



**Grants Pass
Seventh-day Adventist School**
Soaring to New Heights in Education

Handbook *2018-19*

2250 NW Heidi Lane • Grants Pass, Oregon 97526
(541) 479-2293 • www.gpsdaschool.org



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Grants Pass Adventist School Handbook 2018-2019

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 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 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.

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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 Spiritual Emphasis is conducted by special speakers or the students themselves.

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Information

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

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 where they will receive a visitor badge or pass. Visitors must check out and return the badge when they leave.

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.

Parents 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.

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.

Social Media: Facebook and Twitter have become a wonderful way to keep up with friends and family. We at GPSDA seek only positive conversation on social media. 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.

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.

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

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

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

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

FLEXIBILITY: to be willing to alter plans when necessary.

PERSEVERANCE: to keep at it.

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

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

EFFORT: to do your best.



COMMON SENSE: to use good judgment.

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

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

PATIENCE: to wait calmly for someone or something.

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

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

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

CARING: to feel and show concern for others.

COURAGE: to act according to one's beliefs.

PRIDE: satisfaction from doing your personal best.

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.

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.

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.

Other Modes of Transportation: Generally, bicycles, skateboards, scooters, roller blades, and hoverboards are not allowed at school unless they are used as transportation. 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.

Safety Drills: Each month the students will have a safety drill. Drills include: fire, earthquake, flood, or unwelcome visitor. Children are taught appropriate procedures and places to go for safety.

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

8th Grade Snack Shack: The 8th 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.

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. Church performances are required attendance.
- 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:
 - ~Addressing each with proper courtesy;
 - ~Obeying promptly and following directions;
 - ~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. 3) & Life Skills (pg. 4)

STAFF

Principal, Grades 7-8 Mr. Richard Rasmussen	rrasmussen@gpsdaschool.org 208-553-8931
Grades 5-6 Mrs. Amy Whitchurch	awhitchurch@gpsdaschool.org 707-498-6074
Vice Principal, Grades 3-4 Mrs. Sheryl Shewmake	sshewmake@gpsdaschool.org 541-218- 4726
Grades K-2 Mrs. Tanya Oliver	toliver@gpsdaschool.org 509-599-4010
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Treasurer Mr. Al Curtice	acurtice@gpsdaschool.org 541-479-2293
Title I Teacher Mrs. Natalie Gladbach	ngladbach@grantspass.k12.or.us 541-244-8100

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

Tuesday & Thursday	9:30 a.m. – 12:30 p.m.
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SCHOOL CALENDAR 2018-2019



August 13	Registration 4-6 p.m.
August 27	First day of school
September 3	*Labor Day
September 6	Back to School Night 6:30-7:30 p.m.
September 10-11	Milo Sports Camp (grades 5-6)
Sept. 17-28	ITBS testing
October 2	Picture Day – LifeTouch
October 12	*Teacher Professional Learning Communities
October 15-18	Outdoor School – Grades 5-6
October 19	First Quarter ends
October 22	Second Quarter begins
October 25	Jog-a-thon 1:30-2:30 p.m.
Oct. 29 – Nov. 2	Fall Week of Prayer
November 3	Fall Festival & ABC Book Sale
November 5	Picture Retakes Day
November 7-8	Parent - Teacher Conferences - 1/2 days
November 19	Thanksgiving Outreach Dinner
November 20	* Teacher Professional Growth Day
November 21-23	*Thanksgiving Vacation
December 1	Grants Pass Christmas Parade
December 12	School Christmas Program – 1/2 day
December 18	Christmas Breakfast & Class Parties
Dec 19 – Jan 1	*Christmas Vacation
January 11	2 nd Quarter/1 st Semester end
January 14-15	*Together As One Summit
January 16	3 rd Quarter/2 nd Semester begins
January 21	*M. L. King Holiday
Jan. 31 – Feb. 28	Ski/Snowboard School on Thursdays
February 18	*President’s Day Holiday
Feb. 25 – Mar. 1	Read Across America
March 3-4	Elementary Friendship Basketball Tournament
March 4	*Teacher Professional Growth Day

*No School

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.

Search and Seizure: If the school administration or staff believes that evidence of a violation of school rules is contained in any desk, locker, or other school property utilized by students, an inspection or search may be conducted to maintain the health, safety and welfare of all students. Confiscated property will be returned at the discretion of the school administration.

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.

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

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

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.

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 insure that the student understands the pardon and forgiveness being offered by the staff as a whole.

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.

March 15	3 rd Quarter ends
March 18	4 th Quarter begins
March 18-22	Spring Week of Prayer
March 25-29	*Spring Vacation
April 2-3	Parent - Teacher Conferences - 1/2 days
April 11	Cultural Arts Fair 6:30 p.m. – 1/2 day
April 14-16	Gr. 7-8 Step Up Leadership Conference
April 18	Constituency Meeting 7:00 p.m. (6:00 p.m. dinner)
April 24	*Teacher Professional Learning Communities
May 2-3	Milo Music Camp (grades 7-8)
May 10	Track & Field Day
May 14	Financial Assistance & FACTS Applications Due
May 22	Spring Program 6:30 p.m. – 1/2 day
May 27	*Memorial Day Holiday
June 5	Kindergarten Graduation 6:30 p.m.
June 6	8 th Grade Graduation 7:00 p.m. – 1/2 day
June 7	Last Day of School/4 th Quarter ends; Breakfast & Awards Assembly

*No School

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

Grants Pass Adventist School 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 each of the 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 3rd 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.
- Grounds/Maintenance
- Home and School Association
- Hot Lunch Program
- Marketing/Recruitment
- Spiritual Outreach

School volunteers will need to obtain the necessary forms from the school office prior to beginning their service.

Admission Policies

Grants Pass Seventh-day Adventist School does not discriminate on the basis of race, color, national or ethnic origin in their administration policies, scholarships, and other school-administered activities and programs.

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 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 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.

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. Conference Superintendent

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

School dress code specifics for girls:

Shirts/Tops: Modest tops with sleeves. Shirts/tops must not have graphics. Midriff must not show when the arms are raised.

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

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

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

Sweatshirts and Jackets: Must not have graphics. Shirts worn under sweatshirts or jackets must be in accordance with the school dress code.

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 VIOLATION

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

Parent Communication: Communication is vital between parent and teacher. Teachers are available after school and by appointment. Parent-Student-Teacher Conferences are scheduled at the beginning of the 2nd and 4th quarters to discuss the student’s progress.

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

TUITION RATES & ENTRANCE FEES FOR 2018-2019

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

TUITION & ENTRANCE FEES

Grade Level	Tuition	Entrance Fee	Total
Kindergarten – 6 th Grade	\$4,120	\$412	\$4,532
7 th – 8 th Grade	\$4,540	\$454	\$4,994

TUITION

- Charged in 10 equal payments August – May.
- Due by the 10th of the month.

ENTRANCE FEES for 2018-2019

- Entrance fees are 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
- Non-refundable
- Used for expenses such as yearbooks, standardized testing cost, library resources, student activities, student insurance, textbooks and technology.

Participation in the following events may require additional expenses and/or fundraising: field trips, tournaments, conferences, campouts, 5th - 6th grade Outdoor School, 8th grade graduation and class trip.

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.

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

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 Treasurer or Principal. Students with unpaid accounts at the end of the year may not be allowed to march at graduation.

DISCOUNTS

Multiple Student Discounts:

1 st Student Discount (Student in the highest grade level)	N/A
2 nd Student Discount	5%
3 rd Student Discount (Student in the lowest grade level)	20%

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.

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 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 graphics. Midriff must not show when the arms are raised.

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

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

Sweatshirts and Jackets: Must not have graphics. Shirts worn under sweatshirts or jackets must be in accordance with the school dress code.

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.

Ski/Snowboard School: The school offers a ski and snowboarding school program in conjunction with Mt. Ashland. This program is available to students in the fifth – eighth grades and includes mandatory ski lessons. Helmets are required for all snow boarders. The program will be each Thursday for five weeks during January – 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: \$200.00

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
Bottoms are low enough
Everywhere is loose enough
Everywhere is opaque enough |

- 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).

ATTENDANCE POLICES



1. **State Law:** State law requires that students maintain regular attendance. No more than 5 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. Health and family emergencies
- b. Doctor and dental appointments
- c. Death of a family member or close friend.
- d. Administratively approved and prearranged absences.

Excessive Unexcused Absences – The local truant officer will be contacted if there are five or more absences without any communication from parents, and after there have been repeated attempts to contact the parents.

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.

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

Lice: Students are periodically checked during the school year for head lice. If they are infected, they will be sent home. Students must be lice and nit-free 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.

Snow Days

As a general rule, the school will not close because of bad weather conditions. Snow days are based on our school community and may not follow public school districts. When it becomes necessary to close school, it will be generally by announced by 7 a.m.:

- Class Messenger email and smartphone notification
- School's Facebook page
- TV channels 12 & 5
- KAJO radio (1270 AM/99.7 FM)



If school should close during the school day due to bad 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

Curriculum:

Bible	Art
Language Arts	Keyboarding (grades 7-8)
English (not K)	Mathematics
Reading	Music
Spelling (not K)	Physical Education
Phonics	Science
Handwriting	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: The promotion for Grades 1 through 8 will be based on scholastic achievement, attainment of appropriate competency levels in basic skills of mathematics and reading, and overall maturity.

Parent - Teacher - Student Conferences: Special time for conferences are set aside during the 2nd and 4th quarters (four weeks before the end of the quarter). The parents and student are expected to meet with the teacher to discuss the student's progress. Grade reports will be sent home at the end of each quarter.