

Prescott Seventh-day Adventist School

Handbook 2017-2018



Adventist Education

A JOURNEY TO EXCELLENCE

Prescott Seventh-day Adventist School
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Home and School Leader/Hispanic SDA Church Delegate

Joanne Sotomayor

Three Angels SDA Church Delegate

Huston Myers

Emmanuel SDA Church Delegate

Meghan Curtis

Accreditation

Prescott Seventh-day Adventist Elementary School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities through the National Council of Private Schools.

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Mission Statement

Prescott Seventh-day Adventist Elementary School exists to prepare its students for academic excellence, physical well-being, spiritual maturity, and ultimately a saving relationship with Jesus Christ and a place in His service.

Philosophy

We believe that the scriptures should have a central place in our educational system and that spiritual truths and principles should underlie and permeate every area of instruction. We will make every effort to help the students understand, in a practical way, how to make these principles a total part of their individual lives through demonstration and instruction. It is our desire to make the Christian lifestyle appeal to the youth, both by precept and by example.

Spiritual values are to be emphasized as well as the highest mental aptitude. This should prepare the students to successfully meet the spiritual, mental, physical, and social challenges of modern life.

We are committed to providing an educational atmosphere where the students will be motivated to do their best. In order for our school to succeed, we hope and pray that parents/caregivers will incorporate this philosophy of Christian education in their home.

Basis:

"To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the Divine purpose in His creation might be realized... this was to be the work of redemption. This is the object of education, the great object of life." E. G. White, Ed. Pg. 15 & 16

Core Values

We believe students should leave Prescott Seventh-day Adventist Elementary School knowing how to incorporate and integrate these Core Values into their lives. We follow the Iowa-Missouri Conference Department of Education's leadership in this focus. We **CHERISH** our students and we want them to **CHERISH** God, their school, and their families.

C.H.E.R.I.S.H.

Christ-Centered Living

Reflecting God's character in attitudes and actions. "You come to him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ." 1 Peter 2:5 - GWT

Honor

Showing value, dignity, and high regard for people and property. "Honor everyone. Love the brotherhood. Fear God." 1 Peter 2:17 - HCS Bible

Exploration

Discovering new information to gain a deeper understanding of God and His creation. "For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see his invisible qualities - his eternal power and divine nature." Romans 1:20 - NLT

Responsibility

Following directions, completing tasks, and taking ownership of choices, words, and actions. "In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master." Colossians 3:23 - ERV

Integrity

Being truthful, fair, and deserving of the trust of others. "Whoever can be trusted with very little can also be trusted with much." Luke 16:10 - NIV

Service

Working for the benefit of others. "Use your freedom to serve one another in love." Galatians 5:13

Heroism

Making decisions that align with convictions and beliefs even if it means standing alone. "Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9 - NIV

Curriculum

Prescott Seventh-day Adventist Elementary School follows the academic curriculum prescribed by the Department of Education of the North American Division of Seventh-day Adventists. This curriculum is consistent with the program for Elementary Schools recommended by the Iowa-Missouri Conference of Seventh-day Adventist and the State of Missouri.

Prescott Seventh-day Adventist Elementary School offers a Kindergarten through eighth grade academic program. The School is committed to excellence and seeks to enrich its program with a variety of fine arts activities. The Kindergarten program is an extension of home development with special emphasis and growth in self awareness, personal responsibility, self-control, working cooperatively, developing curiosity, and preparation for first grade.

The curriculum for grades one through eight includes subjects in:

- Religion
- Language Arts (Handwriting, Reading, Spelling, Literature, Grammar)
- Science
- Mathematics
- Social Studies
- Keyboarding
- Physical Education
- Art
- Music

Emphasis is placed on helping students grow in their spiritual life and to master basic reading, writing, mathematics, and thinking skills. In order to qualify for graduation from grade eight, a student must successfully complete all subjects in this curriculum.

Curriculum Goals

Each student will:

1. Acceptance of God
Surrender one's whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one's life.
2. Commitment to the Church
Desire to know, live and share the message and mission of the Seventh-day Adventist Church.
3. Interpersonal Relationships
Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship
Develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others and accept responsibility for local, national and global environments.
5. Healthy Balanced Living
Accept personal responsibility for achieving and maintaining optimum physical, mental and spiritual health.
6. Intellectual Development
Adopt a systematic, logical and biblically-based approach to decision-making and problem-solving when applied to a developing body of knowledge.
7. Communication Skills
Recognize the importance of effective communication and develop the requisite skills.
8. Personal Management
Function responsibly in the everyday world using Christian principles of stewardship, economy and personal management.
9. Aesthetic Appreciation
Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
10. Career and Service
Develop a Christian work ethic with an appreciation for the dignity of service.

Admission Policy

Prescott Seventh-day Adventist Elementary School believes that all students who desire a Christian Education should have that opportunity. It is the School's goal to provide a safe and wholesome environment for students to learn and grow in their Christian experience. Prescott Seventh-day Adventist Elementary School expects that students conduct will reflect the love of Jesus at all times. Those students who wish to attend must complete the entire application process to be considered.

Non-Discrimination Policy

Prescott Seventh-day Adventist Elementary School makes no discrimination on the basis of race, color, ethnic background, country of origin or sex in administration of educational policies, application for admission and extracurricular programs.

Special Needs Students

Seventh-day Adventist Schools usually do not have the staff or equipment for students with severe mental, physical, or social handicaps. Therefore, the acceptance of such students requiring specialized provisions will depend on Board approval. The Admission Committee will consider the application when all forms have been received. A letter or phone call will notify the parent/student of acceptance. Grade placement may be re-evaluated resulting from student performance and testing, and adjusted if recommended by the teacher, Conference Education Department, along with the approval of the parents.

Kindergarten and First Grade:

- Complete the Application Form and all attachments
- Have a current immunization record that meets state requirements
- Complete a Financial Commitment Form for approval
- Pass a readiness competency test
- Show emotional, physical, and social development for first grade
- Complete registration on registration day
- Have a Birth Certificate

Returning Students

- Complete the Application Form and all attachments
- Have all previous year's bills paid
- Complete a Financial Form for approval.

New Students

- Complete the Application Form and all attachments
- Have a current immunization record that meets state requirements
- Complete a Financial Form for approval
- Complete registration on registration day

Financial Policy

Registration

- A Registration Fee of \$300.00 per student, and the first month's payment is due at the time of registration.
- The registration fee is NON-REFUNDABLE after the first day of school.

Tuition

Tuition payments are made for ten months, August through May.

\$250.00 per month for the first student

\$200.00 per month for the second and third students

No additional charge for more than three students

- Any changes in the payment plan must be presented in written form, to the School Board for approval.
- If tuition payment falls two months behind, the student will be asked to withdraw from school until the account is brought up to date.
- Accounts from previous years must be paid in full or arrangements made to clear the account before registration can be completed for the current school year.
- A \$30.00 fee will be charged to accounts for insufficient fund checks.
- All student accounts must be paid in full before grade transcripts are released for transferring to other schools.
- To meet financial obligations to the school promptly, **payment is due by the 5th of each month.** This assists us in maintaining the financial integrity of the school and faith with our creditors.

Partnering for Eternity

Partnering for Eternity (PFE) is a scholarship grant program for Adventist elementary schools designed to encourage student involvement in service and in forming relationships with older adults while helping finance their Christian education. Students visit with older adults weekly with their parents and perform companion and some light chore activities. Examples of these activities are reading, playing games, going for walks, raking leaves, and helping prepare meals. It is recommended that all families requiring tuition assistance enroll in this program.

Parent/Teacher Relation

The success of the school depends, in a large measure, upon the fullest cooperation between parents and teachers. Parents will be notified of serious irregularities in the conduct of their student(s). If a satisfactory solution is not found, the matter will be brought to the School Board Chairman with the parents. If the problem is of a proportion that it requires further attention, it will be brought before the Discipline Committee and the School Board and, if necessary, taken to the Superintendent of Schools who is the Education Secretary for the Iowa-Missouri Conference of Seventh-day Adventists.

"In the formation of character no other influences count so much as the influences of the home. The teacher's work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate." *Education, Page 283*

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

The Parent's Responsibility

1. To uphold the Christian ideals taught in the school.
2. Be aware of the need of good health habits in your student.
 - Provide sufficient sleep and rest
 - Supervise television viewing
 - Provide adequate, nutritious breakfasts
 - Provide adequate, nutritious lunches
3. To participate actively with the *Home and School Association*.
4. To confer with teachers in person or by telephone after school hours, not during school time.
5. To discuss problems with the teacher. Do not discuss criticisms with your student(s) or friends.
6. To keep students home who show signs or symptoms of communicable diseases.
7. To show interest and concern in the progress of the student.
8. To agree, along with the student, to pay to replace or repair any damage done to school property by the student.
9. To be aware and in control of the student's style of dress.
10. To authorize medical treatment of the student illness.
11. To see that each of their students has a Bible and sufficient pencils, pen, and paper ready to use the first day of school and throughout the school year.
12. To arrange for dental and medical appointments outside of school hours whenever possible.
13. Legitimize schooling by respecting the integrity of school time. Take a student out of school only when it is absolutely necessary. Plan family vacations and other activities in a manner that will not compromise school time. Make sure students are on time and do not miss school. Tardiness and absences are detrimental to the students' learning.

14. Support the school in every way possible. Parents, who volunteer their time and talents to improve the school, teach children the value of schooling.
15. Be solution oriented. Enter every concern and conflict with determination to find a solution.
16. Legitimize learning by example. Parents who value their own intellectual growth and follow a plan of improving themselves by reading or academic pursuits encourage their children to value learning.
17. To be aware of the disciplinary policy and procedure at Prescott Seventh-day Adventist Elementary School.
18. Update throughout the year any changes such as address, telephone number, insurance, drivers, and etc.

Student Responsibility

It is mutually agreed that every student who accepts admission to Prescott Seventh-day Adventist Elementary School pledges to observe willingly and cheerfully all regulations of the school, and uphold the Christian principles upon which the school operates.

1. Students shall protect and care for property of the school, their own property, and property of each student.
2. Students shall be honest.
3. Students shall promote safety. No firearms, explosives, knives, or other unsafe items are allowed
4. Swearing, words that border on profanity, obscene language or actions, and the possession of suggestive material are not allowed. They shall not discuss things which are not in harmony with biblical standards.
5. Students shall abstain from using, possessing, or supplying others tobacco, drugs, or alcohol in any form.
6. No chewing gum on school premises including before and after school. Students are to eat in the designated areas only.
7. Wearing, displaying, or having in their possession anything which indicates connection with atheism, spiritualism, cults, intemperance, or other unfavorable or objectionable associations are not permitted.
8. Students shall respect the rights of others.
9. Electronic devices are not allowed including cell phones, Ipods, and CD players.
10. Students who ride bicycles must park them upon arriving at school.
11. Skateboards are not permitted at school.
12. When using roller or inline skates, protective gear must be used. This includes a helmet, and knee, wrist, and elbow guards.
13. Students should practice good personal cleanliness. This includes bathing, wearing clean clothes, underwear, and socks.
14. Students are to remain on the school grounds in the appropriate and required area from the time they arrive until they are picked up after school.
15. Students shall follow all regulations of the school whether written or announced, and give

- prompt attention to the directions of the school personnel.
16. School regulations apply from the time of arrival until the student leaves the school grounds.
 17. Students will uphold the school dress standards.
 18. Students display a positive attitude toward the school and school personnel.
 19. Reading material such as comic books, popular entertainment magazines, popular novels and fiction, or any other reading matter not directly associated with school assignments or assigned for a specific class will be prohibited.
 20. Students may not leave the school grounds at any time during the school day without express permission from the principal or teacher.
 21. Students who bring personal basketballs, mitts, bats, hockey sticks, etc... to be used during physical education classes and/or recess times, must confine their use only to the time and place specified for these activities. Play equipment used in any other part of the building or in the parking area (other than when recess is taking place) will be taken by school personnel and returned to the student at an appropriate time.
 22. It must be understood that a member of the staff or the Principal may take any items listed in the Student Guidelines until the end of the school year. These may be returned to the student at the end of the school year. Any item brought to school, which may be considered pornographic, obscene in nature, dealing with violence, or anti-social behavior, or satanic material, will not be returned.
 23. Demonstrations and expressions of affection is a personal and private matter and must be kept in the private arena. Prescott Seventh-day Adventist Elementary School maintains a strict "hands-off" policy in interpersonal relationships. Students may not engage in physical contact and/or public demonstrations of affection such as hugging or holding hands, or other intimate acts. Students who do not demonstrate self-restraint or self-respect in this matter will be removed from the classroom, their parents contacted, and sent home immediately. Further discipline will be at the discretion of the Principal and staff. Failure to comply with any of these standards will have disciplinary consequences and may result in an **immediate 3-day suspension**.

Fire Alarm

Any student who trips the **Fire Alarm** when there is no fire, will be charged a **\$50.00 fee**, which must be paid within **10 school days**. The fire department charges the school \$50.00 for these calls and we will simply pass the charges on to the parents. Please talk with your child and explain the importance of not playing with this emergency/protection system. Should the teacher determine that more than one individual pulled the alarm or was put up to pulling the alarm, the **\$50.00 fee** will be divided among all involved in this activity. Should the **\$50.00 not be paid** within the 10 school days, your child will be **dismissed** until the fine is paid.

General Guidelines

Damages

Any **damage** or **defacing** of the school, its buildings or any part of the school campus by a **willful act** of a child or children, will require a **\$20.00 fine per child** involved. In addition, the child and his/her **parents must repair the damage** caused within 10 school days. This would include, but not be limited to: painting or marking walls, putting holes in walls, or breakage of anything, whether it was in anger or prank. Should the **fine and repair or arrangements** to meet the requirements in a timely manner not be met within 10 school days, your child will be **dismissed** until the obligations are met.

Attendance

The academic year consists of thirty-two weeks with four eight hour days per week of pupil/teacher contact. School doors will be open at 7:45 a.m. Students arriving before 7:45 a.m. will sit outside while they wait, weather permitting. Students need to be in their seats by 8:00 a.m. Classes will begin at 8:00 a.m. every school day and end at 4:00 p.m. Monday through Thursday.

Each student is expected to attend school punctually and regularly. Absences may be excused if caused by illness, death of a family member, or other legitimate emergency. When a student will be absent, parents should notify the school by 8:30 a.m. An absence will not be excused for music lessons, shopping, etc... Excessive absences may result in failing grades for the student. When a student is absent, a note is required from parents or guardian stating the reason.

Students with excused absences will be permitted full make-up privileges as long as work is completed within **two** days for each day of excused absence. Make-up privileges are not extended for unexcused absences. When parents take students out of school for excused absences, the parents are responsible for helping their children make up their schoolwork.

Transportation

Parents are responsible for making arrangements for their own student's transportation to and from school. Students will not be allowed to ride with anyone other than their designated driver(s). If your student is leaving the school grounds with someone other than the designated driver(s), please call or send a note. Please be sure that students are picked up by 4:15 p.m.

Discipline and Suspension

If the principles of the school are violated, the teacher will discipline the student according to their classroom guidelines; this may include, but not be limited to, removal from the classroom, in-house suspension with the Principal, parental contact, and privileges forfeited. Flagrant violations of school rules will result in an immediate three-day suspension at the discretion of the teacher or Principal. Every reasonable effort shall be made with the parent to regain the student's cooperation.

The parents and students will be asked to meet with the Discipline Committee if a suspension is incurred. Long term dismissal of the student from school rests solely with the School Board. When this occurs it is the parent's responsibility to help the student make up their homework. Should a student be suspended more than once during the school year, he/she forfeits the class trips, including extra curricular activities, such as the Music Festival and eighth grade class trips.

Accident, Sickness, and Medication

The school will notify the parents in case of an accident or illness. Medical help will be called if necessary.

Pupils are expected to participate in all class activities unless an emergency occurs, or unless a statement from home excuses the student for a specific time.

If a student is sick, please notify the school by 8:30 A.M. that the student will be absent. Please keep the student home if:

- running a fever
- vomiting
- contagious
- keep student home for 24 hours after fever has broken
- teachers are not allowed to give any internal medications, including aspirin, except as indicated in section, Administering Medications.

Administering Medications

Teachers are not allowed to give any internal medications, including aspirin, except as indicated in the following statement:

- Prescribed medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, the names of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.
- Written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Lunches

It is recommended that no meat products be sent in school lunches. Sugary foods should be kept to a minimum. Only water or juice is to be included in school lunches. Students may bring a water bottle to keep at their desks. Only water will be allowed during class time.

Insurance

Each child is covered by accident/medical insurance. The premium is included in the registration fee. The policy offers accident coverage for your child while he/she is participating in all supervised school activities, and while in route to and from school. The insurance is provided as a service; neither the school nor anyone connected with the school profits in any way from this insurance.

Asbestos

City of Saint Joseph, MO confirms that the Prescott Seventh-day Adventist Elementary School was built after 1980 and therefore there is no asbestos in the existing building.

Telephone

Students may use the telephone only in case of an emergency. They may use the telephone only during their breaks or after school. Permission to use the telephone must be granted by the teacher. The purpose to use the telephone should be to make contact with their parent, relative or individual responsible for that child. The length of the call will be limited to a brief conversation relative to the emergency at hand. In case of illness or accident, the teacher will call for the student. Students will not be called from their classes unless there is an emergency.

No cell phones are permitted. If a parent deems it necessary that their child has an emergency phone for after school use, it must be brought to the Principal at the beginning of the school day to be kept until after school is dismissed. The parent and students will be asked to sign a waiver stating that they understand this requirement. Any cell phone not turned in to the Principal will result in a \$25 fine added to their monthly tuition fees.

Copy Machine

The copy machine will be used only with permission from the teacher. Each copy made will cost the student 10 cents. There will be no charge if the teacher authorizes a copy for class use.

Inclement Weather

In case of snow or icy weather, a call will be made to the emergency contact number given by parents to the One-Call service. Families should also listen to the television or radio for school closings. On the first day of inclement weather, if St. Joseph Public Schools are closed, we also will be closed. We may or may not have our school listed in the school closings, but will not meet if St. Joseph Public Schools are not meeting. On all further days, our teachers will make contact with a parent to let you know if we will meet.

Academic Achievement

Students are expected to maintain at least a "C" average. If the average falls below "C" for any grading period, the student will be on probation for the next quarter. Parents will be notified in writing by mid-term if grades have dropped below a "C" in any subject. A parent/teacher conference must then be scheduled. If the student is on probation, parents and the teacher must meet every two weeks.

The School Board will be kept informed and will review the situation. They may extend the probation, remove the probation, or they may recommend dismissal.

Grievance Procedure

It is understood that the object of both parents and teacher is to resolve the problem in informal basis first, then on a formal basis if such efforts do not succeed. The goal of the conciliation is to help strengthen the student's learning, and the teacher's work in the school.

Procedures:

- Step One** - The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis. If this is regarding school policy, the problem needs to be presented to the principal.
- Step Two** - If the problem is not resolved, the parent then asks the school principal to help resolve the problem on an informal basis. (This step would be skipped if the teacher is also the principal.)
- Step Three** - If the problem is not resolved on the school level, the parent then contacts the School Board Chairperson who will attempt to resolve the problem on an informal basis.
- Step Four** - If the problem is still not resolved, the School Board Chairperson will convene a formal meeting of either the School Board's Executive Committee or full School Board. When such a meeting takes place, the Conference Superintendent of Education must be informed of a potential problem.
- Step Five** - If the School Board does not resolve the problem, the parent then contacts the Conference Superintendent of Education and explains the problem in writing. The Superintendent of Education attempts to resolve the problem by meeting with the parent, teacher, principal, and School Board Chairperson.
- Step Six** - If the parent is not satisfied with the results of the preceding steps, the matter shall be referred to the Board of Education Administrative Body or its duly appointed committee, which deals with such matters. Their decision shall be considered to be final.

Parent/Teacher Conference Guidelines

While in the process of training the students, a Parent/Teacher Conference will be needed. Teachers will make every effort to arrange a suitable time for all involved to meet. Parents/guardians should notify teachers if appointment needs to be rescheduled.

School Uniform and Dress Code

The intent of a dress code is to establish guidelines that lend themselves to cleanliness, neatness, and modesty of dress. A person's behavior and attitudes are directly affected by attire and general appearance. When dressed appropriately students respond more readily to learning and working, as well as having a more respectful attitude toward others and themselves. **"No education can be complete that does not teach right principles in regard to dress."** *Education, page 248. Prescott Seventh-day Adventist Elementary School* is making a sincere effort to follow the Biblical injunction by developing a school uniform and dress code for our students.

Acceptable Attire for School

General:

1. **Students must be clean, neat, and dressed modestly at all times**
 - A. Approved school uniform only. Long or short dress pants in navy or black. No "skinny" cuts. Shorts should reach to just above the knees. Long or short sleeve polo shirt with collar in maroon. Along with the above items, plain zip-up polar fleece in navy, black, or maroon, can be worn. No pull-overs or hoods. Plain navy or black sneakers. Hair pretties should be in navy, black, or maroon. In winter, coats, hats, gloves, and scarves may be worn to school and home, but should not be worn inside the building.
 - B. No hats are to be worn in the school building.
 - C. Hair must be neat, clean and of natural color.
 - D. No jewelry, make-up, colored nail polish, or unnatural hair color.
 - E. Shoes and socks (no flip-flops)
 - F. Boys' haircuts must be neat and kept above the eyebrows, collar, and no longer than mid ear.
 - G. If staff decide that an item of clothing is inappropriate, students will be asked to change.