and should be modest and neat in their dress including clean clothing, and well-groomed hair.

Shoes should be chosen with the gym floor in mind. Shoes that leave marks on the gym floor are not allowed.

Girls should come to school dressed properly and with their hair combed. Extremes in hair styling should be avoided. Young ladies must dress modestly. Faddish clothing is inappropriate. Any clothing that is too tight fitting, low-necked, too short, or very sheer is inappropriate.

Slacks, shorts, skirts, skorts or jumpers will be navy blue or khaki in color. No jeans or pants with any rivets will be allowed. Slacks or docker-type style for the pants, with no specific style for skirts, jumpers, skorts, or shorts. The shorts and skorts need to be a long walking short style, no shorter than just above the knee, which indicates modesty whether one is standing, or sitting. Skirt lengths should be appropriate as to height and figure. Display of undergarments and hosiery tops is not in good taste.

The legs of slacks should be long enough and loose enough to be modest. Tight fitting, unhemmed, fray-legged; inappropriately patched and generally grimy looking trousers are unacceptable. Shirts are to be either long or short-sleeved (no sleeveless), in either solid light blue, navy blue, or white colors. No t-shirts will be allowed except the school t-shirt which may be worn at the teacher's discretion. The shirt must also have a collar.

Sweaters, sweatshirts, or sweater-vests may be worn over the shirts. They need to be a solid color, either red or navy blue. No inscriptions may be on them except on the school sweatshirt.

Socks are to be a solid color, navy blue, white, red, or khaki. If you have questions, ask the teacher.

On non-uniform days, clothing should be neat, uphold Christian values, and is subject to the teacher's discretion.

### **Materials Selection Policy**

Choices of materials selected for our library are determined according to the principle found in Philippians 4:8: "Finally brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy – meditate on these things." and are thereby approved by the principal and the Pastor or the School Board Chairman.

### **Regulations for Students**

The Bourbon S.D.A. School expects to maintain the Christian standards of the Seventh-day Adventist denomination. Students are expected to conduct themselves at all times as Christian boys and girls. Loud talking, running, or eating in the halls, scuffling in the building, gum chewing, or any other conduct of a discourteous nature is out of order.

Students who enroll in the Bourbon S.D.A. School are expected to comply with the following standards both in and out of school:

### **Places of Amusement:**

Students will be expected to attend only those places of recreation where Christ would be a welcome guest. Attendance at questionable places of amusement is discouraged, and the discussion of the same will not be permitted in the schoolrooms or on the school grounds.

### **Literature:**

The school provides ample library materials; therefore students are not to bring books and magazines or other materials on school grounds without first arranging with the teacher.

### **Language:**

Students will use language that is representative of a Christian at all times. The students will converse in such a manner that they will rightly represent Christ. Profanity and vulgarity is not acceptable.

### **Respect:**

Respect is one of the fundamentals of our faith. Students will show proper respect at all times – for God, for their teachers, for civil law, and for each other's rights.

### **Temperance:**

Students will be expected to practice the rules of Christian temperance, which means they will not use tobacco, liquor, or harmful drugs. A violation of this regulation, whether at school or away from it, may sever the student from the school.

### **School Telephone:**

The school telephone is provided for school business only and is not to be used by the students except in emergency. Parents finding it necessary to call the school for either their child or a member of the faculty should call at the lunch hour, before or after school, except in case of emergency. Messages phoned to the school will be delivered.

### **Discipline**

*"The teacher should not be left to carry the burden of his work alone. He needs the sympathy, the kindness, the co-operation, and the love of every church member. The parent should encourage the teacher by*

*showing that they appreciate his efforts. Never should they say or do anything that will encourage insubordination in their children. The teachers in the home and the teachers in the school should have a sympathetic understanding of one another's work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children physically, mentally, and spiritually and to develop characters that will stand the test of temptation." CT 153 and 157*

It is the earnest desire of both the faculty and the School Board to have open channels of communication between home and school.

Discipline will be administered in good taste, with sound judgment. However, if there is a question with regard to the method used, the parent should counsel with the teacher.

The principal may suspend any pupil guilty of gross misconduct or continual insubordination to the school organization and/or the regulations. In cases of unsolvable discipline problems, only the School Board has the prerogative of expelling the student involved.

Selfish rivalry and comparison with the others will be eliminated from the educational program. Students will be encouraged to advance as far and as fast as their capabilities permit.

### **Sexual Harassment Policy**

Bourbon Seventh-day Adventist School students and faculty are to show respect for each other by providing a learning and working environment which promotes dignity and worth of all persons (teachers, students and guests) that we may encounter during our school year. Any verbal, written, symbolic language or physical contact that is sexually harassing will not be permitted. We will respond to all complaints of sexual harassment as they are reported to the teacher or any current school board member. We recognize that there are different levels of interventions needed for different levels of sexual harassment, each case will be assessed and evaluated at a school board meeting to determine the disciplinary action deemed necessary.

**First Offense:** Principal/Teacher or School Board (if requested), Student(s) and Parent(s) conference.

Punishment: In-school suspension, 1-180 days out-of-school suspension or expulsion. There will also be possible documentation in the student's discipline record.

**Second Offense:** Principal/Teacher or School Board (if requested), Student(s) and Parent(s) conference with the School Board meeting in closed session.

Punishment: In-school suspension, 1-180 days out-of-school suspension or expulsion. There will also be documentation in the student's discipline record.

## **Financial Information**

### **Registration Fee:**

A registration fee which covers rental of textbooks, consumable workbooks, library fund, student insurance, technology fund, and other necessary school supplies must be paid on the day of registration. Homeschooled students will be charged 50% of the regular registration fee. This fee is not refundable.

### **Tuition Charges:**

Tuition is an annual fee (pro-rated quarterly) and assessed each month for a 10-month period, August through May, for parents' convenience. The first month's tuition will be payable at registration. The remaining nine payments are due the first of each month, beginning September 1, and concluding May 1. Payments will be considered delinquent after the 15<sup>th</sup> of the month.

If financial assistance will be needed, please contact the pastor or the School Operating Committee Chairperson on or before registration or during the school year if the need arises.

Parents are reminded that tuition charges represent only a small percentage of the direct operating costs of the school (facility improvements not included). We thus extend to all Christian friends a sincere and prayerful invitation to make investments in the Bank of Heaven, for "*Where your treasure is, there will your heart be also.*" Matt. 6:21

### **Useful Phone Numbers**

Bourbon S.D.A. Church  
(573) 732-4842  
Sullivan S.D.A. Church  
(573) 468-3511  
Owensville S.D.A. Church  
(573) 437-4686  
Iowa-Missouri Conference of S.D.A.  
(515) 223-1197  
Iowa-Missouri Adventist Book Center 1-800-765-6955  
Sunnydale Academy (573) 682-2164  
Boys' Dorm (573) 682-9180      (573) 682-9491  
Girls' Dorm (573) 682-9005  
Union College  
(402) 488-2332  
Camp Heritage  
(573) 345-3760