

Forrest Ward Memorial School

Handbook

2020 Edition

Mission Statement

We believe that the best education results when Christ is at the center of all we do, the Bible is our foundation and students learn through a whole child approach—nurturing their growth spiritually, academically, physically, and socially.

A Statement of Seventh-day Adventist Education Philosophy Quotation from Journey to Excellence

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person — physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

Admissions

Non-Discrimination: All admissions must be approved by the Forrest Ward Memorial School Board which is committed to following the recommendations of the Atlantic Union Conference of Seventh-day Adventists Office of Education. The School Board admits students of any race, religion, or gender to all the rights, privileges, programs, and activities of our school. A student is welcome if he/she is in grades kindergarten through eight, is of good moral character, maintains a satisfactory academic record, both expresses and demonstrates a sincere desire for a Christian education.

Because Forrest Ward Memorial is not equipped to handle all needs, students with special mental and/or physical requirements may need to apply to schools specially prepared to deal with these demands. However, we can make limited provisions to adapt our program to assist students with special needs so that they can be included in our school.

Beginning Age: Children may enter Kindergarten if they are five years of age by August 1 of the current school year, and First Grade if they are six by August 1. Before students begin Kindergarten or First Grade, we request that they take a school readiness test.

Acceptance: Final acceptance for enrollment at Forrest Ward Memorial is affected only by official School Board action. There is a 45-day probationary period for all students, starting the first day a student attends. Students cannot be accepted who have outstanding

accounts. New students must submit two references, one of which must be a former teacher/school administrator and the other by a non-relative. They must also complete the parent questionnaire and submit all documents on the registration checklist.

School Records: Transfer students can be accepted only on a provisional basis pending receipt of school records.

Physical Examination: A physical examination is required of all new applicants and returning students in grades 3, 5, and 7. Examination forms are available at the school and must be returned no later than October 1 in order to complete registration.

Immunizations: In accordance with the state's communicable disease laws, no child shall attend any school (K - 12), whether public, private, or religious, unless a certificate of immunization indicates that the child has received the immunizations required by the state. Parents will be asked to provide a record of their child's immunizations at registration.

Vermont Immunization Exemption requirements state:

If the person or, in the case of a minor, the person's parent or guardian, annually provides a signed statement to the school or child care facility on a Department-supplied form, indicating that the person, parent, or guardian:

- (i) holds religious beliefs or philosophical convictions opposed to immunizations; and
- (ii) has reviewed the evidence-based educational material provided by the department of health regarding immunizations.

https://www.healthvermont.gov/sites/default/files/documents/pdf/ID_IZ_CCP_Parent_Education_for_Religious_Exemption.pdf This form shall be maintained by the childcare facility or school as part of the child's or student's immunization record.

The religious exemption form can be found at https://www.healthvermont.gov/sites/default/files/documents/pdf/ID_IZ_CCP_Religious_Exemption.pdf and needs to be submitted yearly if a child has not had their immunizations based on the reasons above.

The medical exemptions form can be found at https://www.healthvermont.gov/sites/default/files/documents/2016/11/ID_IZ_CCP_Medical_Exemption.pdf and must be filled out by the health care provider.

Health

Personal hygiene is necessary for a student's total well-being. Important homework includes daily bathing, well-groomed hair, cleaned fingernails, brushed teeth,

and a good breakfast. Each child should have between eight and ten hours of sleep nightly in order to do his best work.

Video games and television programs not only rob students of much needed rest, but dull the sensitivity to spiritual and intellectual insight. We request that parents closely monitor program choices.

The school does not provide lunches or snacks. Your student will need to bring an adequate lunch in grades 1-8 or a healthy non-sugary snack such as a piece of fruit. The school has a microwave oven and a refrigerator to assist in food preparation. However, lunches should contain foods that only need to be reheated for few minutes. Since we believe and teach that our bodies are the temples of God, we feel we are responsible for caring for them in the best possible way. We strongly recommend a vegetarian diet for health reasons, but this is not a requirement. By nature, unclean animals (as described in Genesis 7:2,3; Leviticus 11; and Deuteronomy 14) do not constitute the best food because they are more apt to be carriers of disease. Please exclude these unclean meats from student lunches. Please also exclude caffeinated and/or sugary beverages.

Because of differences in dietary habits and allergy concerns, food is not to be shared with other students. Snacks or other types of food being provided for the whole school **must** be approved by the teacher. We strongly discourage foods with high sugar content being a part of the lunch/snack foods.

8 Tips for Success

“Beloved, I wish above all things that you may prosper and be in health, even as your soul prospereth. 3 John 2

“Whatever you eat or drink, or whatever you do, do it all to the glory of God.” I
Corinthian 10:31

- 1. A Simple Nutritional Diet**
- 2. A cool glass of Water**
- 3. Fresh Air**
- 4. Soak up the Sunshine**
- 5. Exercise Daily**
- 6. Rest (Quantity and Quality Sleep)**
- 7. Temperance (Moderation and Self-Control)**
- 8. Trust In God**

These 8 tips for success are a part of the health curriculum your child will experience in our school. If you would like to learn more about these please contact the teacher or the pastor.

School Insurance

All students are covered by the school accident insurance program while at school or on school sponsored trips. Any claim will first be submitted to the parents' insurance

company and remaining claims will then be submitted to the school's insurance. Please report any injury to the school within 24 hours of its occurrence.

School Telephone # 802-681-7029

The school phone is for school business only. Teachers and students should not be called during school hours except in cases of an emergency. Students will be permitted to call parent(s) during school hours if an emergency arises and they have been given permission by a school official to use the school phone.

Cell Phone Policy

Any student bringing a cell phone to the school or classroom must check it in with the principal. Classroom teachers will require cell phones to be turned off and put on the teacher's desk during classes or for the entire day.

Student-Parent-Staff Relationships

During the course of the school year, disagreements may arise that if not handled in a responsible and respectable way, have the potential of becoming issues that affect the entire school family. Critical, sarcastic, judgmental, and negative remarks made about the school, teaching staff, students, or other persons associated with the school or church can cause even greater difficulties, may hinder resolutions to the problem, and do not have a place at our school.

It is the responsibility of all who are a part of the school or church to use effective communication and earnest prayer in dealing with all misunderstandings and/or disagreements. In the event that a concern is not being resolved as a parent, student or staff member feels it should be; the following steps must be taken in the resolution process:

1. Pray at all times and lift up each other in prayer asking for God's guidance.
2. Talk with the teacher(s) involved - discuss all options for resolution.
3. Speak with the principal and teacher together. The student may or may not be a part of this process.
4. Present concerns to the school board chairperson and the local pastor.
5. The concerns will be referred to the Conflict Resolution Committee. This committee will follow the principles outlined in Matthew 18 in seeking a resolution.
6. If necessary, request a meeting with all members of the school board to seek a resolution.
7. Bring your concern to the attention of the Northern New England Conference Education Department.

In certain cases involving student discipline, the following may apply:

1. The principal reserves the right to immediately suspend any student who he/she feels is threatening the health and welfare of fellow students and/or teachers.
2. Such an emergency suspension will be in effect until a school board meeting is called to attempt a resolution.
3. Lack of parental cooperation may result in suspension or expulsion.

Parents must make an appointment to speak with the teacher/principal in private so as not to interrupt school classes. At no time should a disagreement between a parent and teacher, or another parent, be witnessed by any student.

Policy concerning curriculum disagreements:

Forrest Ward Memorial School offers a unique curriculum that reflects the Christian values of the Seventh-day Adventist church. Because of its unique one room school status, the curriculum is developed to teach a wide range of students with different learning capabilities as well as a diverse range of ages. For the school community to enjoy any success, it must be a cohesive group. Parental support of the curriculum is integral for this strong sense of community. Any disagreements or complaints regarding the curriculum should be submitted in writing to the board. The school board will then review the complaint at the next scheduled monthly meeting. Since this is an issue for the school board, the teacher is not to be presented with any complaints, nor should s/he address any complaints about the curriculum. If any are submitted to the teacher, s/he will forward the complaint to the board. The board will review the complaint and take the action it deems necessary to resolve the issue while maintaining the high educational standards, and Christian morals that are valued by the school community.

POLICY ON PREVENTION OF HARASSMENT OF STUDENTS

Forrest Ward Memorial School is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity, but where direct harm to the welfare of the school can be demonstrated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the our school to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. The designated persons to receive any such complaints are the teacher, school board chairperson, and/or the pastor of the Bennington Adventist Church.

Responsibilities of the Student

Show due respect for the Word of God and maintain a reverent attitude during religious exercises. Practice acceptable principles of Christian morals, ethics, fair play, and courtesy in all school relationships.

There are some practices that should not be permitted in the school environment such as but not limited to the following;

- rough and uncouth language and behavior
- inappropriate sexual contact, behavior, or discussion
- inappropriate physical contact
- unauthorized presence in a private location with classmates
- use of tobacco, liquor, marijuana, illicit and addictive drugs. Possession results in expulsion.
- leave all personal electronic devices at home
- matches, knives, firearms, and explosives
- gambling or the possession of gambling devices
- dishonesty in any form
- willful destruction of property
- bullying or any act that may injure, degrade, threaten, or disgrace a fellow student
- deviance or insubordination to the teacher/principal
- possessing or displaying obscene literature, pornographic pictures or articles, or occult materials and games

Because we are promoting a positive Christlike environment, any students engaging in such activities becomes subject to major discipline, or the student being asked to withdraw from the school. If these behaviors occur the student will be suspended until the school board meets to discuss further disciplinary measures.

Care properly for all school properties and replace damaged property for which he is responsible. School properties (books, equipment, etc.) which are lost or abused will be charged to the student's account.

Cooperate with and abide by all rules of school personnel. Students will be expected to participate in the structured activities at recess and P.E. unless they have a note from the parent saying that they cannot participate for a health reason.

Dress Code

While dress is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. Parents and students may not always agree with the standards of the school, but cooperation in this matter is necessary if a student is to remain in school.

All student attire should be clean, neat, and modest. Slacks or jeans should not be faded, patched, frayed, overly tight or baggy. Camouflage material/design is unacceptable attire for school or school sponsored outings. Pants and tops must meet in all positions and the midriff (front and back) is to be covered at all times. All shirts/blouses must be modest and in keeping with Christian principles. Tank tops are not allowed. Appropriate

shoes are required for students to ensure safe participation in various activities, both indoors and outdoors, during P.E. class.

Skirts and dresses should be properly fitted and shall come to the top of the knee or longer when sitting. Shorts are allowed only during the months of August, September, April and May. No spandex is allowed, and the bottom of the shorts must come to the top of the knee. Each student must bring a pair of pants to change into in case the shorts are not an acceptable length.

We encourage an attitude of natural beauty. While recognizing cultural differences, students' dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but of a natural attractiveness. We expect that students avoid patterning their clothing and decorations after non-Christian groups like gangs, movie stars, rock singers, etc. If an article of clothing, cosmetics, fragrances, makeup, jewelry, or hairstyle interferes with the learning environment by creating a distraction, then the person wearing it will be asked to discontinue doing so. Jewelry can create a safety hazard during physical activity, and so we discourage its use during school.

Exceptions to the dress code are permissible by the teacher for special functions such as swimming, work bees, track events, recess, and P.E.

School-Sponsored Outings and Field Trips

Students participating in school-sponsored activities or outings are representatives of Forrest Ward Memorial and as such should conduct themselves in accordance with the standards and policies of the school.

Home and School Association

All patrons of the school, parents of children attending, and members of the church are members of the Home and School Association. They are urged to assist in the programs of the school, the Association, and other functions sponsored for the betterment of relations between the home and the school.

Visitors

Parents are always welcome at school and they are encouraged to visit the classroom. All visits must be previously arranged with the classroom teacher.

School Hours

In grades 1-8 classes will begin at 8:00 A.M. and will dismiss at 3:15 P.M. Monday through Thursday. Friday hours are 8:00 A.M. to 12 P.M.

No students should arrive at school earlier than 15 minutes before school or stay longer than 15 minutes after school dismisses unless specific arrangements have been made with the teacher. At the end of the school day, parents are requested to wait outside the classroom until the teacher opens the door after dismissal. Parents who do not pick up their children should let the teacher know of their provisions for transportation and supervision. The school does not provide after-school care and cannot be responsible for

after-school supervision. Parents must make arrangements if an emergency prevents them from being on time.

Weather Bulletins

In case of snow or ice, the teachers will inform parents of school cancellations or delayed starting time. If the Bennington School District closes because of inclement weather, Forrest Ward School will close. Parents' decision on safety will be our guide for excused absences.

Attendance

All pupils enrolled in this church school are expected to be punctual and regular in attendance.

Extreme emergencies, medical appointments, sickness, or a death in the family are considered as the only legitimate excuses for absences. Written excuses from the parents, doctor, or guardian will be required for all absences and will be kept on file until the end of the school year. Please keep appointments for haircuts, shopping, luncheons, etc., out of school hours.

It would be best if arrangements could be made with the teacher to make up all school work before the student leaves on a planned absence. Students are not to leave school premises during school hours without permission of parents and teacher.

Discipline

Forrest Ward Memorial is dedicated to the task of not only teaching students how to become productive adults, but also how to function as a Christian in today's world. Emphasis is placed on self-discipline and self-respect as well as respect for God, authority and others.

The goal of our school is to educate each child to the best of his ability. To reach this goal, it is necessary that the school function within a disruption-free environment. The major means by which the school can provide this type of environment is to minimize the causes of misbehavior and work to prevent its occurrence.

Teachers will strive to solve their own classroom discipline problems in their own manner, using their own methods, which may include time-outs, behavior contracts, keeping students for an after-school detention, parental phone calls and conferences, writing of papers, etc. Teacher's will provide parents with a brief weekly assessment on how their child is progressing in academics as well as behavior.

Accreditation

Forrest Ward Memorial receives its accreditation through the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities which is a recognized member of the National Council for Private School Accreditation.

Financial Information

Earnest effort has been put forth to keep the cost of attendance as low as possible so that all may have the opportunity of a Christian education.

Christian education pays dividends -- the character of your son and daughter.

Charges are as follows:

Application/Entrance Fee: Grades 1-8 (non-refundable)	\$400
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Monthly Tuition:	\$400
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Second child in family	Discount: 10% tuition
Third child in family	20%
Fourth child in family	30%

The application fee of \$200 is due upon registration and students will not be accepted until this fee has been paid. The remainder of the entrance (\$200) is to be paid with October's tuition. If the entire entrance fee of \$400 is paid by July 31, then the entrance fee will be discounted by \$50. The entrance fee will be \$350 with the discount. The first of 10 monthly tuition payments is due September 1. Thereafter, payment is due on the first of each month through June 1.

All payments must be paid within the first 10 days of the month. Payments made by the first of the month will receive a \$10 discount for the first child and \$5 per child after. Accounts delinquent after the 10th will receive a \$25 late fee per child and a call or letter from the treasurers and/or chairman to discuss tuition payment. Outstanding accounts of more than 30 days may result in suspension of the student's enrollment. No registration or tuition fees will be refunded to students that withdraw during the school year. Transcripts and diplomas will be issued only when the student's account is paid in full or satisfactory arrangements have been made.

Payments may be made by check to Forrest Ward Memorial School:
Forrest Ward Memorial School
Attn: Treasurer (Temple Reed)
404 Houghton Lane, Bennington, VT

Where financial resources are insufficient, contact the School Board for alternative arrangements to meet this responsibility. If a tuition reduction request is submitted please include a copy of the most current tax return. If a tuition reduction is granted families will be required to:

1. Participate in all school fundraisers.
2. Write 5 letters to friends or family asking for donations towards their tuition.