

Westwood Junior Academy



Handbook

2016 - 2017

Preface

Thank you for your interest in Westwood Adventist Junior Academy.

We believe Westwood offers students something of value they cannot find in the numerous schools maintained at public expense.

Your hopes are bound up in your child; and the Christian school offers an education to help make these hopes come true. Superior instruction; the thrill of finding classroom study and Bible truth in perfect harmony; honor to God, to parents, and to country; these are the claims of Christ upon each life. Christian schools are an arm of the church and a bulwark of American freedom. Visit the school and see for yourself. And if you are wondering where you will find the next generation of Christian leaders, walk down its halls and look into classrooms.

The purpose of this handbook is to acquaint patrons with our school, its standards of conduct, policies and principles that are deemed vital for the successful operation of the school.

Westwood is a Junior Academy operated by the St. Louis West County Seventh-day Adventist Church and the Iowa-Missouri Conference of Seventh-day Adventists.

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Philosophy and Objectives

Seventh-day Adventists believe that their students are the children of God; their teachers are servants of God. Their schools are commissioned, therefore, to follow after the mind and will of God, the knowledge of which is communicated by revelation.

The source of the educational efforts of each student at Westwood Adventist Junior Academy is directed toward self-understanding and the full development of all of his or her powers. The means of gaining this is a true knowledge of God, fellowship and companionship with Him in study and service. Our aim is to develop characters like His.

“True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and the whole period of existence possible to man. It is the harmonious development of the physical, mental and spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.” (Education, page 13)

Westwood Adventist Junior Academy is dedicated to the preparation of young people for unselfish service to God and to their fellow man. The ultimate goal of the education provided here is to restore in man the image of his Maker, that the divine purpose in His creation might be realized. Above everything else we desire to lead our students to establish and maintain a personal walk with the Lord Jesus Christ, which will lead to baptism at the appropriate age.

Westwood strives to teach its young people to think and do; to be honest, courteous, obedient, self-forgetful Christian neighbors; discriminating in the use of leisure time and the choice of entertainment; developing and preserving sound mental and physical health; obeying God rather than man when the two do not agree doing their best in every activity, because of a sense of responsibility to God, rather than by comparison with men.

Our School

Westwood is a modern beautifully landscaped brick structure adjoining the West County Seventh-day Adventist Church. It consists of four well-equipped classrooms, library, kitchen, gymnasium, and other miscellaneous facilities. Our school has been certified to be asbestos free by both the architect who designed the building and the construction company that built the building. Letters are on file at the school and may be viewed upon request.

We are located with easy traveling distance of many museums, parks, refuges, and nature centers, making it possible to enrich our classes with various field trips and outings.

Mission

It is the mission of Westwood Adventist Junior Academy to:

- Provide every student with an opportunity to meet and know Jesus Christ as their Lord and Savior, while being in harmony with the teachings of the Seventh-day Adventist Church;
- Provide its students with an excellent, challenging academic program;
- Provide every student with a first-hand experience with mission work, igniting a lifetime love of Christian service.

Academics and Curriculum

Westwood is a Bible-based Christian school which offers a full academic curriculum for grades K-8.

Our course of study includes the following subjects:

Bible	Language Arts	Science / Health
Art	Mathematics	Social Studies
Computers	Music	Spanish
Handwriting	Physical Education	

The school operates an ever-growing library of quality literature. Students are encouraged to develop a love of good books. Students shall show respect to the Bible as the inspired word of God. All students will be required to own a Bible (translation of their choice), or use in devotions and Bible classes.

To give the students a chance to gain experience in public performance and to give the community the opportunity to see our students in action, we sponsor various programs during the year. Among these are a Music Fest, Christmas Program, 8th Grade Graduation, and Sabbath choir performance.

We believe that a part of a pupil's education is to learn to work, carry responsibility and have civic pride; the students may be expected to take part in certain work assignments as directed by the teacher as a part of a work-study program.

High scholastic standards are fundamental in the education of youth. Surrounded as we are by scientific advancement and educational requirements, our daily challenge is to provide the best teaching tools and methods to enrich the lives of the students who attend the school. Your school board and faculty have a program in harmony with the State of Missouri and the Mid-America Union Conference Department of Education.

In order to graduate from Westwood, a student must achieve passing grades in all of his or her subjects.

Students may not take a correspondence course while in attendance except with consent of the faculty and then only a limited amount to meet a special need or requirement not provided in the curriculum.

Admissions

Westwood has been established primarily for the youth of the Seventh-day Adventist Church; however, membership in the church is not a requirement for admission. Students who come from a non-Seventh-day Adventist background will be accepted only if space is available, and if they pledge to be supportive of the standards of the Seventh-day Adventist Church while enrolled in the school. The school is not equipped to handle young people whose lives center around trouble, or who's academic needs require specialized expertise, and we will not knowingly accept such students into our program. If such needs become apparent after enrollment, the student may be asked to withdraw.

Westwood does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and other school-administered programs.

Students in grades kindergarten through eight who express an interest and demonstrate a definite interest in receiving a Christian education are eligible for admission. No religious test is applied to those desiring admission; however, only those students who show due respect for the Word of God, maintain reverent attitude toward that which is spiritual, and conduct themselves in harmony with the standards of Christian education as upheld by the Seventh-day Adventist Church should apply for enrollment in the school.

Admission is based on the following satisfactory evidence:

1. Any child applying for admission for kindergarten must be at least five years of age by July 31. A birth certificate should be presented at the time of registration as proof of age, with is needed for school records.
2. All students transferring from another school will be required to present a report card or transcript from the former school.
3. All accounts must be cleared from the past year or a satisfactory written statement regarding the clearing of this account must be given.
4. All students, whose parents are not members of the St. Louis West County SDA Church, requesting admission for the first time will be required to submit a completed application and three references, to include: a teacher, a pastor, and one other unrelated character reference.
5. Final action on all applications for admission will be taken by the school board each year following registration or at the earliest opportunity after we receive all the required forms for late enrollees.

Attendance

The purpose of the attendance system of our school is to ensure each student's achievement of the fullest possible return from his/her investment in a Christian school. When a student misses class too frequently, it is the student who loses. A vital part of a Christian education is a well-developed sense of responsibility to one's commitments. Unless the school takes firm steps to instill that sense of responsibility, we fail in a very important duty.

1. Punctual and regular attendance at all school sessions and functions will be expected. School hours are 8:00 a.m. to 3:15 p.m. Monday through Thursday and 8:00 a.m. to noon on Friday. Students should arrive at least five minutes early so that they can have their coats, lunches, books, etc., in place and ready for school to begin at 8:00 a.m.
2. Upon arrival at school in the morning, students should report immediately to their respective rooms. Playground activities are not permitted at this time. If there are any reasons why this regulation cannot be carried out, the teacher's permission must be secured.
3. Teachers must be furnished with written or oral excuse from the parent in all cases of tardiness and/or absence from school sessions. A Doctor's note will be required for absences in excess of three days.
4. As a general rule, permission will not be given to be absent from school for reasons other than the following:
 - Verified illness of the student
 - Medical, dental, or optometry services when an appointment cannot be obtained outside of school hours. Please notify the teacher at least one day prior to the appointment.
 - Bereavement or loss of immediate family.
5. It is the student's responsibility to check with his/her teacher as to how best the work missed may be covered. Work missed during excused absences must be made up for full credit. Two days are allowed to make up any work missed, for each excused day of absence. School work for unexcused absences must be made up so that the pupil gains the understanding and basic knowledge of the material.

Arrival and Dismissal

6. When it is necessary to be absent for reasons other than those stated as legal reasons for non-attendance, parents should advise the teacher in advance. School work missed during a period of approved absence may be made up according to the discretion of the teacher, with no penalty. Students should check with their teacher before the absence for the information as to how best the work missed may be covered.

7. Students are expected to be on time for all classes. Three unexcused tardiness will be treated as an absence. Students who are tardy 20 percent of the days in one quarter will be charged a \$100 fine, which will be added to the next month's tuition statement. The average quarter is 45 days long. 20 percent would be nine days.

8. Parents who abuse the 3:15. Pick up time by more than 15 minutes will be charged \$20.

AFTER SCHOOL CARE

Westwood School provides an after school care program. If parents wish to leave their children after school, they may do so by notifying the teacher in advance and paying an additional \$25/week/child for 4:40 departure and \$30/week/child for 5:30 departure.

ARRIVAL AND DISMISSAL

If you are walking your child into or out of school, you must park in one of the designated parking spots only. Vehicles are not to be left unattended unless properly parked, with the engine turned off. This is for the safety and convenience of all families.

If you plan to allow your child to enter and exit the school without you, please follow these steps:

- Upon entering the parking lot, drive to the right of the parking island and circle around to the school entrance so your vehicle is facing out of the parking lot, toward Baxter Road.
- The first car in line should pull forward to the end of the sidewalk closest to Baxter. **DO NOT STOP IN FRONT OF THE SCHOOL DOORS!** Each car behind should pull up as far as possible. This will allow the maximum number of cars to be in line, and provide for a smoother traffic flow.
- Regardless of age, children are to exit and enter the vehicles from the passenger side only.

Parents and Students

PARENT/TEACHER RELATIONSHIP

1. Cultivate a friendly acquaintance with the teacher. If a problem arises, make arrangements to visit the school to talk it over with the teacher. Please confer with the teacher after school hours rather than during class or recess time. If a resolution cannot be reached through discussions directly with the teacher, please discuss your concerns with principal and from the chairman of the school board. If after this step further attention is required, please contact the conference education secretary. Please do not involve other parents or church members that are not directly involved in the situation.
2. Refrain from making critical remarks about the teacher before any of the pupils at any time. You are your child's influence. Respect for the teacher from you will encourage proper respect from your children, and therefore promote a better learning atmosphere.
3. Parent-teacher conferences are beneficial to the education of your child. Please attend when scheduled. If you wish for a special conference, please contact the teacher. They are always at your service.

PARENT SERVICE

There are many opportunities for parents to enhance their child's educational experience by helping with various extra-curricular activities, field trips, and other off-site activities as well as fall cleaning, library work, computer updates, etc. Therefore, we are asking each family to donate eight hours of time each school year (plus an extra two hours per year for each additional family member attending Westwood) toward such activities.

At the beginning of the school year, your child's teacher will work with you to develop a plan for how you can best contribute. Thank you for helping to make Westwood a vibrant, dynamic school!

MEALS

Parents are urged to provide a nourishing breakfast to begin the day.

Please prepare your children's lunches to conform to the health standards of the Seventh-day Adventist Church. This means all lunches should be vegetarian-containing no meat, fish or poultry, and no caffeine drinks. We also encourage you to limit sweets.

If you are sending food to be heated in the microwave, for the safety of your children, please include heating times and/or instructions.

FIELD TRIPS

Westwood's teachers schedule several field trips each year for the enrichment of the student's learning. Drivers are frequently needed for these trips. If you are regularly available to drive, please let your child's teacher know.

Written permission to participate in all scheduled field trips must be turned in for students by the parents at the beginning of the year or participation will not be allowed. Parents will be notified prior to all trips.

STUDENT CONDUCT

"Students, cooperate with your teacher. As you do this, you will give them hope and courage, and at the same time you are helping yourselves to advance...They will appreciate every effort made by you to cooperate with their work." (Counsels to Parents, Teachers and Students, page 553)

Keep in mind that the ultimate objective of Christian education is the development of sound character. A beautiful character is of value in the sight of God. Such beauty will attract, not mislead.

The regulations of the school are based upon Christian principles of conduct as taught and practiced by the Seventh-day Adventist Church; supported by a program that promotes self-control, self-discipline, honesty and modesty. Students are expected to become familiar with the purposes, requirements and regulations of the school before admission. The cooperation of the student is expected.

All regulations adopted by the faculty or school board and announced to the students have the same force as those published in this handbook. The school board has designated that the principal and teachers are responsible for the interpretation and enforcement of school regulations.

Divergence of opinion makes it necessary for the school board to state certain regulations so as to provide some guidelines that are often requested by parents and students.

1. Students, whose influence is found to be detrimental, undermining the fundamental principles, or arousing antagonism to the spirit and methods of the institution, will come under discipline although there may have been no specific violation of any regulation.

2. The following actions are not acceptable on campus or at school activities and will result in school discipline:
 - a. Undermining the religious ideals of the school
 - b. Showing attitudes of insubordination
 - c. Showing disrespect for school property or teachers
 - d. Using profane language
 - e. Gambling or possessing gambling devices
 - f. Displaying dishonesty-lying, cheating, stealing
 - g. Injuring or degrading others
 - h. Engaging in an intimate social relationships
 - i. Possessing or using matches, lighters, fire arms, explosives (fire crackers, caps, etc.), this includes toy guns and knives
 - j. Violating school dress standards
 - k. Destroying school or other persons properties
 - l. Illegally entering school grounds or building
 - m. Possessing unauthorized magazines or items
 - n. Throwing things inside the building (except in the gymnasium during play time)

3. Using or possessing alcoholic beverages, tobacco, narcotics, or other illegal substances is strictly forbidden. Students discovered with any of these items, whether on or off campus, will be subject to school discipline or dismissal.

4. Students will be expected to conduct themselves in an orderly and respectful way at all times and in all places. Running in the halls or classrooms will not be allowed.

5. Students may not leave school property without prior notification by a parent. Missing students will be reported to the family and the police.

6. Students are not to chew gum on the school premises.

7. There will be no eating between meals or eating food outside the designated areas unless approved by teacher(s).
8. Tampering with fire alarm, extinguishers, and other safety equipment will be grounds for discipline and possible suspension.
9. Any damage to school or personal property is to be paid for by the student who caused the damage.
10. All electronic devices are to be kept in the student's locker during normal school hours unless approved by the teacher. Failure to comply with this direction will result in confiscation of the device and privileges will be revoked.
11. Any student wishing to bring a guest to school should obtain permission from the teacher at least one day in advance.

USE OF SCHOOL EQUIPMENT

School equipment—such as the copier, fax, internet, and telephone—is primarily for the administration and operation of the school. Therefore, the use of such equipment is limited to faculty, staff and students with proper authorization.

Health and Safety

IMMUNIZATION

To attend school, all students must have received the minimum number of immunizations required by Missouri Law.

Students will be required to show proof of adequate immunizations, as well as an annual medical exam at the time of entrance to school to ensure entry into a new academic year. Kindergarten students and other new incoming students must show proof of an eye exam as well.

Westwood is required to maintain an immunization record for each student enrolled in or attending school. Parents are required to provide updated records of current immunizations on all students attending our school.

WHEN YOUR CHILD GETS SICK

The following symptoms could indicate a contagious condition. Should the symptoms develop at school; the parents will be called to pick up the child. Children displaying any of these symptoms will not be allowed to attend school:

Fever/pain	Skin eruptions/rash	Swollen/red throat
Vomiting/diarrhea	Extreme fatigue	Red, weeping eyes
Constant sneezing	Productive cough	Head lice

When returning children to school after an illness, make sure that:

- They are fever-free, have no vomiting or diarrhea for 24 hours.
- Chicken pox that have scabbed over.
- Your child is nit-free (head lice).
- A doctor's note is provided following skin eruptions or rashes.

Keep in mind that medications of any type, including cough drops or other over-the-counter remedies, will not be permitted on school property without specific authorization by the student's parent or personal physician.

ACCIDENTS/INJURIES

Minor incidents such as scratches, scrapes, bruises and bee stings will be reported through the use of an injury report form. Following treatment (i.e. washing with soap and water, bandage, ice pack, TLC), the report will be completed by the teacher and a copy sent home to the parents.

Accidents such as a fall from a climber, a deep cut, or a bump to the head will be reported to the parent by telephone and/or through the accident report form. If a major injury occurs, the staff will immediately call 911. Parents designated emergency contacts or the child's doctor will be called.

INSURANCE CLAIMS

If an insurance claim is necessary as a result of an injury sustained by a child at school, it is the parent's obligation to request, complete and return all forms needed by the school for submission to the insurance company.

WEATHER EMERGENCIES

School will be open on all regular school days. In the event that severe weather or other emergency makes it necessary to close school, parents will be notified by telephone and/or e-mail. As a general rule, we will close if Parkway and/or Rockwood school district(s) close. If in doubt, you may contact the principal.

STUDENT TRANSPORTATION

It is important that the teachers know with whom your child is riding. Westwood must have on file a list of authorized drivers. In case of emergency, parents may call the school to give verbal authorization for someone not on the list to pick up your child. This is for everyone's protection.

It is the policy of Westwood to allow licensed students of driving age who have access to a vehicle to drive themselves to and from school with parental consent. However, students MAY NOT leave campus for ANY reason during the school day. Also, because of potential liability, driving students may not drive other students to or from school—without prior written consent on file with Westwood---even if those students are also family members. The privilege of driving to and from school may be revoked by Westwood for any reason without notice. It is both the student's and the parent's responsibility not to abuse this privilege.

Appearance

Students should dress in a modest manner. “No education can be complete that does not teach right principles in regard to dress. Without such teaching the work of education is too often retarded and perverted...A Person’s character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire.” (Education, p. 246)

Simplicity, neatness, cleanliness, appropriateness and modesty are the standards of good taste in dress. To help ensure these principles, Westwood has established the following dress code:

- Uniforms will be required for grades K through eight, Monday through Thursday. On Friday, or any other day the principal deems appropriate, casual attire may be worn.
- If a day otherwise designated as a uniform day is changed to casual attire, the principal will notify parents in writing at least one day in advance.

Other miscellaneous things relating to appearance that are unacceptable include:

- Jewelry such as rings, bracelets, earrings and necklaces, even if attached to the clothing. One wristwatch is permitted.
- Obvious makeup and colored nail polish. Students wearing inappropriate makeup will be asked to remove the makeup and a note will be sent home to the parents.
- Marking the skin or body, i.e., permanent or temporary tattoos.
- Extreme hair styles.
- Students are not to wear shoes with soles that mark the floor. It is strongly advised that black rubber shoes not be worn.

UNIFORM CODE

Uniform dress code for grades K-6, boys:

- Plain navy pants or navy shorts
- White or red knit shirt with collar
- White or red turtleneck shirt
- Outer layer, no logos, stripes or dots are accepted

Uniform dress code for grades K-6, girls:

- Navy Blue Jumpers
- Uniform plaid in any style offered*
- Navy pants, shorts+ or skirt
- White tailored blouse
- White or red knit shirt with collar
- White or red turtleneck shirt
- No logo

Uniform dress code for grades 7-8, boys and girls:

- Khaki pants, shorts+ or skirts
- White or navy knit shirt with collar
- White or navy turtleneck shirt
- No logo

*Plaid patterns (The brand Dennis/Hamilton Pattern) may be purchased from Just Me Apparel, 232 Old Sulfur Springs Road, (just west of Highway 141 off Manchester Road, in Ballwin). Phone: 636-391-3551.

*Although there is no official style of pants required, it will be left to the teacher's discretion to determine what number of pockets, buttons, zippers, etc., are considered excessive.

CASUAL WEAR

On non-uniform days, casual attire may include pants, jeans, shorts, knit shirts, blouses, t-shirts, etc. Unacceptable casual attire includes:

1. Extremely tight clothing or extremely loose or baggy clothing.
2. T-shirts with inappropriate slogans or promoting products or services inconsistent with Adventist ideals.
3. Sleeveless shirts, tank tops or spaghetti straps.
4. Jeans or pants with holes, rips, excessive stains or other markings.
5. Shorts or skirts which are shorter in length than the fingertips when arms are stretched downward.
6. Shirts that expose the stomach or skin when arms are raised.
7. Hats or scarves inside classrooms.
8. Shirts left un-tucked that are longer than shorts or skirt when un-tucked.
9. Any other form of clothing not specifically mentioned in this dress code, which is deemed by the principal and/or teacher to be unacceptable.

VIOLATIONS

Students deemed by the teacher or principal to be in violation of the published school dress code for any reason will be reprimanded and asked to change into more appropriate attire. If the student does not have a change of clothes and the teacher cannot find appropriate attire for the child, one or more of the following may happen:

1. A note will be sent home to parents informing them of their child's violation.
2. Parents will be called to bring an appropriate change of clothing to the school; three or more violations will be brought before the school board for review, and may result in an in-school suspension.

Discipline

“The parent’s work of education, instruction, and discipline underlies every other. The effort of the best teachers must often bear little fruit, if fathers and mothers fail to act their part in faithfulness.” (Fundamentals of Christian Education, pages 69-70)

“In the formation of character no other influences count so much as the influence 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 the parents and the teachers to cooperate.” (Education, page 283)

An important part of a Westwood education is the promotion of Christian ideals in behavior. Respect for teachers, fellow students and oneself, as well as personal and school property, is built through and reflected by appropriate behavior.

At times, a teacher and/or the principal may find it necessary to discipline a student. Verbal abuse (a child teases or is verbally degrading to another child) consequences will entail: no recess for the first offense, isolation from the class for the second offense, and one day suspension for the third offense. For our “No Touch Policy”, no child is to intentionally physically harm another child. The first offense is a one day suspension with no makeup work. The second offense is a three day suspension with no makeup work. The third offense will result in a school board decision of expulsion.

Only the school board has the authority to expel a student.

When in judgment of school board, a pupil is not receiving benefit from the school, or when his/her conduct is detrimental to other students, or when the pupil willfully and persistently refuses to cooperate, the pupil will no longer be retained.

Persons who, after consultation with the teacher and the school board, still find themselves in disagreement with the methods used should withdraw their children from school.

Finances and Billing

Westwood operates on a tuition payment plan divided into ten equal payments (August through May). Invoices for registration fees will be sent on June 15th. Invoices for tuition will be sent on the 15th of each month, beginning in July, and all tuition is due on the first of each month thereafter. Payment of all fees can be paid directly to the school treasurer or placed in the deposit box near the entrance of the school.

Each student will be charged a registration fee to cover expenses of books, insurance, library fund, educational supplies. Registration fees will be due at the time of registration and are nonrefundable.

Registration fees and the first month's tuition must be paid in full before a child will be allowed to attend class.

PAYMENT OPTIONS

Westwood accepts cash, checks, or money order for payment of all tuition and fees.

DELINQUENCY

A late fee equal to five percent of the outstanding balance will be added to a bill if it is unpaid by the 15th of the month.

If the account remains unpaid 30 days past its due date, the parents may be asked to meet with the finance committee to discuss payment option.

If the account remains unpaid 60 days past its due date, the student may be asked to withdraw until the account is paid in full.

Lack of communication will result in the account being submitted to a collection agency.

Students whose accounts (including registration, tuition, or any other outstanding fees) are not paid in full when the school year ends will not receive their final grades or diplomas. They will be sealed and held until the account is paid.

TUITION

		Number of Children	West County Member	Non West County Member
Pre-K / Kindergarten	Full-time	1	\$3,130 / per year \$313 / per month	\$4,160 / per year \$416 / per month
Pre-K / Kindergarten	Part-time (3 days or 5 mornings)	1	\$2,190 / per year \$219 / per month	\$2,980 / per year \$298 / per month
Grades 1-8		1	\$2,750 / per year \$275 / per month	\$3,600 / per year \$360 / per month
Multiple child discount		2 nd child	15% off above rates	
		3 rd child	20% off above rates	

REGISTRATION AND BOOK FEES

Pre-K.....	\$ 250
Kindergarten through 4 th Grade.....	\$ 290
5 th Grade through 8 th Grade*	\$ 415

*Includes: Outdoor School, Junior Bible Camp, and Music Festival

Returned check fee is \$15.00

Registration fees are not pro-rated.

School Contact Information

Ms. Barbie Whalen, Principal..... 319-461-3339

Cheryl Weible, Teacher’s Aide 636-527-6498

School Main 636-336-2335

School Fax 636-519-8222

School Address.....16800 Baxter Road Chesterfield, MO 63005

School E-mail Address..... emails@westwood22.adventistschoolconnect.org

School Website www.westwood22.adventistschoolconnect.org

Hours of Operation Monday – Thursday 8:00 AM - 3:15 PM

Friday 8:00 AM - 12:00 PM

SCHOOL BOARD CONTACT INFORMATION

Collin Weible, Chairman..... 314-422-9409

Barbara Barton, Treasurer 314-580-3678