

# TILLAMOOK ADVENTIST SCHOOL

We are accredited by:

the North American  
Division Commission on Accreditation

the National Council for Private  
School Accreditation.

and

Northwest Accreditation Commission

Tillamook Adventist School  
is supervised through the  
Oregon Conference  
Department of Education  
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**HANDBOOK**  
**2019 - 2020**

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# TAS Handbook | 2019-20

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## **OUR SCHOOL**

### **TAS Mission and Vision**

#### **Mission**

Living God's love through caring, learning and sharing.

#### **Vision**

Build forever friendships with Jesus,  
Provide balanced academic excellence,  
Demonstrate loving service as good citizens and children of God

## **ADMINISTRATIVE INFORMATION**

### **Entrance Guidelines**

Acceptance for all students is based on the following criteria:

1. Class size.
2. Prospective student's commitment to Christian education in keeping with our school philosophy and objectives.
3. Ability of the school to meet the prospective student's educational needs. (Testing & evaluation may be recommended as a prerequisite to acceptance).
4. Ability to meet the financial obligations.
5. Satisfactory character references.
6. Student commitment.

The Admissions Committee may interview prospective students and their parents before they are accepted at Tillamook Adventist School. Students will be accepted on a one-month probationary period subject to review of the school board and faculty.

## **Pre-Kindergarten and Kindergarten Entrance**

A child entering Pre-Kindergarten must be four on or before August 31; a child entering kindergarten must be five on or before August 31. Parents should keep in mind, however, that the chronological ages of kindergarten students at TAS usually extend from a little past five to seven years of age. This reflects the concern of parents and teachers for the correct placement of each child.

A child's developmental age, not his/her age in years or his/her I.Q., is the most effective criterion for determining school placement. During the first three weeks of school, the primary teaching staff will evaluate each child's school readiness through observation and a comprehensive testing program. At that time recommendations for appropriate placement will be made. The teaching staff needs to be knowledgeable about each child before determining placement of the student.

Tillamook Adventist School requires a birth certificate for all new students at registration.

## **Physical Examinations**

Physical and optometric examinations are required for all new students. Students in any grade may be required to take a physical examination if deemed necessary. Students participating in extra-curricular sports activities will be required to obtain written physician approval.

## **School Hours**

Monday – Thursday	8:00 A.M. to 3:00 P.M.
Friday	8:00 A.M. to 12:00 P.M.
Minimum Day	8:00 A.M. to 12:00 P.M.

## **Attendance Policy**

Tillamook Adventist School follows state guidelines in regards to school attendance. Under these guidelines, four days or more of unexcused absences in any four-week period constitutes truancy.

Student achievement is directly linked to their attendance of school. If a need other than illness arises that a student needs to miss school, please complete a Request for Pre-Arranged Absence form in advance so that your child's teacher is aware and arrangements can be made. Regular and prompt attendance at all school appointments is expected at TAS. Absences for medical or legal reasons, or death of a family member, are the only excused absences.

## **Attendance**

Students are expected to arrive at school between 7:45 and 8:00 a.m. Students not in their classroom at 8:00 are considered tardy. For the purposes of attendance record, students who are more than 20 minutes late will be counted as absent.

Students should leave the building and grounds as soon as they are dismissed at the close of the day. Parents should pick up their students within 15 minutes of dismissal. Any exceptions should be arranged with the office.

Absences for reasons other than illness or emergency should be arranged with the student's teacher and the administration. Medical appointments that necessitate the student leaving campus during the school day, or vacations that occur while school is in session, should be avoided whenever possible.

Parents should not expect teachers to assist students in making up lost work due to absences that have no valid excuse. Realizing that excessive absences may cause scholastic harm to the student, every reasonable effort should be made to avoid absences.

## School Closure

When District #9 Schools are closed for the day because of snow or emergency conditions, TAS will also be closed. When District #9 Schools start the day late because of snow or emergency conditions; TAS will also follow the delayed schedule. However, the school building will be opened on schedule if possible to accommodate those who arrive at the regular time.

**Closed and late openings will be posted on our Facebook page and a text will be sent from our ParentAlert system.**

## Before and After School Policy

Supervision before school begins at 7:30 A.M. Supervision for those waiting to be picked up continues for fifteen minutes after dismissal.

Students will be assigned to the After-School Program starting at 3:15 P.M., Monday – Thursday.

## School Property

Students must protect and care for all property. You are responsible for the care of your lockers. Only authorized material may be kept in lockers. Items inside of lockers should be consistent with the philosophy of the school. There may be periodic locker checks. Personal padlocks are not acceptable.

Students will pay for or replace all property which has been destroyed or damaged willfully or foolishly. Unauthorized possession of library materials is not allowed. Because of security, school appearance, and safety concerns, you are not to leave books or bags in the halls. If you require extra storage space for school items, you may request an additional locker. Items left in the hallways or in unlocked lockers will be taken to the front office. Repeated occurrences may result in fines or confiscation of material.

## **Lost or Damaged Books**

Students are subject to replacement cost plus a \$5.00 processing fee for each lost or damaged textbook, library book or electronic media. The \$5.00 processing fee is not refundable if a missing item is later returned.

## **Personal Property**

Students are discouraged from bringing personal property on campus. Tillamook Adventist School accepts no responsibility for the damage or loss of personal items.

## **Personal Technology Devices**

Technology is a fact of life. However, cell phones and personal electronic devices causes legal, ethical, safety, privacy and practical issues. Due to these concerns, students may not use cell phones or other personal electronic devices at school for the hours they are in attendance on campus, or at school sponsored activities unless given permission by staff. Failure to comply with this policy is as follows:

Any unauthorized electronic device used at school may be confiscated. Its content may be reviewed by the teacher or principal, who must report some types of communications to the appropriate law enforcement agency. The device will be returned to the student (at the discretion of the teacher) or a parent/guardian. Further offenses will be subject to disciplinary action.

All student cell phones and electronic devices brought to school must be turned off and secured by the student in a locker or backpack. The school and school personnel are not responsible for any personal electronic devices brought on campus.

## **Search and Seizure**

Tillamook Adventist School reserves the right to search your lockers, vehicles, electronic media and files, and personal belongings for objects or materials deemed noncompliant with the school's rules



and regulations, or which threaten the safety of the school and its students. Confiscated property will be returned at the discretion of the administration.

## **Dressing for Success**

Student's dress and grooming should reflect principles that demonstrate our Christian school community. It is our desire to honor the Lord Jesus Christ and to see Him reflected in our lives. Our dress code emphasizes modesty, neatness and safety. You should meet the dress code standards before you arrive at school, during school hours, and at school sponsored activities. If you are dressed inappropriately, you may be asked to contact your parents to request appropriate clothing be brought to school to correct the problem. You may be asked to wait in the office until appropriate clothing is worn. These are minimum requirements and further changes may be added as needed.

1. Clothing shall fit appropriately (not too tight, too loose or too big). Shorts and pants to be of proper length, close to the knee, undergarments should not show. Pajamas are not acceptable for school.
2. Clothing shall be clean, neat and free from tears.
3. Clothing must be free of inappropriate artwork, phrases, and logos. This includes, but is not limited to, alcohol advertisements, celebrities, bands, skulls, pirates, occult, gang-related, and anything that has a primary association with anti-Christian or that in the judgment of school staff does not represent the standards of the school.
4. Shirts and blouses must be long enough to ensure that the midriff and undergarments are covered at all times.
5. Sleeveless clothing is not acceptable. Necklines must be modest.
6. Skirts should be long and full enough so that the student may sit as well as stand in a modest manner. Appropriate length may vary with the age and physical characteristics of the student. Shorts must be worn under skirts if participating in physical activities.

7. Spandex or leggings may not be worn alone. They may be worn under skirts, or long blouses and sweaters that come below the bottom.
8. Appropriate footwear must be worn at all times while at school and they must have at least a heel strap. Slippers, flip-flops, or bare feet are not appropriate.
9. Gym shoes are required for play in the gym or on the playground and must be tied in such a manner that they do not fall off.
10. Grades 5 – 8 students will wear only TAS PE shirts during PE class or sports events. The first shirt is free and additional ones may be purchased in the office. You are also required to wear appropriate gym shorts or sweatpants.
11. For all school-sponsored swim activities, swimsuits must be modest or covered with a modest tee shirt at all times.
12. Jewelry, such as rings, bracelets, earrings, necklaces, and chains, are not permitted.
13. Cosmetics and nail polish that have a natural appearance are acceptable.
14. Hair must be of a natural color and not styled as a distraction.
15. Hats/caps/beanies, etc. may not be worn indoors. Hoodies are not to be worn up indoors.

These guidelines apply to field trips and school functions as well. The teachers and school board are the final authority in interpreting the school's dress standards.

## **Code of Conduct**

Horseplay, being consistently late or absent, loitering, littering, boisterous behavior, running in halls, tussling, vandalism, inappropriate language, forging signatures, disrespect, lying, disrupting class, cheating, skipping classes, bullying others, irresponsible use of school or private property, unauthorized printed materials, unauthorized personal items, theft, possession of a controlled substance, fighting or assault, outlawed materials, insubordination, abusive language or gestures, aiding and abetting, or

any unsafe behavior, not compliant with dress code. This is a weapon free zone therefore no guns or knives are allowed.

## **Relationship Guidelines**

Students are encouraged to foster friendships with each other and to view everyone as a potential friend. Extra-curricular student activities which are sponsored by the school are always group functions and are designed to promote healthy relationships. Dating relationships are discouraged at TAS. To help create a wholesome atmosphere, while respecting the comfort of others, students are expected to refrain from kissing, caressing, carrying other students on your backs, picking up other students, and other affectionate displays at TAS or its sponsored functions.

## **ACADEMIC EXCELLENCE**

### **Scholastic Excellence**

It is the aim of the school that “The youth should be encouraged to advance just as far as their capabilities will permit.” Education, Page 234. Let it be remembered that most students are the average and will likely earn average grades unless they put forth much effort. Parents shouldn’t expect an average student to do superior or above average work without diligent effort. On the other hand, a superior student ought not to be permitted, either by parents or teachers, to do average work. It is not the practice for teachers to give grades – students earn them!

### **Course of Study**

The course of study offered at Tillamook Adventist School provides each student all standard subjects they would expect in any other good school; Art, English, handwriting, mathematics, music, physical education, reading, science & health, social studies, and spelling. But there is more, and there is a difference!

Added is the loving familiarity and study of the Bible. Beginning in Pre-K with the simple Bible biographies and the basic Bible concepts and progressing through grade eight to advanced knowledge of our English Bible, and the Scripture’s teachings of how God has communicated His will to man through the centuries.

Another difference is that science, social studies and reading are approached, not from a materialistic or evolutionary viewpoint, but from a Christian, Biblical worldview. The literature the student reads does not contain the anti-Christian or even the New Age thoughts found in so much of today’s assigned reading. The Christian point of view of history is that even though not always evident, the hand of God is at work in human events. The Creationist view of science is that God created this earth and the universe around us, “He spoke and it was,” that there was a tremendous cataclysm, the flood, unlike anything else before or since, whose effects are visible and serve to explain the fossils in the rocks around us.

As part of our music curriculum, we will be requiring attendance at Saturday performances.

## Testing

There is another difference as well. When our students take the Iowa Test of Basic Skills, which measures a child’s scholastic progress in reading, language and mathematics, they usually show above average progress. They are considerably above the national median. This becomes valuable when the student transfers to college.

## K – 8 Curriculum

Our school provides state-approved curriculum and is supervised and accredited through the Education Department of the Oregon Conference of Seventh-day Adventists.

The basic curricula for grades K – 8 are as follows:

Bible	English	Physical Education	Art
Reading	Handwriting	Social Studies	Health
Science	Mathematics	Spelling	Music

## **Honor Roll: Grades 6 – 8**

Honor rolls will be published at the end of each 9-week period based on a weighted average.

Honorable Mention – GPA between 3.00 and 3.49

Honor Roll – GPA between 3.50 and 3.74

Principal's List – GPA 3.75 and above

## **Academic Honesty**

Academic honesty is a manifestation of Tillamook Adventist School's core values. Cheating involves presenting work or answers for credit in which the credit actually belongs to someone else. Plagiarism is a specific type of cheating in which the work of another is copied and submitted without acknowledging the original source.

All student work must be properly credited. Working in teams is allowed as specifically permitted by the teacher.

## **Sports**

Students are encouraged to get involved in the sports program in the public school system (OSAA) or through the YMCA if they are interested. To participate in the sports program students must receive and maintain passing grades in all classes with a G.P.A. of 2.0 or greater and acceptable attendance. Academic classwork, homework and projects will not be adjusted based on sports schedules.

## **CARE FOR OUR CHILDREN**

### **Immunizations**

Oregon state law requires all students in grades PreK-8 to submit proof of immunization against polio, diphtheria, tetanus, measles, mumps, and rubella at the time of registration.

Immunization will not be required if a physician signs a written certification stating that a particular vaccine is not advisable for the child, or the parent/guardian completes a non-medical exemption certificate.

A Certificate of Tuberculosis Status may be required on all foreign-born students enrolling in an Oregon school for the first time.

## **Oral Medication Policy**

Tillamook Adventist School is authorized to administer oral medication to students during school hours **ONLY** after parents and/or physicians have signed a permission form. It is our policy that such medication will only be administered when the failure to receive medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. Medications must be in their original package and include dosage instructions. We define medication to include all drugs, whether prescription or over-the-counter. Medication may be dispensed by authorized school personnel.

## **Medical Emergencies**

In case of a serious emergency, such as accident or sickness, the school will attempt to contact the parents or guardian of the child. If the parent cannot be reached, and in the judgment of the teacher or principal immediate medical attention is needed, the teacher, principal or authorized staff person will summon or take the child to receive medical aid.

## **Student Illness**

If a student is ill and cannot attend school, please inform either the teacher or secretary as soon as conveniently possible. Arrangements will be made to help keep the student current in their class assignments.

If your child has vomited or had a fever in the last 24 hours, please keep your child home. Children who come to school sick are not

productive learners and are more often miserable all day. More importantly, they can spread the illness to classmates and teachers.

The following is a guide of whether to send your child to school:

- **Fever**: Greater than 100.2° F; student may return when fever-free for 24 hours (WITHOUT use of fever-reducing medicine).
- **Vomiting**: One or more episodes in the preceding 24 hours, unless determined to be from non-communicable conditions; student may return when resolved.
- **Red Eyes**: do not send your child to school if their eyes are red or draining. They can return to school when symptoms resolve, or with a doctor's note stating they are not contagious.
- **Diarrhea**: 3 or more watery or loose stools in 24 hours; student may return when resolved for 24 hours.
- **Stiff Neck**: Or headache with accompanying fever; student may return after resolution of symptoms or diagnosis made and health provider clearance given.
- **Rash**: Any new onset of rash if accompanied by fever; student may return after rash resolves or diagnosis is made and health provider clearance given.
- **Other**: Symptoms or complaints that prevent the student from active participation in usual school activities.

## **Accidents and Insurance Recovery**

Children who have accidents while at school must report them immediately to their teacher. Injuries to children while going to or from school must also be reported immediately to the school office. Students are covered for up to one hour while traveling to and from school directly and without interruption. They are also covered for a maximum of 30 minutes after school dismisses, while on school property.

## Safety

- ◇ Bicycles are not to be ridden during school hours. It is recommended that the bicycle be locked.
- ◇ Skateboards are not to be ridden during school hours.
- ◇ Safety laws prohibit playing on any playground equipment or in the gym without adult supervision.
- ◇ Running in the hallways is not permitted.

## Students Leaving School Grounds

Students are not permitted to leave school grounds without a request from the parent or guardian either in person or in writing, and permission from the teacher.

Students will not be permitted to leave the school premises with anyone other than those known to the staff to be the legal guardian, parent, or those authorized via written permission or phone call.

## School Volunteers

All school volunteers will be checked to assure student safety. A form will be provided at registration to be filled out by all those interested in volunteering. Student safety is of the utmost importance and our insurance requires a thorough background check. All school volunteers need to sign in at the front desk and obtain and wear a volunteer badge.

## Getting Involved

We would love it if every parent got involved in the learning process here at TAS. There are many opportunities to provide for this:

- Classroom volunteers. Please talk with the teacher of the classroom you wish to volunteer in.
- Classroom Parent
- Driving or volunteering for field trips.
- Helping to organize school events.



- Volunteering to be on school committees or the school board.
- Please see our school secretary if you don't see an option here that fits your desire.

## **Visitors**

Parents and school board members are encouraged to visit the school. Visitors should register with the school office upon arrival and wear the proper badge. Please arrange these visits ahead of time with the teacher and the principal if at all possible. No student should bring relatives or friends to school without the advance permission of the office. Permission must be received the day prior to the visit. Student guests must observe school regulation and dress policies.

## **Field Trip Drivers**

Parents helping with field trip transportation must be approved volunteers and have a copy of their proof of insurance and a valid driver's license on file in the school office. Stop by the office and we will make a copy for our files, making you eligible to drive on class and field trips. Oregon state laws governing seat belts, child safety seats, and front seat airbags must be observed.

## **Bullying**

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. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once, or have the potential to happen more than once.

## **Types of Bullying**

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Offensive teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Shunning someone on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
  - Using electronics to make someone feel unsafe
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

Students should notify a teacher if they see any bullying.

## **Sexual Harassment Policy**

TAS is committed to providing a school environment free from sexual harassment for all students and staff.

Sexual harassment is defined as any type of offensive behavior with a sexual overtone that is unwelcome and makes a person feel

uncomfortable. That behavior may be verbal, written, or physical, including such things as sexually suggestive remarks, jokes of a sexual nature, offensive pictures, gestures, offensive notes or inappropriate touching. All incidents of sexual harassment are to be reported to school authorities as soon as possible and appropriate follow-up action(s) will be taken.

## **Mandatory Reporting Rules**

School personnel are required by law to file a report with *Child Protective Services* if they observe or have reason to suspect child abuse or neglect. Child abuse and neglect includes physical injury inflicted upon a child by other than accidental means; sexual abuse (including sexting) or assault; neglect or maltreatment of a child threatening the child's health or welfare; willfully harming, injuring or endangering a child and unlawful corporal punishment or injury.

## **Caffeine**

Please do not send/pack caffeinated beverages with your student(s). As educators, we see the dramatic effect caffeine has on young bodies and minds. The physical side-effects of caffeine are well documented.

## **CONFLICT RESOLUTION POLICY**

As a school, we are always striving to improve. If you have ideas or constructive criticism for our school, please feel free to talk to our teachers or our principal.

Throughout the school year conflicts between students and teachers arise from time to time. The positive resolution of conflict promises growth for all parties involved. These conflicts should be resolved with the principles of Christian behavior and courtesy in mind.

1. Attempt to focus on resolving the issue.

2. Remain calm during the conference, speak in a low voice and attempt to avoid extreme emotional behavior.
3. Listen without interrupting to the other's point of view. Each party should be given a chance to speak their opinions.
4. Remember that compromise is essential, and probably no party will get 100% of what one believes best.
5. Keep your sense of humor!
6. Support the decision you agree to, particularly to the student, following the conferences.