



**Baltimore White Marsh Adventist School
and
Child Development Center**

A Healthy Place to Grow!

Instilling Values Nurturing Thinkers Equipping for Service

SCHOOL HANDBOOK

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The Baltimore White Marsh Adventist School Handbook is designed to help families understand our school policies, expectations, and procedures. It serves as a helpful guide to support a safe, respectful, and Christ-centered learning environment for all students. Parents/guardians and students are encouraged to carefully review the information in this handbook together before electronically signing to acknowledge that It has been received, and that the expectations are understood.

BWMAS



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Mission Statement

Baltimore White Marsh Adventist School exists to lead children to Jesus, nurture their love for Him and others, motivate them to think, and empower them to serve.

Vision Statement

To be a Christ-centered community where students learn to think, grow, and serve like Jesus.

Core Values

LOVE: We love God first and reflect the love of Jesus through kindness, compassion, and respect in our relationships, choices, and daily interactions.

LEAD: We develop integrity, responsibility, and moral courage as students learn to follow Jesus by leading with a humble spirit, serving others, and leading by example.

GROW: We promote the holistic growth of every student—spiritually, mentally, physically, socially, and emotionally—grounded in biblical truth.

As a student of Baltimore White Marsh Adventist School, I promise to:

LOVE God first and show the love of Jesus through kindness, compassion, and respect.

LEAD by following Jesus with a humble spirit, doing what is right, and serving others.

GROW by developing my faith, learning, and character as I grow spiritually, mentally, physically, socially, and emotionally.

With God's help, I will think, grow, and serve like Jesus.

History

Baltimore White Marsh Adventist School (BWMAS) was established in August 2000 as a ministry of the Baltimore White Marsh Seventh-day Adventist Church. Founded through prayer, vision, and the dedication of church members, the school was created to provide families with a Christ-centered educational alternative grounded in biblical values.

Located in northeast Baltimore County at 7427 Rossville Boulevard, BWMAS is guided by the Adventist Education philosophy that “true education is the harmonious development of the physical, mental, and spiritual powers” (Ellen G. White, *Education*, p. 13). The school operates within the church facility and includes classrooms for early childhood through upper grades, along with shared spaces such as a library, gymnasium, and kitchen.

Baltimore White Marsh Adventist School is supported by the Baltimore White Marsh Seventh-day Adventist Church and the Chesapeake Conference of Seventh-day Adventists, reflecting a strong commitment to Christian education and service.

Philosophy

The Baltimore White Marsh Adventist School (BWMAS) is committed to providing a Christ-centered education grounded in biblical principles and Seventh-day Adventist Education beliefs and principles.

Guided by Isaiah 54:13, “And all thy children shall be taught of the Lord; and great shall be the peace of thy children,” we believe the primary purpose of education is the restoration of the lost image of God in humanity through the harmonious development of the spiritual, mental, physical, social, and emotional aspects of each child.

In partnership with families, BWMAS seeks to lead children to Jesus, nurture their love for Him and others, encourage thoughtful and independent learning, and prepare students for a life of service by reflecting Christ’s character in all areas of life.

The mission of Seventh-day Adventist Education is:

- To bring our students into a saving relationship with Jesus Christ, with a lifelong sense of worth, purpose, and mission
- To provide students with opportunities to worship and invest in a loving relationship with God, individually and as a community, on campus and off, with the broader church family.
- To invite students to create a redemptive environment for their communities, utilizing their individual talents, interests, and skills.
- To enable each believer to develop a servant’s heart for God’s children here and around the world.

Spiritual Life at BWMAS

At Baltimore White Marsh Adventist School (BWMAS), spiritual growth is central to our mission and Christ-centered approach to education. Spiritual life is intentionally nurtured through our **Love • Lead • Grow** framework.

- Students learn about God’s love and His plan of restoration through Bible instruction and the integration of faith and values across all subject areas.
- Students grow in their relationship with God through daily worship, devotionals, chapel services, Education Sabbath, Week of Prayer, and the annual Ten Days of Prayer, developing faith and Christlike character.
- Students follow Jesus as humble servant leaders by putting faith into action through service on campus and in the community.

Worship & Chapel Program. Daily Devotional and Weekly chapel services provide students with opportunities to worship God and use their talents in praise. Students are required to attend all scheduled chapels.

Week of Prayer. Two Weeks of Prayer are also held each year—one in the fall and one in the spring. Attendance is required and counted as part of the school attendance policy.

Education Sabbath. Education Sabbath is an important part of life at Baltimore White Marsh Adventist School, bringing our school, church, and families together in worship. BWMAS holds three Education Sabbath programs each year: a teacher-led service in August and student-led

services in December and March. These programs help students grow in faith and confidence as they share their gifts in worship.

Admission Policies

The Baltimore White Marsh Adventist School welcomes all children, regardless of race, color, or ethnicity, with the understanding that the child must abide by the policies outlined in this handbook and all other policies announced either verbally or in writing. The child should be willing to show respect for the Word of God, maintain a reverent attitude during religious exercises, and observe all regulations of the school. Admission is a privilege and not a right and may be withheld or withdrawn by the school administration at its discretion and in harmony with its mission, function, and procedures. All new students are automatically placed on a nine-week probationary status for the duration of their first quarter enrolled. Student acceptance for a given school year does not guarantee acceptance for subsequent school year(s).

Proof of Eligibility

All applicants are reviewed by the Admissions Committee for approval, and in some cases, additional information may be requested, an interview scheduled, or testing required before action will be taken on the application. Prospective students must submit:

- a completed, formal application
- a copy of the most recent report card
- Two satisfactory recommendations
- a current, signed physical examination form and notification of any temporary or chronic health conditions
- immunization records
- birth certificate (preK-1st)
- IEP/504 Plan, if applicable
- court custody agreement, if applicable

Membership in the Seventh-day Adventist (SDA) Church is not a requirement for admission; however, only those students with a sincere desire to grow spiritually, academically, and physically should apply. Evidence of an outstanding financial obligation to a previous school may disqualify an applicant. The applicant can monitor the application status from their application portal and will receive status update notifications from the School.

Application Procedure

New student

Step 1: Submit Online Application

Parents must complete and submit the online application through RenWeb. A non-refundable application fee of \$30.00 is required at the time of submission.

Step 2: Create a RenWeb Account

Parents must create an Online Application account in the [Renweb Account](#). Once the account is created, parents may log in to begin and manage the application.

Step 3: Create a New Student Application

After logging in, parents will select “**Create a New Student Application**” for their child. Parents may log in and out of the account at any time to access an open Application.

Step 4: Finalize Tuition and Payment Plan

Parents must create a payment plan, and the Business manager will finalize the payment plan. FACTS will send a notification email once confirmed.

Track Application Status

After applying, parents may log in to their RenWeb account to:

Track the admissions status

- Print completed applications
- Monitor receipt of required supplemental forms
- Reprint supplemental forms if needed

This step must be completed before the student is permitted to attend classes.

Returning Student:

Step 1: Access Your FACTS Account- Visit our FACTS SIS. Log in to your account and click the Apply/Enroll dropdown menu.

Step 2: Select Enrollment/Re-Enrollment- From the dropdown menu, select and click on the Enrollment/Re-Enrollment option

Step 3: Re-Enrollment Pocket- Review and update all account information.

Step 4: Pay and Submit- Pay the discounted Re-enrollment fee and submit the Re-enrollment Pocket

** All re-enrolled students are reviewed by the admission committee.*

Age Requirements:

Age of Entrance

A child must be:

- Three-year-olds by the beginning of the class to attend PreK-3.
- Four years old by September 1 to attend Prekindergarten.
- Five years old by September 1 to attend kindergarten.
- Six years old by September 1 to attend first grade.

**All students enrolled at BWMAS must be fully toilet-trained.*

Financial Information

Application Fee

A non-refundable application fee of \$30.00 per new student must be paid when the application is submitted.

Enrollment and Registration Fee

Once your child is accepted, an enrollment fee of **\$155** is required. This fee will be applied toward the total registration cost of **\$455**. Registration fees help cover curriculum materials, classroom supplies, student field trips, and special school events. These fees are non-refundable.

Tuition

Tuition may be paid in full for the year or through an automated payment plan (monthly or

bi-weekly) using BWMAS's third-party payment processor. Failed or declined payments may result in late fees. Families who pay the full year's tuition by the assigned due date receive a 5% **discount**.

Tuition Discounts

- ❖ Pay in Full Discount 5%
- ❖ Multi-Student Tuition Discount
 - 2 students 5%
 - 3 students 10%
 - 4+ students 15%
- ❖ Constituent Church Member Discount (Preschool–8th Grade) 10%

Financial Aid

BWMAS offers needs-based financial assistance to any family that qualifies, according to available funding. Funds are granted based on a third-party assessment and distributed on a first-come, first-served basis. A family that wishes to apply for financial aid must complete all application requirements, and the student must be admitted to BWMA before an award amount is determined by the finance committee. Visit <https://online.factsmgt.com/aid> to begin a financial aid application.

Financial Responsibility

Families are responsible for keeping student accounts current. Accounts over 30 days past due will be reviewed, and accounts over 50 days past due may result in a student not being able to attend school until payment or an approved plan is in place. Report cards and records will be held until balances are paid in full or a necessary agreement has been in placed. Students may not re-enroll or enroll at BWMAS with unpaid balances unless acceptable payment arrangements have been made.

Late Enrollment

Students who transfer to Baltimore White Marsh Adventist School during the school year are charged tuition based on the number of school days remaining. The registration fee must be paid in full at the time of enrollment, regardless of when a student starts.

Pre-Registration

Pre-registration opens in January and allows current students to reserve their spot for the upcoming school year. Students who do not pre-register before enrollment opens to the public may risk losing their seats to new students.

Refunds

If a student withdraws during the school year, tuition will be refunded on a daily prorated basis for unused school days. The registration fee is non-refundable. Students who are suspended are not eligible for a refund of school fees. No refunds are issued for scheduled school vacations or emergency closings.

Any refunds not covered by the above guidelines will be considered at the discretion of the BWMAS Finance Committee. Please allow up to **30 days** for processing any approved refunds after withdrawal.

Returned Checks

If a payment made to the school is returned due to insufficient funds, a \$30 service fee will be added to the student’s school account. In such cases, the school may require future payments to be made directly through the school by certified check, money order, or cash.

Textbooks for grades

PK-8, textbooks are provided in class by the teacher. No additional charges are applicable.

Student Uniforms

Dress Code

The BWMAS dress code is based on neatness, cleanliness, modesty, and simplicity. To support these values, students are required to wear the official school uniform, which promotes a positive learning environment and reduces the need for frequent clothing purchases. Students are expected to wear uniforms each week. On designated Spirit Days or Spirit Week, students may wear approved spirit attire as communicated by the school. Parents or guardians are responsible for providing uniforms.

Table 1: Uniform Options

Uniform Options	
Plaid uniform or Plain navy blue uniform	
Girls’ Uniform	Boys’ Uniform
<ul style="list-style-type: none"> ● Plaid or navy blue jumper ● Navy blue pants or shorts ● White polo shirt ● Necktie (when required) ● White or navy blue stockings or socks ● Black shoes 	<ul style="list-style-type: none"> ● White polo shirt ● Navy blue pants or shorts ● Necktie (when required) ● Navy blue socks ● Black shoes

Uniform Regulations

- Clothing must be clean, neat, and in good repair. Pants and skirts may not be ripped or torn and must be worn at the waist.
- Only approved uniform sweaters may be worn in the classroom. Coats and sweatshirts are not permitted during class time.
- Jewelry is not allowed, including friendship bracelets.
- If makeup is worn, it must be natural-looking and minimal.
- Hair should be clean and neatly groomed. Only clear nail polish is permitted.

Student Pledge

I have carefully read and understood the school policies and procedures. As a student of Baltimore White Marsh Adventist School, I pledge to uphold the Christian principles and commitment to academic excellence upon which this school is founded, both on and off campus. I

understand that failure to honor this pledge may result in the loss of my privilege to remain a part of the BWMAS program. Signature: _____

Asbestos Policy

BWMAS is an asbestos-free facility. A copy of the Asbestos-Containing Building Materials inspection and management plan is on file with the facilities office.

Students with Special Needs

Baltimore White Marsh Adventist School (BWMAS) is committed to supporting each child's growth and success within our Christ-centered learning environment. To help us determine how we can best serve students with special educational, behavioral, or emotional needs, the following procedures apply:

- **Family Communication:** Parents/guardians are expected to inform the principal/head teacher during the application process of any history of educational, behavioral, or emotional concerns. This includes sharing any relevant documentation such as evaluations, private testing, and school plans (including IEPs or similar records);
- **Review and Trial Period:** Students with identified needs may be admitted on a 30-day probationary period so the school can evaluate whether BWMAS can appropriately meet the student's needs and maintain a supportive learning environment for all students; and
- **Enrollment Decisions:** During or after the probationary period, if it is determined that BWMAS is not able to meet the student's needs with the resources available, the school reserves the right to deny admission or discontinue enrollment.

Academics

Academic Integrity

At Baltimore White Marsh Adventist School, honesty is an important part of following Jesus. Students are expected to do their own work and give their best effort. Copying work, sharing answers, having someone else complete assignments, or using answers without permission is not allowed. Plagiarism and turning in AI-generated work as one's own are also considered cheating unless a teacher has given permission. Practicing honesty helps students grow in integrity, responsibility, and faith.

Report cards

Report cards are issued every quarter, approximately every nine weeks.

Students who withdraw or are expelled will receive a progress report through the date of withdrawal once all financial obligations have been paid in full.

Pre-Kindergarten (Pre-K)

This program is licensed through the Maryland State Department of Education, Division of Early Childhood Development.

Curriculum

Baltimore White Marsh Adventist School (BWMAS) offers an accredited curriculum through the Seventh-day Adventist education system and is approved by the State of Maryland. The school follows North American Division Curriculum Guidelines, which meet or exceed state requirements, and all applicable state and local regulations. This handbook reflects policies approved by the Adventist Department of Education, BWMAS faculty, and the School Board.

Pre-K Program and Creation Curriculum

The BWMAS Pre-K program follows a Creation Curriculum approach that helps young children learn about God as Creator while building a strong foundation for school readiness. We recognize that children grow and learn in different ways, so our classrooms provide developmentally appropriate, hands-on learning experiences that support each child's unique needs and learning style.

Through engaging thematic units, students explore Bible stories and God's world while developing early skills in math, language arts, science, social studies, art, music, and dramatic play. Learning experiences are designed to nurture the whole child—spiritually, socially, emotionally, physically, and academically—in a safe, loving, and Christ-centered environment.

Elementary, K-5th Grades

- Stepping Stones, K
- Encounters Bible
- Pathways: A Journey to Excellence through Literacy
- Spectrum
- UFli, K-2nd
- Handwriting
- Big Ideas Math
- By Design Science
- McGraw-Hill Social Studies Elementary

Middle School, 6th-8th Grades

- Encounters Bible
- Pathways: A Journey to Excellence through Literacy
- Easy Grammar Plus
- Wordly Wise Vocabulary
- Big Ideas Math
- By Design Science
- McGraw-Hill Social Studies

Parent/Teacher Conferences

Parent-teacher conferences are held at the end of the first and third quarters, and parents are strongly encouraged to attend. During these conferences, report cards and student progress will be shared and discussed.

Open, respectful communication between home and school is essential to supporting each student's spiritual, academic, and social growth. Parents are welcome to contact teachers at any time to schedule additional conferences as needed. Teachers value early communication and appreciate being informed if a student is experiencing challenges, as this partnership helps ensure timely support and student success.

Homework Policy

Homework may be assigned regularly based on the teacher's judgment and the needs of the class. Homework is graded the same as in-class work, and additional projects may also be assigned. Students are expected to complete all assignments and turn them in on time.

Eighth-Grade Graduation Requirements

To receive a Diploma from 8th grade, the student must have passing grades in Bible, Mathematics, English, Science, and Reading.

Certificate of Graduation

A Certificate of Graduation is given when an eighth-grade student finishes with passing grades in all subjects.

Certificate of Completion

A Certificate of Completion is given when a student has satisfactorily completed most of the subject areas.

Certificate of Attendance

A Certificate of Attendance is given to a student who receives failing grades in most of the core subjects and/or who is working significantly below grade level. This certificate acts as verification that the student has attended school but not met the academic requirements.

Grading System

Kindergarten - 2nd grade

The following letter system is used for grading: **I** (Achieves objectives and performs skills independently), **P** (Progressing toward achieving objectives and skills), and **NT** (Needs more time to develop).

Grades, 3rd – 8th

The following letter system is used for grading in 3rd-8th grade.

Table 2: Letter, Percentage, GPA Points (rounded to the nearest whole number)

Letter	Percentage GPA Points (rounded to the nearest whole number)	GPA Points
A	95-100	4.00
A-	90-94	3.75
B+	87-89	3.50
B	83-86	3.00
B-	80-82	2.75
C+	77-79	2.50

Letter	Percentage GPA Points (rounded to the nearest whole number)	GPA Points
C-	70-72	1.75
D+	67-69	1.50
D	63-66	1.00
D-	60-62	0.75
F	59 BELOW	0.00

Percentage Points Grades are calculated using percentage points and are then converted into letter grades for the official grade reports.

Make-Up Work and Late Work (Grades K–8)

When a student is absent, missed assignments will be marked Absent (or Excused Absent) until the work is completed.

- Students are responsible for checking with their teacher(s) for missed work.
- Students are given enough school days to make up work for each day absent.
- Make-up tests must be scheduled with the teacher.
- Make-up work and retakes will be graded within 10 school days of submission.

If make-up work is not turned in by the deadline:

- The assignment may be counted as late and may receive reduced credit, based on the teacher's late-work guidelines.
- If the work is not submitted within the allowed time, it may be recorded as a zero or marked as missing.

Families are encouraged to contact the teacher if additional support or an extension is needed due to special circumstances.

Attendance

Regular daily attendance is important for learning and full participation in school activities. Maryland compulsory education laws require students to attend school, and families are expected to support consistent attendance.

Attendance is reviewed regularly. An **absence** occurs when a student misses a full school day or class, and a **tardy** occurs when a student arrives after the official start time. **Three unexcused tardies equal one unexcused absence.**

Students are expected to arrive on time and attend school each day unless they are ill or have a valid reason. Regular attendance helps students stay on track academically, build good habits, and be successful learners.

Before Care, Arrival, Dismissal, and After Care

Before Care

- Before Care begins at **7:00 a.m.**
- Students enrolled in Before Care should enter through the **main door** and ring the bell.
- Children will enjoy **supervised, quiet activities** before school begins.

Arrival

- Children **not enrolled in Before Care** should arrive **no earlier than 7:45 a.m.**, as supervision is not available before then.
- All students enter through the **gym doors**, which open at **7:45 a.m.**
- Students will wait in the gym with supervision until 8:00 a.m.
- Except on Fridays, each school day begins with a 15-minute devotional, providing students with time for prayer and reflection. Fridays are reserved for chapel. Classes begin at 8:15 a.m. except Fridays, when there is a chapel period.

Dismissal

- School dismisses at **3:15 p.m. (1:15 p.m. on Fridays)**.
- Students will remain in their classrooms, monitored by their teachers, until 3:15 p.m. (or 1:15 p.m. on Fridays). During this 15-minute window, students will be called through the intercom system for their rides.

After Care

- If a child is not picked up within **15 minutes** of dismissal, they will be placed in **After Care** unless other arrangements have been made.
- After care, students have a chance to be part of after-care programs and clubs, if there are any, without additional fees.
- After Care hours:
 - **Monday–Thursday:** 3:30–6:00 p.m.
 - **Friday:** 1:30–4:00 p.m.

Parents or guardians of Pre-K students must come into the building to sign their child in and out. This also provides an opportunity for brief communication with the teacher. All school rules continue to apply while students are on campus.

Before and After Care

OPTION 1: Full - time Before & After Care: This full-time before and after care option is a full school year financial commitment at a discounted fee of \$3,500, which is paid with tuition before the start of the school year or in 10-month installments in FACTS. Early cancellation requires at least a 30-day notice and a cancellation fee of \$350.

OPTION 2: Full - time Before Care: This full-time before care option is a full school year financial commitment at a discounted fee of \$1,000, which is paid with tuition before the start of the school year or in 10-month installments in FACTS. Early cancellation requires at least a 30-day notice and a cancellation fee of \$100.

OPTION 3: Full - time After Care: This full-time after care option is a full school year financial commitment at a discounted fee of \$3,000, which is paid with tuition before the start of the school year or in 10-month installments in FACTS. Early cancellation requires at least a 30-day notice and a cancellation fee of \$300.

OPTION 4: Hourly Before and After Care: This option is as needed at \$9.00 per hour (or fraction thereof) and paid in monthly increments in FACTS.

Table 3: Before and After Care Option

Option	Care Type	Cost	Payment	Cancellation
1	Full-Time Before & After	\$3,500/year	With tuition or 10 FACTS payments	30-day notice + \$350 fee
2	Full-Time Before Care	\$1,000/year	With tuition or 10 FACTS payments	30-day notice + \$100 fee
3	Full-Time After Care	\$3,000/year	With tuition or 10 FACTS payments	30-day notice + \$300 fee
4	Hourly Care (As Needed)	\$9/hour	Monthly through FACTS/School Cash App	N/A

Excused Absences:

Students are expected to attend all school days, activities, programs, and field trips. If a student will be absent, a parent or guardian must notify the school as soon as possible.

When the student returns to school, a written note from the parent or guardian explaining the reason for the absence is required and will be kept in the student's file.

Students may have up to five (5) consecutive excused absence days for the following reasons:

- Student's illness (a doctor's note is required for absences of three or more days);
- Death in the family;
- Medical or dental appointments;
- Court Summons;
- Hazardous weather conditions that would endanger the health or safety of the student during transit; and
- State emergency

Regular attendance supports learning, responsibility, and student success.

Pre-Arranged Leave of Absence

Regular attendance is important for student learning. Families requesting a planned absence must submit a Pre-arranged Leave of Absence Request Form to the school office/principal at least one week in advance.

Approval is determined by school administration and is based on the reason for the absence, the student's attendance record, and academic progress. Family vacations are generally not considered excused absences. A maximum of five (5) pre-arranged excused days per school year may be approved.

Students are responsible for making up missed work within two school days for each excused absence day. Absences not approved in advance will be considered unexcused and subject to school attendance and late-work policies.

Parents or guardians must notify the teacher in advance if a student needs to leave school before dismissal. Being on time and staying for the full day helps students fully participate in learning and worship.

Unexcused Tardies and Absences

Coming to school on time every day helps students learn and succeed. Unexcused absences are counted each quarter.

- After 3 unexcused absences, parents will receive a notice about attendance.
- After 5 unexcused absences, parents will receive another notice, and the school may schedule a meeting to talk about how to help the student improve attendance.
- After 8 unexcused absences, parents will be notified. According to Maryland state rules, missing too many days of school may result in loss of credit for the semester. We encourage families to work with the school to support regular and on-time attendance.
- Students arriving **after 8:15 a.m. on Tuesdays and Thursdays** must enter through the main entrance and ring the bell. During chapel services in the sanctuary (normally on Fridays), late-arriving students must use the church's main entrance.

Grievance Policy

Baltimore White Marsh Adventist School (BWMAS) values respectful communication and partnership with families. If a concern arises, we encourage parents/guardians to follow these steps:

1. **Talk with the teacher first.** Schedule a time to discuss the concern directly with the teacher involved.
2. **Contact the school administration.** If the concern is not resolved, contact the principal/head teacher to arrange a meeting. In some cases, a meeting with the teacher and administration may be scheduled.
3. **Contact the School Board Chair.** If the concern remains after the above steps, parents/guardians may contact the BWMAS School Board Chair for further assistance.

We ask that all concerns be addressed in a respectful, Christ-centered manner as we work together in the best interest of the student.

Irregular School Days

There may be times during the school year when regular school hours change due to school programs, parent-teacher conferences, professional development days, or holidays. Families will be notified in advance through the school app, notifications, and reminders sent home with students. A school calendar will also be provided to help families plan.

Emergency Closings

In the event of inclement weather or other emergencies, families will be notified if early dismissal or school closure is necessary. School closings and delays will closely align with Baltimore County Public Schools guidelines. Announcements will be shared through the school's communication channels, such as WhatsApp.

Student Leadership Council (SLC)

Students who wish to hold a leadership position at Baltimore White Marsh Adventist School (BWMAS) must meet eligibility requirements, participate in the selection process (such as campaigning and election when applicable), and maintain eligibility for the entire term of service. Students may hold only one major leadership office at a time.

All candidates must be approved by the school leadership team (e.g., Administrative Council/Ad Council). Academic, behavior, and attendance records will be reviewed. To be eligible, candidates must:

- Demonstrate a Christian attitude and lifestyle that supports the mission and values of BWMAS
- Show good citizenship, including appropriate behavior, respectful conduct, dress code compliance, and regular attendance
- Maintain a C average or above for the previous grading period with no failing grades in the current grading period
- Hold only one major office at a time

Leadership Office Eligibility (Grades 4–8)

Leadership positions are open to students in grades 4–8, with some offices limited to upper grades.

- **Major Offices** (President, Vice President, Secretary, Treasurer): These positions are open to higher-grade students only.

- **Additional Offices** (PIO, Artist, Chaplain, Business Manager): Students may run for these positions as long as they are in 4th grade or above.

All candidates must continue to meet leadership eligibility requirements while serving in office. Elected Student leadership will help plan activities and support school community events throughout the year. Officers are elected annually.

Student Respect and Safety Policy

Baltimore White Marsh Adventist School (BWMAS) is committed to providing a safe, caring, and Christ-centered learning environment. Bullying, cyberbullying, harassment, intimidation, and inappropriate behavior of any kind are not permitted.

Bullying includes repeated actions that hurt, scare, or embarrass others. This can happen through words, actions, social behavior, or technology. Examples include hitting, teasing, name-calling, spreading rumors, threatening others, or using electronic devices to harm someone.

At BWMAS, students are expected to treat others with kindness and respect, follow Christian values, and grow in Christlike character. The school reserves the right to deny admission or discontinue enrollment if a student or family engages in behavior—including sexual harassment or misconduct—that conflicts with the school’s Christian beliefs, values, or faith mission, as upheld by the Seventh-day Adventist Church.

Child Abuse

As mandated by Maryland Law, administrators, counselors, teachers, and staff members who have reasonable cause to suspect child abuse or neglect are required by law to report immediately to Child Protective Services.

Reporting. Students should tell a teacher or staff member right away. Parents or guardians should report concerns to the teacher or school administration. All reports will be taken seriously and handled appropriately.

Closed Campus

Baltimore White Marsh Adventist School (BWMAS) is a **closed campus** to help keep all students safe.

- Once students arrive at school, they must stay on campus for the entire school day.
- Students may not leave campus without permission.

If a student needs to leave school before regular dismissal:

- A parent or guardian must notify the teacher at least one hour in advance.
- Approval from the teacher and school administration is required.
- A parent or guardian must sign the early dismissal log in the school office before the student leaves the building.

School and Personal Property

Taking care of school property is everyone’s responsibility. Students are expected to treat books, desks, chairs, lockers, classrooms, and all school materials with care. Students should also respect the personal belongings of teachers and classmates.

Damage to the School

Students are expected to respect school property and the belongings of others.

- When accidental damage to school property occurs and is reported immediately, there will be no disciplinary penalty beyond restitution.
- If a student damages school property or another person's belongings wilfully or intentionally, appropriate discipline may be given, and the family may be responsible for the cost of repair or replacement.

Visitors on Campus

To help maintain a safe and orderly campus, the following visitor procedures apply:

- *Arrange visits in advance:* Visitors, including parents, are welcome at Baltimore White Marsh Adventist School (BWMAS) with prior arrangement with the teacher.
- *Use the Main Entrance:* All visitors must enter through the main entrance and ring the bell. The office will respond through the intercom/phone system and unlock the door remotely.
- *Sign in and sign out:* All visitors must sign in the visitor log book upon arrival and sign out before leaving. Please exit through the main entrance.
- *Do not open doors for students:* For safety reasons, visitors should not ask or encourage any student to open a door; and
- *Minor visitors:* Minors visiting the school without a parent or legal guardian must have a written permission slip and a completed Consent to Treatment form signed by a parent or legal guardian before visiting.

Student Visits

- Prospective students must make an appointment to shadow a student for the day.
- Former students and friends of current students must schedule an appointment and may visit only during the lunch period.

Medical Information

Baltimore White Marsh Adventist School (BWMAS) follows the Columbia Union Conference guidelines for the administration of medication as part of its emergency response and student health procedures. Only staff members who are Medically Administration Certified are permitted to administer medication.

Prescription medications may be given only with a completed doctor's authorization form and must be provided in the original, labeled container. For student safety, over-the-counter medications, including allergy, pain, cough, and cold medicines, may not be administered by school staff.

In emergencies, the school will follow its Emergency Response Plan and contact parents or emergency services as needed.

Illness: Parents or guardians will be notified if a student shows signs of a communicable illness or has a fever while at school. In these cases, the student must be picked up promptly and remain at home until the condition has resolved.

Students who have had a fever may return to school only after their temperature has been normal (98.6°F) and has not been vomiting for at least 24 hours without the use of fever-reducing medication. This policy helps protect the health and safety of all students and staff.

Hands Off Policy

Students are expected to show respect for themselves, others, and the school environment by keeping their hands to themselves. Any behavior that disrupts a safe, supportive, and respectful learning environment is not permitted.

Fighting

Hitting, kicking, shoving, spitting, hair pulling, throwing something, and other behaviors that compromise the well-being of students, staff, and/or community are not allowed.

Public Displays of Affection

To help everyone feel comfortable and safe at school, students are expected to keep their hands, feet, and bodies to themselves. Displays of affection, such as holding hands, kissing, or snuggling, are not allowed.

Trespassing and Willful Disturbance

Baltimore White Marsh Adventist School (BWMAS) does not permit behavior that disrupts the orderly operation of the school or interferes with teaching and learning. This includes causing or threatening bodily harm to others, making threats toward students or staff, damaging or defacing school property, or trespassing on school grounds.

Such behaviors compromise safety and are not allowed.

Weapons

For everyone's safety, weapons or dangerous items are not allowed at Baltimore White Marsh Adventist School (BWMAS) or at any school-sponsored activity. This includes real, pretend, or toy weapons, as well as any object that could be used to hurt someone.

Bringing these items to school is a serious rule violation and will be handled immediately to keep everyone safe.

Philosophy of Discipline

At Baltimore White Marsh Adventist School (BWMAS), discipline is meant to teach, guide, and restore, not just to punish. We believe students learn best when they are treated with respect and given opportunities to grow. Thus,

- Students are encouraged to take responsibility for their actions and fix problems they create.
- Discipline should respect the dignity of both students and adults.
- Consequences should be fair and connected to the behavior.
- Positive relationships are built on mutual respect between students and teachers.
- Students are allowed to make choices and learn from the results of those choices.
- Misbehavior is addressed using natural and logical consequences whenever possible.
- Students may respectfully share their concerns if a consequence is unfair.

Through this approach, we help students love others, lead with integrity, and grow in Christlike character.

Students Consequences

Student behavior is a shared responsibility among the school, students, and parents or guardians. When misbehavior occurs, Baltimore White Marsh Adventist School uses a redemptive and restorative approach to discipline—one that focuses on helping students understand their choices, take responsibility, repair harm, and grow in Christlike character.

Consequences are designed to teach, guide, and encourage positive behavior change rather than simply punish. When a student’s behavior also violates the law, legal consequences may apply in addition to school discipline, as determined by local authorities.

Discipline Policy and Behavior Code

Discipline is an essential part of learning. But discipline should always be redemptive, remedial, and corrective, inspiring the student to desire right behavior. We stress RESPECT. *Respect God, respect others, and respect yourself.*

There are three levels of responses: Teacher-led response, Teacher and/or Administrator-Led Responses, and Administrator and/or Discipline Committee-Led Responses

Table 4: Student Consequences Framework

Examples of Classroom, Support, and Teacher-Led Responses	
Teacher-Led Responses	<ul style="list-style-type: none"> ● Classroom corrections (verbal reminder, written reflection/apology, daily progress sheet) ● Quick redirection for compliance ● Check in with the pastor/resource support ● Community circle / restorative practices ● Parent contact for support ● Temporary loss of privileges ● Confiscation of items ● Referral to appropriate services ● Teacher–Parent–Student conference
Examples of Teacher and/or Program Administrator-Led Responses	
Teacher and/or Administrator-Led Responses	<ul style="list-style-type: none"> ● Behavioral contract ● Restorative conference ● School-based mentoring ● Peer mediation ● Community service ● Restitution (making it right) ● Loss of privileges / restricted status ● Temporary removal from class ● Removal from extracurricular activities ● Administrator–Parent–Student conference (may include teacher) ● Suspension

Examples of Administrator and/or Discipline Committee-Led Responses	
Administrator and/or Discipline Committee-Led Responses	<ul style="list-style-type: none"> • Discipline Committee review (parent/student conference with committee) • Restricted status (including removal from extracurricular activities) • Expulsion (reviewed and approved by the School Board)

This chart lists examples of responses that may be used in each category.

Description of Consequence Responses

The definitions below are intended to provide clarity around possible intervention responses available when responding to student behavior.

Table 5: Description of Consequence Responses

Intervention Response	Description
Behavioral Contract	A written plan created by school staff (and shared with the family) that lists specific goals and supports to help a student improve behavior.
Check in with the school counselor/chaplain	A brief check-in with the school counselor or resource staff to talk through concerns, practice coping skills, and make a positive plan.
Classroom Responses	Teacher-led steps to help a student reflect and reset, such as redirection, seat change, a short time-out, a teacher-student talk, a reflection activity, an apology, loss of a classroom privilege, or a call home.
Conferences	A meeting with the student and appropriate adults (parent/guardian, teacher, and/or administrator) to discuss concerns, problem-solve, and agree on next steps.
Confiscation	An item that is not allowed at school is taken and held by the school (usually in the office) and returned according to school procedure.
Conflict Resolution	Guided help for students to solve problems peacefully using skills like calm communication, active listening, taking responsibility, and making things right.
Detention	Supervised time at school outside the regular schedule to complete work, reflect, or repair harm.
Mentoring	Support from a caring adult (teacher, counselor, or staff member) who helps a student build positive habits, confidence, and skills.
Parent/Guardian Support	Contacting parents/guardians to share concerns and work together on a consistent plan for improvement.
Restricted Status	A temporary limit on participation in certain activities (such as extracurriculars or after-school programs) while the student works on improvement.

Return Home	A student may be sent home to address a safety concern or correct an out-of-policy issue (for example, repeated behavior concerns or a dress code issue that cannot be fixed at school).
Suspension	A temporary removal from regular classes for a specific period of time (in-school or out-of-school), used when necessary for safety and learning.
Expulsion	Removal from enrollment at BWMAS. This is used only in serious situations and follows school procedures and appropriate review.

For the safety of our students, we stress: *Following directions first-time given, and checking first.* The following behaviors are not permitted:

- Crude and inappropriate language and note writing
- Immoral/questionable literature, posters, clothing, movies, electronics
- Wrestling, slap boxing, and horseplay
- Inappropriate attire
- Irreverence in worship and religious meetings
- Possession of, or displaying, obscene literature, drawing obscene pictures, or indulging in suggestive conduct
- Improper conduct or acts of physical affection toward those of the opposite or same sex
- Insubordination: Failure on the part of a student to follow the request or direct order of a teacher or staff member
- Dishonesty and cheating
- Possession of lighters, matches, and anything flammable
- Vandalism
- Leaving campus without prior approval
- Tampering with fire safety equipment, including extinguishers and alarms
- Fighting, harassment, and/or hazing
- Possession and/or use of unauthorized keys
- Unauthorized entry or exit
- Stealing or possession of stolen goods
- Possession or use of any type of drug not authorized by a doctor and checked with the classroom teacher
- Possession or use of an illegal substance, including nonprescription drugs, alcoholic beverages, and tobacco products.
- Possession and/or use of firearms, including BB guns, pellet guns, paintball guns, and look-alike play guns
- Wrist rockets, sling shots, firecrackers, or any other explosive-type materials

Field Trips and Study Tours

Field trips and class tours are planned as safe, supervised learning experiences that take place off campus. These trips are designed to support students’ academic growth, spiritual

development, and social learning. The following guidelines apply:

- Students must use school-approved transportation for the duration of the trip.
- Students must follow the school's cell phone/electronics policy during all trips.
- Trips are for eligible students and approved school staff/chaperones only. Participation requirements will be shared by the organizing teacher(s) and administration.
- Chaperones are approved by the school, and appropriate supervision (including both male and female chaperones when possible) will be provided.
- Overnight trips, when offered, will include administrative oversight when available.
- School staff will be used as sponsors/chaperones whenever possible before inviting additional approved volunteers.
- Any group rates or discounts apply only to approved participants (students and approved chaperones).
- Students and chaperones may not invite or bring additional individuals (including students from other schools) to attend.

Permission, Expectations, and Attendance

- *Permission Required:* Students may participate in field trips only with a signed parent/guardian permission slip. Trip details and forms will be sent home before each trip.
- *Behavior Expectations:* Students are expected to follow all school rules, show respectful Christian behavior, and follow directions from staff and chaperones. Unsafe or inappropriate behavior may result in loss of field trip privileges.

Home and School Association Involvement

The Home and School Association is a parent organization that supports Baltimore White Marsh Adventist School. As parents, you automatically become a part of the Home and School Association. Our school needs help and support to run in the most effective way. Much of this help comes from you.

Its purpose is to:

- Promote the well-being of children in the home, school, church, and community through prayer and thoughtful support.
- Strengthen the partnership between home and school so parents and teachers can work together in the Christian education of children.
- Encourage strong standards in home life.
- Support opportunities that help students grow physically, mentally, socially, and spiritually.

To enhance our students' Christian educational experience, the Home and School Association offers many practical ways for parents and guardians to volunteer and be involved.

Parent Responsibilities

The school encourages parents' involvement with their child's education both at home and at the school. A successful learning program depends greatly on the parents' willingness to get involved. A balanced lifestyle at home and school can greatly affect a child's learning and success throughout life.

Fundraisers

The Home and School Association has ongoing fundraisers that support classroom improvement, student assembly programs and events, capital improvement projects, staff

development, equipment purchases, and teacher appreciation gifts.

School Involvement

BWMAS values a strong partnership between home and school and encourages parents/guardians to be involved in their child's learning. We invite each family to participate at least once per semester during school hours by volunteering in the classroom, sharing a special presentation, assisting with activities, or helping with field trips (including driving, when approved).

All visits and volunteer opportunities must be scheduled in advance with the teacher. Parent involvement helps strengthen the school community and supports students as they learn and grow.

Supplementary Information

Sleep

Children need between 8 and 10 hours of sleep each night. Please be sure the student is getting a proper amount of sleep each night. Assuring an appropriate amount of sleep helps the child to perform to the best of his/her ability.

Nutrition

BWMAS recognizes that a healthy breakfast supports brain function, attention, and overall well-being. Students are expected to eat breakfast at home before school. Recess provides a physical and mental break, but is not primarily designed as snack time or a substitute for breakfast.

Lunch

Students are required to bring a well-balanced, wholesome sack lunch each day. Good nutrition supports students' health, focus, and learning. Families are strongly encouraged to send kosher foods only to school. If a child forgets their lunch, a parent will be contacted. Microwaves are available for students in grades 2–8, while younger students will be assisted with warming their food.

Entertainment

Parents are greatly encouraged to monitor the types of entertainment the child is involved in. Recent studies show that the less time students watch television or play video games, the better they concentrate and think creatively in the classroom, and the less violent their behavior will be.

Questions and Concerns

Parents with questions and concerns about their child or the school program can schedule a meeting with their child's teacher. Do not schedule a meeting before or during school hours.

School Programs

School programs will be regularly scheduled throughout the year. Each student will be involved. Please make an effort to attend and support each function.

Academic Support

Parents are encouraged to set aside regular time at home for study and homework. Please support your child by guiding them and helping them think through assignments—rather than giving answers. If your child is struggling or does not understand the work, the teacher is available to provide help and clarification.

Lost and Found

Lost and found items are kept in a designated area at school. Parents and students may check the lost and found at any time. Unclaimed items will be donated or disposed of at the end of each school year.

Publications

BWMAS publishes a bi-monthly newsletter to support communication between school and home. The newsletter is e-posted on WhatsApp and emailed to parents on Fridays.

After-School Clubs

BWMAS offers a variety of after-school clubs, including Music, Sign Language, Sports, and Arts, to help students explore their interests, develop skills, and build friendships in a positive, Christ-centered setting. Clubs are free for students enrolled in After-Care. Students who are **not** in After-Care may participate with a club registration fee (registration required).

Emergency Preparedness

Emergency Preparedness: Fire drills and other emergency drills will be conducted in accordance with county and state regulations. During a fire drill, all students are expected to exit the building to the designated area in an orderly fashion, proceed to the location directed by the teacher, and remain there silently until the signal is given to return. Refer to the response Emergency Plan for more information.

Financial Support

As a private school, BWMAS depends on timely tuition payments to meet its financial obligations and continue providing quality instruction and services. We ask families to honor their financial commitment by staying current or communicating promptly with the office if payment arrangements are needed.

LGBT Policy: As a Seventh-day Adventist school under the Chesapeake Conference, we uphold the beliefs and values of the Seventh-day Adventist Church. Students are expected to wear the approved uniform, participate in assigned programs, and use facilities designated according to their biological sex at birth.

We affirm biblical principles of human sexuality and relationships. All students are children of God and will be treated with Christ-centered respect and dignity

School Work

Students are expected to complete all classwork and homework carefully and on time. It is the student's responsibility to complete assignments given by the teacher. Homework is an important part of academic growth and is graded the same as in-class work, so it must be completed and turned in by the due date.

If a student is absent, it is the student's responsibility to check with the teacher for missed work and submit it by the deadline provided.

Standards of Conduct

BWMAS seeks to inspire each student to live with strong spiritual and moral values. We strive to develop Christlike character by following Jesus' example, encouraging and supporting one another to bring honor and glory to our Lord and Savior.

Inappropriate Items for School

The following items are not permitted on school premises:

- Skateboards, roller skates/blades;
- Immoral/questionable literature, posters, clothing, movies, electronics;
- Tapes or CD's that do not portray Christian values;
- Radios, tape recorders, CD players, MP3 players;
- Jewelry, tattoos, piercings, and
- Simulated or real weapons of any kind, including guns, knives, etc.

Cell Phones, Electronics, and Computers

To support a safe, focused, and respectful learning environment, personal electronic devices are not permitted during the school day or at school-sponsored activities unless approved by a teacher for instructional or emergency purposes.

- Cell phones must be turned off and kept out of sight (such as in backpacks).
- Headphones, earbuds, and similar devices are not allowed.
- Only school-approved or teacher-approved devices may be used for learning.

If an unapproved device is seen or heard during the school day:

- The device will be confiscated by a teacher or school administrator.
- First offense: The device may be retrieved after 24 hours.
- Second offense: The device may be retrieved after 48 hours.
- In some cases, a parent/guardian may be required to pick up the device from the school office/administrator.

Students who need to contact a parent or guardian during the school day may do so through the school phone or with assistance from a teacher.

Volunteer Activities

Volunteer service is an important part of Baltimore White Marsh Adventist School (BWMAS). When parents, friends, and church members work together, it strengthens our school community, builds relationships, supports programs, and helps complete special projects.

For student safety, all volunteers 18 years and older who will have direct contact with students at school or on field trips must complete the required Adventist Screening Verification/Sterling Volunteers online training and background screening [NCS Risk](#). Instructions are available through the school website, and the principal can assist with questions.

Revised on: December 23, 2025

Date voted and approved: _____

SCHOOL BOARD

Chairman: Ivor Quashie

Members:

- 1. Sue Holt _____
- 1. Pr. Elvis Mogoi _____
- 2. Pr. Hope Dike _____
- 3. Ken Xavier _____
- 4. Celia Ogbonna _____
- 5. Ann Marie Leslie _____
- 6. Teresa Grace Amaya _____
- 7. Randy Horner _____
- 8. Gene Trajeco _____

NOTE: The Baltimore White Marsh Adventist School Board may revise information in this handbook at any time. New procedures and/or policies will be in effect immediately once the parents and student body have been informed by the principal in writing, and are just as binding as this handbook

