

Jessie R. Wagner Seventh-day Adventist Elementary School Handbook



Our Excellence is Intentional.....

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Introduction

Mission Statement

“The Jessie R. Wagner Seventh-day Adventist school provides education through Christ-centered instruction that develops character, intellect, and talents of our students.”

History of “The Little School”

The Allegheny Conference was organized in 1945, serving seven Mid-Atlantic States and the District of Columbia, with Elder J.H. Wagner as president. He was a champion of Christian education. For years there was a strong desire among Black Adventists to establish a northern school to complement Oakwood College in Huntsville, Alabama. Elder Wagner dreamed of a school in a healthy, rural setting where our black boys and girls could learn.

In the autumn of 1945, at a workers’ meeting held in Newark, New Jersey, the subject of top priority was that of a prospective site for an Allegheny Conference boarding high school. The workers went on record with personal pledges ranging from \$100 to \$1000 dollars to buy the school. It was Elder F.L. Bland of Philadelphia, Pennsylvania who heard of a real estate broker that had a farm for sale near Pottstown, Pennsylvania.

The president and his committee visited the area, and all were enthusiastic about what they saw. This property consisted of 575 acres of beautiful rolling farmland, divided by a sparkling stream of water called the Manatawny Creek, which is a Lenape Indian name meaning “where we drink”.

In December of 1945, the officers of the conference signed to purchase the property for \$42,000. Representing the purchasers were Elder J. H. Wagner, president of the Allegheny Conference, Elder J. H. Moran, treasurer, Elder J. Neff, educational superintendent of the Columbia Union Conference, Elder F. L. Bland, pastor of the Ebenezer Seventh-day Adventist Church, Philadelphia, Pennsylvania and Elder J. H. Laurence, pastor of the Glenville Seventh-day Adventist Church, Cleveland, Ohio. On September 9, 1946, nine months from the time our leaders first saw the site, school opened. Elder J. L. Moran was selected as the first principal of Pine Forge Academy.

The workers at the Academy and members living in the community wanted to have an elementary school for their younger children. As a result, the Pine Forge Seventh-day Adventist Elementary School was started in 1947. It was fondly called the “Little School”.

Mrs. Jessie R. Wagner was the first principal of the school. The Little School soon outgrew its original location in one of the old Rutter buildings, and was moved to the first floor of Red Acres. From there it moved to the Old Mill Building, and finally to its most recent location – the purple brick building on the Allegheny East Conference campus.

Because of the sacrifice and efforts of the Pine Forge and Walnut Street Seventh-day Adventist Churches, the school moved into its present location in August of 2005. The school was renamed Jessie R. Wagner Seventh-day Adventist school in honor of its founder.

Philosophy of Education

Seventh-day Adventists base their philosophy of education on the belief that the ultimate purpose of human beings is to love and serve God and others, and that all instruction and learning must be directed toward helping them achieve that end.

Of the reasons for Seventh-day Adventist education, writer Ellen White states, "To bring man back into harmony with God, to so elevate and ennoble his moral nature that he may again reflect the image of the Creator, is the great purpose of all the education and discipline of life" (Counsels to Teachers. P.49)

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

Mental development occurs through an academic program which enables students to acquire the knowledge and skills necessary to further their education and to function in modern society. This program also seeks to address the higher intellectual processes of critical thinking, creativity and curiosity.

Physical development occurs through a program which builds strength, develops stamina and refines coordination. The values of healthful living and useful employment are also emphasized.

Social development includes opportunities for effective interpersonal skills, appropriate use of leisure time, and unselfish service to God and man.

Jessie R. Wagner Seventh-day Adventist School unites with the home, church, and the community by encouraging students to develop moral values based upon Biblical principles and to practice a life of faith in God.

Jessie R. Wagner seeks to acquaint students with Philippians 4:8

Objectives

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

1. To lead students to an awareness of God and the constant nearness of Him as the Creator and Source of all life;
2. To assist in the formation of a Christian character by developing self-discipline, the discernment of positive values, and the practice of moral and civic responsibility;
3. To develop habits of academic excellence in the use of the tools of knowledge: reading, communication skills, number concepts, and the use of technology;
4. To foster in each student a positive self-image, facilitating self-respect and the respect of others;
5. To help each student learn the importance of maintaining optimum physical, mental and spiritual health;
6. To develop an appreciation for cultural heritages and the dignity and worth of Others;
7. To accept responsibility for local, national and global environment;
8. To develop an appreciation of beauty and ability in the fine arts;
9. To develop a Christian work ethic with an appreciation for the dignity of service;
10. To develop thinkers, and not mere reflectors of other men's thoughts.

To assist each student in the achievement of these goals, the local school board commits the total resources of the school and directs school personnel to continually examine school programs and services, to develop new and/or modify existing programs and services, and to make other school decisions based upon a direct link with these goals.

School information

Accreditation

The Jessie R. Wagner Seventh-day Adventist School is accredited by the National Council for Private School Accreditation, and the Board of Regents of the General Conferences of Seventh-day Adventists.

Curriculum

Realizing that the elementary grades constitute the basic foundation of learning for every child, the Jessie R. Wagner Seventh-day Adventist School offers a curriculum which encourages the student to establish good study habits, learning skills, and positive attitudes toward education.

The school provides a balanced curriculum as outlined by the governing bodies of the Columbia Union conference of Seventh-day Adventist and the Pennsylvania Department of Education. Courses offered for grades K-8 include **Bible, Reading and Language Arts, Mathematics, Social Studies, Science, Physical Education and Sports, Computer Literacy and Keyboarding, Art General Music, and may include Strings and Hand Bell Choir, Spanish, Drama and Puppetry.*

*Core courses are in italics.

Grading

It is the teacher's responsibility to evaluate the progress of student learning in relation to course objectives. Grades reflect the relative achievement of a standard or goal. Interim reports are issued between each marking period to make parents aware of how their child is progressing in school.

Student achievement reports are issued four times during the year at the close of each quarter.

The grading at the end of each quarter should reflect student performance in relation to the performance objectives for the course, and these grades are recorded in the student's permanent file. Students must satisfactorily pass all core courses of the 7th and 8th grade to graduate from the Jessie R. Wagner Seventh-day Adventist School.

Awards

All A's are eligible for Principals List, A's & B's are eligible for Honor Roll. If a student has any C's, D's or F's they are ineligible for the previous awards.

Homework

Homework is an extension of the classroom learning process. The goals of homework are to assist students in mastering the concepts learned in the classroom, and to develop good study habits and responsible attitudes. To achieve these goals, students at each grade level will be assigned homework on a regular basis.

Homework should have direct application to what is being studied in the classroom. Teachers should tell students what they expect them to do, how they should do the assignment, and the instructional purpose for the assignment. Homework should be reasonable and accomplishable with the time allocated. Parents/Guardians are encouraged to provide the opportunity for their children to complete homework assignments, and to cooperate with and give support to the teachers who must consistently monitor, assess, and respond to the students' homework assignments.

The time for homework should increase gradually from grade to grade, and should take into account individual needs. Student assignments that extend the regular day of study should range from fifteen to thirty minutes per core course. According to the academic expectation of the classes, this may occur three to four times per week.

Homework Policy

When a student is absent, all homework should be turned in the day after the student returns to class. All make-up work due to illness or other emergencies should be turned in within five days after the student returns to school. Later homework acceptance and grading policies are at the discretion of the individual teacher.

Attendance Policies

The Jessie R. Wagner Seventh-day Adventist School is bound by the laws of the state of Pennsylvania to require that all students maintain regular, punctual attendance. If a student misses one or more days of school, they must bring a note from their parent or guardian to the school office upon returning to school. The note must list the specific dates missed and the reason for the absence. Any student absent four or more days for illness must present an excuse signed by a doctor upon return to school.

Absences are excused if they are due to illness, quarantine, medical appointments, death in the immediate family, prearranged by parent (and the school office is notified), or court appearance. Absences are unexcused if there is no parental notification, if there are transportation difficulties, or if the student has been suspended. Excessive absences will warrant a parent-teacher conference, and more than three unexcused absences will require the school to notify the local Children and Youth Services Department.

General information

Admission Policies

The Jessie R. Wagner Seventh-day Adventist School is operated by the Allegheny East Conference of Seventh-day Adventists. It serves the tri-county area of Berks, Montgomery, and Chester Counties in Pennsylvania. The Jessie R. Wagner Seventh-day Adventist School admits students of any race, ethnic; origin or religion. However, it is expected that all who apply for admission will respect and honor the purposes and objectives of the school, and live in harmony with its religious principles.

Applications and enrollment information are available in the school office. Prospective students must produce academic records from previous schools, birth certificate, and a record of immunization. Pennsylvania state law requires all students to have written evidence of immunization, signed by a physician, in order to be admitted to any Pennsylvania school. Immunizations, are not required if the parent or guardian files with the school a letter or affidavit stating that such immunization is contrary to their beliefs.

The application of enrollment must be submitted with the appropriate fee. All applications are subject to review and approval by the school board before final acceptance. Once accepted, the student will receive a letter or acceptance from the school board. Each student must reapply each year by filling out the appropriate form and returning it with the registration fee.

Withdrawal if a parent or guardian wishing to withdraw their student from Jessie R. Wagner School there is a form that has to be filled out by the parent or guardian at the time of withdrawal. If a student is withdrawn during a semester, tuition will be pro-rated at the time of withdrawal.

Financial Policy

It is the objective of the Jessie R. Wagner Seventh-day Adventist School to operate as efficiently and economically as possible so that it can offer Christian education at the lowest possible cost. The school reserves the right to change the rates charged at any time in order to meet changing economic conditions. The operating policies are as follows:

1. Parents/Guardians enrolling a student must accept financial responsibility for the student by signing an agreement with the school.
2. Previous accounts with this or any other Seventh-day Adventist school must be settled prior to the enrollment of a student, including accounts remaining from a sibling.
3. Invoices will be prepared and distributed electronically on the 15th of each month.
4. Tuition is paid in ten installments of \$325 commencing at the end of August. Any outstanding balance, the registration fee and the first installment are to be paid at registration.

5. Accounts are due on the 30th of each month. Accounts that are unpaid five (5) days after the 30th of each month are considered past due and will attract a late payment fee of \$15 which will appear on their next invoice.
6. When an account becomes 60 days past due, financial arrangement must be made immediately with the school treasurer in order for the student to continue in school.
7. Transcripts can be released only when accounts have **been paid in full**.

Any financial inquiries may be sent to myself at treasurer@jessierwagnerschool.org or to Reather at assttreasurer@jessierwagnerschool.org

Uniforms

The Jessie R. Wagner Seventh-day Adventist School has a school uniform to ensure that students will feel a sense of unity, gain a sense of school pride, have a distinctive appearance, and meet Biblical standards of modest apparel. The burgundy and gray school uniforms are worn daily except for school-designated non-uniform days. On gym day, gym uniforms may be worn for the day. School uniform information will be available in the school office. **(Student Dress Code, black shoes, socks should be black, burgundy or grey)**

Gym uniforms gray sweat pants and white T-shirt. Only uniforms conforming to these criteria may be worn to school on gym days. Non-compliance with this requirement may affect the Physical Education grade.

Emergencies

Weather closings are determined by the Boyertown School District. If weather, national, or any other special emergency arises that would require school to close, an appropriate announcement will be made on the following radio and television stations: WPAZ (1370 AM), WBYO (108 FM), WFMZ (channel 69 or cable 15), and WPVI (channel 6). All parents should provide an emergency number where they can be reached in case of emergency closings.

Illness

Due to the contagious nature of many illnesses, please keep your child home if they exhibit signs of respiratory illness, sore throat, flu, skin irritations, or other contagious illnesses. Those with seasonal allergies may need to bring additional tissues, etc. students becoming ill during school hours should report to the office or school nurse. If the illness appears to be serious, efforts will be made to contact the parents, or if necessary, medical authorities.

Medications may not be administered by school personnel. Any student who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school receives 1) a written statement from the physician detailing methods, amount, and the time schedules by which such medication is to be taken and 2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the pupil.

Technology

Jessie R. Wagner Adventist School Acceptable Use Computer Policy. This is the Acceptable Computer Policy of the Jessie R. Wagner Adventist School. Due to the nature of the internet as a global network connection of thousands computers around the world, inappropriate materials, including those which may be defamatory, inaccurate, obscene, profane, pornographic, offensive and illegal, can be accessed through the network. Because of the nature of the technology that allows the Internet to operate, the Jessie R. Wagner Adventist School cannot completely block access to these resources. **Accessing these and similar types of resources will be considered an unacceptable use of school resources and will result in suspension of network privileges and disciplinary action in accordance with school policies.** The school will notify the parent/guardian about the policies governing its use.

Discipline Policy

Objectives

Parents have been given the responsibility by God for the discipline of their children. Upon enrolling in a school, parents have conferred this authority upon the teachers and administrators during the school day. Because discipline is following the Model for self-control the objectives are: Students are responsible for all of their behavior all of the time. Each classroom teacher maintains his/her own classroom discipline standards and procedures, using a variety of age appropriate methods that are consistent with JRW's mission. Students and parents must recognize that we cannot allow one student's behavior to hinder another student from learning or a teacher from teaching. In the event that a child fails to follow JRW code of Conduct in the classroom discipline standards have been applied without a change in student's behavior, the School-Wide Referral system will be applied. Three Referrals within one quarter will result in a suspension.

1. To develop and maintain the optimum learning environment;
2. To enable students to develop behavior patterns that will help them achieve the goals of spiritual, physical, intellectual and social development;
3. To develop an appreciation of God as the Creator of laws that maintains order in nature and human relationships;
4. To develop within students respect for authority;
5. To assist students in the development of self-control;
6. To positively reinforce positive behavior;

7. To eliminate behaviors disruptive to the learning environment.

Grievances

In the interest of good order and due process, if a parent has a concern or complaint, first address in writing to request a meeting with the teacher. If things are not resolved, in a written document, address the principal, then the board chair. If the concerns cannot be resolved, the board will refer the matter to the AEC Education Department

Guidelines

The ultimate objective of education is the development of character. It should be the student's purpose to observe the guidelines of the Jessie R. Wagner Seventh-day Adventist School as a matter of honor, realizing that these guidelines are considered necessary to the successful guidance and education of young people.

We believe that

1. All students have the right to learn;
2. All teachers have the right to teach;
3. The Christian finds existence more meaningful and rewarding when engaged in positive mental, spiritual, physical or social practices.

Therefore, all students will:

1. Be on time and prepared to cooperate with the teachers and work;
2. Follow established rules, showing courtesy and respect for everyone;
3. Accept responsibility for conduct choices and consequences;
4. Reflect the Christian principles and the ideals valued by this school.

General classroom rules

The student will:

- Be on time to class and prepared with the proper tools (paper, pencil/pen, books).
- Remain in their seat or assigned area until given permission to get up.
- Pay attention, follow directions, and work quietly.
- Keep their hands, feet and other objects to themselves
- Be courteous and polite to everyone.
- Take pride in the appearance of the grounds and building.

Code of conduct

The purpose of this code is to maintain a safe and orderly environment which promotes teaming and success. Students who meet these standards can expect greater achievement and success in class, commendations on their report cards, recognition from their teachers, and eligibility for special events.

The Jessie R. Wagner Seventh-day Adventist School reserves the right to deny privilege or request the withdrawal of any student who persists in violating the rules governing the school. The sequence of consequences is:

1. A teacher/student conference-recess time or other privileges may be removed;
2. A parent/teacher/student collaborative conference;
3. Suspension
4. Infraction after a second suspension will require that the student's name be presented to the school board and recommended for expulsion.

These things are not permitted on the Jessie R. Wagner Seventh-day Adventist School campus and may result in suspension or expulsion:

1. Gambling devices of any kind;
2. Alcoholic beverages, illegal drugs, tobacco, or other harmful substances;
3. Weapons (such as guns, knives, razors, etc.) or explosives
4. Cheating or other forms of dishonesty;
5. Profanity, vulgarity, pornography or obscenity;
6. Fighting, instigation a fight, or other reckless behavior;
7. Disrespectful or defiant behavior;
8. Leaving the school grounds without permission;
9. Littering, damaging, destroying, or stealing school or private property.
10. Sexual assault

Following the example of Christ I am respectful, I am responsible, I am safe, I am prepared, I will respect others, the environment, and myself.

Home and School Association

The Home and School Association is comprised of teachers, parents and community members interested in the education of the Jessie R. Wagner Seventh-day Adventist School children. It is the responsibility of the teacher/student/parent/community team to explore all available options to ensure student success. The Home and School Association meets monthly throughout the year to inform, collaborate, and cooperatively support the educational endeavors of the school. It is expected that parents attend each Home and School meeting. All parents of successful students are actively involved in the Home and School Association.

Parent-teacher conferences are scheduled for the 1st and 3rd marking period each school year. Teachers will schedule any extra conferences at a time outside of school hours that is convenient for both the parent and the teacher. Any parents desiring a conference with the teacher should make their appointment outside of school hours.

Lockers

Lockers are a storage option provided by the school and assigned by the homeroom teachers. Although the Jessie R. Wagner Seventh-day Adventist School respects the privacy of each student, the school reserves the right to inspect any school locker. Proper care and usage of lockers is the responsibility of the student. Students may use only their assigned locker. The school is not liable for anything placed in a locker.

In order to minimize locker problem, all students will be provided a school lock. The rental price for the lock will be charged at the beginning of the school year, and a portion of the rental fee will be returned when the lock is returned at the end of the school year.

Lunch

For a balanced diet, students should bring a lunch from home. Monday through Friday, access to the refrigerators and microwave ovens are available.

Personal belongings

Personal CD players, MP3 players, videos/DVDs, hand-held computer games, or other toys are not allowed at school. The school is not responsible for any missing or damaged personal items. **Permission to bring these items may be given for special occasions.**

Clothing and items of value should be marked with the student's name. Excessive amount of money and expensive items should not be brought to school. The Jessie R. Wagner Seventh-day Adventist School respects the privacy of each student, but reserves the right to inspect personal belongings as deemed necessary.

School Hours

School hours of operation are 8:00 a.m. to 3:00pm Monday through Thursday and 8:00 a.m. 2:00 p.m. on Fridays. Students are allowed on campus one-half hour before and up to one-half hour after school; outside of those times, there is no supervision provided and students are not permitted on campus.

Transportation

The transportation of students to private or parochial school is provided by the state of Pennsylvania. The Jessie R. Wagner Seventh-day Adventist School office will send the names of eligible students to the local school districts. Parents will be contacted by the districts, and transportation will be arranged. If there are any changes or questions about transportation, contact the transportation coordinator of your local school district.

Most school districts do not allow children to ride on buses unless the children are regularly assigned to those buses. If your child needs to ride a school bus with another student,

notify the bus driver and the school office beforehand. The Jessie R. Wagner Seventh-day Adventist School cannot give any child permission to ride buses. Please provide in writing the names of individuals other than parents that are permitted to transport your child.

Visitors

Visitors are welcome at the Jessie R. Wagner Seventh-day Adventist School. All parents or other visitors to the school must first register in the school office.