**Introduction**

We welcome each student to the Seventh-day Adventist School System. We extend our profound thanks and appreciation to you for choosing this school. Our hope and prayer is that each student will acquire an education that will prepare him/her for life.

The Seventh-day Adventist School System is founded on the principle that education includes not only mental growth, but moral, spiritual and physical growth as well. It is our goal to prepare students to be good citizens for the kingdom of God.

The Seventh-day Adventist School System that you have chosen is a part of the worldwide Seventh-day Adventist Education System. It is operated by the world church of Seventh-day Adventist, to offer young men and women a careful blend of spiritual, mental, physical and social education from Nursery to 12th grade.

The high school curriculum will prepare a young person for entry into college/university education programs or into an advanced occupational course. In the following pages, we hope you will find all the information you will need regarding the policies and regulations of the Seventh-day Adventist Schools.

**Philosophy of SDA Education**

The Seventh-day Adventist Philosophy of education is Christ-centered. Adventists believe that under the guidance of the Holy Spirit, God’s character and purpose can be understood as revealed in nature, the Bible, and Jesus Christ. The distinctive characteristics of Adventist Education derived from the Bible and the writings of Ellen G. White which point to the redemptive aim of true education; to restore human beings into the image of their Maker.

Seventh-day Adventists believed that God is infinitely loving, wise and powerful. He relates to human beings on a personal level, presenting His characters as the ultimate norms for human conducts and His grace as a means of restoration. Adventists recognizes, however, that human motives, thinking, and behaviors have fallen short of God’s ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God, working together, homes, schools and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and the world to come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person spiritually, intellectually, physically, and socially. Its time dimensions’ span eternity; it seeks to develop a life of faith in God and respect for the dignity of all human beings.

**Vision**

Preparing vision-driven leaders of unquestionable characters in service to God and humanity.

**Mission**

To develop characters beyond intellectual attainment by competent mission focus educators through integrating faith and learning, value-based education.

**General Information**

Seventh-day Adventist School System is a Christian learning center for youth elementary level through Grade 12. Christian principles have first place in determining policies and standards for the school.

The school is open to all persons of upright and moral characters, whether or not they are members of the Seventh-day Adventist Church, who want to develop a Christian character and are willing to observe the principles and regulations of the institution.

It is expected that all who present themselves for enrollment will respect the religious principles upon which the school is founded and pledge to support the total school programs. Their relationship with teachers and fellow students are expected to be characterized by courtesy and respect. SDA schools do not discriminate against any nationality, ethnic, or religious group.

**Parental Cooperation**

Parents and Guardians are urge to cooperate with the school in upholding its policies. We invite parents to read carefully and be aware of all regulations. A great responsibility rests upon them to carry out the Christian principles upon which our schools operate.

In the formation of character, no other influence counts so much as the influences from the homes. The teachers’ work should supplement that of the parents, but it is not to take their place. Cooperation between parents and teachers are strongly encouraged for the well-being of the child/children.

Parents can do their part by enforcing good study habit at home. Parental communication with teachers and administrators is vital to good student progress. Please come In and share concerns, questions, contributions and frustrations.

The administration cannot work on problems of which it is not aware. Children tend to perform better when they use their parents, teachers and administrators cooperating with each other.

The Seventh-day Adventist System seeks to present religion as a vital part of our lives with the Bible as our guide and sole authority. An essential part of this goal is training the students to respect and obey from love rather than fear, the God ordained lines of authority. These lines of authority begin at home and widen to include school and community with God as the final and highest authority.

**Enrollment Procedure**

**Admission**

The Seventh-day Adventist School System welcomes to its family all individuals regardless of religion, creed, race, color or gender, who wish to obtain a quality education in an environment that is in accordance with the goals and philosophy of the school. Those who do not seek this type of educational environment are urge not to apply. Admission to any school within our system is a privilege, not a right and may be withheld or withdrawn by the school at the discretion of the school’s administration.

Students entering for the first time in any grade level will be placed in grade applied for if they write and pass the entrance and placement exams that will be administered by the desiring school. Only grades of 70% and above will be accepted. Parents will be advised if a change needs to be made. Please understand that it is common for students to be placed back a level or two when applying from others schools.

**Admission Procedure**

It is understood that each child who presents himself/herself willing for admission must agree to abide by the principles as set forth in this book. Therefore, students seeking enrollment must follow the procedures below:

1. Sit an entrance exam in both Mathematics and English to be administered by the school.
2. Must pass both Mathematics and English. Failure in any one subject is failure.
3. Sit an interview to be conducted by the school.
4. Submit all required documents as will be requested by the school.
5. Both parent and student must sign a Good Behavior Bond from the school.
6. Both parent and student must read this handbook carefully.

**Enrollment Requirements**

Each student seeking enrollment in any of our schools will be required to submit the following:

1. Filled out admission form from the school.
2. A copy of your Report Card (Come with original for verification).
3. A health certificate from a recommended health center by the school.
4. Copy of immunization Record (For Nursery and Kindergarten Division only).
5. A sealed Transcript from the last school attended to be delivered by the school.
6. Two letters of Recommendation. One from last school attended and one from your religious leader.

**Daily Attendance**

Classes begins at 8:00AM and dismisses at 2:00PM for Junior High and 3:45PM for Senior High each school day. However, all students are to participate in flag raising and morning devotion and are therefore to be on campus by 7:30AM each school day. Any student coming to school after 8:00AM without an excuse from his/her parent will be considered late for the day and will be allow in class.

**Property Right**

Each student is required to use the school’s properties in an acceptable manner. Breakage fees paid by students does not covered wanton destruction of school properties. A student who damages school properties in such a manner will be required to pay for the damage or repair the damaged property where applicable.

**Visitations**

Parents and guardians are encouraged to visit the school campus on a regular basis. However, all other visitors will be required to make an appointment prior to their visit. All visitors without appointment may seek information at the gate.

Students’ visitors are generally discouraged. This is to avoid disruption in school activities. No student is to invite a guess on campus except that student has permission from the Vice Principal for Student Affairs prior to such a visit. Students must inform their visitors about the school’s acceptable dress code.

**Financial Obligation**

The registration fees and tuition payment schedules are in the information sheet or booklet. Deposit slips from the bank must be returned within three days. Parents are advised to take note and comply in order to avoid the embarrassment of sending your child/children out from school.

**Dress Code and Uniform**

A person character is judges by his/her appearance. Students enrolling within our school system are encouraged to look their best.

Students are required to wear the appropriate uniforms to school and all school related activities including field trips. School uniforms must be clean and neat at all times. The school reserves the right to ask students to change or repair their uniforms where necessary. Students coming to school in an untidy manner will be punish. Permission to come to school without uniform must be obtained from the office of the VPSA.

**Uniform**

All students are required to wear only the uniforms prescribed by the Education Department of the SDA School System. All boys and girls are required to wear low heel shoes with black socks provided by the school. White sneakers with white socks are to be worn with the Physical Education uniforms.

Note: All uniforms will be sold at the school or designated area.

**General Rules and Regulations**

1. The school’s uniform must be worn at all times during regular school hours. Monday – Friday and also at school related functions.
2. All male students are required to wear a regular low haircut; not extraordinary hairstyle is allowed. No bear or mustache is allowed.
3. All female students are required to wear minimum of six all down hair plaits at school except senior girls who are allowed to fix one plait without attachment.
4. No student is allowed to wear neckless, sweater, blouse, or any other clothing in addition to the school’s uniform while in school. Male students are allowed to wear only white underwear under their uniforms.
5. The wearing of attachments hair decoration, hair dos and cuts while in school is strictly prohibited. All such items when caught will not be returned to the owner.
6. Any student who for any reason(s) must wear clothes other than the school’s uniform on campus and at school related functions must present a letter of request from parent/guardian to the VPSA who will grant such an excuse.
7. Except by permission, no student is allowed to bring extra clothing to school for the purpose of immediately changing uniform after school. Violators’ clothes will be seized and parents invited to a forum.
8. Uniform worn must be clean and ironed. No student will be allowed in class if he/she is improperly dressed.
9. No student is allowed to alter their uniform. Example, shortening the uniform or reducing the leg of trousers.
10. Al all school related functions, no student is allowed to wear clothes bearing words, picture or insignia that are not in harmony with Christian principles.
11. No fireworks, fire crackers, fire lighters of all kinds, sharp instruments/objects and flammable substances are allowed on campus.
12. Habitual violation of any of these rules may lead to punishment, suspension or expulsion.

**Pregnancy**

As a faith based institution, the Seventh-day Adventist School System believes in straight moral principles. Any female student getting pregnant during the course of an academic year will immediately be expelled from the school.

**Cell Phones**

Cell phones and other electronic devices are not allowed in school. The teachers and administrators reserve the right to confiscate such items and turn them over to the principal immediately. When confiscated, such items will only be given back at the end of the academic year. Please note that the school will not be liable should any confiscated item get missing or lost.

The school will also not engage in any case(s) involving missing cell phone or electronic gadgets brought to school by a student or students against the rules and regulations of the school. All confiscated items will be turn over to the Vice Principal for Student Affairs, who will ensure they are documented and kept. The school principal must be given a copy of records on such documentation.

**Student Medical**

First Aid services are available in all Seventh-day Adventist Schools. Any medical condition or illness beyond the First Aid Program capacity will be transfer to the nearest medical facility and parent of the child will also be notify to take over the responsibility of his/her child medical costs. The school is not responsible to underwrite any medical cost outside of their First Aid Program at the school. In the event that the school is constrained to paid such a cost, the bill will be applied to the student account with the school.

In all cases of communicable diseases, the student will be required to bring from the doctor/hospital health clearance before he/she is allowed to resume academic activities.

**None Liable Cases**

1. Treating of old wounds and skin diseases.
2. Catering to and treating students who left home sick.
3. Catering to students involved in accidents outside of school or school related functions.

**Student Activities**

**Eligibility**

To be eligible as a student to participate in any school activity, such as Student Council Government, sporting activities, academic activities, a student must meet the following criteria:

1. Minimum average of 80%.
2. Fail a minimum of one subject each marking period.
3. Maintain good attendance record.
4. Maintain a good conduct at all times.

In the case of gross misconduct in school and at school related programs, the student may be discipline in a manner acceptable to the school administration. Any student who academic performance becomes poor during the course of the academic year will be dropped from any student activity he/she is involved in.

In consultation with the Director of Education, schools are permitted to conduct the following programs: Color Day (Twice a year), Gala Day, Education Day and Queen Contest.

**Academic Matters**

**Textbooks**

Every parent is encouraged to purchase the government recommended textbooks. The school system may upon recommendation from the government make it mandatory for each student to obtain required textbooks. However, the school through the principal via the VPI, may authorized the production and sale of pamphlets. No student should buy pamphlet from any teacher. All sales will be conducted by the VPI.

**Official Language**

English is the official language in Liberia. Speaking of standard English is required by both teachers and students. The speaking of colloquia while on campus and in class is prohibited. students are encouraged to adopt or practice the use of standard English at all times.

**Attendance**

Regular attendance and promptness is the hallmark of a good and successful student. Attendance record of each student will be recorded each marking period. A student may be granted an excuse from school if:

1. The student is or have been sick and must present record to that effect.
2. There is a death in his/her family.

In the case of the death of a family member, a written letter of request for the absence of the student must be submitted to the VPSA and excuse granted before the student will be qualify to leave. Upon the return of the student if any academic work was missed, the VPI will notify the teacher(s) concern for a make-up. The students must notify the VPSA immediately upon his/her return.

**Make-ups**

Upon notification, all make-ups should be conducted within one week except other acceptable arrangement is made by the Vice Principal for Instructions.

**Grading System**

The components constituting grade in a subject during a marking period shall be:

1. Class participation 10pts.
2. Class attendance 5pts.
3. Class Project 10pts.
4. Home works/Assignments 5pts.
5. Class works 10pts.
6. Quizzes 20pts.
7. Period Test 40pts.

**Total 100pts.**

Semester Exams shall constitute 100pts. in each subject.

**Progress Report**

Periodic grade sheets will be given to parents at a called PTA Meeting each marking period. Parents are encouraged to pick up their child/children grade sheet(s) each period and keenly monitor their child’s / children’s performance. This will place the parents in a position to act where action is necessary.

70% is the minimum points require to pass a subject. 69% and below constitutes failure.

**Promotion**

Promotion from one class to another with 70% being the minimum grade to pass will be based on the following:

1. Grade 1 – 6: Failure in two subjects is a pass under condition that the student attend a Vacation School in one subject.
2. Grade 7 – 11: Failure in one subject leads to Vacation School for a four weeks’ duration to clear the deficiency.
3. Grade 12: Failure in one subject is considered a total failure which requires that the student repeat the class for one semester. Such a student is bar from participating in the school’s graduation program.
4. Any student who fails twice in a class will be requires to go one class below or seek admission to another none SDA school.
5. Any student from grade 1 – 6 who maintains an average of 90% and above without failure in any subject and no misconduct for the First Semester is eligible for promotion to the next class.

**Merits**

At the end of each academic year, awards will be given to students whose academic performances falls within the below categories:

1. Any student with an average of 90% and above with no indiscipline record.
2. The Valedictorian and Salutatorian of the graduating class will also be awarded. The minimum grade point in these categories is 85%. The candidates must also have no discipline problem at school.

School Facilities

**The Library**

Reading helps immensely to acquire knowledge on any subject matter and also improve spoken language. All students are encouraged to take advantage of the library facility and improve their learning capacity. Students may borrow books from the library with a time limitation. Fines will be levy if books borrowed from the library are returned beyond the returned date. Please note that in the case of lost or damage book borrowed from the library, the student will be required to pay. The school will determine how payment will be enforced.

**The Computer Lab**

Computers are essential to our modern academic programs in this 21st century. Living without computer knowledge in our time is unimaginable as all aspect of life invoices the usage of the computer. The school’s computer program is intended to achieve that with our students.

While in the computer lab, the students will be required to behave well and follow instructions from the teachers so as to avoid acts that may cause damage to the computer. Any damage that can be proven to be the responsibility of the students to make payment or repair the damage.

**The Parents Teachers Association (PTA)**

The Parents Teachers Association (PTA) is that body within the school that is responsible to foster a cordial relationship between parents, teachers and the school’s administration. Through this body, parents are able to participate in the overall development of the school and its programs. All parents are encouraged to fully participate in activities of the body and contribute their knowledge and support for the development of the institution.

**Student and Faculty Members**

If a student is in dispute with a member of the faculty, the student seeking redress must follow these procedures:

1. The student must file a written complaint against the faculty to the Vice Principal for Students Affairs.
2. The Vice Principal for Students’ Affairs firstly seek an audience with the student and teacher to determine if there is merit in the complaint.
3. If there be merit, the VPSA must chair a committee of three comprising of the VPI and Class Sponsor of the student and take appropriate action in resolving the problem.

**Unprinted Regulation**

New regulations may be adopted during the course of the academic year of the revising of this handbook. In such an event, the regulation(s) will be announced to all students during devotion or assembly after which it will take effect and be binding as if it was written in the Student Handbook.

Note: The administration of the school reserves the right to determine penalty for any offense that does not have a penalty written for such an offense.