

Yuma Adventist Christian School
School Handbook

Yuma Adventist Christian School

The Yuma Adventist Christian School is approved by the Arizona Conference and the Pacific Union of the Seventh-day Adventist Church. The school is open to all sincere students without regard to race, creed, color or sex.

The curriculum requirements at YACS fulfill guidelines set forth by the Pacific Union Conference and the Arizona State Office of Education. The school meets denominational and state requirements for accreditation and the teacher is certified by the denomination and fulfills the state requirements for private schools.

The purpose of this handbook is to help you understand the objectives and guidelines of YACS in providing a Christian education for your children.

A team of parents in the home and the teachers in the school is needed to provide the distinctive atmosphere of a Christian school. Both must do their part to hold up the standards set forth for us in the Bible and the Spirit of Prophecy.

Please look at the standards, guidelines and policies set forth in the handbook. You have the freedom of choice to agree or disagree with the standards that make this school distinctive. We only ask that you make your choice before applying rather than afterwards. This means that when you apply for admission you have made the choice to support the standards at YACS.

Please take time to read and discuss it with your children so that the home and school are in agreement on the standards and guidelines of the school. If you have any additional questions, please contact the principal.

Mission Statement

It is the purpose of Yuma Adventist Christian School to provide students with a Christ-centered program of studies and activities that will harmoniously balance the development of their physical, mental, spiritual and social needs. Our desire is that the educational program takes place in a genuine Christian atmosphere with teachers, parents, and students who firmly believe in the value of Christian education.

In support of the above mission, it is our goal to:

Provide a school climate that will encourage each student to develop a personal relationship with Jesus Christ.

Offer an educational program that enables students to achieve high levels of academic quality while providing a safe learning environment where:

Basic skills of reading, communications and mathematics can be acquired; critical thinking skills will be developed; students will be motivated to become intellectually curious.

Challenge students to live a life of unselfish service in response to Christ's unselfish gift of His life to mankind by providing opportunities for service to the community, country and world." Provide a school environment that emphasizes the self-worth of each student and helps him or her to develop positive social interaction skills.

Encourage the effective development of the student's decision making skills and responsibility.

Promote a holistic philosophy of the individual in a manner that promotes spiritual, mental, social and physical health.

Admission Policies

All current required forms must be filled out accurately and completely. They must be submitted with a birth certificate or other legal proof of live birth), medical examination form complete by a physician (K, 4th, 7th and new students) and should include a Request for Transfer from previous school.

Registration fees must be paid for the registration to be official.

By September, applicants for Kindergarten must be 5 years of age in accordance with state law.

Acceptance of the prospective student will be based on:

Ability to participate successfully in the school program.

Desire of the student and parents for the child to attend the school.

Willingness of the student's parents to cover their financial obligations.

School board approval based on recommendations of teacher and staff.

Grade placement

New students may be required to take a placement test before starting school. The school reserves the right, after testing the child and counseling with the parents, to change the grade placement of the child.

Who Should Apply

Yuma Adventist Christian School welcomes the application of any student who desires a Christian education and is willing to support the principles and regulations of the school. In order to safeguard the scholastic, spiritual and moral atmosphere of the school, the school reserves the right to refuse admittance or to dismiss any student if the school feels that it is unable to be of adequate benefit to the student.

Visitors

Parents and other visitors are welcome to visit the school. Parents and others interested in observing classroom time should make an appointment at least 24 hours prior to the date of the visit. This will also verify that the students are not scheduled for testing, a field trip or other special activities. Only those children registered for the current school year are allowed on campus during school hours unless prior approval from the administration has been made for the visitors.

School Hours

School begins promptly at 8:00 a.m.
Monday through Thursday, school ends at 3:30.
Friday, school ends at 12:30.

Dress Code

Yuma Adventist Christian School has a school uniform. School shirts are uniform polo shirts that are navy blue. They will include the new school logo. Uniform pants are khaki colored. Students may also wear longer khaki uniform shorts and dresses.

All shoes must be closed-toe. Tennis shoes are preferred, although extra shoes may be brought for p.e.

We ask that the students wear no jewelry, including rings, earrings, bracelets, necklaces, etc.

Hair is to be natural looking, devoid of extreme hair styles and unnatural colors.

Make-up, if worn at all, must be light and natural-looking. Nail polish should be muted colors, not bright or unusual.

Tattoos are not allowed, including temporary tattoos.

Insurance

Students are covered by insurance during the school day, beginning 1/2 before and 1/2 hour after school.

Accidents must be reported to the principal on the day it happens. Due to insurance policies, a student may forfeit any claim should an accident be reported after the close of the normal school day.

Illness

Students who contract any contagious illness/disease must not attend school until the period of contagion has passed. At the discretion of the teaching staff, a note from a physician may be required.

Academics

Progress reports

Report cards indicating the scholastic achievement and progress of each student are sent home at the end of each of the four grading periods. Individual teachers may choose to send our interim grades.

Parent-Teacher Conferences

There is a scheduled conference at the end of the first grading periods. However, a parent or teacher can request a conference at any time. Parents may visit at other times. We ask the arrangements are made with the teacher prior to the visit.

Retention

According to the Pacific Union Conference Education Code, a student who is unable to achieve at grade-level expectancy is to be given special consideration. Consultations must be made with the parents and the superintendent of schools.

Retention may be considered for a student who has met minimum requirements in 3 major subjects. Retention forms must be in the conference office by mid-April to apply to the next school year.

Acceleration

Criteria for acceleration are to be based on the following minimal requirements;

- * The student is to be evaluated by the teacher in consultation with the Arizona superintendent according to PUC guidelines.
- * The student must demonstrate satisfactory evidence of academic, emotional, and social readiness.

- * The teacher must submit a request at the Office of Education by mid-November before initiating acceleration.
- * Ordinarily, students should be limited to one acceleration.

Class work and Homework

Students are expected to complete all class work and homework. It is the role of the parent to establish a study atmosphere with uninterrupted study time at home. Back work and late work due to a student refusing to complete it may be unacceptable.

School Photographs and Creative Works

The school reserves the right to use pictures of the students and/or their creative works in school publication, including the school's Facebook site and webpage.

Financial

The Yuma Adventist Christian School is supported by three sources:

1. Tuition payment from parents/patrons.
2. Subsidies from the Yuma Central Adventist and Gila Mountain churches.
3. Subsidy from the Arizona Conference of Seventh-day Adventists.

Arizona Tax dollars are a part of the tuition payments. Parents should speak to others about contributing Arizona tax dollars to a Student Tuition Organization to help pay their student's tuition. Parents are encouraged to be very proactive.

Current fees for the 2018-2019 school term.

\$5000 per month per student.

Registration is \$25. Registration is not complete until fees have been paid.

Student accounts should receive a payment each month. Students enrolling for the new year should have a zero balance from the previous year.

Attendance

Absences

Regular attendance and punctuality are important throughout a student's entire career. The school's commitment to provide a quality education must be matched by the student's and parent's commitment to regular and punctual attendance. Because students depend

upon their parents to get them to school on time, the ultimate responsibility for school attendance rests with the parent.

Absences will be excused if it is due to the child's illness, a death in the family, religious observance or presence in court is required. All other excuses are considered unexcused.

When a child needs to be absent, it is the responsibility of the parent to call the school before the school day begins. If a child is absent for more than three days without notification from the parent, the school may call social services.

During one marking period (quarter)

If a student is absent three days, the teacher will notify the principal.

If a student is absent five days, the principal will contact the parent.

If a student is absent seven days, the school board will be notified and they will decide the course of action that will be taken.

If the attendance problems continue, the school board may request the presence of the parent at the next board meeting. At that time, the school board will determine if they will continue to work with the situation or if dismissal from the school is warranted.

Tardy

When a student is tardy three times in one grading period, it will be counted as an absence. Every effort should be made to have students at the school before class begins.

Testing

Students in grades 3-8 are tested in the Fall using the Iowa Assessment Tests. MAP assessment testing is used for all years throughout the year to help teachers meet the students' needs.

Student Sexual Harassment Policy

Yuma Adventist Christian School is committed to providing a school environment free from sexual harassment for all the students. Incidents of harassment should be reported in accordance with the procedures stated below so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes pictures, graffiti, jokes or gestures. Sexual harassment also occurs when the offensive behavior or material create a hostile environment.

Reporting procedures: Students who have experienced sexual harassment shall report the incident to the school authorities as soon as possible. If the harassment is between students, the students shall report the incident to the classroom teacher. If the harassment comes from an adult, the students shall report to the school board chairman or another responsible adult.

Harassment Policy

It is the policy of Yuma Adventist Christian School that no one shall be treated differently, separately, or have any action directly affecting him or her taken on the basis of race, religion, national origin or disability.

The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline shall be imposed where appropriate.

Punishable harassment is conduct, including verbal conduct that 1) creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. 2) is threatening or seriously intimidating.

Bullying

Definition of 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.

The student code of conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. The staff will promptly investigate any complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels the appropriate resolution of the investigation or complaint has not been reached, the student or the parent should contact the principal or the Office of the Superintendent. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedure for intervening in bullying behavior include, but are not limited to the following:

All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as a part of the student's handbook.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff who witness acts of bullying shall take immediate steps to intervene when it is safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Language and literature

All conversation should be in harmony with Christian principles. Such things as vulgarity, profanity, disrespect, irreverence or obscenities will not be tolerated.

Any literature brought to YACS should be in keeping with school standards.

Lunch

A student's ability is affected by the food that is eaten. We ask that students bring healthy lunches that are nutritionally balanced. Fresh fruit and vegetables are encouraged. While meat is allowed, it must not include unclean meats such as pork, shrimp, etc. Caffeinated beverages should not be included in the meal. Foods with a high sugar content are discouraged. Microwaves are provided so students may heat their lunches.

Cell phones

Cell phones are not necessary at the school. Parents may call the school phone and students may use the school phone to call their parents. If a cell phone is brought to school, it should be left in the child's backpack and only removed with the permission of the teacher.

Toys

Unless permission is given by the teacher, students should not bring toys and other personal items not needed for academic success should not be brought to school. If they are brought to school, they must remain in the child's backpack unless permission is obtained from the teacher. Such items will be taken for a period of time determined by the teacher.

Weapons

Weapons, such as knives and guns, are not to be brought on to school property for any reason. Any such weapon will be taken, even if it is in the child's backpack.