



## WACHUSETT HILLS CHRISTIAN SCHOOL HANDBOOK

2022/2023 School Year

A Day School for Grades Kindergarten through Eight

100 Colony Rd.

Westminster, MA 01473

Tel. (978) 874-6432

Web Site:

[www.whchristianschool.org](http://www.whchristianschool.org)

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[WHCS100@yahoo.com](mailto:WHCS100@yahoo.com)

### **PURPOSE OF THIS HANDBOOK:**

The purpose of this handbook is to provide information to the parent and the student from the administration of the Wachusett Hills Christian School and to serve as a guide to bring about a close working relationship among the parents, teachers, school board, and students. The policies contained within will be followed very closely and it is very important that you review the handbook in its entirety before registering your child. If you have any questions about its content you may contact any one of the school board members.

*The following quotation from the book 'Education', page 15, is the aim for this school:*

“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 is to be the work of redemption. This is the object of education, the great object of life.”

### **PHILOSOPHY, PURPOSE, AND OBJECTIVES:**

The Wachusett Hills Christian School is operated and funded to a large extent, by the Gardner and Fitchburg Seventh-day Adventist Churches. It exists to provide a quality educational experience in both the academic and religious sense primarily for the members of the Gardner and Fitchburg churches but not to exclude others. The school was founded in the fall of 1990 to provide a SDA elementary education for the students of the area and was operated on the grounds of Camp Winnekeag until the spring of 1996. The school opened for the fall of 1996 at the present location of the new Gardner SDA Church at 100 Colony Road, Westminster, MA.

The administration of Wachusett Hills Christian School is striving to ensure that our youth receive a balanced religious, intellectual, social and physical education in harmony with Seventh-day Adventist denominational standards and ideals. To do this, it is imperative (and our objective) that we provide an atmosphere within the school that will allow the students to continue their growing relationship with Jesus while away from home for the day. The school will strive to provide this atmosphere and will expect students attending to do the same. Corrective action will be taken if the atmosphere in the classroom is not meeting our objectives.

We, as Seventh-day Adventists, recognize that God, the creator and sustenance of the church and entire universe, is the source of knowledge and wisdom. We accept the divine revelation of God through His Holy Scriptures as the guiding principle in education. Our teachers are servants of God and their students, children of God. God is the source of all moral value and truth. Let us pray that with God's guidance our church school will help our children develop Christ-like ideals, beliefs, attitudes, values and habits for both this life and the life hereafter.

No work ever undertaken by man requires greater care and skill than the proper education of our children. There are no influences so potent as those which surround us in our early years. Says the wise man, “Train up a child in the way he should go and when he is old, he will not depart from it” (Proverbs 22:6). Seventh-day Adventists believe that their students are the children of God, their teachers, servants of God. This school is, therefore, commissioned to follow after the mind and will of God, which is revealed through nature and which is a revelation of His character.



## **SCHOOL BOARD MEMBERS:**

Mrs. Edie Conrad  
Principal/Lower Grade Teacher

Ms. Beverly Bucknor  
SNEC Education Superintendent

Pastor Jonathan Nino  
Gardner SDA Church Pastor

Mr. James McHome  
Board Chairman

Mr. Dale Spencer  
Treasurer

Ms. Phyllis Orsburn  
Home & School Leader

Mr. Jamey Knox  
Asst. Treasurer

Ms. Rebeka Mchome  
Gardner Church Rep

Mr. James Dixson  
Gardner Church Rep.

Mr. Richard Goyne  
Gardner Church Rep.

Mrs. Mary Lang  
Gardner Church Rep.

Ms. Theresa Robidoux  
Asst. Education Superintendent

Mr. Ben Geliga  
Fitchburg Church Rep

## **SCHOOL CALENDAR:**



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July 31 – Registration, 4 - 6 P.M.

August 15 - First day of school - Dismissal at 1 P.M.

September 5 – Labor Day – no school

September 19 – MAP Growth Testing – Sept. 19 – 30

October 6 – Outdoor School, Grades 5 - 6

October 10 – Columbus Day – no school

October 11 – Teacher Inservice – no school

October 17 – Week of Prayer – Oct. 17 - 21

October 21 – End of 1<sup>st</sup> quarter

October 22 – Education Sabbath

October 31 – Fall Festival, 1 – 3 p.m.

November 1 – Parent/teacher conferences, 1 – 5 pm, dismissal at 1 pm

November 11 – Veterans Day – no school

November 17 – Teacher Inservice – Dismissal at 1 pm

November 24 – Dismissal at 1 pm

November 24 - 25– Thanksgiving Vacation

December 24 – Christmas Vacation – Dec. 24 – Jan. 2  
 January 6 – End of 2<sup>nd</sup> quarter  
 January 9 – Week of Prayer, Jan. 9 - 13  
 January 16 – Martin Luther King Jr. Day – no school  
 January 17 - Parent/teacher conferences 1 – 5 pm, dismissal at 1 pm  
 January 23 – MAP Testing, Jan. 23 – Feb. 3  
 January 26 – Teacher Inservice – Dismissal at 1 pm  
 February 20 – Winter Vacation, Feb. 20 - 24  
 March 13 – Teacher Inservice – no school  
 March 24 – End of 3<sup>rd</sup> quarter  
 April 3 – Week of Prayer, Apr. 7 - 21  
 April 17 – Spring Vacation, April 17 – 21  
 May 1 – MAP Testing, May 1 - 12  
 May 4 - Teacher Inservice – Dismissal at 1 pm  
 May 29 – Memorial Day – no school  
 May 30 – Project Fair, 1 – 3 pm  
 June 1 – Graduation/Closing Program, 6:30 pm  
 June 2 – Last day of school



**FINANCES:**

It is ESSENTIAL that monthly tuition payments be paid in full by the last business day of each month. Tuition payments will be paid over a ten month period, August through May. There will be a 5% discount for those who pay the entire school year’s tuition in advance. If tuition payments are in excess of one month behind, the child/children will not be allowed to return until formal arrangements have been made between the parent and the treasurer or school board.

Checks and money orders should be made payable to Wachusett Hills Christian School. Payments should specify amounts to be applied as tuition or registration fee plus name of the student to receive credit. Any damage to school property, including textbooks, will be charged to the individual responsible.

**REGISTRATION FEE:**

There will be a \$250 registration fee for each student in addition to the monthly tuition payments. This fee covers accident insurance, achievement testing, library fee, P.E. equipment, textbook, and workbook purchases, among other things.

**TUITION**

COST	FOR THE...
\$345.00	1st Child
\$325.00	2nd Child
\$305.00	3rd Child

Discounts and scholarships are available for the Constituent Churches of Gardner and Fitchburg as well as scholarships for anyone who is in need. All tuition and fees from the previous year must be paid in full prior to registration.

**AFTER SCHOOL CARE:**

- Students remaining in school after 3:30 p.m. will be required to begin after school care in the lower grade classroom.
- A log will be kept of the time students stay at the school from that time forward.
- Parents will be charged \$5/hour/child, and must pay all pertinent charges subject to the same requirements that are established for tuition payments and other fees. (See "finances" above)

### **MUSIC PROGRAM:**

Wachusett Hills Christian School has an active choir and chime choir, performing at the Gardner and Fitchburg Churches 4 or 5 times each semester. Practices and performances are a major part of the student's music grade. Students are expected to participate in these performances.

### **SPONSORSHIP FUNDS DISTRIBUTION POLICY:**

- In order to receive funds, there must be communication between the parent and the school board or treasurer.
- To qualify for sponsorship funding, the requesting parent must be making on time contributions of all applicable tuition, registration fee, and day care fee balances over and above the sponsorship funds. Sponsorship funding will be applied only upon receipt of the parents' obligation, unless some other arrangements are in effect.



### **ADMITTANCE:**

- Students will be accepted on a yearly and individual basis as they apply, based on the following order:
  - A. Returning students.
  - B. Members of the constituent churches.
  - C. Members of the prospective constituent churches.
  - D. All others
- Students may be accepted on a probationary basis meaning a change in behavior is expected for them to remain at Wachusett Hills Christian School. If during the probationary period there is no change as stipulated in the acceptance letter, they will be dismissed from Wachusett Hills Christian School.
- Students entering first grade should be seven years old by December 31 of the school year. Kindergarten is strongly recommended as well as readiness testing with Brigance testing method or something comparable.
- Any child transferring from another school will be required to present a complete transcript of his/her previous year's work and may be tested for placement.
- The administration reserves the right to refuse admittance to any pupil whom it deems unsuitable or out of harmony with the school's principles. Any pupil may be suspended during the school year for the same reason. It is understood that no such action will be contemplated without first consulting the school board, teacher, and parents, all of whom will seek to work out a satisfactory settlement.**
- Parents seeking admission for their children accept responsibility for upholding the principles of the school. They also pledge themselves to assist in every way possible to support the teacher, the school, and the school program.
- In accordance with Massachusetts State Law and the General Conference policy, all new students, as well as students in the fourth and seventh grades, must have a physical examination. Medical forms are available from the teacher and must be signed by a physician and returned within the first month of school.
- No student will be accepted unless his/her previous account is paid in full or satisfactory arrangements are made with the administration prior to registration.

- Wachusett Hills Christian School does not discriminate on the basis of race, color, national, or ethnic origin. This includes administration of its educational and admissions policies, scholarship programs, as well as other school administered programs.
- In accordance with the health principles of the Adventist church, use of tobacco, alcohol, or drugs by any student will not be tolerated and will result in immediate suspension.

### **ADDITIONAL REGULATIONS:**

Any regulation or policy approved by the teacher and/or school board will be considered as a part of the published bulletin.

### **OPENING OF SCHOOL:**

School will begin on Monday, August 15, 2022. The school day begins at 8:15 a.m. and ends at 3:15 p.m. on Monday through Thursday and 1:00 p.m. on Friday.



### **INCLEMENT WEATHER PROCEDURE:**

If there is inclement weather, the decision for "No School" or a delay will be based on the Ashburnham/Westminster area public school system. [WBZ 1030 AM](#), [WSRS 96.1 FM](#), [Channel 4](#), [Channel 5](#), and [Channel 7](#) report such school closings. These stations may also report school closings on their web sites.



### **ATTENDANCE:**

- Each pupil is expected to attend school punctually and regularly. For each excusable absence the pupil must bring a written excuse from his/her parent or guardian. Excessive absences will be addressed by the teacher or principal with the parents/guardian.
- All absences resulting in a student missing school other than emergencies, sickness, and/or death in the family must submit a written plan to the teacher or principal for approval two weeks prior to absences.
- The attendance records of a student who is tardy more than 20% or absent more than 15% of the time for a school grading period should be referred to the school board. A pupil who is absent as many as seven days out of a grading period, for whatever cause, may receive incomplete grades unless it is evident to the teacher that his work has been satisfactorily made up.
- Pupils may not leave the "school grounds" during the day without written permission from their parents and approval of the teacher. The immediate area surrounding the school building is considered "school grounds."
- Parents are encouraged to pick their children up within 15 minutes of school dismissal.

### **STUDENT'S RESPONSIBILITIES & AGREEMENT:**

"Students should feel their responsibility in the matter of making their school life a success. They should bend every effort in the right direction so that they may not disappoint their parents or guardians who work hard to keep them in school and who are deeply anxious for their present and eternal welfare. Students should determine that they will not be ashamed to stand in the Day of Judgment." Fundamentals of Christian Education, p. 497. "Student's, make your school life as perfect as possible. You will pass over this way but once, and precious are the opportunities granted you. You are not only to learn but to practice the lessons of Christ." Ibid. p. 297.

The student agrees to the following:

- Maintain throughout the year the desire to be at the Wachusett Hills Christian School where Christ is the center of their education. The student must put into practice the lessons of Christ that are learned.
- To uphold these standards at school as laid down in this handbook.
- Maintain throughout the school year a constructive and cooperative attitude.
- The student will cultivate and practice good manners and good citizenship towards teachers as well as classmates because putting into practice the lessons of Christ is a part of the educational program in this school. The student will respect their classmates, teachers, and parents involved in school and school functions in both speech and action. Disrespect will not be tolerated.
- The student will not bring to the school grounds such items as radios, tape recorders, CD players, MP3 players, electronic games, knives, matches, fireworks, skate-boards, scooters, drugs, alcohol, tobacco products, and drinks containing caffeine. If any of these items are found to be in the student's possession, they will be confiscated and returned to the parents upon meeting with the teacher.
- Any student whose influence continually undermines the Christian atmosphere we are striving to achieve in the school program will be considered to have deviated from the agreement made between the school, the student, and the parents and the resulting action will be taken.
- Wachusett Hills Christian School encourages, supports, and invites student participation in the Home & School Association, welcoming questions and suggestions with the goal in mind of improving our students physical, mental and spiritual wellbeing.

#### **PARENT'S RESPONSIBILITY & AGREEMENT:**

- Provide your children with a home environment which places God first and foremost in all things. We encourage you to have at least an evening worship with your children.
- Do not expect the school to solve problems with your children that you have not begun to deal with at home.
- Give the teacher 100% support realizing that he/she is not perfect. Discipline is of vital importance if the classroom is to run smoothly and efficiently. Sometimes children can exaggerate situations which occur at school. Before jumping to conclusions, make it a point to sit down and discuss the situation with the teacher. Never verbalize unhappiness about the school or teacher in front of your children as it undermines the teacher's authority.
- Make sure that your children do their homework each evening in preparation for the next school day.
- Make sure the student's tuition and registration fees are paid on time. If there are financial hardships, it is expected that you will keep communication open with the school and make necessary arrangements for their payments. The Gardner and Fitchburg Churches are subsidizing a large portion of your child's education, and it is expected that you will also do your part.
- If there are concerns about the school that you wish to express, it is expected that you will communicate these concerns with the teacher and/or one of the members of the school board first. Any suggestions about school field trips, school programs, or in-school activities should be presented to the teacher in writing allowing the teacher to consider the request and present it to the school board if necessary.
- To review and understand the role of Home & School Association, with the intent to promote student success through the coordinated and unified efforts of the parents, teachers and students combined. Parents are a vital participant in this process, and are therefore highly encouraged to participate

#### **TEACHER**

- **T** - TACTFULNESS
- **E** - ENTHUSIASTIC
- **A** - ABILITY
- **C** - CHARACTER
- **H** - HONESTY
- **E** - EFFICIENCY
- **R** - RESOURCEFULNESS



## **TEACHER RESPONSIBILITIES & AGREEMENT:**

- Provide a school environment which places God first and foremost in all things.
- Provide the highest quality education for each child. The teacher must understand that each child has different needs as well as strengths and weaknesses. He/She should respond to their needs, giving them extra help in areas of weakness and praising them in their areas of strength.
- The teacher will be responsible for planning extracurricular school activities such as field trips and school programs. This may include recruiting parents to help as the need arises.
- The teacher will work closely with parents updating them in a timely manner of their child's progress or lack thereof.
- To review and understand the role of Home & School Association, with the intent to promote student success through the coordinated and unified efforts of the parents, teachers and students combined.

## **DRESS:**

Wachusett Hills Christian School has adopted a uniform dress code. All students are required to wear the uniform during school. Garments may be purchased from the Dennis Uniform Company order sheet, the J.C. Penny Uniform Catalog, or from area stores as long as they follow the guidelines listed below:

- Girls/Boys – White, red, or navy blue polo shirts – long or short sleeves – no logos.
- Navy blue or khaki (tan) pants – no jeans or sweatpants.
- White, red, or navy blue turtle neck sweaters Solid white, red, or navy blue sweaters – no sweatshirts.
- Girls - White blouses – long or short sleeves
- Navy blue jumpers – no jean jumpers.
- Green/blue plaid or navy blue skirts.
- Knee-length skirts, navy blue or khaki
- Canvas shoes or sneakers are acceptable, but must be neat, clean, and free from holes. Socks may also be purchased from wherever you desire but must match the uniform combination chosen for that day. Girls may wear matching or white tights. Friday will continue to be dress-down day when no uniform is required. Students will still be expected to wear clean, neat clothes. Shirts must have sleeves and must not have inappropriate advertising. *Shorts or capris are never allowed.*



## **LUNCHES:**

In accordance with the health principles of the SDA Church as outlined in the Bible and Spirit of Prophecy, parents are encouraged to provide nutritional, well-balanced lunches with a minimum of sweets. Students are expected not to bring drinks containing caffeine to school.

## **JEWELRY/MAKEUP:**

Ornamental jewelry, such as rings, bracelets, necklaces, medallions, and earrings, is not permitted. If worn, such jewelry will be collected and held until the parent or guardian comes to retrieve the items. The school is not responsible for lost or damaged articles. Makeup of any kind, including nail polish, is unacceptable.

## **DISCIPLINARY PROCEDURES:**

It is unpleasant to think that there might be cause for disciplinary action in our church school. We state these procedures with the prayer that we will never have cause to use them. In the event that the agreement, as specified in this bulletin, (see Student Responsibilities & Agreement and Parent's Responsibilities & Agreement) between the school, student, and parents is broken, the school reserves the right to take the following action(s):

### **Detention of Students**

Pupils will be detained after school in certain circumstances after previous arrangements have been made with the parents.

### **Suspension of Students**

A student may be suspended from coming to school for repeated (2 or more) deviations from their agreement with the school. Prior corrective measures and notification to the parents will proceed suspension and will be kept in the student's file. In the case of a serious overt act and violation of school regulations, the principal/teacher may suspend a student without prior deviant behavior. Parents will be notified, and the suspension will be in effect until the parents appear at the school to discuss the conditions for re-admission. Suspension will not exceed 3 days without the approval of the chairperson, principal, and one other school board member, and will not be longer than 2 weeks.

### **Dismissal of Students**

The school board is the delegated body who determines, upon recommendation of the teacher, dismissal of students for serious disciplinary problems (non-compliance with agreement as set forth in this bulletin). Every attempt will be made to resolve a problem through discussion with parents, teachers, and school board members prior to actual dismissal.

### **Scholastic Probation**

When a student's cumulative grade point average of solid subjects falls below 2.00 for the grading period, the student is automatically placed on scholastic probation for the next quarter. The parents and student will be notified both verbally and in writing. Bi-weekly parent/teacher conferences and daily teacher/student consultations will be held for monitoring the student's progress. A weekly report of the student's grades will be sent home to the parents for review and signature. If the teacher's assessment at the end of the probationary quarter shows effort, cooperation and improved performance, the student will be returned to regular academic status. If these areas have not improved, the board may reconsider the student's registration at Wachusett Hills Christian School.

**Appeals Process:** In the event that a student's parents are dissatisfied with the disciplinary actions taken, the parent may submit a letter requesting a meeting with the school board to revisit the specific decision. The letter must also give the reasons the parents feel this meeting is necessary. The school board will have up to two weeks from the receipt of the letter to give a response to the parents.





### **ANTI-BULLYING POLICY:**

WHCS has adopted the official Anti-Bullying Policy of the Southern New England Conference of Seventh-day Adventists which may be viewed in its entirety by clicking on the link: [SNEC Anti-bullying Policy](#)

The following statement reflects the highlights and key elements of that document:

Because God commands us to love one another as he has loved us, any type of bullying or harassment is considered unacceptable behavior at WHCS, and will be addressed accordingly. We are committed to providing each student with a safe learning environment free from all forms of bullying and other harmful and disruptive behaviors that impede the learning process. As part of their assigned duties, all school employees are expected to ensure student safety and a positive school climate through appropriate supervision, including the prevention of bullying and harassment in all its forms and through a prompt and planned response if these unacceptable behaviors occur.

Definition- "Bullying" as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
  - places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
  - creates a hostile environment at school for the target;
  - infringes on the rights of the target at school; or
  - materially and substantially disrupts the education process or the orderly operation of a school.
- Bullying is prohibited at any time or place that impacts the school or its safe operation whether it is at school or not, or on school grounds or not.
  - Students will be taught that just as Jesus showed compassion and love to each individual while on this earth, so we must follow His example as we deal with those groups of people who some in society seek out for unjust treatment.
  - Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school faculty or staff member is required to immediately report to the principal or designee any instance of bullying or retaliation the faculty or staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school faculty or staff members, may be made anonymously.
  - The school will include a copy of the Incident Reporting Form in the beginning-of- the-year packets for students and parents or guardians. Forms will also be available at the school or on the school web site.
  - The school expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.
  - The principal will take appropriate action to protect the targeted student and communicate the aforesaid action to the families involved as deemed necessary.

For a PDF Printable Copy of the Anti-bullying Incident Report Form, [click here.](#)



### **CHILD SAFETY POLICY:**

- Safeguarding Children - With the ultimate goal of providing a safe haven for our children, the Wachusett Hills Christian School has adopted the following policies, to include the Child Abuse Issues and Reporting policy, and Child Protection and Volunteer Screening policy of the Southern New England Conference:
- Two-Adult Policy - Have two adults present in children's classrooms or activities as much as possible, and totally avoid any one-on-one adult/child situations.
- Open Door Policy - Encourage an open-door policy in all situations, particularly in rooms that do not have an interior viewing window.
- New Volunteer Waiting Period - There shall be a "get-to-know-you" waiting period for all new volunteers.

- Screening and Background Checks of Employees - Follow all SNEC conference regulations and renew every three years.
- Volunteer Screening and Background Checks - Require all volunteers to submit the [Southern New England Volunteer Form](#), and complete the mandatory [Verified Volunteers Registration](#). For assistance with the latter, please refer to the [Registration Instructions](#). Additionally, said volunteers will be provided with the [Volunteer Code of Conduct Statement](#).
- Staff and Volunteer Training - Provide regular training for teachers, aides, and volunteers to help them understand how to protect children by utilizing the required resources listed above

### **HOME AND SCHOOL ASSOCIATION:**

There will be a completely organized and active Home and School Association. It exists to maintain communication between the three aspects of the student's education: the home, the school, and the church. The Home and School Association is involved with most of the out-of-class activities at Wachusett Hills Christian School, such as field trips and special programs. All parents are automatically members of the association and are encouraged to participate to complete the triangle. Other reasons it exists include:

- To promote an earnest, well-directed study of the principles, purposes, and applications of Christian education in the home, the school, and the church.
- To establish in the home the atmosphere of love and discipline, of Bible study, prayer, and family worship, and of systematic, progressive instruction to develop the child's whole being.
- To bring the church school ever more fully into harmony with the principles of Christian education in spirit, content, and methods.
- To work to the end of enrolling every Seventh-day Adventist child in church school.
- To assist in providing the school with the necessary equipment to enable it to meet the highest standards.
- To furnish social and educational opportunity and satisfaction to the members of the church and community. "Teachers in the home and teachers in the school should have a sympathetic understanding of one another's work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children physically, mentally, and spiritually, and to develop characters that will stand the test of temptations." CT, p. 157.
- To organize at least three meetings of the Home & School Association, the first of which will be a family orientation promoting the success of all students. Successive meetings will investigate ideas for promoting the success of our school, its constituent members and their relationships.



### **INFECTIOUS DISEASE POLICY:**

Infectious Disease Guidelines:

These guidelines are to provide guidance to help decrease the spread of the flu and other infectious diseases among students and school staff during the school year. The decision about when to implement these actions will be based on the severity of an infectious disease outbreak during the school year.

School response to infectious disease outbreak during the school year:

- Active screening: During the outbreak, the staff will monitor students and other employees daily for fever and other symptoms of the infectious disease when they get to school in the morning, separate those who are ill, and send them home as soon as possible. Throughout the day, staff will be vigilant in identifying students and other staff who appear ill.
- Stay home when sick: Those students and staff with flu-like illness must stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They must stay home even if they are using antiviral drugs.
- Separate ill students and staff: Students and staff who appear to have flu-like illness will be separated from others until they can be sent home.
- Hand hygiene and respiratory etiquette: Recommendations emphasize the importance of influenza prevention:
  - Wash hands frequently with soap and water when possible.
  - Cover nose and mouth with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissues available).
- Routine cleaning: School staff will routinely clean areas that students and staff touch often with the cleaners they typically use.
- School dismissals due to infectious disease: The length of time school will be dismissed will vary depending on the type of dismissal as well as the severity and extent of illness.
- Reactive dismissals will be used when the schools are not able to maintain normal functioning; for example, when a significant number and proportion of students have documented fever while at school despite recommendations to keep ill children home.
- Pre-emptive dismissals will be used proactively to decrease the spread of flu or other infectious diseases.
- Vaccine Information
- Up-to-date immunization records must be supplied and kept with a student's application.

**MEDICATIONS:** State regulations do not allow for any medications other than Epipens to be administered at school by school personnel. Medication prescribed or non-prescribed is not allowed in the classroom. The only medications allowed to be self-administered by students are Epipens, inhalers, and insulin.

Please note that if your child is in need of medication during school hours, a parent will need to come to administer it. Please DO NOT send medication with students.



**INDIVIDUALS WITH DISABILITIES EDUCATION ACT:**

The U.S. Department of Education’s Individuals with Disabilities Education Act (IDEA) website, brings together information and resources from the Department of Education. Whether you are a student, parent, or educator, you will find useful information regarding children with disabilities and helpful information for families to include resources on infants, toddlers, children, and youth with disabilities. That website may be accessed here: <https://sites.ed.gov/idea/>



## **SAFETY RULES:**

- Fire Regulations - The teachers shall implement fire drill procedures as outlined in the Atlantic Union Conference Education Code #1360. Fire drills are regularly performed in accordance to state and conference guidelines.
- It is the school's policy that while the children are playing on the playground, there will be an adult supervising at all times. In accordance with Atlantic Union Conference Safety Regulations, unsupervised playground activities prior to and following school hours cannot be permitted.
- In the case of an illness or injury, it is the school's policy that the teacher will administer first aid, if necessary, notify the parents immediately, and otherwise handle the matter as they see fit. . Visitors must have prior approval from the teacher.

## **NON-DISCRIMINATION POLICY:**

Employment:

The governing body of the church has ruled officially, and in practice abides by the following policies:

- Equal employment opportunities shall be afforded, with no discrimination in recruitment or hiring against any employee or applicant because of race, color, ethnic background, country of origin, age or sex, except where age or sex are bonafide occupational qualifications.
- Preferential hiring shall be practiced only on the basis of freely chosen adherence to Seventh-day Adventist tenets as essential to the operation of a Seventh-day Adventist institution.
- Compensation and benefits will be administered without regard to race, color, ethnic background, country of origin, creed, age, or sex.
- Decisions for the promotion of employees will be based upon the qualifications of an individual as related to the requirements of the position for which he/she is being considered. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist practices.



## **LIBRARY ACQUISITION POLICY:**

The Wachusett Hills Christian School adopts the following standards relating to its acquisition of books and reading materials for the WHCS library:

- Acquire reading material that supports the schools' curriculum,
- That is adapted to the maturity level of the students,
- That relates to a variety of cultures,
- That addresses current issues,
- That supports respect for others and promotes ethnic equality,
- That presents information with accuracy and good literary style,
- That emphasizes the development of weak subject areas,
- That offers the best quality for the least cost,
- That does not picture evil as desirable and goodness as trivial,
- And that does not discredit or undermine the beliefs and organization of the SDA Church.

### **ABOUT YOUR STUDENTS' TEXT BOOKS:**

Text books constitute an important resource of the curriculum in all schools including Seventh-day Adventist schools. However, a good class is not based solely on the textbook. In other words, the textbook is not the curriculum of the class. The teacher uses the readings and other resources in the textbook as a major ingredient for student assignments in addition to other carefully selected materials. This does not mean that the textbook is the “final authority” or the “gospel truth” of the class, but is one of many classroom resources. In some subject areas, the Seventh-day Adventist Church spends large sums of money to produce their own textbooks. But in some subjects, the church has felt they could utilize some of the excellent textbooks already available in the general market. Before allowing a church school to purchase such text books, the North American Division of Seventh-day Adventists Church Office of Education has a very careful process of evaluating and recommending approved text books. The evaluators include Adventist teachers and administrators who carefully study the books to determine their suitability for Adventist schools. Textbooks with a pervasive philosophical approach counter to Adventist teachings will not be approved. Other textbooks will meet the high standards required for approval. However, even the best approved textbooks sometimes contain inaccuracies. Some of these are factual errors while others represent a difference of opinion on important philosophical or religious issues. If the textbook your student is reading has such problems, the Seventh-day Adventist teacher will make every attempt to point out the errors or differences, and this also gives the teacher an opportunity to discuss with your children important ideas they will be confronting at the present time or in the future as they further their education. Since the Adventist teacher will be emphasizing that the textbook is not the sole authority of the classroom, students will be taught to read critically and thoughtfully every textbook under the careful guidance of the teacher. As students enter the broader world, they will be better prepared to deal with the many challenges their belief system will face, having been made aware of these potential areas under the thoughtful care of the Adventist teacher.