

The Worcester Seventh-day Adventist School (“the school”) is operated by the Worcester Seventh-day Adventist church. All other SDA churches in the area are invited to become constituent churches. Constituent and supporting churches acknowledge the educational program as an integral part of their mission. It is the fundamental structure by which workers are prepared to finish the work of God on earth. The school is chartered by the state of Massachusetts and is under the supervision of the Superintendent of Education of the Southern New England Conference of Seventh-day Adventists. The school is a multi-grade school which allows a child to develop more independent work skills and receive more individualized instruction.

Philosophy

The aim of the school is to provide moral, intellectual, social and spiritual development in the setting of a Christian, character-building atmosphere. It is the objective of the staff to promote the practical and spiritual aspects of the philosophy, to work for the success of the school, to individualize instruction as necessary and to follow the counsels on Christian education as established by the church. The prime objective of the school is to give students preparation for this life and the life to come. Specific objectives are:

Spiritual - To educate students to develop and maintain the Christian life and be ready for the second coming of Jesus and to acknowledge God’s supreme ownership of all resources, both human and natural.

Mental - To maintain a standard of scholastic excellence, to develop an ability to think clearly and logically and to develop an appreciation for the fine arts.

Social - To teach citizenship, self control and how to serve others.

Physical - To teach the basic principles of health and physical well-being while encouraging the development of a healthy lifestyle.

Nondiscrimination Policy

The school admits students of any race, color, national and ethnic origin and sex without discrimination. All programs, activities, rights and privileges are made available to each student. Neither does the school discriminate in administration of policies or programs.

Admission

The school welcomes applications from young people whose principles and interests are in harmony with the policies and ideals of the school as outlined in this bulletin. It is understood that if accepted a student agrees to cheerfully abide by the behavior and dress standards of the school. Students who demonstrate a continued unwillingness to accept such standards will, after due process, be requested to withdraw from school.

Entrance Age

Pupils may be admitted to first grade if they have attained the age of six on or before the date established by law of the region.

Admission Procedure

1. Submit an application or reapplication form along with the deposit, which will be applied to the amount due on August 1.
2. Complete all registration forms.
3. Provide the school with a copy of immunization records and the student's birth certificate.
4. Meet with the treasurer and develop a personalized payment agreement.
5. Pay tuition fees as stated in the financial agreement.
6. Medical exams less than one year old are required of first, fourth graders, seventh graders and all new students.

Acceptance is conditional upon school board approval. New students are accepted on probation for up to nine weeks.

Tuition Policy

Tuition is due by the first of every month starting on August 1. Payments made after the sixth of the month will incur a \$5.00 late fee. If you are unable to meet your financial agreement at any time you must request special arrangements from the treasurer. If an account has a past due balance that is more than one month the student(s) will be asked to stay home from school until satisfactory arrangements are made with the treasurer. Notice will be given on the third day of the month and enforcement will begin on the fifth day of the month.

Attendance Policy

Absence from school is greatly discouraged. Absences are excused for illness or death in the family. If a child becomes ill during school hours, the person designated on the application form will be contacted. The child should be picked up from school as soon as possible for his/her protection as well as that of the other students. Students are required to bring a written excuse from their parent the day following an absence. Any student absent from class more than 15 % (seven days) of a grading period will require special academic projects as determined by the teachers. It is the responsibility of the student or parent to obtain any assignments which are missed and to arrange for makeup work or tests.

Arrival / Dismissal

Before and after school supervision is not provided. Doors will not be opened until fifteen minutes before school starts. Students should arrive at the school no earlier than fifteen minutes before school and leave immediately after dismissal. Arrangements must be made with the school for any exception. Upon arrival students will put away their belongings, then report to their classroom unless otherwise directed. Students will not be allowed to leave campus with anyone other than the parent without written or verbal permission.

School Closing

If the Worcester public schools are closed due to severe weather, so is our school. In the

event that school must be closed after the day has started parents or their designated choices will be contacted by phone and arrangements made. If the Worcester public schools have a weather related start time delay on a Friday, the school will be closed.

Discipline

Lifelong success depends on self-discipline. Every student should manage his/her own behavior. Each child deserves the most positive educational climate possible for academic growth. The principal and teachers will set up classroom rules. They may choose to include the students in this process. It is expected that each student will comply with all regulations and render prompt and cheerful service to the directions of any teacher or staff. Students should respect all properties and assume responsibility for all damage caused by abuse.

Unfortunately there are times when behavior is not acceptable. Any discipline measure taken will be dealt with on an individual basis. The teacher is responsible for dealing with behavior. The principal, parents and school board may become involved if necessary.

Specific Regulations

1. There will be zero tolerance for bullying, threatening language, drugs, weapons, violence or harassment. Incidents will be reported immediately and police will be contacted when necessary. As used in this policy, "weapons" include any object possessed or used for the intent of harming someone including, but not limited to the following: firearms and explosives/ammunition, martial arts and gang weapons, paint ball guns, pellet/BB guns (spring, gas or air-powered), or any toy made to look like a gun, fixed-blade knives, double-edged knives, spring loaded knives, folding knives that become fixed when open, and all knives whose blades have cutting surfaces of 3 inches or longer. Disregarding this policy will subject the student to serious discipline up to and including expulsion.
2. Insubordination will not be tolerated.
3. Swearing and foul language of any kind is unacceptable.
4. Students may not leave the campus without proper permission.
5. With the exception of scientific calculators, no electronics will be allowed in the classroom. This includes, but is not limited to: DVD, CD and tape players, electronic games, radios, and cell phones. If a student carries a cell phone at the parent's request it must be left off during school hours.
6. Appropriate sporting equipment is allowed. All other games, toys and distractions are prohibited unless specifically requested by a teacher.

No student should assume privacy on campus. The principal may authorize the inspection of student desks, purses, backpacks, bags, lockers, and other personal items. The school cannot assume responsibility for the belongings of students.

Appearance

Students are required to wear the school uniform each day. The following items are approved:

Uniform separates: burgundy polo shirt, short or long sleeved – school logo required
Navy blue uniform slacks or uniform walking shorts
Navy blue T-shirt or sweatshirt for PE days only
Navy blue sweatpants or uniform walking shorts for PE days only

All navy uniform pieces must be SOLID navy blue, no stripes or piping please.

Girls may also choose: (all uniform) skirts, skorts, kilts or jumpers

The uniform companies sell the following items which may be used to supplement the uniform.

Optional items: navy sleeveless fleece jackets, cardigan sweaters, V-neck sweaters and sweater vests. Navy, burgundy or white turtlenecks may be worn under the uniform shirt for added warmth.

Shoes are required at all times. The type of shoes and socks are the parents' choice. Items not listed including coats and hoodies should not be worn in the classroom. Any clothing not listed must be under the uniform and unseen at all times. Uniform must be in good repair with no open seams, tears, or marks of any kind.

No makeup or jewelry should be worn.

Graduation

Home & School will be responsible for selecting, ordering, and providing the cake and punch at the reception. All other costs of the reception will be the responsibility of the eighth grade class. Graduate dress code at graduation will be cap and gown.

Parent-Teacher Relationships

The teachers will communicate with parents frequently throughout the year to keep you aware of your child's progress. In addition, a parent is always welcome to contact the school for information, to share ideas, or request a conference. Parental involvement is critical to the success of the school. Should a problem ever arise between a parent and the teacher, the following steps should be taken in exact order:

1. The parent should first talk with the teacher involved and attempt to resolve any problem on an informal basis.
2. If the problem is not resolved, the parent then asks the principal to help resolve the problem on an informal basis. (Move to the next step in cases where the teacher involved is also the principal.
3. If the problem is still not resolved the parent then contacts the school board chairperson who will attempt to resolve the problem on an informal basis.
4. If the problem is still not resolved the chairperson will meet with the school board's executive committee or the full board. When such a meeting takes place, the conference superintendent of education must be informed of a potential problem.
5. If the problem is still not resolved the parent then contacts the conference superintendent of education and explains the problem in writing. The superintendent of education then attempts to resolve the problem with the parent, teacher, principal, and school board chairperson.
6. If the parent is not satisfied with the results of the preceding steps, the matter will be referred to the conference K-12 board, or its duly appointed body which deals with such matters. Their decision will be considered final.

General Information

Medications - Medications that have been prescribed by a physician and must be taken by the student during the school day must be administered by designated school personnel provided the school receives:

1. A written statement from the physician detailing the time schedule for dispensing the medicine, the amount, and method by which such medication is to be dispensed.
2. Written consent from the parent or guardian requesting the school carry out the instructions of the physician.
3. The medication must be delivered to the school by the parent or guardian in the original container bearing the pharmacy label.
4. Over the counter drugs (such as Tylenol, etc.) may be taken with written permission from the parent.

Phone Calls

During school hours the teachers often cannot answer the phone so an answering machine will take messages. Messages are checked frequently but most calls will not be returned until after school hours. Students may make out going calls with permission.

Progress Reports

Student grade reports are issued four times a year. Parent / Teacher conferences are scheduled at the end of first and third quarters and arrangements are made by the teacher. A teacher may schedule additional meetings as necessary for a variety of situations. Parents may always request to meet with a teacher or principal.

Supplies

Students are required to bring their own school supplies as listed by their teacher. It is the responsibility of the student and parent to insure they have supplies throughout the year. Any supplies needed but not on the list of supplies will be provided by the school.

Visiting

Parents are always welcome at the school. Appointments are preferred if possible. Our school building is secured and has an alarm system. If, at any time a parent needs to speak with a student, drop something off, or take the student off campus, access is available by ringing the buzzer on the south side of the building by the first set of double glass doors. Please don't be offended if someone who doesn't recognize you asks for identification.

Asbestos Notification

The school facility contains non-friable asbestos. The inspection management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this school. The management plan has been submitted to the state for review and approval. A copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

Please feel free to contact the school with any questions you have.

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Responsibility Statement

It is the responsibility of the parents and students to be familiar with the handbook and comply with its requirements. Parents will be notified in writing of any policy changes made during the school year.