



# **SCHOOL HANDBOOK**

## **2018-2019**

**WARREN SEVENTH-DAY ADVENTIST SCHOOL**  
A Co-educational day school for Grades 1-8

Affiliated with the  
Southern New England Conference of  
Seventh-day Adventists and

The Atlantic Union Conference of  
Seventh-day Adventists

Accredited by the  
Association of Seventh-day Adventist Schools,  
National Council for Private Schools and  
Approved by the Commonwealth of Massachusetts

TEACHER

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SCHOOL HOURS

Monday – Thursday 8:00am – 3:15pm  
Friday 8:00am – 12:00pm

## Introduction & History

The Quaboag District Adventist School, now known as the Warren Seventh-day Adventist School, was formed after Pioneer Valley Academy (PVA) closed. The PVA Church became the New Braintree Church and was added to the Quinebaug and East Brimfield District. The East Brimfield and New Braintree congregations then formed the Quaboag Church, August 1, 1984.

The individual church schools of Quinebaug and New Braintree at Pioneer Valley Academy (PVA) continued to operate, becoming the Quaboag District School for the 1985-86 school year.

The Quaboag Church, now known as the Warren Seventh-day Adventist Church, was built the summer of 1986 with the help of Maranatha volunteers. The plan included two classrooms, Sabbath School rooms, and a fellowship hall, but no sanctuary. The commitment was to provide a church school for the district. School opened only a week late in the fall of 1986 with two teachers. Students traveled south from New Braintree, north from Quinebaug and Webster, and from other places in-between.

A two-teacher program continued until 1999. In 2010, the school enrolled three ninth grade students, so in 2011, a third teacher was hired, and 10<sup>th</sup> grade was added. In 2012, the school year opened with two teachers, and Warren partnered with South Lancaster Academy to provide academic support for 9<sup>th</sup> and 10<sup>th</sup> graders. Significantly upgraded technology made “live” streaming from SLA to our high school classroom possible. In January 2013, instruction for 9<sup>th</sup> and 10<sup>th</sup> grades were discontinued. Today the school operates with one teacher, providing quality Christian education for students in grades 1-8.

## **Organization**

The Warren Seventh-day Adventist School is owned and operated by the Southern New England Conference of Seventh-day Adventists located in South Lancaster, Massachusetts. The immediate governing body is the School Board as elected by the respective constituencies of the Warren and Quineboag Seventh-day Adventist Churches. It is a fully accredited school, employs denominationally certified teachers, and is recognized by the Commonwealth of Massachusetts.

The Warren Seventh-day Adventist School is part of a worldwide education system that encompasses pre-kindergarten through post-graduate levels providing an education dedicated to strong academics while realizing that the most important education we can share with our youth is the knowledge of the love of Jesus Christ.

## **Mission**

The primary aim of Seventh-day Adventist education is to provide an opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world.

The education program is predicated on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people in the home and society, and to become active members in the church.

The Warren Seventh-day Adventist School Handbook has been prepared in order to provide both parents and students an understanding of the program, policies, and procedures of the school. We want each of our students to benefit as fully as possible from his/her school experience. Parents can help assure their students' success by becoming familiar with the information in this handbook.

## **Philosophy**

Seventh-day Adventist schools are founded by the Seventh-day Adventist Church to provide a special type of education for its young people. Christian education is pledged to provide opportunities for the fullest development of the student's

physical, mental, spiritual, and social faculties. "True education means more than the perusal 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." Ellen G. White, *Education*, p 13.

## **Objectives**

In harmony with its philosophy, the school's objectives are:

- To be Christ centered, with an emphasis on the study of scripture.
- To lead students to a knowledge and love of God
- To assist parents in their students' formation of a noble Christian character by placing great emphasis on spiritual values of life.
- To develop an awareness of the rights and needs of others.
- To prepare students to be successful in a changing world.
- To develop habits of accuracy, responsibility, discrimination, and sound judgment in thought and action.
- To assist students in developing a desirable personality, including a mature, positive self-image.
- To have students understand and practice the principles of healthful living, and to recognize that physical fitness is the foundation for any achievement in life.
- To inspire love and loyalty to country and respect for recognized authority.
- To develop reverence and respect for the Bible and its teachings.

## **Admission Policy**

The Warren Seventh-day Adventist School admits students of any race or sex to all rights, privileges, programs, and activities generally accorded or made available to students in our school, and to make no discrimination on the basis of race, sex in administration of educational policies, applications for admission or scholarship.

Recognizing the teachings of Ellen White regarding education and knowing that all children are not ready for formal schooling at the same chronological age, it

is recommended that a minimum of six years of age shall be attained by September 1<sup>st</sup> for admission to Grade 1 and are required by law to show proof of date of birth (birth certificate, hospital statement, etc).

Special Education Needs - The school is not designed to handle students with severe educational needs. These students will be encouraged to seek admission to a school system where their needs will be met.

Conditional Period – New students will be accepted on a conditional basis for 30 days. The Admission Committee will then review the academic, behavioral, and attitudinal status of each student to verify that he/she is in keeping with our school standards. Final acceptance on all applications for admission is subject to the acceptance of the School Board.

Transfer Student – Any student transferring from another school will be asked to have the necessary release form filled out and sent to the previous school. Records should be sent to: Warren Seventh-day Adventist School, to the: Attention of the Principal.

School Health Records – A complete medical examination for all new students entering grades 1, 4, and 7, will be required at registration. Massachusetts State Law requires that immunizations be up to date and on record at the school. According to Massachusetts state law, no child in grades 1, 4, or 7, may continue to be in school after October 1<sup>st</sup> without having a medical examination and required immunizations. The following items will be needed for all students: Student record release (new students only), registration fees, application, internet access agreement, continuing consent to treatment form, emergency treatment/consent to treatment/field trip forms.

## **Curriculum Goals**

Warren Seventh-day Adventist School has adopted the North American Division of Seventh-day Adventists' Curriculum Goals for schools as outlined in *Journey to Excellence*. <http://adventisteducation.org/curriculum/elementary/standards>

## **Finances for the 2018-2019 School Year**

### **See appendix for current rates**

All families are expected to make regular tuition payments. Local church subsidies, along with tuition which only partially pays operating expenses, are the school's financial sources.

Tuition and fees are paid over 10 months. Payments are due on the 30<sup>th</sup> of each month, August through May. The Registration fee is a one-time charge due before students

enter school (non-refundable once school opens, 80% refunded if school has not begun). Payments are made to the Warren SDA School by check or through PayPal. Statements are issued monthly via e-mail, unless printed copies are specifically requested.

The Home & School organization sponsors special activities, funded through various fund-raising projects. Students and families are expected to participate. Participation credits are received against the extra-curricular activities fee.

Accounts not paid within 30 days of the due date are considered delinquent. A verbal or written reminder will be made at this point.

Accounts more than 60 days past due will require an appointment with the treasurer and/or the finance committee to discuss payment options.

Accounts more than 90 days delinquent will be brought before the school board for discussion. The student(s) are subject to suspension, until appropriate arrangements have been made.

Communicate with the treasurer if a payment will be delayed, to avoid administrative action.

### **Financial Aid and Discount Options**

**See Appendix for current rates**

(1) Member churches of the Southern New England Conference may participate in the Three-Way Plan. The student's family must meet a financial qualification and submit page 1 of their 1040 IRS return. Complete the application form and submit it to your Pastor or church treasurer in September and February to be eligible for this subsidy per the local church policy.

(2) On time and early payments

(3) Additional students in a family

(4) Aid from local church Worthy Student Fund or Sponsors

(5) Meet with the School Finance Committee about assistance

#### Attendance

##### School Hours:

Monday – Thursday 8:00 a.m. – 3:15p.m.

Friday 8:00 a.m. – 12:00p.m (no lunch period)

Students will be allowed in the building no earlier than 7:45 a.m. and must be picked up within 15 minutes of dismissal. The school teachers will not be held responsible for early arrivals or late departures. If you have an emergency, please notify the teachers before 3:00p.m. (11:45 a.m. on Fridays), as they have after school commitments. A parent or guardian must notify the school in writing regarding any early dismissal of their child or if someone other than their regular ride home will be picking up their student.

## **Tardiness/Absence**

The school is required by state law to keep regular attendance records. Each student is expected to arrive on time. In accordance with the Atlantic Union

Conference Office of Education Policy, the attendance records of a student who is tardy more than 20% of the marking period will be sent to the school board for review. A student who is absent as many as seven days during a marking period may forfeit his/her grades unless it is evident to the teacher that his/her work has been completed in a satisfactory manner.

## **Illness**

Children who are sick, complain of stomach pain, headache, or have a fever should **not come** to school. Please keep sick children home. If a child is well enough to attend school, however, he/she is expected to participate in all school activities – both indoors and outdoors. Upon returning to school after an absence or tardiness, the student is required to bring a note to the teacher from his/her parent stating the reason for the irregularity. Emergencies, personal sickness, necessary medical, dental, optometric appointments, or death in the family are considered legitimate reasons for excused absences or tardiness. Absences and tardiness are recorded as either excused or unexcused.

## **Medication**

Teachers, by law, are not allowed to administer medication. If it is necessary for your child to take any medication during the school day, the teacher can store it and remind the student to take it at the proper time if the following conditions are met:

- Medications are brought to school by a parent or responsible adult, and given to the student's teacher.
- The medicine is properly labeled including the student's name, the name of the medication, the dosage, and the time to be given.
- It is a prescription medicine in the original container bearing the pharmacy label
- A written note from the parent accompanies the medication stating the parent's permission for the school to assist the child.
- In the case of inhalers, a written note from the physician must accompany the labeled medication, indicating that the student has been trained in administering the medication and that they can administer the medication to themselves.



## **Phone Calls and School Visits**

Phone calls are a major disruption to our school day. Please do not call the school to talk with your student unless it is absolutely necessary. Visitors are welcome to observe the school program in action any time, however, it is suggested that visitors make prior arrangements with the principal and the classroom teacher before attending.

## **School Delays/Cancellations**

In the case of inclement weather, the school administration will initiate a telephone announcement to phone numbers in the RenWeb database, indicating a delay or cancellation.

## **Emergency Response Plan**

In case of a weather emergency all students will remain inside and take shelter in room on lower level. Teacher cell phones will be available for outside communication. In case of a fire, school fire drill plan will take effect, and the Warren Fire Department will be notified immediately.

The Warren and West Brookfield Police Departments have adopted the A.L.I.C.E. “Active Shooter” response program. Implementation of this plan is an absolute last resort. The A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) Program is a real world look into any situation where teachers and students need to use tactical advantage to keep alive should an incident occur. In case of this situation, the “Reunification Point” will be Breezlands Orchards parking lot, located at 1791 Southbridge Rd (next door to the school) to the east, and the entrance of Hawkes Road to the west.

## **School Regulations**

The school board has designated the principal and teacher responsible for interpretation and enforcement of school rules and regulations.

Activities not permitted at school:

- Any usage of the school phone without permission of a teacher.
- Students are not authorized to allow any visitors into the building without permission.
- Teasing, ridiculing, or in any way demeaning fellow students or teachers.
- Inappropriate physical contact.
- Vulgar, profane or foul language.
- Leaving school premises during school hours without accompaniment by a teacher, parent, or guardian, except by written or verbal permission of a parent or guardian.
- Acts of insubordination such as non-compliance with teacher’s direction.

- Lying, stealing, or tampering with another's person's belongings.
- Disrespect or damage to school property

Items not permitted on school premises:

- Cell phones
- MP3 players, CD players, etc.
- Toys or games (including electronic games)
- Over-the-counter medicines (unless by physician instruction)
- Weapons of any kind
- Matches or any other kind of fire-starting device

Non-compliance with these rules will result in the actions stated in the problem-solving policy listed below. If suspension occurs, parents will be contacted immediately, and will be expected to remove their child from school. The student will not be allowed to return to school at least for the remainder of the day of the offense. All missed work must be made up, as well as any extra work assigned by the teacher.

## **Problem Solving Policies**

Teachers will attempt to resolve all disciplinary issues at school. When the need arises, principal will be notified and parents will be contacted as follows:

- Teacher and parent will converse regarding the issue.
- If resolution cannot be reached, the issue will be brought to the school board in presence of the parents, teacher, and principal. The parents may request that their pastor be a part of this meeting.
- If the issue cannot be resolved locally, the parents, teacher, and principal will meet with the Southern New England Conference Superintendent of Schools to resolve the issue.

At the discretion of administration, the disciplinary actions taken as a result may include in-house suspension, out-of-school suspension, or expulsion.

## **Physical Education Classes**

Physical Education Classes are held on Mondays and Wednesdays. Students are required to be in P.E. uniforms on these days, which the school approved color T- shirt with the school logo, black sweatpants/gym shorts, socks and sneakers will be worn.

A note from a parent must be presented to the teacher if for some reason a student cannot participate for physical education class on that day. Only medical excuses from a physician will be accepted for prolonged absence.

## **Anti-Bullying Policy**

In accordance with Massachusetts Law and Christian philosophy, bullying is prohibited on school grounds, at school sponsored or school-related activities, functions or programs, whether on or off school grounds, in school vehicles or transportation related to school events, or through the use of technology or electronic device if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or orderly operation of the school.

Definitions for the Purpose of this Policy:

Bullying is a severe or repeated use by one or more students of a written, verbal, or electronic expression, or physical act or gesture, or any combination thereof, directed at another student that has the effect of a hostile environment at school for the other student.

- Causing physical or emotional harm to the other student or damage to the other student's property
- Placing the other student in reasonable fear of harm to him or herself or of damage to his property.
- Infringement on the rights of the other student at school.
- Substantial disruption of the education process or the orderly operation of school.

The above definition of bullying includes cyber-bullying which means bullying through the use of technology or any electronic device.

### **Education and Reporting Process**

All staff will receive instruction on the bullying prevention, education, and processing annually. Students will be instructed annually in age-appropriate bully prevention. Staff is required to be proactive with regards to monitoring students for evidence of bullying. Incidents of bullying will be addressed and documented by the staff member who observed it, or was reported to.

Students will be encouraged to report bullying to their teacher or other staff member. Anonymous reporting will be accepted; however, no disciplinary action will be taken solely on the basis of the anonymous report.

Staff will immediately intervene with obvious or known bullying incidents. In the event of unobserved but reported incidents, the principal will investigate the incident, document, and take corrective action as deemed appropriate.

Documentation of incident is to include:

- A description of the incident and a description of the action taken by the teacher.
- The principal will be notified for a resolution of the incident.
- Principal will communicate with the parents of the students involved including date, time, and particulars of the incident and interventions utilized.
- Chronic bullying will be referred to the School Board for further discipline and/or follow-up.

## **Technology**

### Privacy Notice

Warren Seventh-day Adventist School's computer technology network and Internet system is to be used for educational and professional purposes only. Users are reminded that all computer, network, and Internet use may be monitored by the school and that there is no assurance of privacy or warranty of any kind, either expressed or implied, that all services provided through this system will be error-free or without defect. All users of the system agree to abide by all school policies as noted in the Internet Policy User Agreement.

### Personal Responsibility

Students agree to not only follow the rules in this policy, but are agreeing to report any misuse of any computer system to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his or her property.

### Internet Safety – Personal Responsibility

Do not reveal personal information such as your full name, home address, phone number or other information which might allow a person to locate you. Do not use web sites that allow you to share private information.

## **School-Wide Dress Code**

The Warren School expects students to be dressed and groomed in such a way as to not disrupt or distract from instructional procedures or classroom decorum. Appropriateness to the occasion, activity, and time should always be the guide.

Students should choose their clothing based on the principles of cleanliness, neatness, modesty, and appropriateness. Due to a wide range of values and beliefs associated with modesty, neatness, and appropriateness, the following dress code is to be followed during all school days and when participating in any school activity, unless otherwise stated.

#### Shirts (Evergreen, Blue, Cobalt Blue, Black)

- Must be purchased from authorized vendors and imprinted with the school logo.
- Must be short or long-sleeved traditional polo-style without any adjustments or alterations made to the original style-cut.
- Must cover the top of the pants/skirts/shorts or skorts.
- Must fit properly.
- P.E. tops: Evergreen, Blue, Cobalt Blue, Black T-shirt with logo.

#### Slacks/Shorts/Skirts/Skorts (Khaki or Black)

- Must not be spandex, sweatshirt material, fleece material, or flannel material.
- P.E. bottoms: Black sweatpants or gym shorts.

#### Sweaters/Hoodies/Jackets (Evergreen, Blue, Cobalt Blue, Black)

- Must be purchased through authorized vendors, as others are not allowed. Parents are encouraged to purchase one of these for warmth in chilly weather.

#### Footwear

- For safety reasons, enclosed shoes must be worn at all times.
- Sneakers are to be worn on P.E. days.

#### Headwear

- Headwear of any type (hats, bandanas, hoods, etc.) is not permitted in the building at any time.

#### Jewelry/Nail Polish

- No jewelry is to be worn at school. Jewelry includes but is not limited to bracelets, wrist bands, necklaces, rings, and earrings.
- Nail polish of any color other than clear is not permitted.

## Authorized Vendor

### Land's End



[www.landsend.com/school](http://www.landsend.com/school) 1-800-469-2222

Logo Application Price: \$5 (Special Discounts offered by Land's End throughout the year)  
Preferred School # 900047473

## FINANCIAL --Appendix

### Rates for 2018-19 School Year:

Full Tuition Rate with family discount:

1 Student	3,000.00* + 250.00 Activities Fee = 325.00/mo 10 payments
2 Students	5,700.00* + 500.00 Activities Fee = 620.00/mo 10 payments
3 Students	8,400.00* + 750.00 Activities Fee = 915.00/mo 10 payments

Included is an additional \$25.00 fee per month per student for special activities. This may be paid in cash or by participating in the Home & School fund raising activities. Monthly credits will be posted for participation.

#### Registration:

\$235.00 fee per student is due prior to the beginning of school. This covers textbooks, insurance, workbooks, etc. A discount will be applied if paid before the end of the school year for the next school year.

#### Subsidies:

The constituent churches, Quinebaug and Warren; and the supporting churches, Florence and First Springfield contribute to the school to reduce the tuition cost.

Qualifying families may apply for the SNEC 3-Way Plan. The Church Board, where your membership is held, may vote a subsidy, limited to \$200 per semester, which is matched by the SNE Conference and the School. Usual subsidy is \$1400 per student for the year. 1<sup>st</sup> Semester request form must be forwarded to the Church Board in September and the 2<sup>nd</sup> Semester request must be forwarded in February.

#### Discounts:

On-time--deduct 2% of basic\* tuition amount when payment is received within 5 days of due date (30<sup>th</sup> of each month)

Full semester paid up front--deduct 5% of basic\* tuition amount