

# **Grants Pass Adventist School Handbook 2023-2024**

## **Mission, Vision, and Philosophy**

### **School Mission Statement**

Soaring to new heights in education by preparing the whole person for a life of useful service to God and the world.

### **Vision Statement**

The Creator’s design is for “whole person” development – mental, physical, emotional and spiritual – and that, no matter what your religion or philosophy of life, our Adventist Christian school education can help your child make better moral decisions and grow up to become a trustworthy, Christ-centered community leader.

### **Philosophy**

We strive for an affirming Christian environment supported by a committed community and staff who provide an educational experience that is balanced, integrated, rigorous, and relevant. Through that environment, students will pursue excellence, practice integrity, demonstrate creativity, and testify of God’s love in all aspects of their development.

Grants Pass Adventist School (GPAS) upholds the standards of the Seventh-day Adventist Church.

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**Staff**

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<p>Amy Whitchurch Grades 1-4</p>	<p><a href="mailto:awhitchurch@gpsdaschool.org">awhitchurch@gpsdaschool.org</a> 707-498-6074</p>
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<p>Cris Richardson Art</p>	<p><a href="mailto:crisrich@charter.net">crisrich@charter.net</a> 541-261-1638</p>
<p>Niki Nelson Administrative Assistant</p>	<p><a href="mailto:office@gpsdaschool.org">office@gpsdaschool.org</a> 541-479-2293</p>

## Music

Sylvia Crary and Sandy Curtice  
Librarians

### **School Hours**

Monday – Thursday	8:00 a.m. – 3:15 p.m.
Friday	8:00 a.m. – 12:00 p.m.

### **Office Hours**

Monday – Thursday	7:45 a.m. – 4:00 p.m.
Friday	7:45 a.m. – 12:30 p.m.

### **Summer Office Hours**

Monday, Wednesday, Thursday	9:00 a.m. – 3:30 p.m.
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### **Student Pledge**

Because I have chosen to attend the Grants Pass Adventist School,  
I will share God's spirit by the way I:

- **S**how love to others
- **P**erform my best in school
- **I**ntegrate the gifts God has given me to bless others
- **R**espect the people God has placed over me
- **I**nitiate caring for the property around me
- **T**ake care of any problems I cause

## Parent Pledge

Understanding that the school has created a community to help students excel spiritually, academically, physically, and emotionally, I agree to be a partner with the school by:

- **G**oing directly to the teacher with questions or concerns
- **P**roviding adequate sleep and nutrition for my child
- **S**upporting the school's vision
- **D**onating my time as needed to help my child succeed
- **A**ccepting financial responsibility

## Spiritual Emphasis

Faculty worship is conducted each morning, and the day begins with a worship devotional period in each classroom. Weekly chapels are held for the whole student body. This is an important time for prayer, singing, sharing, and community building. Bible class is taught as part of the regular curriculum. A Week of Prayer is conducted by special speakers in the fall and in the spring.

## Code of Ethics

I am responsible for my own actions as well as holding others accountable for theirs. This includes:

1. Being trustworthy.
2. Practicing these Biblical principles:

“Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift.”

Matthew 5:23-24 (NIV)



“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” Matthew 18:15-17 (NIV)

3. Promoting harmony and peace.
4. Being of service to others.
5. Applying the principles of Philippians 4:8, 9 (NIV):  
“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you.”

## **Life Skills**

**CARING:** to feel and show concern for others

**COMMON SENSE:** to use good judgment

**COOPERATION:** to work together toward a common goal or purpose.

**COURAGE:** to act according to one’s beliefs.

**CURIOSITY:** a desire to investigate and seek understanding of one’s world.

**EFFORT:** to do your best.



**FLEXIBILITY:** to be willing to alter plans when necessary.

**FRIENDSHIP:** to make and keep a friend through mutual trust and caring.

**INITIATIVE:** to do something because it needs to be done.

**INTEGRITY:** to act according to a sense of what's right and wrong.

**ORGANIZATION:** to plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.

**PATIENCE:** to wait calmly for someone or something.

**PERSEVERANCE:** to keep at it.

**PRIDE:** satisfaction from doing your personal best.

**PROBLEM-SOLVING:** to create solutions in difficult situations and everyday problems.

**RESPONSIBILITY:** to respond when appropriate, to be accountable for your actions.

**SENSE OF HUMOR:** to laugh and be playful without harming others.

## **Accreditation**

Grants Pass Adventist School is accredited by the North American Division of Seventh-day Adventists. The accreditation is registered with the Oregon Department of Education.

## **School Board**

GPAS is owned by the Oregon Conference of Seventh-Day Adventists. The School is operated by five Seventh-day Adventist constituent churches in the Rogue Valley: Gateway, Grants Pass, North Valley, Rogue River, and Williams. The school board is comprised of representatives from these constituent churches. Board members are the constituents' voice in school matters. The representatives meet on a monthly basis to determine operating guidelines and policies. Board meetings – except Executive Sessions - are open to parents and constituents. Parents may address the school board upon request. Monthly meetings are held the 3<sup>rd</sup> Thursday of the month at 7 p.m., except for December and July.

## **Committees & Volunteer Groups**

We depend on volunteer support for the school to function efficiently. The following committees guide and assist administration in advancing the school. Your active participation on the committees is encouraged.

- Classroom/Office helpers, etc.
- Home and School Association
- Hot Lunch Program
- Marketing
- Spiritual Outreach

**School volunteers will need to complete the necessary background screening forms from the school office prior to beginning their service.**



## **Admission Policies**

### **Non-discriminatory Statement**

Grants Pass Adventist School admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the school and does not discriminate on the basis of race, color, ethnic background, country of origin, or sex in the administration of education polices, applications for admission, scholarship programs, and extracurricular programs.

### **Inclusivity Statement**

GPAS is committed to fostering an environment of diversity, equity, and inclusion. Our diversity makes us stronger. We desire to nurture an inclusive staff and student body. As followers of Christ, our greatest desire is to love like Jesus by recognizing the value of every person. We strive to treat all humanity with unconditional dignity, respect, and love, while celebrating our differences. We pray to live out God’s kingdom by doing all within our power to create an environment where every student experiences safety, belonging, inclusion, and love. Therefore, it is unacceptable to tolerate or propagate slurs or jokes that target others. Furthermore, we promote a culture where no one remains silent when others suffer, are victimized, or marginalized. We will not tolerate any form of racism, discrimination, bullying, harassment, hatred, or bigotry.

Admission is based on academic, social and/or disciplinary history and the school’s ability to meet the student’s needs.

Students are admitted to PreK only if they have attained the age of 4 by September 1. Students are admitted to kindergarten only if they have attained the age of 5 by September 1. An earlier age can be accepted on the basis of assessment. First grade students are admitted if they are age 6 by September 1. An earlier age can be accepted on the basis of assessment.

All students in grades 1-8 must present a transcript of previous schoolwork or the equivalent upon entering Grants Pass Seventh-day Adventist School for the first time. If no such evidence is presented, the student will be tested to determine proper grade placement.

Students registering after the start of the school year will begin classes on the Monday after registration papers have been turned in and/or a meeting held with the Student Life Committee.

All new students are placed on a three-month probation.

### **Admission Procedures**

1. Complete an enrollment application for each child
2. Provide a copy of birth certificate
3. Provide a complete or updated certificate of immunization
4. Complete all applicable consent forms
5. Arrange finances

### **Attendance Policies**

1. State law requires that students maintain regular attendance. No more than five unexcused absences per semester are permitted.
2. Absences: If a student must miss school for illness or any other reason for which previous arrangements have not been provided, parents are expected to notify the school office.

Excused Absences - The following reasons constitute excused absences and require a written note from the parent or guardian:

- a. Illness
  - b. Doctor and dental appointments
  - c. Death of an immediate family member
3. Punctuality: It is important that students are on time at the beginning of a school day. If a student is tardy a written excuse is requested from the parents.
4. Tardiness and absences will affect the student's grades.

### Finances

The school's operational costs are subsidized by the Oregon Conference of Seventh-day Adventists and by the local constituent Seventh-day Adventist Churches. This allows us to charge a reduced rate for all students.

#### **Tuition Rates & Entrance Fee for 2023-2024**

<b>Grade Level</b>	<b>Tuition</b>	<b>Entrance Fee</b>	<b>Total</b>
PreK (full-day)	\$4,600	\$460	\$5,060
K – 6 <sup>th</sup> Grade	\$4,700	\$470	\$5,170
7 <sup>th</sup> – 8 <sup>th</sup> Grade	\$5,100	\$510	\$5,610

#### **Multiple Student Tuition Discount** (Only for students in Grades K-8):

1 <sup>st</sup> Student Discount (Student in the highest-grade level)	N/A
2 <sup>nd</sup> Student in Grades K-8 Discount	5%
3 <sup>rd</sup> Student in Gr. K-8 Discount (Student in the lowest-grade level)	20%

#### **Tuition:**

- Charged in 10 equal payments September – June
- Due by the 10<sup>th</sup> of the month.

## **Entrance Fee**

- The entrance fee is calculated as 1/10 of tuition, less any awarded discounts and financial assistance, or the equivalent of one month's tuition.
- Due by August 15 at Registration
- Non-refundable
- Used for expenses such as yearbooks, standardized testing costs, library resources, student activities, student accident insurance, textbooks, and technology.

Participation in the following events may require additional expenses and/or fundraising: field trips, ski/snowboard school, tournaments, conferences, campouts, sixth grade Outdoor School, eighth grade graduation and eighth grade class trip. Students may not participate in any extracurricular activity that involves additional fees/costs if their financial account is not current.

## **Financial Policies**

If you are receiving financial assistance, the portion you are responsible for each month must be kept current in order to continue receiving the aid, scholarship, or grant funds, and students must maintain satisfactory grades.

**Credit Card Payments:** A 3% Credit Card Processing Fee will be charged when payments are made with a credit card.

**Delinquent Accounts:** If an account becomes 60 days delinquent, the students (s) will be permitted to remain in school with a payment plan approved by the Finance Committee. If a payment plan needs to be considered, contact the Accountant or Principal. Students with unpaid accounts at the end of the year may not be allowed to march at graduation.

**Outstanding Balances:** Outstanding balance from the prior year must be paid in full before the student starts attending a new school year.

**Financial Assistance:** Financial assistance may be available. Applications are available at the Office.

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Grants Pass Adventist School for the upcoming school year. Families applying for financial assistance must complete a FACTS application online at <https://online.factsmgt.com/signin/4C1CF> before the Finance Committee can process the application for financial assistance.

The following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms, including all supporting tax schedules
- Copies of your most recent W-2 forms for both you and your spouse
- Copies of supporting documentation for Social Security income, Food Stamps program, Workers' Compensation, and Temporary Assistance for Needy Families program (TANF)

### Illness



In order to help prevent exposure and spread of illness, please follow these guidelines for keeping your child at home:

- Fever of 100 degrees or higher
- Excessive coughing or wheezing
- Signs or symptoms of vomiting or diarrhea
- Signs or symptoms of eye infection i.e. pain, redness of eyelids or eye drainage
- Any sign of a skin rash

**Head lice:** Students are periodically checked during the school year for head lice. If they are infected, they will be sent home. Students must be free of any live lice before returning to school. In order to readmit the student, a parent/ guardian must come to the school with their child and wait while their child is being rechecked by a staff member.

**Medications:** State regulations require that no prescription and over-the-counter medications can be given to students without written permission. The medication must be sent from home with the student's name on it and with a completed **Medication Permission and Administration form**. No treatment can be given for major injuries, infections or illness. All medications will be kept in the office.

## **Inclement Weather Days**

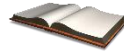
As a general rule, the school will not close because of inclement weather conditions. Inclement weather days are based on **our** school community and may not follow public school districts. When it becomes necessary to close school or have a delayed start, it will be generally by announced by 7:00 A.M. through:

- Remind notification or text message
- The school's Facebook page
- Medford TV channels KDRV-12 and KOB1-5
- KAJO radio (1270 AM/99.7 FM)



If school should close during the school day due to inclement weather, parents will be notified. Your child will remain at the school with a staff member until you pick up your child or alternate arrangements have been made.

## Academics K-8



### **Curriculum:**

Bible	Art
Language Arts:	Keyboarding (grades 5-8)
Reading Workshop (not K)	Mathematics
Writing Workshop (not K)	Music
Spelling (not K)	Physical Education
Phonics K-4	Science
Handwriting K-4	Social Studies

The academic program for all grades conforms to the requirements of the State of Oregon and to standards set forth by the North American Division Board of Education. Curriculum for Bible, language arts, science, and kindergarten are published by the Seventh-day Adventist educational system. Other textbooks from national publishing companies are chosen by the North American Division of Seventh-day Adventists Curriculum Committee to comply with the philosophy and values of Seventh-day Adventist education.

**Academic Probation:** When lack of academic effort becomes excessive, the student may be put on academic probation, which results in a loss of extra-curricular activities and social interactions. A plan of action may also be set up through a meeting with the teacher(s) and parent(s).

**Grade Promotion:** Promotion of students in grades one through eight will be based on scholastic achievement, attainment of appropriate competency levels in basic skills of mathematics and reading, and overall maturity.

**Parent - Teacher Conferences:** Communication is vital between parent and teacher. Parent-Teacher Conferences are scheduled at the beginning of the 2<sup>nd</sup> and 4<sup>th</sup> quarters to discuss the student's

progress. Progress reports will be sent home at the end of each quarter. Teachers are also available to meet with parents after school by appointment.

**Ski/Snowboard School:** The school offers a ski and snowboard school program in conjunction with Mt. Ashland. This program is available to students in the fifth – eighth grades and includes mandatory ski/snowboarding lessons. Helmets are required for all snowboarders. The program will be on Thursdays for a total of four weeks during February.

All students must have a C average in core classes for the previous quarters to participate in the snow program. Students also must have schoolwork up-to-date. Estimated cost: \$220.00. Students may not participate in any extracurricular activity that involves additional fees/costs if their financial account is not current.

**Textbooks:** All textbooks are furnished by the school on a rental basis to the students. Because books are used for several years, they must be properly cared for by the students. Excessive wear or damage to a book will result in an additional charge to the student on a prorated basis. To purchase textbooks for highlighting and notations, check with the office.

### **Dress Code Policy**

**Campus Attire:** It is the school’s desire to project a positive Christian image. The principles which guide the dress code policy are standards of excellence, which encourage modesty, simplicity, cleanliness, safety, and health.

Function:                    Respect for context (dress appropriately for the occasion)  
   Durability



Gender:	Appropriateness Be distinct
Health:	Warm enough Loose enough Covered enough
Modesty:	Tops are high enough Lengths are long enough Everywhere is loose enough Everywhere is opaque enough
Principles:	Simplicity Economy/Thrift Lacks display that draws undue attention Consistent with Christian values

**The school administration always has the final determination on the appropriateness of specific school attire.** We ask our students to adhere to the following dress code principles and specifics while at school and during extra-curricular school functions.

**General Principles:**

Clothing needs to be clean and tidy, not frayed or torn.

Undergarments should never be visible at any time.

Jewelry is not to be worn at school, on outings, or at events.

Make-up, if worn, should be natural and age-appropriate.

Clear nail polish is permitted.

Hair is to be kept neat and clean, trimmed, and of natural color.

Boy's hair should not hang over the shirt collar.

Shoes must be worn at all times. Sandals, skate shoes with wheels (such as Heelys), etc. are unacceptable for school activities.

### **School Dress Code Specifics for Boys:**

Shirts: Shirts must have a collar, buttons and sleeves. Shirts must not have words. Midriff must not show when the arms are raised. Shirts worn under sweatshirts or jackets must be in accordance with the school dress code.

Pants/Shorts: Casual style pants must not fall below the hipbone and underwear must not show. Pants must be in good repair and fit properly. Shorts of a casual styling must reach to the top of the knee.

Sweatshirts and Jackets: Sweatshirts and jackets must not have offensive graphics.

Athletic style shorts may be worn during PE class.

No sweatpants or flannel PJ-type pants are permitted.

No head coverings are to be worn in the school building or classrooms.

### **School Dress Code Specifics for Girls:**

Shirts/Tops: Shirts and tops must be modest with sleeves and have at least one addition, such as a collar, buttons, ruffles, a pocket, gathering, tie, etc. in order to dress up the top. Shirts/tops must not have words. The midriff must not show when the arms are raised. Shirts worn under sweatshirts or jackets must be in accordance with the school dress code.

Pants/Shorts: Casual style pants must not fall below the hipbone and underwear must not show. Pants must be in good repair and fit properly.

Shorts of a casual styling must reach to the top of the knee.

Sweatshirts and Jackets: Sweatshirts and jackets must not have offensive graphics.

Skirts/Dresses: Skirts and dresses must reach the knee. Leggings or shorts should be worn beneath skirts and dresses.

Athletic style shorts may be worn during PE class.

No sweatpants or flannel PJ-type pants are permitted.

No head coverings are to be worn in the school building or classrooms.

**Friday Attire for Boys and Girls:**

Blue jeans and school t-shirts may be worn on Fridays.

**Dress Code Violations:** When a student does not meet the dress code listed above, the student will call home and not be allowed to return to class until they are in dress code compliance. The school administration may choose to “lend” a temporary item of clothing to the student should the need arise.

**Communication**

**School-related Misunderstandings:** Parents wanting to discuss a concern, misunderstanding, or difficulty should schedule an appointment with the appropriate staff member to resolve a concern while applying the principles of Matthew 18:

1. Talk privately to the staff member
2. If unresolved, meet with the principal and the staff member
3. If you still feel things are not resolved, you may ask the secretary to schedule an appointment with the following chain-of-command as needed:
  - a. School Board Chair
  - b. Oregon Conference Associate Superintendent

## **Communication with Teachers**

We encourage parents to communicate directly with teachers by utilizing teacher contact information as printed in the handbook, Google Classroom, and the REMIND app.

## **Healthful Lifestyle**

Our Christian school promotes and encourages a healthful lifestyle based on good habits learned and developed early in life. With positive lifestyle habit choices, a student can increase his/her ratio of success in school.

Adequate, nutritious diet is of special importance for the growing child and youth. Students should start each day with a nutritious breakfast. The noon lunch should also be carefully planned. The use of products containing excessive sugar or sugar substitutes and preservatives are discouraged. Caffeinated drinks – colas, tea, coffee and such – are not allowed at school or on field trips. Plenty of rest is also necessary if students are to achieve the most from their classes. Eight to ten hours of sleep per night is recommended.

## **Discipline**

Because we believe in educating the whole person, discipline is dealt with in a redemptive manner as much as possible. This means that when a student needs correction, the staff will take the individual student through the redemptive process (see grade-appropriate Redemptive Discipline forms in office) which is:

- Taking responsibility for their action
- Asking for forgiveness from anyone offended
- Stating future intentions

The staff desires to make consequences match the infraction. Consequences will vary depending on the individual case and category of infraction:

	Redemptive Discipline Form	Meeting with Parents	Suspension/ Expulsion
Category One (Includes minor disturbances that prevent classroom order and instruction or lack of academic effort)	As needed when problem is repetitive	As needed when problem is repetitive	
Category Two (Includes activity and attitudes that show a lack of respect for authority)	Yes	As needed	May be considered depending on severity and number of occurrences
Category Three (Includes activities that threaten others' safety, are in violation of Biblical moral code, or are in violation of federal, state, or city laws.)	Yes	Yes	Yes

**Suspension or Expulsion:** Before the reinstatement of a suspended student, the staff may request to meet with the student for the following reasons: to plan the best course of support after

reinstatement, and to ensure that the student understands the pardon and forgiveness being offered by the staff as a whole.

### **Inappropriate Substances**

The administration has the right to test for inappropriate substances. Students under the influence of inappropriate substances or found to be in possession of prohibited or illegal items or substances will face school disciplinary action, arrest, and/or prosecution.

**Violent Acts or Threats of Violence:** Students are required to report to a teacher all acts and threats of violence. Violent acts or perceived threats of violence will be treated as serious offenses. The parents of the offending student will be notified and the offender may be suspended and sent home pending investigation of the offense.

After investigating the situation, if the school chooses to allow the student to return, and deems it necessary, the student will not be allowed to re-enter school without a professional psychological evaluation and clearance. The student must also complete the discipline process of the school.

**Personal Property:** Administration may search a person and/or their personal property. Searches may be conducted at any time on our property or when the student is under the supervision of a school-sponsored activity. Administration may seize any item which is suspected not to be or is not in accordance with school or state policy, or has potential to interfere with the safety of others. Such items may include lockers, backpacks, purses, cars, or any other personal belongings. The administration reserves the right to ask for electronic devices to be unlocked. Any confiscated property may be returned at the discretion of the school administration or turned over to the law enforcement as needed. Administration may perform random searches. Administration will use the right for

individual search and seizure to the best of their ability when there is reasonable suspicion to believe there is evidence of a violation of school policy or state law.

**Property Damage:** Any deliberate damage or inappropriate behavior leading to damage of school property or that of another student will be the financial responsibility of the student causing the damage and his/her parents/guardians.

**Social Relationships:** Students should manifest good taste in all social relationships. Mixed association should be in a group setting at all times. Inappropriate displays of affection are not acceptable at school or during school activities.

**Controlled Substances:** Students will abstain from the use of tobacco, liquor, inhalants, and controlled substances.

**Cell Phones and Electronic Devices:** Cell phones and electronic devices are not to be used during school hours. This includes but is not limited to: cell phones, MP3 players, cameras, electronic games, etc. These items may be allowed at school or on school trips, but only at the teacher's express permission.

If cell phones are brought to school, students must turn them in upon arriving at school, and may pick them up after dismissal. Students are not permitted to use cell phones or electronic devices after dismissal while they are still on campus, unless they have a teacher's express permission.

Personal reading material that is brought to school should reflect Christian principles and be approved by the teacher.

**Gum Policy:** Chewing gum is not allowed on the school premises.

**Weapons Policy:** Grants Pass Adventist School declares its intent not to tolerate possession of weapons by students on school property or at school sponsored events.

A student who possess a weapon or carries, displays, or draws any weapon or any object which can be mistaken for a weapon, or uses an item as a weapon to intimidate or in order to do bodily harm, shall be subject to discipline up to and including expulsion from school.

A student in violation of this policy will be promptly reported to his or her parent or guardian, and to the extent required by law, reported to the local enforcement agency.

### **Student Conduct**

Christian character is demonstrated by conduct. Therefore, students are expected to conduct themselves as caring Christians.

Students are expected to:

- Follow the golden rule: “In everything do to others what you would have them do to you....” Matthew 7:12 (NIV)
- Show reverence during prayer, Bible class, chapel, and all religious services conducted on and off campus.
- Abstain from the use of profanity and harsh, vulgar, or suggestive language. This includes taking the Lord’s name in vain.
- Show respect for all adults connected with the school by:
  - a. Addressing each with proper courtesy
  - b. Obeying promptly and following directions
  - c. Asking for permission and, if in doubt, for clarification



- Display respect for themselves and all other students at school. Refrain from rough, unkind, or potentially harmful words or behavior. Observe Code of Ethics (pg. 5) & Life Skills (pg. 6)

## **Student Activities**

**Associated Student Body (ASB):** The ASB exists to provide students with opportunities to develop leadership and organizational potential; to have a voice in school activities; to actively support the objectives of the school.

**8th Grade Snack Shack:** The 8<sup>th</sup> Grade Snack Shack offers supplements to a student's lunch, and is available Monday - Thursday. Cash, checks, or pre-purchased punch-cards may be used. Punch-cards are available in the school office.

**Field Trips:** Enriched instructional opportunities are provided through well-planned field trips. Adequate supervision and care are supplied to ensure the safe conduct of each child on such trips. Signed parental permission is required for each trip. Drivers must have a completed and approved volunteer form and transportation form.

**Hot Lunch Program:** Hot lunch is available on Mondays and Wednesdays. The menu is published once a month with choices and payment options. Tuesdays will be an 8<sup>th</sup> grade fundraiser meal and Thursdays will be a Pizza Day fundraiser.

## **Other Information**

**Asbestos:** By state law we are required to inform you that our school was built asbestos free.

**Custodial Guardianship:**

As a school, we do our best to follow legal documentation for custodial requests. We cannot make custody accommodations for your child without appropriate court orders. If there are any custody orders or restrictions regarding your family that impact your student in this school, please inform us and provide copies of legal documentation.

**Drop-off Items:** Any item not brought by the students should be left at the office. Students will be notified of their arrival.

**Home School Participation:** Options for enhancing home school programs are available. Ask for information and paperwork in the school office. A fee may be charged to participate.

**Leaving Campus:** If a student leaves the school premises during school hours, the parent/guardian must sign him/her out at the office.

**Leaving Campus With Anyone Other Than Parent/Guardian:** Students planning to leave campus with persons other than their parents are required to bring written permission from their parents.

**Other Modes of Transportation:** Generally, bicycles, skateboards, scooters, roller blades, and hoverboards are not allowed at school unless they are used as transportation. Skate shoes with wheels (such as Heelys) are not allowed at school. If used, bikes should be in the bike rack during the school day. Skateboards, scooters, roller blades, and hoverboards should be left in the office.

**Pictures:** Please refrain from using pictures of students outside of your own family on any social networks. School pictures taken during the school year will be used for things such as yearbooks,

newsletters and directories. Feel free to contact the school office if you have any questions regarding these photos.

**Safety Drills:** Each month the students will have a safety drill. Drills include: fire, earthquake, and lockdown drills. Children are taught appropriate procedures and places to go for safety.

## **Sexual Harassment Policy**

The Oregon Conference of Seventh-day Adventist Office of Education (The Oregon Conference) prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all persons described in subsection (5)(b) of Senate Bill 197 (SB197) who believe they have been victims of prohibited conduct.

This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members; and sexual harassment of persons described in subsection (5)(b) of SB197 by students or staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal, but is still prohibited by this policy.

### **Discrimination and Harassment**

It is the Oregon Conference policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

It is our policy that all students, staff members, volunteers, and visitors to the school are entitled to a respectful and productive learning environment free from behavior, action, or language that constitutes harassment or discrimination. The “school” includes when any individual is on school premises, at a school-sponsored off-site event, traveling on behalf of the school, or conducting school business, regardless of location.

### **Sexual Harassment**

Sexual harassment is a form of harassment and includes, but is not limited to 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

### **Sexual Abuse or Assault**

Sexual Abuse or Assault is 1) conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; 2) unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

### **Prohibited Conduct**

This policy prohibits conduct based on an individual’s protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;

- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers in Oregon who share nude or sexual images of minors may be prosecuted under the state’s child pornography laws.)

### **Disciplinary Action**

The Oregon Conference will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

### **Protection Against Retaliation**

The Oregon Conference prohibits retaliation against any individual for filing a complaint regarding conduct in violation of this policy.

The Oregon Conference will not tolerate retaliation against any student or staff member for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy.

### **Reporting Procedure**

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.
2. The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.
3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a nonhostile learning environment by:
  - a. providing resources for support measures to the student/staff
  - b. taking any action necessary to remove future impact on the student/staff
  - c. investigating and document all complaints
  - d. communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
    - i. when an investigation is initiated

- ii. of the protected rights of the student reporting
    - iii. when an investigation is concluded and whether a violation of this policy was found to have occurred
  - e. documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

### **Time Limitations**

Nothing in this policy precludes any person from filing a formal grievance to the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing."

**Incident Reporting:** Parents and students are encouraged to speak with administration or a trusted staff member when they have a safety concern.

**Sexting:** Under Oregon's law, it's a crime to possess sexually explicit images of minors, create or share sexually explicit images of minors, or use a minor in a display of sexually explicit conduct. Both adults and minors can be prosecuted under these laws. And because the law doesn't require images to be of *another* minor, taking or sexting sexually explicit selfies count as crimes.

Or. Rev. Stat. §§ 163.665 to 163.689 (2020)

**Social Media:** Social media such as electronic communication, email, Facebook, Instagram, TikTok, Twitter, and YouTube have become a popular way to keep up with friends and family and follow others. We at GPAS seek only positive conversation and

experiences on social media. These forms of social media may not be used without teacher permission.

Any misuse of social media by students, parents, or faculty resulting in negative information about the school or individuals associated with the school will be subject to disciplinary action.

**Student Records:** Our school operates in compliance with the *Family Educational Rights and Privacy Act (FERPA)*. It is our goal to maintain confidentiality regarding student information and records. Student information and records will not be disseminated without parental or legal guardian permission. A parent, legal guardian, or eligible student may inspect and review education records upon request. We will comply with a request for access to records by a parent, legal guardian, court order, or eligible student within a reasonable period of time.

**Visitors:** Anyone who comes into the school when classes are in session is considered a visitor. Upon entering the school, visitors must check in at the office.

Parents of students are welcome to visit classes in session. They are required to make **prior** arrangements with the teacher and check in at the office upon arrival

**Student Visitors:** Students wanting to bring relatives or friends to school must obtain **prior permission** from the classroom teacher. Student visitors must check in at the office as soon as they arrive on campus to obtain a visitor's pass. They are expected to abide by school policies.



# SCHOOL CALENDAR

2023-2024



August 15	Registration 5-7 p.m.
August 28	First Day of School – 1/2 day
September 4	*Labor Day
September 25	*Teacher Planning Day
October 2-12	MAP Growth Assessment Fall Testing - Grades K-8
October 4	Picture Day
October 13	*PLC Day
October 20	Jog-a-thon 11:00-12:00
Oct. 23-27	Fall Week of Prayer
October 27	First Quarter Ends
October 30	*Teacher Planning Day; Second Quarter Begins
November 7-8	Parent-Teacher Conferences - 1/2 days
November 11	Fall Festival
November 16	Thanksgiving Outreach Dinner
November 20	* Teacher Professional Development Day
November 21-24	*Thanksgiving Vacation
December 7	Christmas Program 6:30 PM – 1/2 day
December 15	All-school Christmas Breakfast & Class Parties
Dec. 18 – Jan 2	*Christmas Vacation
January 8-9	*Together As One Summit
January 15	*M. L. King Holiday
January 19	Second Quarter Ends
January 22	Third Quarter Begins
Jan. 22-Feb. 2	MAP Growth Assessment Winter Testing – Gr. K-8

\*No School

February 1	Ski/Snowboard School
February 5	*Teacher Planning Day
February 8	Ski/Snowboard School
February 10	School provides Church Service at Grants Pass Seventh-day Adventist Church
February 15	Ski/Snowboard School
February 19	*President’s Day Holiday
February 21	PreK-First Grade Registration Day - 5:00-6:30 PM
February 22	Ski/Snowboard School
March 11	*Teacher Planning Day
March 18-22	Spring Week of Prayer
March 22	Third Quarter Ends
March 25-29	*Spring Vacation
April 1	Fourth Quarter Begins
April 9-10	Parent-Teacher Conferences - 1/2 days
April 12	Preregistration Deadline for Returning Students
April 15	*PLC Day
April 16-26	MAP Growth Assessment Spring Testing – Gr. K-8
April 18	School Constituency Meeting 7:00 PM
April 24	Support Staff/Volunteer Appreciation Day
May 3	Track & Field Day
May 6-10	Teacher Appreciation Week
May 6	*Teacher Planning Day
May 7	Financial Assistance & FACTS applications due for the 2024-20254 School Year
May 9	Academic Fair 6:30 PM – 1/2 day
May 27	*Memorial Day
June 7	Awards Assembly
June 10	Kindergarten Graduation 6:30 PM
June 13	8 <sup>th</sup> Grade Graduation 7:00 PM
June 14	Last Day of School/Fourth Quarter Ends, All-school Breakfast *No School