

INTRODUCTION

St. Louis Unified School is a private, parochial school operated and supported by the St. Louis constituent churches of Seventh-day Adventists in the St. Louis region. The primary aim of education is to provide an opportunity for students to accept Christ as their personal Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to the world. The school is supported by tuition, fund-raising and operational subsidies provided by the Central States Conference of Seventh-day Adventists and constituent churches.

We, the faculty, support staff, and school board are delighted you have made the decision to choose St. Louis Unified School of Seventh-day Adventist as the school to pursue your child's elementary Christian educational career.

We deem it a privilege to serve your child's educational needs, encourage them in developing their talents, allowing them to attain knowledge, have high academic achievement,

ACCREDITATION

St. Louis Unified School of Seventh-day Adventists has fulfilled the accreditation requirements, provisions and standards as prescribed by the: North American Division Commission on Accreditation, Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, National Council for Private School Accreditation and The Commission on International and Trans-Regional Accreditation
Issued for the term of **2013 to 2019**

MISSION STATEMENT

"The mission of St. Louis Unified School of Seventh-day Adventists is to provide outstanding Christian education that transforms the lives of children both spiritually and academically preparing them to become leaders who serve and witness in their communities".

SCHOOL EDUCATIONAL PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the source of all true knowledge and accepts divine revelation as its guiding principle. The Word of God clearly states that parents are responsible for the training of their children and the foundation of education (Proverbs 22:6). Therefore, we believe a Christian school system is the best way to implement this spiritual command of training children coupled with the Christian home where the love of God is the guiding principle.

We believe that academic training should include a positive application of the Word of God to every area of learning, and that the great truths of the Bible are shown to be beautifully consistent with science and history. Furthermore, a Christian school teaches children how to live by insisting upon proper discipline and scriptural direction in the areas of morals and ethics.



“True education 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.” E.G. White, Education, p. 13

OBJECTIVES

The school’s objectives are designed to accomplish the school’s mission statement as outlined by the school board. The objective of the St. Louis Unified School of Seventh-day Adventist are for students to grow spiritually, intellectually, emotionally, physically and socially.

Spiritually

- To increase the students’ understanding and acceptance of the Bible, the Word of God, as the basis for all learning and knowledge.
- To develop a faithful and personal relationship with God based on prayer, worship and service to their school, family and community.
- To recognize and believe that Jesus Christ will come again and actively participate in sharing the gospel message with others.

Intellectually

- To develop or instill within each student a quest for knowledge and a desire to arrive at the highest degree of excellence according to his or her personal interests and abilities.
- To demonstrate competence in the basic skills of reading, math, language arts, communication, and science that are prerequisites for entry into secondary education
- To demonstrate a growing ability to think and reason critically, problem-solve and use facts and information discriminating.

Physically

- To participate in and develop an appreciation for physical activities and exercise.
- To value and participate in the dignity of labor.

- To adopt patterns of healthful living as evidenced by proper diet, meaningful work activities, exercise and adequate rest.

Socially

- To develop an appreciation and respect for all people.
- To participate in and develop and appreciation for activities that require supportive and cooperative efforts, while realizing the individual contribution to the group.
- To demonstrate an ongoing understanding that a primary goal of a Christian education is to develop one's talent for service

ADMISSIONS

St. Louis Unified School is operated for the youth of the Seventh-day Adventist faith. However, any child who desires a character building education and will uphold the standards and comply with the regulations of the school may apply without regard to religious affiliation. All applicants will be admitted based on the approval of the school board of the St. Louis Unified School of Seventh-day Adventist. All applicants are expected to comply with the school's admission policies

PROCEDURES

St. Louis Unified School is operated especially for those children who come for the purpose of doing earnest, faithful work and who desire help in the true development of a Christian character consistent with the teachings of the Seventh-day Adventist Church. Admission is not limited to children of Seventh-day Adventist parents. While St. Louis Unified School is operated by constituent Adventist churches of the metropolitan St. Louis region, we accept students of any faith who desire a Christian character building education.

NEW APPLICANTS

First time applicants must complete the following process to be considered for admission to the St. Louis Unified School of Seventh-day Adventist:

- Submit the application along with an application fee of \$75.00
- Submit a registration fee of \$200.00
- Sign a *Request Form* to receive a copy of your child's school record be sent to St. Louis Unified School of Seventh-day Adventist.
- Each student is provisionally accepted for the first nine weeks of school. If necessary adjustments have not been made, the student will be asked to withdraw. After nine (9) weeks, the student achieves regular enrollment status unless otherwise notified.

RETURNING/CONTINUED APPLICANTS

First time applicants must complete the following process to be considered for admission to the St. Louis Unified School of Seventh-day Adventist:

- Submit the application along with an application fee of \$50.00
- Submit a registration fee of \$200.00
- Students shall not be enrolled in school for a new year unless all accounts from the previous year have been paid in full. Report cards will be held, and student records will not be forwarded to another school until all financial accounts are paid and all textbooks and library books have been returned or paid.

TRANSFER APPLICANTS

Students who transfer to St. Louis Unified School are required to provide the following documents at registration:

1. Completed application
2. Updated shot record
3. Social Security Card
4. Official transcripts from previous school
5. Medical Records
6. Birth Certificate
7. Recommendation forms
8. Other documents as needed and/or requested

NON-DISCRIMINATORY ADMISSIONS POLICY

Our school admits students of any race, color, and ethnic origin and offers to all the rights, privileges, programs and activities accorded or made available to students at our school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, or other school-administered programs. However, there may be some special needs students we are not able to accommodate.

ATTENDANCE

School Hours

Students should arrive at the school no earlier than 15 minutes before the start of school. Supervision will begin at that time. School starts at 8:30 a.m. and ends at 3:30 p.m. Monday through Thursday. Students should be picked up no later than 3:30 p.m. On Fridays, the school hours are 8:30 a.m. to 1:30 p.m. Students should be picked up

no later than 1:30 p.m. Friday's earlier dismissal time is given to allow time to prepare for the Sabbath.

After School Care Program

Students remaining after 3:30 p.m. Mondays through Thursdays will be automatically enrolled in the After School Care Program. at a rate of \$5.00 per hour plus a \$1.00 charge for **every minute** past the first hour which is due on the day of service.

Students remaining after 1:30 p.m. on Fridays will be automatically enrolled in the After School Care Program at a rate of \$5.00 per hour plus a \$1.00 charge for **every minute** past the first hour which is due on the day of service

After School Care Program Payments

Payment Option 1: Payment due on the day of service and the amount is calculated by the sign in/sign out documentation.

Payment Option 2: Payment(s) due will be calculated and added to the current month's billing statement.

Early Friday Pick-Ups

Due to the early dismissal on Fridays in preparation for the Sabbath, there are no early pick-ups. The school day ends at 1:30 p.m. on Fridays.

Emergency Dismissals

Parents/Guardians will be notified of any unexpected dismissal times due to circumstances beyond the ordinary. This notification will be in the form of a text, email, phone call or some combination of these communication systems.

Parent/Guardian Responsibility

If your child will be absent for any reason, please call the office so the absence can be properly documented.

Excused Absences

The following are considered reasons for an excused absence and will be documented in the teacher's register upon receipt of a written note from the parent/guardian:

1. Illness of the student with doctor's documentation.

2. Death of a member in the immediate family (mother, father, grandmother/grandfather, sister, brother)
3. Serious illness of a member of the immediate family (mother, father, grandmother/grandfather, sister, brother)
4. Medical or dental appointments which absolutely cannot be made at any other time.
5. Pre-arranged absences (school functions, church functions, field trips, etc.) require a written note from the parent or guardian. Special arrangements should be made with the classroom teacher regarding all class work and homework.

Note: The student is responsible for all classwork missed. It is the responsibility of the student and parent/guardian to obtain all missed class and homework assignments immediately upon return to school within two school days of the absence. Students are given the same allotted time of excused absence to make up these assignments.

Unexcused Absences

Student absences are considered unexcused if not listed above. Unexcused absences will be documented in the teacher's class register. A student, who has excessive unexcused absences, more than 10% of the 180 approved school days, will be referred to the St. Louis School Board for retention recommendation.

Make-up work may be allowed for other unexcused absences at the discretion of the teacher.

More than 14 days of unexcused absences in a school semester will result in a failing grade for that grading period. Class work must be submitted on time, as determined by the classroom teacher, to receive proper credit.

Tardies

Students are considered tardy if arrival time is after 8:30 a.m. After three tardies, it will count as one unexcused absence.

HOME AND SCHOOL RELATIONSHIP

School Communication-Guidelines for Parents/Guardians

1. Teachers should be addressed in a professional and courteous manner.
2. Parents/Guardians wishing to conference with a classroom teacher must make an appointment by calling the office, submit a written request or send an email to discuss student progress, including requests for assignments or behavior issues.
3. Teachers may not take phone calls during the school day. Please leave a message with the school secretary so they can return your call or email you after school.

4. Meetings with classroom teachers should be restricted to conversations that focuses on direction, development, growth and training of the student.
5. You must have an appointment to enter the classroom prior to 8:15 a.m.

School Communication-Guidelines for Teachers

1. Parents and guardians should be addressed in a professional and courteous manner.
2. Teachers should make every attempt to return requests for meeting in a timely manner. An attempt must be made to schedule conferences no earlier than 7:45 a.m. no later than 5:00 p.m.
3. Teachers should make every attempt to return phone calls and emails within 48 hours.
4. Meetings with parents and guardians should be restricted to conversations that focus on the direction, development, growth and training of the student.

Renweb Portal Parent Passwords-

PARENT/TEACHER CONFERENCES

Twice during the year, after the first and third grading periods, conferences are scheduled for teachers and parents to confer on their child's progress. It is important for parents to attend these conferences. Other conferences may be set up during the year as the need arises as determined by the classroom teacher. Either parents or teachers may request a conference to clarify student progress, explain behavior, or offer potential solutions to problems that might exist.

WEEKLY CHAPEL

Will be held on Friday mornings conducted by a church Pastor or an Elder for no more than 30 - 45 minutes in length

SCHOOL VISITATION

As a security precaution, all visitors, including volunteers, should check in at the school office before going to a classroom. At that time, you will be asked to sign a visitor's register and a visitor's badge will be issued. At the end of your visit, please return your badge to the school office.

Visits from parents and others who are interested in the school are always welcome. However, as a courtesy to both teachers and students, please do not enter a class without signing in with the school secretary and without an appointment. To this end, it is requested that arrangements to visit the classroom be made ahead of time with the classroom teacher. Visits should never be disruptive or interfere with classroom instruction.

Leaving School Grounds

Students will be allowed off the school grounds only with their parents, unless written permission from the parent is presented in advance. This written notification can be through email, text, letter or fax. Notification of the parents and police department will be made immediately upon finding a child missing from the school grounds. Detention by the police may be necessary if truancy is determined. Leaving the school campus without permission can result in suspension.

VOLUNTEER INVOLVEMENT

Every successful school has active parent involvement as a part of its program. We are indebted to parents and friends of St. Louis Unified School who donate their time and skills to our school. When you come in to help us as a volunteer, please stop by the school office and you will be given a pass so the school administration can be aware of who is in our building.

Volunteer Opportunities

Classroom Assistants, Room Parents, Field Trips, Science Fair, Spelling Bee, Spaghetti Dinner, St. Louis Unified School Day, Fundraising, Thanksgiving Luncheon, Book Fair, Teacher Appreciation Luncheon and many other opportunities. Communicate with your child's classroom teacher and your Home & School Association Leader.

HOME AND SCHOOL ASSOCIATION

This organization gives parents a forum for expressing their support for the school program and faculty. It is the unifying avenue of parents, teachers, students and churches. It promotes the harmonious development of the students. This is where new ideas and concepts are explored as well as ways of providing quality educational opportunities for both parents, guardians and teachers.

The Home & School Association will assist in fundraising, student support services, including volunteering at least twice a semester, and praying for harmonious continuation of relations between the home, school and church.

By virtue of a child attending St. Louis Unified School, his or her parents/guardians automatically become part of the Home and School Association of St. Louis Unified School. The support of every parent is important to be an example for our children and for the overall vibrancy of the school. Various opportunities for you to participate or provide other resources will be communicated throughout the year.

This organization seeks to strengthen the school program by bringing school families together in a variety of ways throughout the year. One of their major goals is to raise money for school improvements that would be difficult to afford otherwise.

The monthly meetings for the Federated Home & School Association will be held the Northside SDA Church on the 1st Tuesday of the month. For more information, please contact your Home & School Leader at your church or the Federated Home & School Leader and refer to the school calendar for the specific meeting dates.

HOME & SCHOOL ASSOCIATION (HSA) CHURCH LEADERS			
Terri Flemming, Federated Home & School Leader			
314-249-3307			
NAME	CHURCH	PHONE	EMAIL
LaVera Jones	Agape	314-435-8529	Lavera2121@gmail.com
Vacant	Berean		
Deborah Butler	Lighthouse	314-874-3712	deborah.butler@slps.org
Dianne Terrell Malone	Northside	618-558-8477	dianne.terrellmalone@gmail.com
Vacant	Tabernacle of Praise		

ACADEMICS

The St. Louis Unified School of Seventh-day Adventist wants to encourage each child to reach his or her highest potential academically.

CURRICULUM

The curriculum at St. Louis Unified Seventh-day Adventist School is developed by the Department of Education of the North American Division of Seventh-day Adventists and prescribed by the Mid-America Union of Seventh-day Adventist and Central States Conference of Seventh-day Adventists. It includes instruction in the following areas:

Bible/Religion: Instruction in Biblical history and principles as a basis for understanding God and developing a personal relationship with Him.

Fine Arts: Instruction in the areas of art and music aimed at the development of aesthetic appreciation and skills of creativity.

Language Arts: Instruction in the areas of speaking, reading, writing, listening, spelling, handwriting, composition as well as knowledge and appreciation of language and literature.

Mathematics: Instruction in mathematical concepts, computational skills and problem solving within all the math strands.

Physical Education: Instruction in large and small muscle activities designed to promote physiological development, motor skills and good sportsmanship.

Practical Arts: Instruction of vocational and non-vocational manipulative skills.

Science/Health: Instruction in natural sciences and health based on Biblical concepts.

Social Studies: Instruction in geography, government (local, state, national) and history (world and national).

Technology: Instruction using the basic skills of today's technology for classroom enhancement and research.

FIELD TRIPS

During the course of the school year, classes take part in field trips which involve travel away from the school campus. Field trips are a part of the school's curriculum and program of instruction and are designed to expand the student's education experiences. Student attendance and participation is expected for all school field trips. If parents and/or guardians choose not to send their child on a school field trip, they should not have the child report to school that day or for such portion of the day in which the class is off campus. Teachers will not provide alternative assignments and/or send the students to another classroom. Students will be responsible for all work which was missed and learning which occurred as part of the education outing

The field trip permission should have already been completed a part of the admission process and will serve as parental authorization for the entire school year.

GRADING SCALES

Grades 3-8

Percentage Grade	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
68 or Below	F

HONOR ROLL REQUIREMENTS

All of the following requirements must be met for each respective grade. However, for all grade levels, students are not eligible for Honor Roll if they receive 2 or more detentions in a quarter. Students who have received a suspension during the quarter are not eligible for Honor Roll.

Grades 3-5

- Are eligible for Honor Roll if they have no Ds, Fs or minus grades and no less than a C

Grade 6

- Students must maintain a GPA of 3.25 or higher to be on the Honor Roll

Grades 7 & 8

- Student must maintain a GPA of 3.5 or higher to be on the Honor Roll.
- Students may not have an F or minus (-) grade in any subject area to be considered for Honor Roll

ACADEMIC HONORS – Grades 6, 7,& 8

The GPA of student attending St. Louis Unified School in both 7th & 8th grades will be reviewed by the teachers and administration to determine the level of academic achievement.

1. **Academic Excellence** – will be awarded to students who have attained a cumulative GPA between 3.50 and 3.74.
2. **Academic Honors** – will be awarded to students who have attained a cumulative GPA between 3.75 and 3.99
3. **Highest Academic Honors** – will be awarded to students who have attained a cumulative GPA of 4.00 and above.
4. **8th Grade Principal's Honor Roll**- will be awarded to students who have been on the Honor Roll all four quarters for the current academic year. They will wear gold cords with their cap and gown at graduation.
5. Students receiving any of the academic honors will be presented with appropriate ribbons and will be worn at graduation.

8th Grade Graduates

In preparation for graduation and application to various high schools or academies, it is strongly recommended that you consider the following guidelines:

1. Begin your selection of the high school or academy of your choice in the fall of the current school year, usually October and November.
2. Request the required application.

3. Request any needed recommendations or references from the St. Louis Unified School faculty.
4. Complete the forms in its entirety with the exception of the sections that must be completed by administration.
5. Send a self-addressed stamped 9 x 12 envelope with all completed forms.
6. Make a copy for your records.
7. It is your responsibility as the parent/guardian to be aware of all deadlines. Please allow ample time to process the forms with the school. It is recommended that you complete all application documents a minimum of two weeks prior to the deadline.
8. All accounts must be current or paid in full before official transcripts will be sent to your desired school of application.
9. All accounts must be current or paid in full before your child can participate in graduation.

NOTE: An 8th grade graduation fee of \$50.00 will be charged in the spring to cover the different activities that will take place during this special year.

Testing

As a part of the Mid-American Union and Central States Conference of Seventh-day Adventists, St. Louis Unified School administers the following achievement tests to each student in grades 3-8:.

- The ITBS (Iowa Test of Basic Skills)
- CoGat (Cognitive Abilities Test)

The results of these tests are confidential, reported to the parent and are placed in the student's cumulative record to become part of his or her academic record.

STUDENT DRESS CODE

“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. 249.

Since one's dress can be an index to one's character, the students of St. Louis Unified School of Seventh-day Adventist are required to wear uniforms. No exceptions. Basic principles are considered in the decisions of dress and deportment. St. Louis Unified School uses the following guidelines to maintain its standard:

1. Economy and healthfulness are affected by dress.
2. Cleanliness, neatness, and attractiveness demonstrate the influence of Christ I our lives.
3. Time and weather conditions dictate some dress standards.

If the above principles are adhered to with the best attitude, minimal or no conflicts are anticipated. Therefore, in an effort to promote school unity, the following dress code and uniform policy will be enforced:

Due to the high standards of this school, a mandatory uniform is required and expected. Each student should have the following:

GRADES Pre-K - 8th Grades

BOYS-MANDATORY **

- 1 logo Maroon cardigan sweater**
- 1 logo Maroon polo shirt**
- 1 logo Grey polo shirt
- 1 pair Khaki pants
- 1 pair solid Black or Brown shoes (No sneakers/tennis shoes)
- 1 solid Brown or Black belt
- 1 pair Grey, Brown or Black socks

GIRLS-MANDATORY **

- 1 logo Maroon cardigan sweater**
- 1 logo Maroon polo shirt**
- 1 plaid jumper**
- 1 plaid skirt**
- 1 pair Khaki pants
- 1 logo Grey polo shirt
- 1 pair solid Black or Brown shoes (No sneakers/tennis shoes)
- 1 pair Grey, Brown, Maroon socks or tights

**** Denotes mandatory items**

Mandatory uniform items should be purchased at:

Fischer's School Uniforms

69 Florissant Oaks Shopping Center
Florissant, MO 63031

[314-921-9972](tel:314-921-9972):

Store Hours

Regular Hours

Mon & Wed 10am-6:30pm

Tue & Thu 10am-5pm

Fri & Sat 10am-3pm

Special hours during these dates:

August 1 - 31, 2016

Dress Down Thursday's

Guidelines for "dress down Thursday's":

For Boys and Girls

Jeans, with no holes or rips in the material

T-shirts with appropriate wording

Tennis shoes only

Clean and neatly ironed

FINANCES, ACCOUNTS & TUITION

Tuition

The yearly tuition (based on 180 school days) is charged to the student's statement evenly over a 10-month period. The first tuition billing will August 15, 2016. There are two options for payment: 1) A one time payment for the full tuition which will include the 10% discount for the entire school year is due no later than August 16, 2016 at 5:00 p.m. Otherwise, your child's statement will automatically be billed the monthly installment amount. 2) Monthly installments which are due the 10th of each month. A late fee of 1.5%. If the 10th falls on a weekend day, Saturday or Sunday, tuition will be due on the following Monday. We encourage you to plan accordingly.

Statements

Statements will be sent out at the beginning of each month itemizing tuition, after school care charges, and any other miscellaneous charges have been added. Accounts not paid by the 15th becomes past due and are subject to late payment fee of 1.5% of your total bill. If you find that it is impossible for you to pay the past due amount by

the due date, it is up to you to make either a verbal or written payment plan request to the principal who will forward the request to the school treasurer to be submitted to the finance committee.

Grades 1-8

Assessment Type	Yearly Tuition	10 Month Installments	10% Discounted Full Payment*
Constituent Church	\$3,150.00	\$315.00	\$3,146.85
Non- Constituent Church	\$3,412.50	\$341.25	\$3,409.08
Non-SDA Member	\$3,412.50	\$341.25	\$3,409.08

Multiple Children Discount

Assessment Type	Yearly Tuition amount	2nd Child 10% Discounted amt	3rd Child 15% Discounted amt	4th Child
Constituent Church	\$3,150.00*	\$3,146.85	\$3,145.28	Free
Non- Constituent Church	\$3,412.50*	\$3,409.09	\$3,407.38	Free
Non-SDA Member	\$3,412.50*	\$3,409.09	\$3,407.38	Free

*10% Discount credited on the student’s statement if paid at registration in one lump sum.

Sponsorship

All donations to student accounts should be first go through a Seventh-day Adventist church making checks or money orders payable to: St. Louis Unified School.

Delinquent Accounts

Any account which is 30 days past due will be considered delinquent. If the account becomes more than 50 days past due, the student will not be allowed to attend classes or use the services of St Louis Unified School covered by that delinquent account.

Emergency Tuition Payment Plan & Scholarship Committee

If a family has a serious financial emergency, they should contact the school principal as soon as possible to make special arrangements with the Scholarship Committee or treasurer, rather than allowing the account to become delinquent.

Tuition Assistance Resources

1. Contact your local church Home and School Association Leader
2. New Member Scholarships- contact Central States Conference of SDA.
3. Three Way Conference Scholarship

STUDENT RECORDS POLICY

It is the sole responsibility of St. Louis Unified School to maintain any and all educational records for each student for the accurate planning, development and continuation of programs to meet the individual needs of the students. Additionally, the Mid-America Union Education Office requires a high standard of student record maintenance. While the education records are the property of the Mid-America Union Office of Education, the St. Louis Unified School of Seventh-day Adventist School Board holds strongly to its obligation to protect the individual privacy of all students. This level of confidentiality is for the sole protection of the student and/or his parents or guardian.

Access and Release of Records

All school records pertaining to students are confidential. School officials may not divulge, in any form, to any person, any data contained in a student's record.

WITHDRAWAL/TRANSFER PROCEDURE

Parents/guardians of student who wish to withdraw their child/children from the St. Louis Unified of Seventh-day Adventist must notify the school in writing of the intent to withdraw with the last date of attendance identified. In addition, a withdrawal transfer form must be completed. All books and materials must be returned in the condition received. All tuition and fees must be current or paid in full. In order for all grades to be accurately calculated, completed school work should be submitted at least two days before the intended date of transfer.

HEALTH & MEDICAL INFORMATION

Immunization Records

In order to attend any school children must be fully immunized and is required. These immunizations must be up to date and verified by the Missouri Department of Health or your family doctor.

Complete immunizations or a doctor's verified schedule is required before entering or provided at registration but no later than 30 days after enrollment.

If previous school records provide this information, this requirement will be waived.

Vaccine Immunizations

- 4 DPT (DPT, Dtap or DT, if the child has just started the series)
- 3 Polio
- 2 Measles – at or after 12 months old
- 2 Rubella – at or after 12 months old
- 2 Mumps – at or after 12 months old
- 3 Hepatitis B for students entering Kindergarten and 7th Grade
- 1 Td if 10 years since last DPT/Dtap/DT

Physical Examinations/Shot Records

All new students and all those entering grades K-8 are required by law to have a complete physical examination and all reports submitted to St. Louis Unified School by October 1, 2016.

Medications

Prescription or non-prescription medications for your child should be turned in to the office. They must be in the original container with the student's name, medication name, dosage, and time for each dose. Place these medications in a plastic Ziploc bag with your child's name.

Illness/Student Sickness

We are concerned about students coming to school with fevers. A child is considered fever-free if his/her temperature is less than 100 degrees. Your child **MUST** be fever-free for 24 hours before returning to school after an illness.

If a child's temperature is 100 degrees or more, the parent will be contacted to pick up their child.

Absences that result in missing more than two (2) days of school require a medical verification from the child's family physician upon the student's return to school.

While in school, students will be expected to participate in all class activities, unless excused by a statement from the family physician. However, the classroom teacher will use his/her professional discretion to modify this guideline.

Students who are complaining of being sick, not feeling well, have excessive vomiting or who have had a fever within the last 24 hours should not be sent to school.

Parental Notification

Should a child become ill or have an accident during school hours, the school will notify the parent/guardian immediately. However, basic first aid will be administered as necessary. If the parents or emergency contact cannot be reached and further medical is necessary, the child will be transported to the nearest emergency room for medical care and evaluation.

Contagious Diseases

Parents/Guardians are requested to inform St. Louis Unified School in writing if their child has a contagious disease or condition, including but not limited to: pink eye, ringworm and lice. Missouri Health Department or your family's physicians' guidelines for treatment must be followed before the student will be allowed to return to school. If you have further questions, please contact the school office.

Lice Policy

If a student is sent home because of head lice, he/she MUST have a medical release from the Missouri Department of Health or family physician before returning to school.

Blood-Borne Pathogen Policy

The school has a policy for handling all material contaminated by blood. This policy is kept in the office and is available for review.

STUDENT CONDUCT POLICY

The St. Louis Unified School administration, faculty and staff members expect all students to observe the policies, regulations, and standards essential to the achievement of the goals and objectives of Christian education. Being a student at St. Louis Unified School is a privilege and not a right; therefore, each student is held personally responsible to uphold the specific standards of conduct, integrity, and morality compatible with the principles and doctrines of the Seventh-day Adventist philosophy.

Students who fail to respond to appeals made to their sense of honor based on infractions of the disciplinary code, and whose influence is found to be decidedly harmful based on violations where an aggregate number of violations permit suspension.

Guiding Principles of Conduct

Trustworthy- do the right thing even when adults are not present

Respect – respect the rights of other

Responsibility – It is your child's responsibility to bring all required material to class and complete every assignment on time.

Caring – be a caring person by treating others as you would want to be treated.

Citizenship – practice being a good citizen by doing your part in keeping hallways, bathrooms, classrooms and lunchroom neat and clean.

Courtesy – show courtesy to others by being friendly kind and cheerful

Fairness – In fairness to others, avoid gossip and spreading rumors.

- Each student will be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others.
- Each student will bear the responsibility for his or her own conduct.
- Each student will be responsible for neatness and cleanliness of person attire and hygiene.
- Each student will respect other students, teachers, administrators, all school personnel and visitors as human beings and fellow citizens of the school community.
- Each student will respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to book, facilities, school materials, school buildings, furnishings and the personal property of others.
- Each student will refrain from fighting, creating disturbances, and denying others the use of school facilities. Students will not use threats or intimidation against any person.
- Each student will respect the health and safety of others.
- Each student will respect the educational process and learning environment of others by refraining from intentional or habitual tardiness, unexcused absences, or any activities which diminish the right so others to acquire a quality Christian education.
- Each student will strive to model the example of Jesus Christ.

Grades 3 – Grade 5

Misconduct falls into two categories: 1) persistent disobedience 2) gross misconduct.

1). Persistent disobedience

- a. ***Continued Class Disruption***- to be repeatedly involved in actions which disrupts the educational process of the other students in any classroom activity or other organized function of the school.
- b. ***Disrespect*** – to willfully intimidate, insult or use obscene or profane language; the use of any language that does not represent Christ that is directed to any member of the student body or school staff whether verbally or in writing.

c. **Insubordination** – failure to respond immediately and courteously to a request by any authorized school personnel.

d. **False Reports** – the act of falsely reporting an incident or making false accusations.

e. **Forgery** – the act of falsely using, in writing, the name of another person or falsifying times, dates, grades, addresses, etc.

f. **Cheating** – deliberately and deceitfully using unauthorized materials or utilizing materials or data belonging to or prepared by another student.

- Teachers in Kindergarten through Grade 5 will be using the same discipline plan in order to provide a safe learning environment for your child. Each child will begin his or her day with a “clean slate”. It is our goal as teachers to model the love and forgiveness of our Lord Jesus by allowing children to begin anew.
- Children may be given a check for each time they disregard the Code of Conduct. Teachers use the Love & Logic Principles when dealing with children and misbehavior. Each child is a unique child of God and in turn needs to be dealt with as a unique and special child of God. Therefore, discipline plans are not a “one size fits all” plan.

Consequences and Explanations

The following consequences will occur:

1. Verbal warning
 2. Student may be sent to recovery (time out) which might be at recess or in the classroom.
 3. Isolated lunch, loss or recess or removal from class environment to a supervised location.
 4. Parent/Guardian will receive a phone call, email or both and be warned that the student will be suspended for the remainder of the day if poor behavior persists.
 5. Parent/Guardian must come and remove their child from school for the remainder of the day. If the fifth check is incurred after 1:00 p.m., the suspension will be served the next day.
- Students who receive a suspension or are engaged in a fight after 1:00 p.m. will serve their suspension time the next school day.
 - Students who are not picked up within a reasonable amount of time (within 2 hours of the parent/guardian notification) will serve their suspension the next school day.
 - Any student who is severely disruptive will be sent to the Principal immediately and is at the discretion of the classroom teacher. Fighting will result in an

automatic suspension. Repeated instances of persistent disobedience will result in a parent/guardian conference with the teacher and/or Principal.

- Occasionally, it may be necessary and advisable for a teacher to make minor adjustments to the disciplinary plan to accommodate individual students. This is never done in an arbitrary or capricious way, but is intended to serve the best interest of the children.

GRADES 6-8

Our goal is to continually strive to create the most effective learning environment for our students and ensure a respectful climate for all of the students.

Misconduct falls into four categories: 1) classroom infractions, 2) handbook infractions, 3) persistent disobedience and 4) gross misconduct.

Classroom Infractions

- a. Disrespecting others
 - b. Choosing not to follow the classroom rules
 - c. Being unprepared for class
 - d. Forgetting to keep hands, feet and any personal objects to yourself.
- Consequences for classroom infractions are handled by each classroom teacher on a daily basis using their professional discretion. Daily classroom expectations and consequences of those expectations are discussed at the beginning of each year in every classroom.
 - Teachers may determine alternative consequences depending on the infraction. This is based on the Love and Logic Principle.
 - Classroom infractions may affect a student's participation grade in that class. In the case of severe disruption on the part of the student, the teacher reserves the right to remove the student from the classroom to preserve the learning environment.

Handbook Infractions

- a. Dress Code Violations
- b. Hallway, lunchroom, gym and playground misbehavior
- c. Inappropriate language which includes profanity
- d. Being in an unauthorized area during school hours

TECHNOLOGY

ACCEPTABLE USE POLICY FOR COMPUTERS, INTERNET, AND OTHER TECHNOLOGY

With the permission of parents or guardians St. Louis Unified School (SLUS) provides an opportunity to use the internet at school. Internet use is only for educational purposes approved by SLUS. An Acceptable Use Policy statement is completed as part of the application and/or registration process.

Acceptable Use:

- Students may use the Internet for research, to learn, and to communicate with others under teacher supervision.
- Students will not copy materials and say they wrote it themselves.

Privileges

- If a student's behavior on the Internet is not appropriate, they may lose this privilege.

Etiquette

- Students are expected to follow rules for appropriate behavior on the Internet. Examples of those rules are listed below:

1. Be polite when writing a message.
2. Use appropriate language.
3. Remember that email is not private. What you write may be seen by others.
4. Information that they get from the Internet is for them to use, but they do not own it, and they did not write it. They must identify where they found it (footnotes). Plagiarism is to be avoided at all times.

Safety

They will use the following online safety rules below:

1. Cyber bullying is a crime and may involve the authorities.
2. Online Safety
 - a. They will not give out personal information about themselves or others (such as: home address, telephone number, parent's work address or phone number, etc.) to anyone on the Internet.
 - b. If they find anything on the Internet that makes them feel uncomfortable or nervous, they will get an adult to help them immediately.
 - c. If a student receives a message that is mean, frightening or inappropriate, they will need to notify a teacher or responsible adult immediately
 - d. St. Louis Unified School is not responsible for the truth or the quality of the information that they find on the Internet.

Security

- Students will only use the Internet when a teacher or responsible adult is present.
- They will not use anyone else's password for any reason.
- A password given to them is for their use only and should not be shared with anyone.

Vandalism

- Students should not cause any damage to computers in any form or modify the settings.
- Students will not modify or delete files that belong to others.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Right Act of 1964 and Title IX of the Education Amendment of 1972. Sexual harassment is any unwanted attention of a sexual nature that interferes with one's ability to do one's job or benefits from one's education.

St. Louis Unified School is committed to maintain a learning environment that is free from sexual harassment in which all employees and students can work and study together comfortably and productively. St. Louis Unified School prohibits and will not tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of St. Louis Unified School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

St. Louis Unified School of Seventh-day Adventist will investigate any and all sexual harassment complaints in a timely manner, whether formal or informal, verbal or written and will discipline any student or employee who sexually harasses a student or an employee of St. Louis Unified School of Seventh-day Adventist.

Any complaints regarding sexual harassment should be made to the Principal. However, if the complaint involves the Principal, the complaint should be made to the Central States Conference Superintendent.

CHILD ABUSE REPORTING

It is a mandated responsibility of the St. Louis Unified School and its administration and/or staff to report to the Missouri Department of Social Services any suspicious instances of child abuse.

INCLEMENT WEATHER POLICY

In case of inclement weather, St. Louis Unified School will follow Riverview Gardens County Public School. If Riverview Gardens County Public Schools announces that schools are closed or are on a 2-hour school delay, St. Louis Unified School of Seventh-day will follow the same schedule. However, all school closing will be at the discretion of the Principal or Lead Teacher. You can also check the local television stations: Channel 4 and Channel 5.

DISMISSAL POLICY

Parents/Guardians requesting an early dismissal for their children must give written notification to the homeroom teacher no later than 8:30 a.m. on the day of the requested dismissal.

Students will not be released from class during the last fifteen (15) minutes of the school day.

Written notification is required for any change of departure procedures by a student such as:

1. Leaving and going home with another student
2. Changing from a car rider to extended care
3. A change in the designated person who is authorized to pick up the child.

LUNCHES

Hot Lunch Fee: \$4.00 per day

Lunch Schedule:

Monday -Friday

Pre-K – 2 11:30 a.m. to 12:00p.m.

Grades 3 – 8 12:00 p.m. To 12:30p.m.

ANTI BULLYING POLICY

Because of the values and principles that St. Louis Unified School stands for, the school is completely opposed to any forms of physical or verbal bullying as well as cybernetic bullying and will not tolerate it. Participating in *such degradation* or harassment of classmates or faculty will result in severe consequences. Those who participate in any form of this behavior will suffer the consequences of said acts and will be immediately suspended until the Disciplinary Committee has reviewed the case and made recommendations to the school board. All members of our school community have the responsibility to protect student and faculty personnel as well as to provide a safe and caring learning environment. With this in mind, students are encouraged to report to their teacher or the office any such aggressive behavior that they witness. Reported incidents will be taken seriously and thoroughly investigated.

GOALS/OBJECTIVES OF ANTI-BULLYING

- To create a school environment which encourages children to disclose and discuss incidents of bullying behavior

- To raise awareness of bullying as a form of unacceptable behavior with school management, teachers, pupils, parents/guardians.
- To ensure comprehensive supervision and monitoring measures through which all areas of school activity are kept under observation.
- To develop procedures for noting and reporting incidents of bullying behavior.
- To develop procedures for investigating and dealing with incidents of bullying behavior.
- To develop a program of support for those affected by bullying behavior and for those involved in bullying behavior.
- To work with and through the various local agencies in countering all forms of bullying and anti-social behavior.
- To evaluate the effectiveness of school policy on anti-bullying behavior.

DEFINITIONS OF BULLYING:

- "Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or a group against one or more people" (DES 1993).
- "Bullying is unwanted and unwarranted behavior that hurts and is detrimental to the well-being of the recipients, limiting their opportunities to be effective and satisfied at work" (Kitt 1999).
- "Cyber-bullying is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student, using the Inter-net interactive and digital technologies or mobile phones"
- Homophobia is the fear of being labeled and/or the fear, dislike or hatred of gay males and lesbians.
- Homophobic Bullying is where general bullying behavior such as verbal and physical abuse and intimidation is accompanied by or consists of the use of terms such as gay, lesbian, queer or lezzie by perpetrators. Light refers to persons who are lesbian, gay, bisexual or transgender.
- "Bullying" is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organized, or it may be unintentional. It may be perpetrated by individuals or by groups of pupils.

The term bullying also encompasses harassment and sexual harassment, defined as follows:

- Harassment: any form of unwanted conduct in relation to any of the nine grounds, named in the equality legislation that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading or offensive environment of the victim.
- The nine grounds are gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveler community.
- Sexual Harassment: any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading or offensive environment for the victim.

CELL PHONES

Because the use of cell phones can be disruptive and misused, they should not be brought to the school or any school related event. If a student brings a phone to school, it will be confiscated and kept in the principal's office until the end of the day and/or a parent/guardian picks it up. Evidence of cell phone use during school hours will result in disciplinary action. The school is not responsible for replacement of lost/confiscated items.

SOCIAL MEDIA POLICY

Parents need to monitor their child's media usage, i.e. cyber bullying, Facebook/Instagram or twitter postings, or any other use of social media that is hurtful or threatening toward another student, their family, or a school employee. Such postings will be firmly dealt with.

WEAPONS

Students are not allowed to bring weapons on the school premises or on field trips. All weapons will be confiscated and immediate disciplinary actions will be taken by school administrators. Weapons are considered items such as: knives, guns, brass knuckles, nun chucks or any items used specifically to cause bodily harm.

ELECTRONIC DEVICES

Tablets, IPADS, IPODS, MP3 players or other electronic devices are NOT permitted on the school grounds during school hours or on any field trips otherwise they will be confiscated by the staff and held until the end of the day. If these items are taken by the staff, they may be kept until the end of the school day. The school is not responsible for replacement of lost/confiscated items. However, it is always the teacher's discretion to use technology where deemed appropriate be pre-authorized by the supervising teacher.

LOST AND FOUND

Clothing and personal items that are left at school will be placed in our lost and found box or container. Attempts are made to identify the owners and return the items, but those items left unclaimed will be donated to the Northside S.D.A. Church Community Services. Please put your child's name on all articles of clothing. St. Louis Unified School assumes no responsibility for personal items brought to school.

ST. LOUIS UNIFIED SCHOOL BOARD MEETINGS

Any items of business to be discussed by the school board should be presented to the school board chairman or principal one week prior to the meeting. Meetings are normally held on the fourth Monday of each month. Parents/Guardians, churches, school administration and support staff will be notified if any changes become necessary to the school board schedule. You can also refer to the school calendar for meeting dates. **See Appendix A**



“Higher than the highest human thought can reach is God’s ideal for His children. Godliness-godlikeness- is the goal to be reached.” Education p. 14

Signature for Receiving Handbook

I, _____, have read and understand the policies and procedures set by the School Board of St. Louis Unified School of Seventh-day Adventists and its' administration. I can also attest to having a copy of the SLUS Handbook in my possession for the Purpose of accountability.

Signed this day of _____, 2016.

(Student Signature - where applicable)

(Parent / Guardian Signature)

Please Note:

(Please retain a copy of this page for your records and have the Secretary make a copy of this page for your child's permanent record file).