



**Handbook  
of  
Forestdale Christian School**  
*Established in 1932*

**Grades 1 - 8 Education**

**“More Than Books & Grades”**

**2018 – 2019**

25 Perkins Valley Road  
Bryant Pond, ME 04219  
(207) 674-2934

## SCHOOL BOARD

<b>Chairperson</b> , Roger Wilday	754-6547
<b>Principal/Secretary</b> , Neil Clauson	203-848-0649
<b>Pastor Steve Dayen</b>	936-537-2383
<b>Treasurer</b> , Tricia Young	890-7618
Kay Rector	824-3333
Faye Taylor	393-7458
Linda Wiggin	890-5948
Winnie Hodson	890-2279
Gretchen Poland	754-8543
Aaron Wiggin	364-6545

The School Board generally meets the second Monday of each month, 7:00 pm, in the Woodstock SDA Church and School building.

### TEACHER

Elizabeth Somers (**Principal**)

Email: [mr.clauson@forestdalechristianschool.com](mailto:mr.clauson@forestdalechristianschool.com)

### SCHOOL NURSE

Winnie Hodson.....890-2279

### HOME & SCHOOL

Gretchen Poland

### E-MAIL

[Forestdaleschool1932@gmail.com](mailto:Forestdaleschool1932@gmail.com)

### WEBSITE

[www.forestdalechristianschool.com](http://www.forestdalechristianschool.com)

## **HISTORY- 86 YEARS & STILL GOING**

Forestdale Christian School is operated by the Woodstock Seventh-day Adventist Church in connection with the Northern New England Conference Office of Education. The school first opened on Tuesday, December 6, 1932 and has been in continuous operation ever since. The first teacher was Carl O. Franz. Originally the school met in one room, the middle room of the building. At first the larger, or front room, served as the church. In 1951, the Woodstock Church was established in a new building and Forestdale School then made use of the front room. In 1993, a classroom was added to meet the needs of a growing enrollment. Grades 9, 10 and Kindergarten have been offered when numerical demand and financial support was found. Presently grades 1-8 are offered to provide for our community's needs. Hundreds of students have attended Forestdale Christian School since 1932.

In 2011 the Woodstock SDA Church broke ground directly next door to Forestdale School on a new complex that would house the church, school, food pantry and fellowship hall. The project was completed in the summer of 2012. The school year 2012-2013 was the first year in the new Forestdale Christian School which contains two large classrooms, an office, library, and entryway with student lockers.

The school's facilities also include a large well equipped playground, playing fields and indoor exercise areas. The Seventh-day Adventist Church in North America has operated a system of elementary and secondary education since 1872. Forestdale Christian School is accredited

through the Northern New England Conference Office of Education, and the Atlantic Union Conference Office of Education, respectively, and is evaluated on a continuous basis. It is also a Maine State recognized private school. The school is located one and one-fourth miles northeast from the intersection of State Route 26 and Andrews Road in Woodstock Township, Oxford County (see page 33 for a map and more information).

We are pleased that our school is continuing to be of service to our community, providing quality Christian Education. No religious test is required of any student for acceptance. It is expected that all who present themselves for enrollment be respectful of the religious principles on which the school is founded.

Our teaching staff is always properly educated, certified and qualified. Our facilities meet school requirements.

To learn more about Adventist Education worldwide see the following website. <http://education.gc.adventist.org>

## **PHILOSOPHY**

We believe that Christian education prepares people for useful and joy-filled lives, fostering friendship with God, whole-person development, Bible-based values, and selfless service to others.

## **MISSION STATEMENT**

It is the mission of Forestdale Christian School to assist the home and church in providing the setting and the opportunity for individual conversion and growth experience in Christ for eternity. Forestdale Christian School stresses intellectual, physical and character development to enhance and

promote a relationship with Jesus and service to God and man.

## **OBJECTIVES**

### **A. Religious Objectives**

1. Students will be presented with a Scripture based philosophy and standards including virtues of kindness, unselfishness, patience, cooperation, etc.
2. Voluntary participation in church related activities is encouraged.
3. Students should recognize the importance of private devotions.
4. Students will be presented an opportunity to establish and maintain a personal relationship with Christ.

### **B. Intellectual Objectives**

Students are encouraged to develop an intellectual excellence that portrays:

1. An understanding of God as Creator, Redeemer, and Sustainer of mankind.
2. The ability to think independently.
3. A mastery of the use of the tools of learning.
4. An ability to cope with the practical problems of life.

### **C. Vocational Objectives**

Students are introduced to a positive work ethic and a sense of economic values by:

1. Participating in manual labor and other occupational activities provided by the school and church.
2. Striving for excellence in workmanship in assigned tasks.
3. Developing initiative, self-reliance, and reliability through work experience.

#### **D. Social Objectives**

Students are assisted to develop their personalities and characters, and to:

1. Regard others as worthy of respect.
2. Manifest Christian attitudes of propriety and respect in all social relationships.
3. Consider other points of view.
4. Respect the property of others.
5. Exercise self-control and self-discipline.
6. Conduct social functions which adhere to Christian principles.

#### **E. Health Objectives**

In order to maintain good health which is a balanced relationship between mind and body, students are taught to:

1. Exercise temperance and moderation in all aspects of life.
2. Enjoy wholesome outdoor recreation and daily physical activity.
3. Obtain adequate and regular rest.
4. Practice principles of nutrition.
5. Develop regular habits of cleanliness.

### **WHO MAY ATTEND**

Forestdale Christian School is open to elementary students in grades one to eight who express and demonstrate a sincere desire for a Christian education. They agree to

abide by the rules of the school as listed in this handbook during all school related activities.

Attendance at Forestdale Christian School is a privilege and not a right. In order to safeguard the scholastic and moral atmosphere, the school board reserves the right to deny admittance to an applicant by pre-established criteria.

Parents and students are to be familiar with the school rules and regulations. Violation of them may forfeit one's enrollment.

## **ENTRANCE AGE**

The school board highly recommends that the parents be the child's teacher for the early years of his/her life. A child entering the first grade at five years old on the first day of school may be accepted into Forestdale Christian School. A child not yet six years old at the opening of school may be admitted if he/she turns six by October 15. Prospective students will/may be given placement/readiness screening that will be discussed with the parents prior to enrollment as appropriate.

All student applicants will be subject to school board approval.

## **COURSES OFFERED**

### **Grades 1 - 8**

Bible  
Computer  
Language Arts  
(English, Handwriting, Spelling)

Mathematics
Music
Physical Education
Practical Arts and/or Applied Arts
Reading
Science/Health
Social Studies

Textbook and teaching materials are approved and comply with current standards designated by the Atlantic Union Conference Office of Education and the North American Division Office of Education. Instructional time for all the subjects meet or exceed the minimum standard required by State law. Daily morning worship, weekly chapel with a pastor, is regularly provided. Music instruction may require additional hours beyond regular school hours (i.e. Christmas, church, and graduation programs). Other musical instrument instruction may be offered in conjunction with the school program as an extracurricular activity. Children 5-9 years of age are encouraged to join the Woodstock Fireflies Adventurer Club. Children 10-15 are encouraged to join the Woodstock Whitetails Pathfinder Club. Both groups are world-wide, church sponsored, co-educational organizations similar to Cub and Scout Clubs. Optional baptismal classes are also conducted at the school each year by a pastor.

## **EIGHTH GRADE GRADUATION REQUIREMENTS**

Upon graduating from 8<sup>th</sup> grade, the student will have completed the following required subject areas:

Bible/Religion

Computer

Fine Arts

Language Arts (English, Handwriting, Spelling)

Mathematics

Physical Education



Practical Arts  
Reading  
Science/Health  
Social Studies

A diploma issued from the Atlantic Union Conference North American Division of Seventh-day Adventist Education will be given to each qualifying student.

### **RULES AND REGULATIONS**

The following rules and regulations are to be observed by all students of Forestdale Christian School. Failure to comply with any of the rules and/or regulations listed below may result in disciplinary action or possible suspension.

1. All students will use language befitting followers of Christ. Unacceptable language includes careless, slang, abusive, vulgar, common discourtesies and/or taking God's name in vain.
2. Dishonesty and theft are not permitted. This includes falsehoods, willful deception regarding violation of school regulations, cheating on tests, or anything else designed to lead one away from truth.
3. Possession of knives (including jackknives and "Multi-tool" types), firearms, fireworks, lighters, matches, or any lethal weapons by students will not be allowed. They are subject to immediate and possibly permanent confiscation by the school.
4. Unbecoming, suggestive or obscene conduct or possessions of similar literature or items are not acceptable.
5. Students are encouraged to avoid places/events where the influences may be found to be detrimental to the

student's and school's reputation. Questionable TV programs, videos, and music that do not build up Christianity should not be a part of a student's classroom conversation.

6. Healthy food choices are encouraged for children's lunches.
7. The possession and use of tobacco, alcohol, or drugs, on or off the school premises, is not allowed.
8. Students are to maintain a cooperative, constructive attitude, and are encouraged to attend church.
9. Willful or thoughtless destruction or defacing of school property is considered a serious offense. The offender will be required to repair, replace, or otherwise make restitution for misdeeds, in addition to other possible disciplinary action.
10. "Dating" relationships will be discouraged. Obvious expressions of such are not allowed during school activities.
11. Gambling games and substandard literature are not allowed on the school premises.
12. The wearing of jewelry or the use of noticeable makeup and cosmetics is not allowed on the school premises.
13. If a student must stay inside during recess or physical education class for any reason a note must be presented to the teacher.
14. A child contracting a communicable disease should not attend school until the contagious stage of the disease has passed.
15. Abusive and aggressive behavior will not be tolerated. Forestdale Christian School encourages a "hands off" policy. Violation of our no touch policy will be addressed.
16. Bullying, as defined in the school policy, is not acceptable conduct and is prohibited. Any student who

engages in conduct that constitutes bullying will be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions. A copy of the school's anti-bullying policy will be provided at the time of registration & also available at the school.

17. Forestdale students are to adhere to the Personal Electronic Device (PED) Policy. The policy includes, but is not limited to, cell phones, mp3/CD players, gaming devices and others mentioned in the PED Policy. These devices are to be left at home or turned off and stowed away in backpacks during school hours and on field trips unless arrangements are made with the teacher(s) to do otherwise. A copy of the school's PED policy will be provided at the time of registration & also available at the school.
18. Absence from the school premises is not permitted at any time during the regular school day, without a request in person or in writing from a parent or guardian. This applies also to early dismissal of individual students.
19. All students are expected to sign and follow the computer/Internet online safety pledge.
20. All school books written in by students or otherwise abused or lost are to be paid for by the parent or guardian.
21. All students are expected to follow and respect general classroom procedures as set forth by the teacher(s).
22. Chromebooks for students as determined by the teacher
  - o The Chromebooks are meant for educational purposes **ONLY**.

- o They are school owned and monitored by the teaching staff.
- o All students must sign an Internet Rule and Safety Form in order to use devices at school.
- o All parents must sign a consent form to allow students to bring Chromebook home for homework purpose **ONLY**.
- o Forestdale Christian School reserves the right to take back any Chromebook that is not being used according to our policy.

## **SNOW AND CANCELLATION DAYS**

Forestdale Christian School will open on scheduled days whenever possible. In the event of hazardous conditions, listen to local radio and television stations regarding announcements. The following stations will carry school cancellation announcements for Forestdale Christian School:

TV - WGME Ch. 13 Portland

TV - WCSH Ch. 6 Portland

TV – WMTW Ch. 8 Portland/Poland Springs

These TV stations have websites that can also be searched for school closings.

Forestdale Christian School will also maintain a parent phone list to notify you of other unexpected situations, should they arise.

## **MEDICAL/HEALTH REQUIREMENTS**

As required by State and Federal laws, all students must have proof of immunization and proof of age before entering or transferring to any school. A Certificate of Immunization signed by a doctor showing immunization against varicella zoster, diphtheria, whooping cough, tetanus, measles, polio, mumps, and rubella is required unless a waiver has been signed by a parent or guardian. An official Certificate of Birth is required for student files also. Medical/Physical examinations are required by all new students as well as those entering the first (1<sup>st</sup>) grade, fourth (4<sup>th</sup>) grade, and seventh (7<sup>th</sup>) grade. Forms are available at the school.

## **STUDENT PICTURES**

Pictures and videos of students will be taken throughout the school year. A consent form will be provided at registration. Photos will be used for advertisement purposes of school (website, Facebook, brochures, newspaper articles, etc.) as well as yearbooks for students at the end of the school year.

## **SCHOOL HOURS ARRIVAL AND DISMISSAL TIMES**

School begins at 8:00 a.m. Dismissal is at 3:00 p.m. on Monday through Thursday, and at noon (12:00 p.m.) on Fridays. Parents are to provide/arrange for transportation to and from school. Students should arrive between 7:45 a.m. and 7:55 a.m., and be picked up promptly at 3 p.m. When students arrive in the morning, according to the time specified above, they should enter the building and appropriate classroom. In order for classes to begin on time without added distractions, all parents, except scheduled volunteers, are to remove themselves from the school building prior to 8:00 a.m. when classes are to commence. If children are late to class, parents are not allowed in the building, without permission, as class is in session.

## **ABSENTEEISM - TARDINESS**

When children are well, they belong in school. When they are sick, they belong at home. When they return to school, verification of the reason for their absence is required. Upon return to school after an absence, a student must bring a note from the parent including the days absent and reason for the absence. If a pupil is absent as many as seven (7) days out of a nine (9) week period, for whatever cause, they may forfeit their period grades unless it is evident to the teacher that their work has been satisfactorily made up. In all circumstances, teachers appreciate notification of absences at the beginning of the day. Please phone before 8:00 am or after 8:15 am.

While at school a child is to participate in all school activities (physical education classes, outdoor recesses, etc.), unless the school receives a doctor's note explaining the reason for non-participation and the duration of this exemption.

Three unexcused tardies will be considered equivalent to one unexcused absence and in the event of three unexcused absences per grading period the parent may be requested to appear before the school board. Legitimate absences include:

- A. Personal illness.
- B. Professional health appointments that cannot be made outside of the regular school day.
- C. Observance of a recognized religious holiday when the observance is required during the regular school day.
- D. Family emergency situations.
- E. Personal or educational absence submitted in writing and for which approval has been granted in advance of the absence.



## **GRADING SYSTEM**

Grading scales and procedures will be in harmony with our governing organizations. Parents and teachers are urged to work closely together on student progress through such means as conferences or by appointments. Parents of students whose grades or conduct are below standard will be notified half way between marking periods, or before, by the teacher. IOWA-Cog-AT, standardized tests, are given annually. Parent-Teacher Conference meetings will be scheduled shortly after each of the first three grading periods. Notices and arrangements will be made prior to the meetings.

## **HOMEWORK**

Students may be assigned to complete homework as part of their total educational experience. Homework assignments supplement, compliment, and reinforce classroom teaching and learning. Assignments may vary according to teacher preference, student ability and participation during school hours to accomplish work, and subject matter. It is our belief that homework does the following:

1. Develops responsibility.
2. Extends formal learning to the home.
3. Gives parents the opportunity to participate in their child's learning.
4. Provides an opportunity for the reinforcement of basic skills.
5. Gives children experience in working on long-term projects.

## **STUDENT FILE RECORDS**

Academic, attendance, birth, immunization, and health records are maintained for each student. Legal documents of adoption, custody rights and limitations, medical-health restrictions, etc. must be provided if applicable. A parent or legal guardian may look at these records as stated in the U.S. Family Education Rights and Privacy Act. Under these laws it is the parent/legal guardian's lawful privilege and obligation to:

1. Notify schools of a transfer.
2. If desired, obtain a copy of the records at cost.
3. An opportunity for a hearing to challenge the content of the records provided.

For students transferring to another school from Forestdale, we maintain the policy as set by the North American Division of Seventh-day Adventist Education that all transcript requests of academic credit may be withheld until student accounts are paid, or satisfactory financial arrangements have been made.

## **EARLY DISMISSAL POLICY**

Academics must receive priority over extracurricular activities. Participation in extracurricular activities that require repetitive early dismissal will be based on five criteria:

1. Students must qualify with a GPA of 2.0 and no D's or F's for the quarter before the activity begins.

2. If a grade drops to a D or an F, or withdraws failing (WF) from any subject, the student loses eligibility for early dismissal the rest of the quarter.
3. Students and their parent(s) must fill out a request form and submit it to the school board at least one month prior to the start of their activity.
4. Students must receive permission from the school faculty.
5. Students must receive permission from the school board.

If a request for Repetitive Early Dismissal is approved, the student is in the parents' charge at the time he/she leaves and is no longer under the jurisdiction of Forestdale Christian School.

## **STUDENT DISCIPLINE POLICY**

The following 5 stage Discipline Policy is the framework that will be followed when a break in the Rules and Regulations has occurred. It is at the discretion of each teacher to enact this system when they feel it is necessary. Obviously, an extreme case might require a different course of action. The stages are designed to be followed 1-5 unless the severity of the infraction is such that one or more stages need to be omitted. The purpose of this policy is twofold:

1. To state consequences of unacceptable behavior.
2. To encourage good behavior in each student Stage I, II & III forms will be discarded at the end of the school year whereas Stage IV & V forms will become a part of the student's permanent record.

### **Stage I**

For any single serious offense deemed reportable by a teacher, for repeated offenses or when classroom discipline has failed, a form will be sent home explaining the infraction and will require signatures from the Parent, Student, and Teacher. Any consequences given will be listed.

### **Stage II**

If Stage I has been unsuccessful in correcting the problem, the teacher will notify the parent by phone and will send home the form stating the infraction and requiring signatures from the Parent, Student, and Teacher. The Principal will be notified. Consequences will be listed on the form.

### **Stage III**

If Stages I & II have not corrected the problem then the School Board Chairperson will be notified. Consequences will be listed on the form and may include up to a 3-day suspension.

### **Stage IV**

If the above Stages do not yield the desired outcome, School Board action will be required. This action may include a mandatory suspension for a minimum of 3 days and a maximum of two weeks. The consequences will be listed on the form.

### **Stage V**

If Stages I-IV have been unsuccessful the School Board may take action to expel the student for the remainder of the school year. This action would take place after other avenues of correction have been tried.

## **UNIFORM POLICY**

Uniforms will be enforced at Forestdale Christian School. Correct principles in dress should be included just as carefully as any other principles of Christian living. The following principles represent our standards: simplicity, appropriateness, modesty, healthfulness. Modesty will

regulate the type of material and style of the clothes. Healthfulness should characterize the entire wardrobe. In addition to these principles the following standards have been adopted for our school:

Shirts: Maroon or Forest Green PLAIN POLO shirts must be worn. No picture, words, or large logo will be permitted.

Pants/shorts: should be modest, appropriate, clean, loose-fitting, without holes or ratty strings and neat.

A hair style should be chosen which is clean, well-groomed and out of the eyes.

The teachers reserve the right to make decisions regarding what they view as inappropriate as a situation may arise. Parents and/or students should inquire beforehand if they have any questions regarding acceptable attire.

## **POLICY FOR ADMINISTERING MEDICATIONS TO STUDENTS**

Teachers cannot dispense medication (including aspirin and cough drops) without parental permission. Likewise students are unauthorized to have such medications in school without proper notification

Before any medication may be administered in school, the School Board requires the written request of the parent/guardian which shall give informed consent for such administration by the classroom teacher. This request shall be accompanied by the written order of the prescribing physician.

Medications must be delivered to the school in its original container and given to the classroom teacher immediately upon student arrival to school. The container should include clear dosage instructions.

Students are not to be permitted to self-administer prescription medications in school except under very special circumstances-as requested and described by the student's physician (such as in the case of a responsible, adequately instructed asthmatic/allergic student given special permission to carry an inhaler and self-medicate).

The written order of a prescribing physician/dentist shall be reviewed by the classroom teacher and nurse when first presented to the school, and should include (a) a specific dosage; (b) the time at which the medication is to be administered; (c) the length of time for which the medication is prescribed; and (d) any possible side effects of the medication.

When the teacher believes that the prescription fails to provide sufficient information, he/she will ask the parent/guardian to obtain the specific information needed. It is the parent's/guardian's responsibility to obtain the information needed.

All medication will be kept in a locked cabinet maintained by the principal or the classroom teacher.

The principal/classroom teacher will maintain a record including the request, the details of the dosage and timing of medication, and a notation of each instance of administration.

Students are NOT to have any medication on school property without a doctor's signed note presented to the classroom teacher. This includes nonprescription and prescription medication. All other medication will be confiscated by the teacher, placed in the locked cabinet and returned to the parents upon request.

The School Board discourages the administering of medications on school premises. The parent should confer with their doctor to allow for the student to receive all prescribed doses at home, when possible. However, when the doctor deems medicating during the school day to be necessary for the student's health and attendance in school, it may be done in the school by the parent, or in accordance with this policy by the school staff as permitted by law.

The School Board disclaims any and all responsibility for the effects of any medication given as prescribed by the student's physician. For purposes of this policy, "medication" includes all medicines prescribed by a physician/dentist, and over the counter medicines.

This policy is for the safety of all students attending Forestdale Christian School and for legal protection for the staff asked to administer medications.

## **FIELD TRIPS**

All students will be required to have written permission from a parent or guardian before they will be able to go on a planned field trip off school property. Permission slips regarding the time and nature of field trips will be given to parents prior to such events. Exception: at the beginning of the school year parents may provide permission for their child(ren) to go on all supervised nature/fitness walks in the

local area surrounding the school grounds through the year at undesignated times. Vehicles used in field trip transportation must have minimum \$100,000/\$300,000 Liability (Bodily Injury), \$50,000 Liability (Property Damage), and minimum \$5,000 Medical Payment auto insurance.

Parents are to provide car seats (if required) for their students during field trips. **All children under the age of 8 AND under 80 pounds, must use a booster seat, according to Maine State Law. Also a child who is less than 12 years of age AND weighs less than 100 pounds, must be secured in the back seat of the vehicle.**

## **FINANCIAL INFORMATION & PAYMENT POLICY**

### **Registration (Once-a-Year)**

To cover the cost of purchasing textbooks, photocopy supplies, library books, media materials, and magazine subscriptions, a registration fee is charged for each student. If the registration fee is paid after registration day, an additional fee will be charged. In addition to the above, parents/students must provide such items as a personal Bible, paper, pencils, notebooks and other minor supplies as indicated by supply lists provided by the individual teachers.

### **Tuition**

1. Tuition is paid in 10 monthly payments.
2. Online payments may be made--instructions to do so will be provided by the school treasurer. The link can be found on the school website.
3. Payments are due on the first of each month.
4. A \$10.00 credit is given for payment postmarked on or before the first of the month.



5. Checks should be made payable to "Forestdale Christian School", and should be sent to:

**Forestdale Christian School  
25 Perkins Valley Road  
Bryant Pond, ME 04219**

**REGISTRATION 1-8**

	If received or postmarked on or before Registration Day (or 1 <sup>st</sup> day of grading period for 2 <sup>nd</sup> - 4 <sup>th</sup> Quarters*)	If received or postmarked after Registration Day (or 1 <sup>st</sup> day of grading period for 2 <sup>nd</sup> - 4 <sup>th</sup> Quarters*)
Full Year	\$270	\$295
Last 3 Grading Periods	\$270	\$295
Last Half of Year	\$210	\$235
Last Grading Period	\$210	\$235

\* See the calendar for dates of beginning and ending of grading periods.

**TUITION 1-8  
(Monthly X 10)**

	Tuition	Subsidy if a member of Constituent Church (Woodstock)	Total Payment if Constituent Member
1 <sup>st</sup> Student	\$385	-\$100	\$285
Each Additional Student	\$308	-\$100	\$208
A monthly \$10 discount <b>per family</b> is offered for payments made by the 1 <sup>st</sup> of each month.			

If you are a member of another church, you are encouraged to seek a similar subsidy from your own church, to assist you while attending Forestdale Christian School.

### **Additional Fees for students NOT enrolled at Forestdale**

Children not enrolled at Forestdale are welcome to join activities, when available. An additional fee may be assessed. Standardized Testing - \$50 Field Trips – Cost of the trip plus \$5. Parents **must** accompany students.

**In recognition of individual difficulties, it remains the intention of the school and its board to make specific, and confidential, arrangements to assist each family to meet its obligations.**

If, for whatever reason, tuition payments (or individual arrangements) are not being met, the following actions will be instituted:

- At 30 days non-payment—a reminder from the treasurer
- At 60 days non-payment—a reminder from the board chairperson
- At 90 days non-payment—the board will invite the student's family to be present as they discuss the next steps regarding the tuition account.
- A debt collector's service may be used for longer term balances not receiving regular/significant payments. A payment plan submitted in writing and approved by the board may help to avoid credit difficulties.

The above schedule is for non-payment of a bill. **Financial assistance can be applied for on an individual basis when accompanied by written request to the school board. Scholarships will be awarded as available.** Participation in our "Partnering for Eternity" (PFE) is required for students receiving tuition assistance. The programs outline can be obtained from the school's principal. Failure

to comply with the PFE will end any adjustment and a full tuition will be billed. When no such arrangements have been requested and approved, full payments are expected.

Every opportunity still remains for our children to obtain the Christian education they deserve. At the same time every bill incurred by our school deserves to be paid while there is still an opportunity.

## **SCHOOL RELATED PROBLEM SOLVING PROCEDURE**

On the occasion a parent may question an action or policy of a teacher, the following conciliation procedure, based on Matthew 18 and 1 Corinthians 6, is suggested for resolving these problems. The objective of both parent and teacher is to resolve the problem on an informal basis if at all possible and then on a formal basis if such efforts do not succeed.

- Step 1:** Parent will talk with the teacher involved on an informal basis.
- Step 2:** If the problem is not resolved the parent will talk to the principal on an informal basis (This step would be skipped if the teacher is also the principal).
- Step 3:** If the problem is not resolved on the school level, the parent then contacts the school board chairperson in writing, who will attempt to resolve it.
- Step 4:** If the problem is still not resolved satisfactorily, the parent may then make a written request for a full school board review.
- Step 5:** Lastly, if the problem is still unresolved the parent may contact the Northern New England Conference Superintendent of Schools. The superintendent's ruling will be final.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance is provided automatically for all students when they enter school. The coverage is provided by a blanket policy issued through the Northern New England Conference Office of Education, and is voluntarily paid for by Forestdale Christian School through registration fees. If you would like information regarding student insurance, or a summary of insurance benefits, please contact a school staff member or call the conference office. Please note that the school insurance is for coverage of accidents incurred by students at school during school hours or during official school-related activities, and not for accidents that occur at home or other places.

In the event of an accident at school, please obtain from your child's teacher an Accident Claim Form to be completed by the teachers, parents, and doctor. This form should be returned with itemized bills or itemized receipts to the school for processing. Claims must be submitted within 90 days from the date of injury.

## **EMERGENCY/MEDICAL TREATMENT**

During registration a form entitled Continuing Consent to Treatment and Health Insurance Information will be provided for you to complete. This form provides the school with information regarding parental preference of doctors, consent to have emergency medical treatment given, and information on other insurance policies in the event of an emergency situation. A list of this information is maintained by each teacher and is taken with your child's teacher on all field trips.

## **TRANSFER STUDENTS**

A transfer student will be tentatively assigned to a grade on the basis of the most recent progress reports available. Student cumulative records will be requested from the school from which they are transferring. If a question arises regarding a student's level of achievement, further evaluation will be made to clarify grade placement. Such evaluation may include standardized tests as well as informal assessment. When a student transfers to another school, their records will only be released when a written request, signed by a parent or legal guardian has been submitted, and when financial obligations have been appropriately met.

## **HOME & SCHOOL ASSOCIATION**

The Home & School Association is an organization to advance the cause of Christian education in the home and the school and to develop Christian character in all its members and their dependent children. Any adult patron of the school, who is willing to do what they can to advance the purpose of the association may become a member. The association assists in providing informative and enrichment programs as well as financial support. In the past it has been involved with the selling of fruit and cookbooks, as well as holding yard sales. It has been active in providing hot lunches during the winter, assisting in the publication of a school yearbook, a monthly newsletter, and providing field trip transportation.

The Home & School Association officer(s) are listed in this book.

## HOLIDAYS

Each year the following National holidays will be observed:

- Labor Day (1<sup>st</sup> Monday in September)
- Columbus Day (2<sup>nd</sup> Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Last Thursday in November)
- Christmas Day (December 25)
- Civil Rights Day (3<sup>rd</sup> Monday in January)
- Presidents' Day (3<sup>rd</sup> Monday in February)
- Memorial Day (Last Monday of May)

## CALENDAR

The most up to date conference calendar is found on the school website. The conference calendar is also provided on a separate sheet. The Forestdale calendar is based upon State of Maine regulations and the Northern New England Conference school calendar. It is our desire that parents and students coordinate their vacations with the school vacations. Parents/students seeking additional personal vacation time need to carefully consider the Absenteeism Policy listed in this handbook. If a student's absence is unavoidable, then arrangements with the teacher(s) need to be made well in advance.

## DIRECTIONS

The school is located on Perkins Valley Road which runs parallel to Route 26 and (with Cushman Road) forms a loop between the villages of Bryant Pond and West Paris.

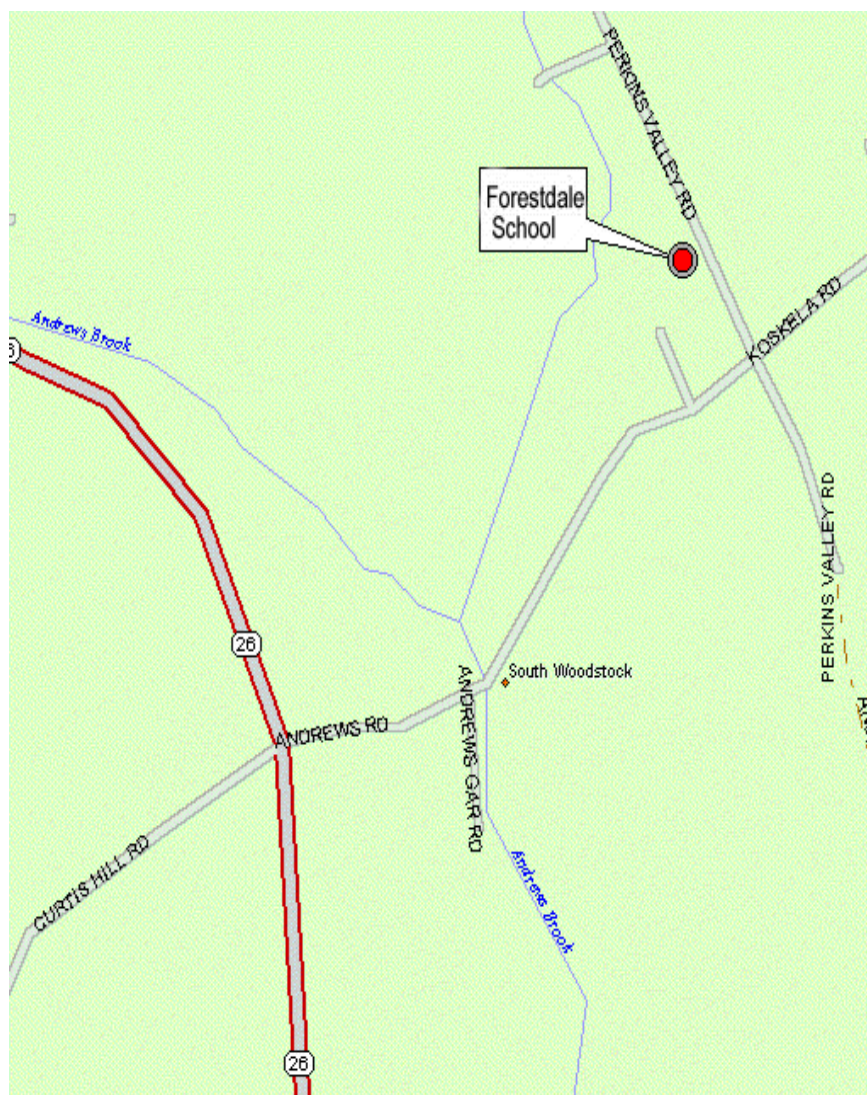
### **Directions from the South (South Paris, ME):**

Go northwest on Route 26 8.5 miles and turn right onto Andrews Road. Go 1 mile and turn left onto Perkins Valley Road. Forestdale Christian School is 1/4 mile on your left.

**Directions from the North (Bethel, ME):**

Go southeast on Route 26 13.5 miles (through the towns of Locke Mills and Bryant Pond) and turn left onto Andrews Road. Go 1 mile and turn left onto Perkins Valley Road. Forestdale Christian School is 1/4 mile on your left.





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