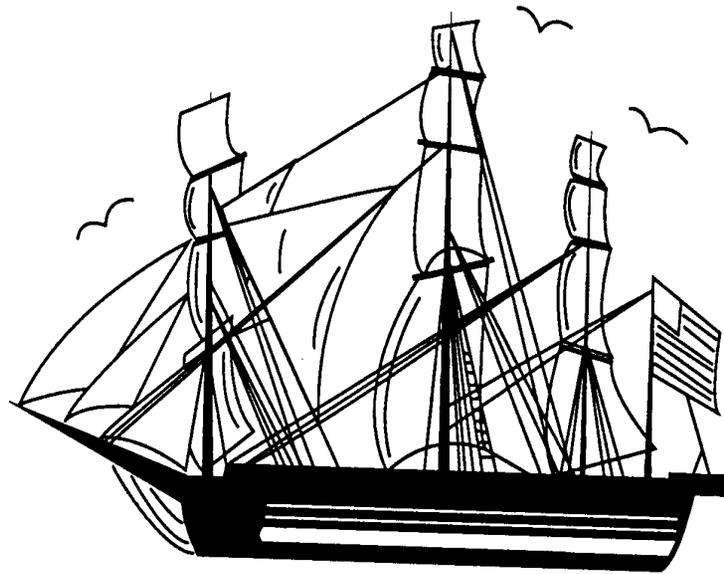


Grays Harbor



Calendar/Bulletin/Handbook

2018-2019

Adventist Christian School

OUR PROMISE

We promise to provide ACCEPTANCE without strings attached. CHALLENGE to dream great dreams and FREEDOM to be kids. We endeavor to develop CONFIDENCE in an uncertain world, DISCIPLINE to build strong character, and STRENGTH to face adversity. We offer OPPORTUNITY to discover the KNOWLEDGE of a loving GOD, to ACCEPT Jesus Christ as their personal Savior, and to develop Christ-centered WISDOM to make right decisions.

Washington Adventist Education Department

Behold, thou desirest truth in the inward parts: and in the hidden part thou shalt make me to know wisdom.

Psalm 51:6

OUR MISSION

To provide a safe, high quality educational opportunity that provides training for life. We believe that the lessons learned and practiced in the school should harmonize with the moral guidelines and the attitudes of service that are upheld in the home and the church.

PHILOSOPHY AND OBJECTIVES

"Higher than the highest human thought can reach is God's ideal for His children. Godliness-Godlikeness-is the goal to be reached. Before the student there is opened a path of continual progress. He has an objective to achieve, a standard to attain, that includes everything good and pure and noble." *Education*, p. 18.

Our philosophy and objectives:

- To acquaint students with the great themes of the Bible.
- To lead students to an awareness of the reality of God.
- To instill in students the ideals of integrity, honesty, purity, dependability, and punctuality.
- To foster in each student the ideals of self-respect and of respect for others.
- To expose each student to a variety of learning experiences, thus providing a high quality educational experience.
- To develop in the student a responsibility for his or her own behavior.
- To encourage creativity and independent thinking.

A Message From Your School Board

The Grays Harbor Adventist Christian School extends a hearty welcome to all parents and students. Our school is dedicated to the highest standards of excellence in teaching, academics, and Bible education. We are very proud of our teaching staff. Their teaching experience and their demonstration of Christian principles are the real strength of our school.

Attendance at this school is a great privilege; however, there are also responsibilities placed upon students and parents. We expect that you will support the rules of the school as outlined in the handbook. But, more than this, we expect that you will model the spirit of Christ that we are seeking to uphold in preparing your children to meet Jesus upon His soon return. We strive for the Holy Spirit to help us live in this world until that day comes. As in any organization, success will be achieved as we all work together to demonstrate the love of Christ to each other.

We are anxious that our school provides the best forum possible for the education of our young people. If you have suggestions for improvement, we want to hear from you. We want the time spent in school activities to be a positive influence for all of our students. Let us all work together to make this a reality.

We solicit your prayers for students, parents, faculty, and for us, your School Board. With your help and our collective prayers, we look forward to a great year—a year in which Christ will be glorified in our school.

But let him that glorieth glory in this, that he understandeth and knoweth me, that I am the LORD which exercise loving-kindness, judgment, and righteousness, in the earth: for in these things I delight, saith the LORD.

Jeremiah 9:24

SCHOOL BOARD MEMBERS

Howard Brenton, Treasurer

28 Brenton Lane
Aberdeen, WA 98520
360 532-7583
hdbrenton@hotmail.com

Richard Kurtz, Pastor

605 222-0634
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Don Downing

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Don Hay, Chairman

2634 E. Hoquiam Rd.
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Tom Davis

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Kathleen Vaughn

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Adria Hay, Grades K-8

2634 E. Hoquiam Rd.
Hoquiam, WA 98550
360 532-3640
adriahay@gmail.com

IMPORTANT TELEPHONE NUMBERS

GH Adventist Christian School

1216 State Route 12
Montesano, WA 98563
360 249-1115
<http://www.ghacschool.org>

Auburn Adventist Academy

5000 Auburn Way South
Auburn, WA 98002
206 939-5000
www.auburn.org

Washington Conference of Seventh-day Adventists

32229 Weyerhaeuser Way South
Federal Way, WA 98001
253 681-6008

Elma Seventh-day Adventist Church

1246 Monte Elma Rd
Elma, WA 98541
360 482-2876

Grays Harbor Seventh-day Adventist Church

3101 Cherry Street
Hoquiam, WA 98550
360 532 9247

Adventist Book Center

5000 Auburn Way S.
Auburn, WA 98092
253 833-6707
800 765-6955 (ORDER LINE)
<http://www.AdventistBookCenter.com>

ADMISSION INFORMATION

Grays Harbor Adventist Christian School (GHACS) is conducted by members of the Seventh-day Adventist church to support the development of positive social, academic, and spiritual values for their young people. Enrollment is open to all who are in harmony with the philosophy and objectives of Christian education.

Students who are willing to develop positive attitudes and spiritual values in keeping with the School's philosophy are encouraged to apply. Students should be self-motivated, willing to help other students, have a desire to learn, and be interested in developing a relationship with Jesus Christ. All applicants for admission will be reviewed by the School's Admissions committee.

GHACS admits students of any gender, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admissions policy, and other school administered programs.

REGISTRATION PROCEDURES

1. Contact the school to arrange for the student and parent to visit and complete an initial application form.
2. Finish the remaining registration forms.
3. Students may be required to submit an essay explaining why they want to attend GHACS. Include reasons you want to attend and what you will contribute to the school..
 - Grades 1-4 1 paragraph
 - Grades 5-8 2 paragraphs
4. Have a copy of all student records sent to GHACS.
5. Placement testing may be required.
6. Our Admissions committee will consider staff observations, completed paperwork, financial arrangements and parent interviews to determine if GHACS is the best place to meet the needs of your child!

**The school day begins at 8:30 A.M. and ends at 3:00 P.M. M-Th
and 1:00 P.M. Friday.**

BEGINNING ENTRANCE AGES

A child entering Kindergarten must be five (5) on or before August 31. A child entering first grade must be six (6) on or before August 31. Parents should keep in mind, however, that the chronological ages of first grade students at Grays Harbor Adventist Christian School usually extend from six (6) to eight (8) years of age. This reflects the concern of parents and teachers for the readiness of each child for formal education.

During the first six weeks of school, the primary teaching staff will evaluate each child's school readiness. The teaching staff need to know a great deal about each child before they can determine what grade or group he or she belongs in, what kind of teaching he or she needs, and the rate at which he or she will proceed through the primary grades. Teachers and parents will make this determination cooperatively.

Grays Harbor Adventist Christian School requires a birth certificate of all first grade students at registration.

For further information on grade placement, contact the school.

APPLICATION AND TRANSFER

When a child transfers to Grays Harbor Adventist Christian School, the school requires:

- 1) a report card
- 2) an address from the previous school, and
- 3) student's records from his or her previous school.

Before a child transfers from Grays Harbor Adventist Christian School to another school, his or her parents should report his plan to transfer to his or her teacher and to the school office.

ACADEMIC PLACEMENT

Grays Harbor Adventist Christian School reserves the right to give entrance and qualifying tests to assist in placing new students in a study program compatible with their achievement.

ACCELERATION POLICY

Students ordinarily proceed through the various grades on a year by year basis. In special cases, a student's progress may need to be re-evaluated. Guidelines from the North Pacific Union Conference establish the specific procedures to be followed by both school and home in special grade placement. These guidelines are available from the school office. Because time lines must be followed, concerned parents will need to request this information during the months of September or October.

FINANCIAL INFORMATION

This school is financed by three main sources of income: (1) a subsidy from the Washington Conference of Seventh-day Adventists, (2) a subsidy from the Elma and Grays Harbor Seventh-day Adventist Churches, and (3) tuition from parents. The startup fee and the first payment are due when the student enrolls or the first day of attendance for returning students.

Enrollment is not official until the startup fee and first payment are paid.

Please send payments directly to the school and make remittances payable to Grays Harbor Adventist Christian School or GHACS.

To secure a tuition refund when a child is withdrawn from school, the parent should notify the school office. The refund will become effective at the end of the week in which the school is notified. Up to one-half (1/2) of the registration fee may be refunded through the end of the first quarter, depending upon the length of stay at Grays Harbor Adventist Christian School and the condition of textbooks returned. Refunds are not retroactive or allowed for ordinary absences. The school reserves the right to withhold payment of any balance payable to the student for a period of two (2) weeks after he leaves school to be certain that all charges have been recorded on his account.

Due to uncertainty of business conditions and monetary value, Grays Harbor Adventist Christian School reserves the right to revise the published tuition rates without notice.

CURRENT FEES AND DISCOUNTS

Book Fee	\$150.00
Tuition Grades K-8	275.00
Second Child	205.00
Third Child	105.00
Fourth or More	55.00

- Tuition rates shown are typically paid in ten monthly installments.
- The Startup Fee will be subject to a \$10.00 early payment discount if paid by the first day of attendance.
- Tuition rates are subject to a \$5.00 discount per child when paid by the 15th day of the month in which they are due.
- Payments will be applied to the oldest amount due.
- Students with an unpaid tuition balance may not be allowed to attend until their balance has been paid in full or financial clearance has been obtained.

HEALTH GUIDELINES

State law requires **physical exams** for all students entering formal education for the first time, including first grade and kindergarten, and evidence of full **immunization** on or before the first day of school. Immunizations will not be required if the parent or guardian signs a written certificate stating that immunization is contrary to religious or philosophical beliefs, or if a physician signs a written certificate stating that a particular vaccine is not advisable for the child.

ORAL MEDICATIONS

Any student who is required to take, during the regular school day, medication prescribed by a physician or over-the-counter medication may be assisted by the school nurse or other designated School personnel **if the school receives the following:**

- For prescription medication: A written statement from a physician detailing the time schedules, amount, and method by which such medication is to be taken and a permission form signed by the parent or guardian of the student
- Over-the-counter medication: Permission form signed by the parent or guardian of the student and a personal container of the medication kept at the school under that student's name.

All medication must be delivered to the School in the original container. We define medication to mean all drugs, whether prescription or over-the-counter.

MEDICAL EMERGENCIES

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

ACCIDENTS AND INSURANCE COVERAGE

Injuries to children while going to or from, school or at school, must be reported immediately to the principal's office. Students insurance covers for up to one hour while traveling to and from school directly and uninterruptedly and for a maximum of fifteen (15) minutes after school dismisses, while on the school property. The parent or guardian will receive a statement of insurance coverage provisions at registration. *School insurance is designed to provide secondary coverage. Benefits may be claimed only after the parent's primary medical coverage has paid its portion.*

INFECTIOUS CONDITIONS

Be considerate of the welfare of the other students when deciding whether to allow your child to attend school when they are not feeling well. Infectious conditions are transmitted rapidly in a school setting. When the school nurse performs the regular screening for lice, any child who has evidence of an infestation will be asked to go home immediately until treated. They must be nit-free and re-checked by the school nurse or school staff before being readmitted to class.

DAILY ATTENDANCE POLICY

All students are expected to be punctual and regular in attendance. The school day begins at **8:30 A.M.** and ends at **3:00 P.M., M-Th** and **1:00 P.M. Friday**. Students should arrive at school between 8:15 and 8:30 A.M., and leave the building and grounds as soon as they are dismissed at the close of the day. **Any exceptions must be arranged with school staff in advance.**

Any arrangements for students to leave the school grounds with someone other than their usual ride should be made in advance.

ABSENCES/TARDIES:

According to the State Manual of Washington, sickness, bereavement and quarantine are the only valid excuse for absence from school. Dental work and medical treatment should be taken care of outside of school hours or during vacation periods whenever possible. Any absence beyond five (5) consecutive school days may require a physician's note.

Tardiness is not only detrimental to the tardy student, but it is disruptive to the rest of the class. Students not in their classroom at 8:30 a.m. are considered tardy.

- Three (3) tardies within a marking period equal an absence.
- After six (6) unexcused absences per quarter, a conference with the student, parent, teacher and principal will be arranged. A persistent pattern of tardiness or absence may be referred to the School Board for consideration.

Parents or guardians should not expect teachers to assist students in making up work missed due to absence. This is the responsibility of the student and their family.

It is expected that all students will participate fully in the total school program, including worships and programs. Responsible attendance is expected at all school functions in which the student is participating. Failure to attend impacts the program and the other students involved and may negatively affect the absent student.

Students who use the public transportation system must adhere to the rules and regulations of the transportation company, and positively represent the School.

Bicycles should be parked in designated places and locked at all times. Bicycle safety is a prime concern of the school.

In the event of power outages, the Grays Harbor Adventist Christian School **will not operate if the Central Park Elementary School suspends classes**. Announcements can be heard on radio station *KXRO (1320 AM)*. *Because students at GHACS come from various locations with differing climates, and because our students are transported by parents, it is up to you, the parent, to decide if your student(s) will attend school during inclement weather.*

Standard of Conduct

Attendance at Grays Harbor Adventist Christian School is a privilege, not a right. In order to provide a safe school environment, maintain an optimum academic atmosphere and foster the development of positive social skills, we must require a high standard of conduct.

Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue, and if there is anything praiseworthy, meditate on these things. Philippians 4:8

The key is to encourage Christ-like treatment of others, respect for the property of others, pride in the school, and lessons of self-control

Christ-like treatment of others would not include:

- *Fighting, vulgar language, degrading remarks, lying, etc. (See Harassment and Bullying Policy)*
- *Failure to keep hands to themselves or respect the personal space of others*
- *Failure to show respect to the teacher or any school personnel, including substitutes*
- *Encouraging inappropriate behavior in other students*

Respect for the property of others would not include:

- *Touching or removing items from another student's desk*
- *Using or taking items without permission, including items from the school*
- *Constantly borrowing the school supplies of others because you are unprepared.*

Pride in the school would not include:

- *Failure to keep school property neat and clean*
- *Inappropriate language or behavior when participating in off-campus activities, including social media*
- *Damaging or defacing school property or materials*

Maintaining self-control would not include:

- *Disruptive activities during class time—talking, inappropriate behavior, uncooperativeness, etc.*
- *Possession of items inappropriate to a Christian environment*
- *Possession of items that distract from the academic atmosphere (any electronic devices, such as media devices, games, etc.)*
- *Undermining the religious ideals of the school*

Failure to comply with this Standard of Conduct will result in disciplinary action. In order to safeguard the scholastic and moral atmosphere, the Principal/School Board reserves the right to request the withdrawal of any student whose presence is deemed detrimental to the school program. A parent's or guardian's actions which are deemed unsupportive, detrimental, or disruptive to the school may, at the sole discretion of the Principal/School Board, result in the dismissal of the student(s). *Dismissal from school may not be limited to the reasons stated above.*

HARASSMENT/BULLYING POLICY

We are concerned about preventing any type of harassment or bullying of individuals. Not only are we following Christian principles, but also guidelines set forth by Federal and State laws which prohibit racial, religious, age or sexual harassment of any person. Furthermore, such conduct is offensive and will not be tolerated.

Harassment of another individual, sexual or otherwise, would include such conduct as slurs, jokes, intimidation, or any other verbal or physical attack that has the purpose or effect of interfering with the individual's work or school performance or creating an intimidating, hostile or offensive school environment.

DRUG POLICY

The school has a fundamental legal and ethical obligation to prevent alcohol, tobacco, and other drug use by students and staff in order to maintain a drug-free environment. The manufacture, distribution, sale, use, or possession of the following substances are illegal for minors in the State of Washington and are prohibited at Grays Harbor Adventist Christian School:

Tobacco, alcohol, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, controlled substances, designer drugs, mind-altering or behavior-altering chemicals, non-prescription inhalants, look-alikes, and drug paraphernalia.

WEAPONS POLICY

Any school student who is determined to have carried or possessed a firearm or other dangerous weapon on school premises, school-provided transportation, or to other places where school-sponsored activity is taking place, or makes a verbal or written threat to school, students, or staff they will be subject to **immediate suspension**. Students in violation of this policy shall be promptly reported to their parents or guardians and, as required by law, shall be reported to the local law enforcement agency.

Dangerous weapons include any firearm and any instrument or weapon of the kind usually known as slingshot, sand club, or metal knuckles; or spring-blade knife; or any knife the blade of which is automatically released by a spring mechanism or other mechanical device; or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward or centrifugal thrust or movement.

MEDIA DEVICE POLICY

The primary mission of Grays Harbor Adventist Christian School is developing a relationship with Jesus Christ and student learning. Distracting behavior which may inhibit the mission of the school will not be tolerated. Distracting behavior includes the use of unapproved media devices.

Unapproved media devices are not allowed on school property in any way. Nor are they allowed in student purses, bags, backpacks, pockets, etc. Leave all electronic devices at home, including cell phones. The Principal may approve media devices for learning-related purposes.

DRESS CODE POLICY

The way a student dresses affects the general atmosphere of the classroom. Dress and attire are also one of the more visible aspects of conduct and even attitudes. Students should be encouraged in expression of their own unique personalities, but always within the framework of Christ-likeness. Parents and students should use good taste in selecting school clothing that will enhance the learning environment.

The dress code is outlined in two parts: Principles and Application. The Principles are the foundation on which the actual guidelines for appropriateness are based. By nature, the principles are not likely to change over the years to any significant degree. However, the daily application of those principles may change as society and cultures evolve. The following guidelines were an attempt to set standards in a clear and understandable manner that can be clearly enforced.

Principles of Appropriate Attire:

Modesty

- *Clothing should not unduly call attention to the body or the individual*
- *Clothing should not be excessively tight*
- *Clothing should cover all appropriate body parts*
- *Clothing should not be sexually suggestive*

Tastefulness and Appropriateness

- *Clothing should reflect Christian philosophy and standards*
- *Clothing should not follow extreme or deviant styles*
- *Clothing should be appropriate for the activity*
- *Clothing should be appropriate for the age and gender*
- *Clothing should not distract from the learning environment*

Neatness

- *Clothing should be clean*
- *Clothing should be in good repair*
- *Clothing should be appropriate in size*

Health and Safety

- *Clothing should not jeopardize health or safety*
- *Clothing should not cause damage to facilities*
- *Clothing should allow for freedom of movement*

DRESS CODE POLICY CONTINUED

Current Application of the Dress Code

Using the above principles, the following is the application for the current school year. *This dress code applies during school hours and at school programs, trips or performances.* It should be noted that these are examples, and are not intended to be all-inclusive.

Shirts and Tops:

- *No exposed midriffs—midriff should not show when the arms are raised.*
- *No sleeveless shirts, tank tops, muscle tops, or spaghetti straps*
- *No inappropriate slogans or pictures on clothing*

Pants, Dresses, Skirts:

- *Skirts and dresses should be modest in style and length*
- *Shorts should be at least mid-thigh in length*
- *Waistbands must be secure so clothing will allow for regular physical activity*

Shoes

- *Thongs or flip-flops are not appropriate because of safety concerns*

Hats or Head Coverings

- *Hats or head coverings are not appropriate in the classroom*

Personal Appearance

- *Make-up and nail polish should not be excessive, extreme, or unnatural. (Neutral polish only.) Hair color should be a natural color, with no extreme colors or styles*
- *Hair must be worn so that it does not cover the eyes*

Jewelry

- *We believe the Lord made us beautiful the way we are. No outward adornment is necessary. To encourage Christian simplicity, jewelry is not permitted. This includes bracelets, earrings, necklaces, chokers, piercings, gages, etc*

Acceptable Use Policy

We understand that the Internet is a valuable research and educational tool. As such, GHACS is pleased to offer student access to the Internet. However, we also realize that the Internet may offer access to inappropriate material. Therefore, we ask that students and parents read carefully each of the following and then sign the Internet Contract before access will be allowed.

As a student of GHACS and as the student's parent, we agree that:

- Student access to the Internet from GHACS is a privilege, not a right, and any inappropriate use may result in cancellation of these privileges.
- Unless authorized by a teacher, the student will not correspond with unknown persons through the Internet via E-mail.
- Teachers, staff and board members have the right to view any student E-mail or Internet access records.
- Students will not use Internet chatrooms or news groups at any time.
- Students agree not to use the Internet for the acquisition, creation, or distribution of any material which is offensive, obscene, harassing, sexist, pornographic, racist, malicious, or slanderous, nor for any activity which may be considered unethical, immoral, or illegal.
- Some of the material available on the Internet may be racist, sexist, obscene, pornographic, or violent in nature, therefore, inappropriate for GHACS students. Students agree not to look for or access this inappropriate material.
- Students will cooperate with school staff in any precautionary steps they may take to ensure appropriate use.
- Without specific permission of a teacher, the student will not subscribe to mailing lists, news groups, on-line computer games, or any other Internet or local network services.
- Downloading material is only allowed by specific permission of a school staff member.
- It is a felony crime for any person to use any school computer to access pornographic material.
- The student and parent hereby understand that any violation of this Internet contract could result in loss of access, and personal payment of any fees incurred, and possible prosecution, as well as disciplinary action.

General Disciplinary Procedure

Failure of students to comply with the School's handbook will be dealt with using the following steps. The parent/guardians will receive written notification as the procedures are implemented.

First Offense

A warning will be given the student.

Second Offense

If warning is not heeded, student will be required to spend some time in the "time out" area of the classroom until the student is ready to cooperatively rejoin the class. Parents will be notified and student may be required to write out a behavior plan. This will be filed in the cumulative folder and reviewed for completion success.

Third Offense

Removal from the classroom for the remainder of the day. Parents will be called to pick up the student. The student will be readmitted to the classroom when a written behavior plan has been submitted by the parent/guardian, signed by the student, parent/guardian, and teacher, and has been approved by the Principal.

Fourth Offense

Obviously, above consequences have not sufficiently impressed the student; therefore, a meeting of the School Board Discipline Committee with the student, parent/guardian, and teacher is required. **The discipline committee's decision on further consequences will stand.**

Serious Offenses

When a child is involved in a serious offense resulting in injury or bodily harm, sexual offense, theft, or direct defiance of faculty or staff members, Steps 1 and 2 of the disciplinary procedure will be bypassed and Steps 3 and/or 4 will be immediately initiated.

PARENTAL RESPONSIBILITIES

The School Board encourages each parent to cooperate fully with the Board and the staff in helping the School fulfill its objectives in Christian education. If a problem develops, the parent should:

- 1) Talk first with the teacher involved. Most problems can be avoided by active communication between parent and teacher. However, be specific and timely so intervention can be effective. The teacher will communicate any correction needed to the students—it may be considered harassment for students to be corrected by adults other than school staff.
- 2) If the problem persists, bring the principal into the discussion.
- 3) If the problem is not thus resolved, the parent should then bring it to the attention of the School Board.
- 4) If the conflict cannot be resolved at the Board level then the parent may call the Education Department of the Washington Conference of Seventh-day Adventist at (253) 681-6008 for further discussion.

To promote positive morale in the school community, it is important to discuss student issues only with school personnel and those directly involved.

VISITING CLASSES

Parents are encouraged to visit the school. Please make prior arrangements for the visit to allow the teacher to make sure it does not disrupt the classroom.

VOLUNTEERING

Parents are encouraged to support the school program by volunteering at for various projects. The following is a list of possible suggestions:

- Room Mothers/Fathers
- In-class tutoring (listen to children read, drill in Math, etc.)
- Hot Lunch purchasing/preparation
- Routine maintenance and repair of buildings and/or grounds
- Web-site maintenance
- Organizing programs and special events
- Arranging and/or driving for field trips
- Grading papers, filing and other paperwork
- Fundraising
- Public relations and marketing (highway sign!)
- Art work and/or bulletin boards
- Library organization and maintenance
- Etc.—share your talents!

POTPOURRI

PROGRESS REPORTS

The teacher will issue a progress report at the end of each quarter, or four (4) times during the school year. Parent-teacher conferences are scheduled after the first and third reporting periods and as needed throughout the year. Parents are encouraged to communicate with the teachers at any time regarding their child's progress.

HONOR ROLL

Grays Harbor Adventist Christian School wants to recognize those students who strive for academic excellence, and has established criteria with respect to Grades 4-8 for various levels of achievement, as follows:

Honor Roll -- 3.0 GPA, with no individual class grades below a C.

Academic Excellence -- 3.5 GPA, with no individual class grades below a C.

Principal's List -- 4.0 GPA

HOT LUNCH POLICY

The Grays Harbor Adventist Christian School does not serve hot lunch on a regular basis. Believing that exposure to healthy lifestyle choices are part of our educational goals, when we do serve a meal, we serve only vegetarian (no meat) meals and refrain from serving caffeinated drinks. Participation in our hot lunch program is purely voluntary, and students are free to bring whatever they wish in their personal lunches.

LIBRARY BOOKS

Library books may be kept for a two-week period, and they may be renewed as many times as needed. When a book is lost, the student will be charged the replacement cost of the book, **plus** a processing fee of \$3.50.

TELEPHONE

The school phones are for school business only. Students and teachers will not be called out of their classrooms during class time hours for routine matters. The answering machine will be monitored during the hours that classes are in session for emergencies only, and other calls will be returned during break times, or after school.

BACKGROUND SCREENING

In an effort to safeguard our students, and comply with State and school regulations, any adult who works with children, whether volunteer or salaried, must pass a Background Screening. This involves providing information on your driving record (unless you don't intend to drive for school functions), a State Police background check, and 3 personal references. **Forms are available at the school.** Without an approved Background Screening, the School can not allow adults to work with or drive students during school activities. Once approved, the Background Screening is good for 3 years, and can be renewed by resubmitting only the driving record and references.

