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## **Accreditation and Organization**

The Gold Coast Christian School is a Seventh-day Adventist 1<sup>st</sup>-8<sup>th</sup> grade school, accredited with the Board of Regents of the General Conference of Seventh-day Adventists, and the North Pacific Union Conference Office of Education.

Our school is one of thirty Adventist schools in Oregon directed by the Oregon Conference of Seventh-day Adventists. These schools serve over 2,300 students ranging in age from pre-school children to seniors in high school.

Gold Coast Christian School is sponsored and subsidized by four Adventist churches—the Coos Bay SDA Church, Coquille SDA Church, Bandon SDA church, and Reedsport SDA church.. These churches, in cooperation with the Oregon Conference of Seventh-day Adventists, provide members that make up the governing school board.

## **School Mission**

We provide a Christ centered, academically excellent education in a loving, supportive, respectful environment with service oriented opportunities.

## **Philosophy**

Each child has an everlasting value and we seek to provide a place that fosters eternal self-worth in each child. We strive to provide the opportunities for students to grow physically, academically, spiritually, and socially. Students are encouraged to strive for academic excellence with a Christian spirit. We believe students learn best when they are challenged and given responsibilities. School is only one element of a child's life, and we strive to collaborate with our communities, families, and churches to foster Christ's character in each child.

## **Admission Policy**

Although Gold Coast Christian School has been established primarily for Seventh-day Adventist families, this school welcomes all those who are in harmony with the philosophy and objectives of Christian education and who will cheerfully endeavor to live according to its principles. Upon admission, every student pledges to willingly observe all the regulations of the school and to uphold the principles upon which the school is based. If a student breaks this pledge, he/she automatically forfeits the right to membership in this school, and his/her privilege of continued attendance will be discussed in conference with student, parent(s), staff, and school board.

It is also part of the student's contract that he/she will perform all the duties assigned to him/her in connection with the school to the best of his/her abilities in keeping with the stated philosophy and objectives.

According to State law, a student must be six (6) years of age on or before September 1 to enter first grade. It is highly recommended that parents consider the advantage of waiting until the child is seven to start him or her in school.

Students will be admitted after the following steps are completed and the School Board has approved their application:

1. An application has been properly completed and submitted.
2. Cumulative education records of new students have been received or a telephone interview with the former school has been completed by the teacher.
3. Birth certificate of new students has been provided by parents.
4. According to the laws of Oregon, proof of immunizations must be presented when the child initially registers for school. If immunizations are contrary to religious or other beliefs, the parent must sign a waiver to that effect on the immunization report form. If a child cannot be immunized for medical reasons, a doctor must sign a statement to this effect.
5. Students entering first grade must have a medical exam paid for by the parent or guardian.

New students will be given a four-week (20 days) probationary period. Longer probationary periods may be required in unusual cases at the discretion of the principal. Whenever, in the judgment of the teacher and school board, the student's connection with the school is no longer profitable to him/her, or his/her influence is detrimental to others, he or she may, after counsel with the parents, be dismissed from school.

### **Non-Discrimination Policy**

Gold Coast Christian School accepts students of any race, color, national or ethnic origin, who support the principles and regulations of the school.

### **Special Education Policy**

The School Board affirms the position that all children enrolled are entitled to an equal opportunity for education development according to individual needs. While Gold Coast Christian School is receptive to all student applications, acceptance may be denied to applicants who require specialized educational resources to meet their behavioral or academic needs. Gold Coast Christian School is not equipped with a special education or behavioral program.

# **General School Policies**

## **Homework**

The child's education is a cooperative project of the school and the home. Homework reinforces what is learned at school and teaches responsibility in the learner. Some projects will require work to be done at home to finish. The frequency and length of homework will increase as the child progresses through grade levels.

## **Assessment**

We believe that assessment is important to the education of our students. We give regular classroom quizzes and unit tests. In addition we administer the MAP's testing 3 times year to measure student progress. This test will be given in the fall, winter, and spring.

## **Progress Reports**

The school values open and frequent communication with parents. Progress reports are issued regularly throughout the year. These show the student's progress on each assignment. Quarterly grades are sent home at the end of each nine-week grading period. Parent teacher conferences will be held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter of the year. In addition to written progress reports, teachers are pleased to make themselves available to talk with parents at mutually convenient times whenever it is desired.

## **Field Trips**

Teachers plan field trips throughout the year that complement their classroom curriculum. Parents are always welcome to participate in these activities once they have cleared a mandatory background check.

Parents who are able to help provide transportation and chaperone responsibilities are a tremendous blessing to the children and teachers. Adults who drive for field trips must provide a copy of insurance showing a minimum liability coverage of \$250,000 – \$500,000. (NAD requirement.)

## **Visitors Policy**

Parents are welcome to visit the school if arrangements have been previously made with the teacher. No students should bring relatives or friends to school without the prior permission from the teacher and written permission from the visitor's parent or guardian. Student guests must observe school regulations.

## **Anti-Bullying Policy**

Everyone at Gold Coast Christian School is committed to making our school a safe and caring place for all students. We will treat each other with respect and we will refuse to tolerate bullying in any form at our school. Our school defines bullying as follows:

“Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” <https://www.stopbullying.gov/what-is-bullying/index.html>

It is not the minor behavior problems that are part of growing up, such as horseplay, occasional good-natured teasing, or even the odd physical scrap between persons of equal strength. For more information about bullying please visit: <https://www.stopbullying.gov>.

### **Sexual Harassment Policy**

Sexual harassment is unwelcome advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, electronic, or physical. It includes offensive pictures, graffiti, jokes, and gestures.

#### Reporting Procedures:

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student may report to a teacher, the principal, or another staff member. If the harassment comes from an adult, the student shall report directly to the principal or other responsible adult. False accusations are a form of sexual harassment.

### **Weapons Policy**

All persons (including students) are prohibited from bringing any firearm or weapon to school or to a school-sponsored activity. A student who possesses a weapon or who carries, exhibits, displays, or draws any weapon or any object which can be mistaken as a weapon, or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an attempt to intimidate another or warrants alarm for the safety of others, shall be subject to immediate discipline up to and including suspension or expulsion. Parents and the appropriate law enforcement agencies shall be notified. Appropriate counseling is required before the student can return to school.



# **School Hours and Attendance**

## **Length of School Day**

- Monday-Thursday 8:00 a.m. 3:00 p.m. for grades 1<sup>st</sup>-4<sup>th</sup> and 4:00pm for grades 5<sup>th</sup>-8<sup>th</sup>.
  - Lunch is 11:30am-12:00pm

## **Arrival and Departure Times**

Because of safety and supervision requirements, students should not arrive at school more than 15 minutes early, and should leave school grounds within 15 minutes of dismissal unless previous arrangements have been made. The gate will not be opened for students before 7:45am. Please do not bring your students before then.

## **Attendance**

If your child is absent for an emergency or unplanned medical reason, please contact the teacher as soon as possible.

If your child will be absent from school for a planned absence, please let the teacher know prior to the absence so that arrangements can be made for missed classwork.

It is the parent's responsibility to make sure the student understands and completes his or her work.

Parents are encouraged to make appointments for their children that do not interfere with class attendance.

## **Tardy Policy**

When students are tardy they miss part of worship and also disrupt the class coming in. Please be on time as much as possible.

1. For every 5 unexcused tardies students will have an absence added to their record. Students can only have 2 absences due to tardies on their record per 9-week grading period.
  - a. After the 1st absence due to tardiness, a written warning will be sent home to be signed.
  - b. The parent/guardian will be required to attend a conference with the school's head teacher and school board chairperson after the 2<sup>nd</sup> unexcused absence due to tardiness.
  - c. If the parent/guardian refuses to attend the conference, the student may be suspended from school until the conference is held. At the conference, an attendance plan will be put in writing that must be followed to remain enrolled in school.

# **Financial Policy and Assistance**

The School Board operates on a budget that depends upon prompt payment of tuition in order to meet its financial commitments on time. The tuition set each year represents the minimal amount needed to assure the financial integrity of the school.

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

## **Tuition**

The tuition from the school year is payable in ten (10) monthly payments, August through May or twelve (12) monthly payments, July through June. It can also be paid in one lump sum before September 1<sup>st</sup> to receive a discount.

A 3% discount on tuition is given for a full one-year tuition payment in advance, paid no later than September 1.

No rebate on tuition will be granted for family vacations, school vacations or absences. If a student leaving during the month, the tuition for the days attended will be calculated as follows:

1. Child leaving during the month: Monthly tuition payment equals the number of days attended in the month x annual daily rate (annual tuition/total number of school days).
2. Child leaving during the month with a full one-year tuition payment: Monthly tuition payment equals the number of days attended in the month x annual daily rate (annual tuition/total number of school days) plus reimbursement for each full monthly payment after withdrawal, less the discount given for a full one-year tuition payment.

## **Payment**

The first month's tuition payment is due August. The final tuition payment is due in May. All payments are payable by the 15<sup>th</sup> of each month. Tuition checks should be made out to Gold Coast Christian School and may be placed in the locked box in the school library or mail to the school address c/o School Treasurer at 2175 Newmark Avenue, Coos Bay, OR 97420. Bank Fees on insufficient-funds checks will be charged to the student's account.

## **Delinquencies**

Families experiencing temporary difficulty making a payment should contact the school treasurer immediately. The school will make effort to work with the family in an understanding manner. Families are required to keep their tuition accounts current or do one of the following by the 20<sup>th</sup> of each month:

1. Notify the treasurer of your plan to bring the account current; or
2. Request to meet with the finance committee to develop a payment plan.

An outstanding balance from prior year must be paid in full before a student starts attending. In harmony with the General Conference Department of Education, final grades, transcripts, credits, and/or 8<sup>th</sup> grade diploma will only be issued when a student's account is paid in full. 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, scholarships or grants, and students must maintain satisfactory grades.



## **Medical Information**

By law, teachers are not to administer medication to students without a written and signed statement from the parent explaining dosage and method of administration. For any prescription drugs, a copy of the doctor's prescription should be provided.

### **Guild Lines for Keeping Student Home**

- Fever of 100 degrees or higher
- Signs or symptoms of eye infection (i.e. pain, redness of eyelids, or eye drainage)
- Signs or symptoms of vomiting or diarrhea

### **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-free and nit-free before returning to school. In order to re-admit the student, a parent/guardian must come to the school with their child and wait while their child is re-checked by a staff member.

### **Student Injuries**

Minor injuries will be treated with first-aid supplies under the care of the teacher on duty. In cases of injury or sudden illness that restrict the student from normal school activity, the parent or parent-designated adult will be contacted to take the student home. In the case of serious injury or illness that requires immediate medical attention, and parents cannot be contacted immediately, the student will be taken by ambulance to the hospital or urgent care facility.

### **Student Medical Insurance**

Student Medical Insurance is secondary to a family's health insurance plan and covers injuries only. A copy of the family's Insurance card must be on file.

All students are covered by school medical insurance. The coverage is for students engaged in school-sponsored and supervised activities. Any accident must be reported immediately to qualify for insurance coverage



# **Student Appearance Guidelines**

The dress code at Gold Coast Christian School is based on the principles that students' clothing should be neat, clean, modest, and appropriate for the place and activity without offending or distracting others.

The school administration always has the final determination on the appropriateness of specific school attire.

## **General Guidelines**

- Jewelry should not be worn
- Makeup is not allowed
- Nails can have clear nail polish only
- Nails can be light colors such as pastels or French tips without design or embellishments. Teacher may ask students to remove nail polish at school if they do not fit our policy.
- Makeup - Students who are in 5th-8th grade may wear natural colored makeup. If it is not natural according to the teacher, they will be asked to wash it off.
- Hair should be kept neat and clean, trimmed, of natural color, and should not attract undue attention.
- Shoes must be worn at all times. Sandals and open-toed shoes or heels higher than 1" are unacceptable for school activities.
- Clothing with slogans or pictures must be in keeping with Christian principles.
- Shirts must have sleeves.
- Shorts, skirts, and dresses need to touch the top of the knee.
- Hats and sunglasses are not to be worn in the school building or classrooms.

# **School Closures and Emergency Plan**

School will be closed when the Coos Bay School District closes due to inclement weather. A copy of the school emergency plan is available upon request.



# **Student Conduct Guidelines**

Students of Gold Coast Christian School agree to conduct themselves in a manner that honors the Lord Jesus Christ and the school. This is true not only at school but in off-campus activities as well.

Students agree to:

- Encourage and facilitate learning.
- Model and sponsor Christian qualities and principles.
- Respect and dignify people.
- Respond positively to authority.
- Value and care for property. (Parents are responsible to compensate for any loss or damage.)
- Keep their hands, feet, and bodies to themselves unless otherwise directed by a teacher.

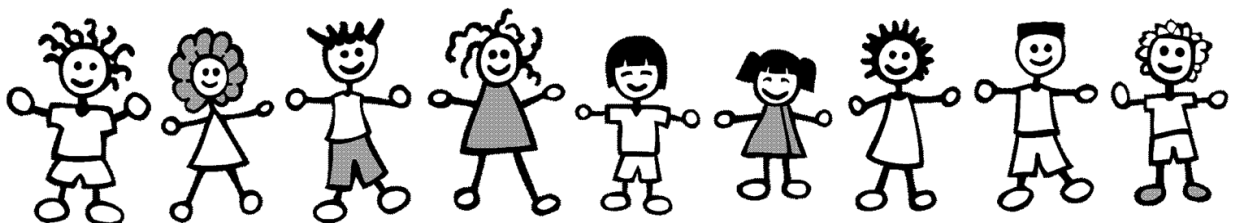
## **Suspension/Expulsion**

In very extreme instances, a student may be suspended or expelled for defiance or disrespect to teachers, staff, or fellow students, as well as for fighting, stealing, cheating, dishonesty, damaging school property, profanity, possession of illegal or harmful substances (including tobacco, alcohol, prescription or non-prescription drugs), possession of a weapon, or for repeated violations of school or classroom regulations.

Each case will be handled on an individual basis depending on the specific nature of the offense and always with an attitude of Christian concern. A conference with the student, parents, and principal will be held at the time of suspension and/or before the suspended student can be re-admitted to school. The principal determines the time of suspension of a student which may be from 1-5 days. For very serious matters, expulsion results as an action of the School Board.

## **Search and Seizure**

If school administration or staff believe that evidence of a violation of school rules is contained in any desk, locker, backpack or other student containers, 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.



## Student Pledge

Because I have chosen to attend Gold Coast Christian School, I will share God's Spirit by:

- Show love to others
- Perform my best in school
- Integrate the gifts God has given me to bless others
- Respect the people God has placed over me
- Initiate caring for the property around me
- Take 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:

- Going directly to the teacher with questions or concerns
- Caring for my child by providing adequate sleep and healthful nutrition
- Supporting the school's mission
- Donating my time to help my child succeed
- Accepting financial responsibility
- Volunteer to help the school with fundraising and/or in the classroom

As a parent, I realize that when I present my child/children for admission to school, my child/children and I pledge to willingly observe all its regulations, and to uphold the Christian principles upon which the school is operated.

My child and I signify by our signatures below that we have read and understand the Gold Coast Christian School's Student Handbook and are committed to adhering to and upholding the standards and policies held therein.

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*Signed copy of this submitted at registration.