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School Handbook 2024-2025

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INTRODUCTION

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 Yuma Adventist Christian School, also known as 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 uphold 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 the handbook with your children and sign the agreement on the last page 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.

Schoolwide Goals

- 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.

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- 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 completed by a physician (K, 4th, 7th and new students). Students new to Yuma Adventist Christian School should include a Request for Transfer from previous school.

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

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 obligation
- School board approval based on recommendations of teacher and staff, as needed

Admission Process

1. Tour with Principal
2. Online application and all required application documentation submitted
3. Registration Fee Paid
4. Academic Skills Test administered by a classroom teacher/principal
5. Admissions Committee will meet to evaluate the following documentation: -Online Application & requested documentation
 - Records from previous school (including Standardized Testing, Behavior Records, etc.)
 - Transcripts from previous school(s) or completed homeschool forms (for High School) -Student Medical Record & Physical Examination Forms
 - Letters of Recommendation
 - Financial Agreement/Scholarships
 - Academic Skills Test results
 - Financial Information
6. Acceptance/Confirmation of Acceptance

Student accounts for the previous year must have a zero balance before enrolling for the next school year. Students with unpaid accounts at other Adventist schools will not be accepted until it can be shown

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that satisfactory arrangements for payment have been made.

Being a Christian school, careful consideration will be given to character references, home environment, and previous education record—both scholastic and behavioral. Parent(s) and student(s) could be requested to meet with the teacher, principal and/or the Admissions Committee before the applicant be accepted. The school administers all educational and financial policies on a racially non discriminatory basis. The school reserves the right to refuse admission to any student.

Students will not be permitted to attend school until all required documentation has been received and reviewed by the Admissions Committee and required fees have been paid.

Entrance Age Requirements

Students applying for admission to the Kindergarten classroom must reach the age of 5 on or before September 1 of the current year. Students applying for admission to the 1st Grade Classroom must reach the age of 6 on or before September 1 of the current year. (Ed. Code C15-104 E). Students may be allowed to enroll when not meeting the above criteria under select circumstances when the student is able to pass Entrance/Placement Tests & are subsequently approved by the Admissions Committee.

Grade placement

Achievement/skills tests may be used as a guide to help determine the grade level into which a student will be placed. All new students (1st through 8th grade) will be given an English/Reading and Mathematics Placement Examination prior to being accepted as a student. The school reserves the right, after testing the child, counseling with the parents, and adhering to NAD protocol, 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.

Medical Requirements

A medical report from the family physician is required of all new/incoming students/seventh graders. State law requires certain immunizations before admittance to school:

1. Poliomyelitis Vaccine
2. MMR Vaccine (Measles, Mumps, and Rubella)

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3. DPT Vaccine (Diphtheria, Pertussis, Tetanus)
4. Hepatitis B Series Vaccine

No student will be permitted to begin school until these requirements are met. A student may be exempted from receiving the required immunizations by submitting:

1. A written statement from a physician which states that the student is medically exempt as a result of having had the disease or;
2. A signed statement from the parent stating that the student is exempt by reason of personal beliefs. This personal exemption shall be recorded on the immunization record.

Acceptance on Academic Probation

Yuma Adventist Christian School provides an academic program that is designed for those students who are able to perform at a standard academic level or above. Students who have failing grades from previous quarters or previous schools can be admitted to YACS on an academic probation status. Students accepted on academic probation must attain regular standing during the first quarter/semester, with a formal review at the end of each quarter. Continued enrollment for students who have not addressed any deficiencies will be on hold until the Admissions Committee has met and evaluated the student's potential and/or interest in future academic success at YACS. Students who are not performing at a satisfactory level may be asked to withdraw from YACS.

Non-Discriminatory Acceptance Policy

YACS Reserves the right to admit or deny admittance based on the information obtained during the admissions process. Students will not be denied entrance to YACS based on the guidelines of the Arizona Conference of Seventh-day Adventists non-discriminatory acceptance policy. People of all races, faiths, languages, etc. are welcome to attend YACS so long as adherence to the mission and policies set forth in this document are followed.

All students are accepted on a probationary period for the first 4-8 weeks.

YACS is not currently equipped to meet the needs of students with significant behavioral or academic problems. Admission of students with an IEP or 504 plans will be reviewed individually to see if accommodations can be made.

Financial

Yuma Adventist Christian School is financially supported by two main sources and a possible third source:

1. Tuition payment from parents/patrons.
2. Subsidies from the Yuma Central Adventist, Yuma Spanish, and/or Gila Mountain churches.
3. Subsidy from the Arizona Conference of Seventh-day Adventists, where applicable.
4. Scholarships from tuition organizations

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 if they are in need of assistance. The expectation is that parents be very proactive.

Current fees for the 2023-2024 school term: **\$6500 per year per student.**

Registration fee is \$150 per child. (A \$25 discount will be applied if registration is completed on or before June 1, 2024.) Registration is not complete until the fee has 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.

ACADEMIC POLICIES AND INFORMATION

Whole School Information

JupiterEd

JupiterEd is our Conference software program for documenting student Attendance, Behavior, Progress Reports, Grades, Information, etc. Parents will be given access to their child(ren)'s account by the Principal and will be emailed a Gradebook Progress Report on a weekly basis (every Sunday).

Academic Integrity

Because YACS values all aspects of development of each member of our school environment, each member will pursue high standards of scholarship and ethical behavior. Students and faculty of YACS pledge to uphold academic honesty and integrity for the purpose of creating trust, respect, and growth in our commitment to God in all our academic endeavors.

Plagiarism is a form of academic dishonesty in which a person intentionally or unintentionally claims another person's words and ideas without giving credit to the original source.

YACS' Honesty Policy is as follows:

1. If a student is observed in an act of dishonesty during a test or individual assignment, he/she will be informed of the violation and the student will receive a zero for the test/project/assignment. A written or verbal report will be sent to parents/guardians.
2. If a student is caught cheating a second time, the student may receive an "F" for the grading period, and the student and parents will meet with the Board Chairperson.
3. If a student is caught cheating a third time, the student may be asked to withdraw from YACS. The student may reapply the following year, provided that the student is willing to conform to the ethical expectations of YACS.
4. The student may appeal to the Board at Step 1 or Step 2. YACS will strive to be fair, while still maintaining the standard that has been established for the good of the school and the entire student body.

Poor Grades/Academic Probation

All students are expected to perform at a high academic level and to strive to improve scholastically. All

students in Grades 3 and above are expected to maintain a minimum GPA of 2.0 to retain their regular status. Any student who receives a failing grade ("F") or more than two "Ds" during any grading period are placed on Academic Probation until the end of the next quarter. The goal of academic probation is to see improvement in the students' grades, and the faculty of YACS is committed to the success of all students.

If the grades have improved by the next grade report, the student will be removed from Academic Probation. If deficiencies have not been addressed by the next grade report, the student, parent(s)/guardian(s), teacher, and administration will meet to establish expectations for the student, and the student will remain on Academic Probation for the next grading period or remainder of the school year or until the deficiencies have been cleared, whichever comes first, and will be subject to quarterly review by administration.

If deficiencies have still not been addressed, continued enrollment at YACS will be on hold until the Admissions Committee has met and evaluated the student's potential and/or interest in future academic success at YACS.

Students on Academic Probation may not participate in non-academic field trips or extra-curricular activities, nor may they hold a class or other office.

Students may be asked to establish a pattern of academic success elsewhere for a minimum of one semester before re-applying to YACS. After completing a minimum of one semester at another school, students who were asked to withdraw due to academics will be considered for re-acceptance only under the following conditions:

1. Students must have a minimum GPA of 2.0 with no Fs
2. Student will be placed on a probationary contract that may require tutoring and/or weekly meetings with the Principal
3. If the student has successfully completed one semester without any Fs or more than 2 Ds, he/she will be removed from Academic Probation and given a clean slate
4. If at the end of the next grading period, the student has not brought his/her grades or GPA up, he/she will automatically be asked to withdraw again

Testing

YACS uses NWEA MAP Growth Testing, a national standardized test where students are tested three times throughout the year. MAP Growth testing is required for each student enrolled during the year. Students who are enrolled but absent for these tests will be given time to make up these tests outside of normal testing times.

Our School/Conference/Union/NAD is moving toward a Standards-based/Proficiency Scales/Learning Goals grading system. More information regarding this will be provided

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 out interim grades.

Parent-Teacher Conferences

There is a scheduled conference at the end of the first and third quarter. However, a parent or teacher can request a conference at any time. Parents may visit at other times. We ask that arrangements be

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 not 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; 1. Acceleration of a student is based on the following requirements (Ed Code C15-112): On the most recent standardized achievement test, a student is expected to have a composite score at the 90th percentile or above
2. The student is to be evaluated by the teacher in consultation with the Arizona superintendent according to PUC guidelines.
3. The student must demonstrate exemplary evidence of academic, emotional, and social readiness. 4. The teacher must submit a request at the Office of Education by mid-November before initiating acceleration.
5. Ordinarily, students should be limited to one acceleration.

School Photographs and Creative Works

The school reserves the right to use pictures of the students and/or their creative works in school publications, including the school's social media site, the school webpage, and online learning platforms.

Classroom Information

Curriculum

YACS offers the following subjects: Bible, Language Arts (Reading, Creative Writing, Spelling, Phonics, Grammar, Library Skills, Handwriting), Mathematics, Science, Social Studies (History and Geography), Fine Arts (Music and Art), and Physical Education. Clubs/Career Days/Service Days are also embedded into our Friday curriculum.

Grades/Evaluation of Student Progress

The school year is divided into four quarters of approximately nine weeks each. Grade Reports are issued at the close of each quarter.

1. For Kindergarten through 2nd Grade, students are evaluated upon the following basis:
 - a. "I": Means that the student is independently achieving in a particular area
 - b. "P": Means that the student is progressing toward a particular area
 - c. "NT": Means that the student needs more time to develop in a particular area

2. For grades Three through Ten, students are evaluated upon the following basis:
 - a. "A": Means

that the student is consistently doing distinguished work, shows initiative and skill in solving problems, and applies knowledge and skills in new situations, takes responsibility for getting work finished on time, and does work beyond that which is required b. “B”: Means that the student is performing above average, makes good use of study skills, does good quality work, and completes the work on time

c. “C”: Means that the student is mastering the work reasonably well, has met the requirements established by the teacher, and does not go beyond them

d. “D”: Means that the student has met only the minimum requirements for the subject. Parents must meet with the teacher to discuss the problem and establish a plan of action for the student’s success

e. “F”: Means the student has not mastered the requirements for the subject.

f. “I”: Means that the student has not completed the work required for the course because of a valid excuse. The work must be completed to receive a grade

GENERAL STUDENT AND PARENT INFORMATION

Student & Parent/Guardian Behavior

Students

Every student who presents him/herself for Admission to the school thereby pledges to willingly observe all its regulations, to uphold the Christian principles and Student Learner Outcomes upon which the school is operated and, to the best of his or her ability, perform all school duties assigned.

A student’s behavior reflects their pride towards themselves, peers, and school. The purpose of rules and regulations is to promote respect for self and others, maintain general cooperation, and foster an open and friendly atmosphere and positive learning environment. All school rules and regulations apply at all school activities whether on or off campus and throughout the student’s enrollment at YACS. It is further understood that the conduct of the student off campus may affect the student’s standing and/or attendance at YACS.

Students are expected to:

1. Show respect for the religious teachings of the Seventh-day Adventist Church which includes following a lifestyle that promotes vitality and health
2. Speak and behave in a way that is consistent with Christian principles
3. Develop qualities of tolerance, courtesy, and unselfish service
4. Practice honesty and integrity
5. Treat all administration, faculty, staff, classmates, and school property with respect and dignity
6. Dress in a manner that incorporates standards of health, modesty, appropriateness, and attractiveness
7. Adhere to all school and classroom discipline policies

Parents/Guardians

All members of the school community are committed to ensuring a physically and emotionally safe school environment. Student success is impacted by the supportive involvement of the student’s

Parents/Guardians.

Parents/Guardians are expected to:

1. Conduct themselves in a courteous manner with students, teachers, Board members, and other parents while on campus
2. Demonstrate support for/adhere to the school policies and guidelines in this Handbook
3. Encourage student cooperation with class/school activities and events
4. Attend school meetings (Back to School Night, Parent-Teacher Conferences, etc.). Parents will sign any **Attendance Sheets** provided during school meetings.
5. Support and attend the school's programs and fundraising events

How Parents Can Help Their Children in School

1. Help your child understand that school is a disciplined learning experience
2. Train your child to be accountable for his or her actions and work
3. Show normal parental affection to your child
4. Train your child to use his/her time wisely
5. Show a sincere interest in what your child is learning in school
6. Show respect for YACS by not talking negatively about things in front of your child
7. Support the school's rules and regulations
8. Be a model of what you want your child to become

Should the point be reached where it is determined that a student or a student's parent/guardian have engaged in inappropriate conduct or demonstrated an uncooperative or antagonistic attitude towards a student, another parent, teacher, or any staff member, the student/student's parent/guardian will be referred to the Administrative team, Admissions Committee, or School Board for further action, which may result in termination of student enrollment.

Discipline Policy

Each teacher will implement individual classroom Discipline Policies. These will be communicated to parents/guardians during Open House. ***Disciplinary action, when necessary, is designed to be REDEMPITIVE, remedial, and corrective rather than punitive.***

Rules are a means of ensuring the best possible environment for education. The student behavior policy is based on the following four principles:

1. Any behavior that detracts from a teacher's ability to teach, or from a student's opportunity to learn, will not be tolerated
2. All students have a right to attend school without threat to their health and safety
3. All persons on campus should be treated with courtesy and respect
4. The property of YACS and others should be respected

A student may be suspended or asked to withdraw from school at any time if:

- 1) The student's behavior, attitude, or influence is determined by the Administrative team, Admissions

Committee, or School Board to be:

1. Detrimental to other students and/or faculty

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2. A substantial disruption of the school environment
- 2) The parent/guardian is not amenable to improving behavior

Citizenship/Demerit Points

Students may be awarded Citizenship points for exemplary behavior. Demerit points are applied when repeated attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration.

Consequences of demerit points:

1-3 points	Warning points. Written communication is sent to parents/guardians.
4-6 points	Student may be suspended for one day. Student and parent(s)/guardian(s) meet with the teacher and principal. Students placed on suspension shall not participate in any school-related or school sponsored activities.
7-9 points	Student may be suspended for three days. Student and parent(s)/guardian(s) may be asked to meet with the Administrative Committee. Consequence could include: the creation of a disciplinary probation contract, student is liable for damages, etc..
10-12 points	Student may be suspended for one week. Student and parent(s)/guardian(s) will be asked to meet with the Administrative Committee. Consequence could include: the creation of a disciplinary probation contract, student is liable for damages, a failing grade, loss of office, ineligible to participate in extracurricular activities for a determined length of time, and possible withdrawal or expulsion.
13+ points	Student may be asked to withdraw from school or will be expelled, possibly earning a failing grade. Students with unsatisfactory Citizenship may be denied recommendations from faculty and staff to colleges and universities. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year. He or she may re-apply for admission after attending another school for at least one semester or satisfactory time as deemed by the Administrative Committee.

Demerit points can be assigned by any YACS faculty or staff member. Points are assigned for the commission of the following offenses during school hours or during any school-related activity. ***This list is a guide and is not intended to be exhaustive or prescriptive:***

1-3 points	Classroom behavior is detrimental to the teaching environment, repeated dress code violations, horseplay, minor skirmishes, chronic tardiness, dishonesty, public displays of affection, disruptive classroom behavior, etc.
4-6 points	Abusive behavior, disrespect toward student or staff, obscene language usage, insubordination, academic honesty policy violation, truancy, major classroom disruption, etc.

7-9 points	Bullying, fighting, hazing, verbal and/or sexual harassment, inappropriate electronic posting/digital communication, theft, possession of a look-alike weapon, minor vandalism.
10-13 points	Possessing, furnishing, using, distributing, selling, purchasing, transporting, or being under the influence of any controlled substance or intoxicant (includes illegal drugs, alcohol, tobacco, guns, knives, etc.) during any school-related activity, Serious vandalism, and/or damage to school property. Immoral or scandalous conduct (including speech and writing). Defiance of authority and/or school policies of a serious nature. Any inappropriate sexual activity, excessive physical contact, other activities with sexual overtone or sexually explicit acts, or other behavior deemed detrimental to the student body or to school life. Unauthorized or inappropriate usage or control of any school owned technology. Major confrontation with faculty/staff. Crimes where student arrest or arraignment takes place. Etc.

Redemption

Demerit points will continue to accumulate throughout the school year and could possibly result in more serious consequences if a student continues to accumulate demerits. If a student receives no demerits for nine weeks, the total number of referral points may be cut in half by administrative initiative or in response to official parent request in conjunction with the approval of the Administrative Committee

Bullying

Yuma Adventist Christian School has a ZERO Tolerance Policy for 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 will 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.

The procedure for intervening in bullying behavior includes, but is 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 handbook.

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

Appeals of Decisions

At YACS, faculty, staff, and administration generally make policies and decisions. Academic policies are generated by the Admissions Committee, and administrative policies by the Administrative Committee. The Administrative Committee deals with major offenses. There are times when parents/guardians or a student may feel these decisions are unfair. In such cases, they have the right to appeal decisions. In the case of a decision made by an individual teacher, the decision may be appealed in person to the Principal. In the case of policies or judgments rendered by a committee, an appeal may be made in writing to the committee as a whole. In the event that the conflict isn't resolved on these levels or if a committee feels matters should be passed along, the issue may be appealed to the YACS School Board.

Personal Appearance & Dress Code

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Clothes are to be clean and free of stains/holes. In an effort to keep our focus away from external appearances and economic pressures & to create a culture for learning, YACS has adopted the following uniform policy:

Uniform Shirts

1. Uniform T-Shirt with YACS logo (to be purchased through the school)

Pants/Skirts

1. Boys and Girls: Flat front uniform pants.
2. Girls: Uniform skirts. Skirts are to be 3 inches or less above the knee (with or without under pants/shorts). Flat front uniform pants
3. Colors: Khaki

Shorts

1. Boys and Girls: Uniform flat front shorts. No more than half way up the leg.
2. Colors: Khaki

Shoes

1. Closed-toe tennis or athletic shoes must be worn at all times
2. Students must bring a pair of athletic shoes for PE and recess
3. No flip-flops

Jewelry/Make-up

1. Jewelry of any kind is not allowed (stud-sized earrings ok). No watches with cameras or recording capabilities
2. Excessive make-up is discouraged

Sweaters/Hoodies

1. Sweaters, hoodies with wording and logos allowed as long as it is appropriate. If any staff member finds the sweater inappropriate, parents will be called to bring their student a new sweater.
3. Families may bring in a plain sweater and get it customized by staff

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Fridays

1. Appropriate blue or black jeans/jean shorts
2. YACS Uniform T-Shirt or any officially sanctioned YACS or AZ Conference shirts
3. Regular Monday-Thursday school uniform

Field Trips

1. Appropriate blue or black jeans/jean shorts (no more than three inches above the knee)
2. YACS Uniform T-Shirt
3. Or regular Monday-Thursday school uniform

Uniform Reminders/Violations Policy

Uniform Reminders/Violations may be issued in the following stages:

1. First Uniform Reminder/Violation – Teacher sends a note home/emails Parent
2. Second Uniform Reminder/Violation – Teacher calls or talks personally with Parent
3. Third Uniform Reminder/Violation – Parent is called. Parent must bring appropriate uniform immediately. If the appropriate uniform cannot be delivered, Stage 4 will occur
4. Student will be required to purchase a uniform from the YACS Uniform Store (charged to School Bill) and student will change before being allowed back in class

Repeated violations of the Dress Code may result in Administrative Committee/School Board involvement.

Attendance

Operating Policy

School Start Time: 8:00am

Monday-Thursday Dismissal Time: 3:00pm

Friday Dismissal Time: 12:00pm

Drop Off

Students may be dropped off on campus after 7:45am and must be picked up within 15 minutes

following dismissal.

Pick Up

Students will be dismissed from school only with their parents/guardians or with those authorized in writing by the parents. Each family will be assigned a number and given dismissal tags. **Adults without tags will not be allowed to take students.** Faculty/Staff will verify which authorized adult students leave with.

Tardies/Absences

School begins promptly at 8:00am. Students are encouraged to arrive between 7:45 and 8:00am, and to settle in before school commences. Tardies are marked when students arrive after 8:00am.

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Protocol for Tardies:

Every 3 Tardies = 1 Absence. After an accumulated 10 tardies, an Attendance Contract may be created, and at the Admission Committee's discretion the student may forfeit up to 100% of YACS Worthy Student scholarships monies. Some School Tuition Organizations require attendance verifications. If a student has missed too many days according to the organization, they may have to forfeit all scholarship funds.

Protocol for Absences:

State law requires YACS to maintain regular attendance and punctuality records. According to the Arizona Conference Department of Education, if a student misses more than 10% (18 days) of class time due to unexcused absences, or a total of 15% time missed due to combined excused and unexcused absences, the student will not receive credit for that class. Where special circumstances exist (e.g. prolonged illness), a student may petition the Admissions Committee for reinstatement to the class.

The following will take place for repeated absences:

1. 5th Absence = Letter Home
2. 10th Absence = Meeting with Principal and an Attendance Contract is created/signed 3.
- 18th Absence = Truants may be reported to State authorities. Class credit may not be given.

Written excuses from a parent or guardian are required for all absences, and will be kept on file each school year. One day is permitted in making up assignments for each day of absence. It is recognized that there may be unavoidable medical appointments or an extreme family emergency during the school day. These may be treated as "excused" absences, with the student making up the missed work.

To avoid a disruption in learning, all efforts should be made to schedule dental/doctor appointments during non-school hours. Families are encouraged to schedule vacations and trips during times school is not in session (summer, fall, winter, and spring intersession). Parents are encouraged to submit a written notification to the teacher stating the reason for any planned/extended absences and the dates involved. Failure to notify the Principal of an extended absence may lead to involvement of the Admissions Committee.

Arizona State Law allows only the following excused absences:

1. Verified illness that requires quarantine or injury
2. A death in the family
3. Court appearances
4. Special cases previously approved by the Board

Non-excused absences include, but are not limited to:

1. Music, art, or other lessons outside of school
2. Parent taking care of other children, or other members of the family
3. Family outings or vacations

School Lunches

Students will need to bring a sack lunch each day. This lunch should contain wholesome, nutritious food

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that will promote a healthy body and strong mind. Drinks containing caffeine and/or an excess of sugary snacks are discouraged.

Volunteers & Campus Visitors Policy

Volunteers

There are specific expectations for volunteers and parents that interact with our students. A Background Check and Child Protection Awareness Training will be required of all volunteers. A step-by-step guide to sign up may be accessed at <https://www.ncsrisk.org/adventist/index.cfm>. Volunteers/parents must see the Principal for the required clearance before they can begin.

Visitors

Parents and other visitors are welcome on the campus. Such visits should not detract from the student's work or study program. At no time should a student leave campus without first obtaining permission from a teacher/or the Principal. Various approved professionals giving tutoring, services through Yuma School District 1, Friday leaders, etc. are regular visitors on our campus.

Classroom Visitations

Parents may visit the classroom periodically. Visits during or after school (unless it is an emergency) should be arranged in advance with the teachers out of respect for their schedules and obligations. Parent visits in the child's classroom are allowed according to the discretion of the child's teacher and after receiving clearance from the Principal (see Volunteers Policy). Siblings not enrolled in YACS should not accompany the parent during classroom visitations during the school day.

Field Trips

Transportation

Transportation for special school activities is provided via a volunteer basis by parents or volunteers of the school. All drivers for these activities must provide a valid driver's license, proof of insurance, and a proper seat/seat belt for each child.

Field Trip Protocol

Planning

1. Field Trips are usually taken on Fridays during Clubs or Career/Service Days, or on special occasions throughout the year
2. If parents drive (their own vehicle, a rental, or school owned vehicle), they must:
 - a. Fill out the appropriate forms and be on the approved list with the Principal
 - b. Produce proof of insurance (See Principal for more information)
3. Permission Slips must be turned in 1 week prior to the Field Trip, and any Chaperones/Drivers must be cleared at least 3 days prior to the Field Trip by the Principal

Day of Field Trip

1. If riding in a parent/volunteer vehicle, any student without a permission slip and booster seat (if less than 57" or 8 years of age) will not be able to go

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2. Students must be in uniform (YACS Uniform T-Shirt/khaki pants or jeans)
3. No siblings or other relatives are allowed on Field Trips (unless approved by the Principal). Approved parents who go as Chaperones need to concentrate on the supervision of their assigned students
4. Teachers will provide copies of a detailed list of students, which group they've been assigned, and Chaperones attending
5. Parent Chaperones may be provided with a sealed envelope (or an email with digital documents) that contains permission slips/consent to treat forms of all students. Envelopes must be returned to the Principal/Teacher at the end of the Field Trip
6. All parties must be notified if a student is absent on the day of the Field Trip so the appropriate arrangements can be made in the affected Field Trip groups

Parent/Teacher Conflict Resolution

The success of the school depends in large measure on the fullest cooperation between parents and teachers, for they are a team working together for the good of the student. Their goals are best achieved through friendly conferences and cooperative planning.

Grievances are to follow these steps:

1. A person (parents, students, Board or staff) with a concern must make an attempt to resolve the issue directly with the person with whom he/she has an interpersonal conflict
2. If Step #1 does not resolve the situation, a meeting with the parties involved and the Principal may be scheduled.

3. In the event that Steps #1 and #2 do not resolve the issue, a meeting between all parties and the School Board Chair and/or School Board may be called

Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes.

Sexual Harassment

Child Protection

The Arizona State Department of Social Services mandates that any teacher who has reasonable cause to suspect child abuse or neglect shall immediately make an oral report to the Children's Services Department. This shall be followed by a written report within 72 hours.

Sexual & Racial Harassment

YACS is committed to providing a school environment free from sexual and racial harassment for all students. Incidents of harassment should be reported in accordance with these procedures so that school authorities may take appropriate action. Students who racially or sexually harass others are subject to discipline up to and including dismissal. Employees who engage in racial or sexual harassment are

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subject to discipline up to and including termination. Sexual and Racial Harassment also occurs when the offensive behavior or material creates a hostile school environment.

Definition: Sexual harassment is unwelcome sexual advances or requests (including sexual violence) and other conduct of a sexual nature. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

Definition: Racial harassment is the unwelcome conduct of a racial nature. It can be spoken, or written. It includes offensive pictures, graffiti, and jokes.

Reporting Procedures

Students who have experienced sexual or racial harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher. The student may also report to the Principal, Board Chairperson, or Church Pastor/Counselor. If the harassment comes from an adult, the student should report directly to the Principal or another responsible adult. The Principal and School Board will be responsible for decisions regarding the possible consequences for any student discipline. Law enforcement will notify parents when necessary.

Filing a Written Complaint

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility.

Written complaints should include, as far as possible, the following information: 1. Name, address, telephone or other contact information of the person making the report 2. YACS affiliation of the person making the report (e.g., student, employee, faculty, third party) 3. Date of alleged violation 4. Person(s), name and title, of the alleged harasser 5. Description of what happened 6. Other relevant information (if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter) 7. Signature and date

Emergency Drills

Emergency drills (fire, earthquake, and lockdown) are conducted at regular intervals throughout the school year. Every student is required to participate in these drills, and to follow faculty instructions exactly. These drills are outlined in YACS' School Safety Plan, which is updated annually.

Accidents/Injuries/Sickness

Parents will be notified if a student's injury or sickness warrants. Major incidents include any referral out of YACS and/or involve central/major organs/systems. Minor incidents may be reported to the parent via text/email or documented in an "Ouch Report" by the end of the day.

If your child has a fever or symptoms of an illness, please do not send the child to school. We appreciate your assistance in preventing the spread of illness throughout the school. Students who become ill or

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display symptoms of an illness should be picked up promptly for everyone's protection. Students with lice must provide proof of treatment and return nit free.

We will have the following policies at YACS:

1. Cleaning, hand sanitizing, and good air ventilation will continue as schools have seen a decline in many illnesses because of these protocols
2. Students who contract any contagious illness/disease must not attend school until the period of contagion has passed. After 3 days of absence, a note from a physician may be required at the discretion of the teaching staff.
3. Guests and visitors should follow school protocols. During times of high or substantial transmission, visitors will be limited to keep our students and staff healthy
4. Field trips will be carefully considered by our school board, will be based on conditions at the destination, and carefully considered with the current transmission rates
5. Vaccinations are not mandated at this time for our schools, staff, or students. We will not discriminate based on vaccination status. Personal bias regarding the vaccine will not be a point of discussion on our school campus
6. Mask wearing is not mandated at YACS and is optional. The needs of our students and families will always be considered carefully. Teachers, staff, students, and visitors have the option to wear masks at any time and should be fully supported in doing so.
7. We are not mandating social distancing requirements at YACS. Transmission rates in the local county

will be considered, as well as the needs of the students and families.

8. Local County HD guidelines should be followed regarding reporting, isolating, and quarantining 9. If there is a positive case on our campus, we will do contact tracing and take recommended measures to combat

10. We will maintain in-person learning as much as possible while following guidelines for our county's current transmission rates. We will have remote technology/capabilities in place for any emergencies

Please note that any parts of these guidelines may change based on current conditions. We will be checking with our local County Health Department and making local decisions with our school board based on the recommendations and the needs of our students and their families.

Accident Insurance Coverage

Charges for student accident insurance are included in the entrance fee and covers students during all school activities. This is only accident insurance and does not cover illness or previous medical problems. Parent health insurance is primary and school accident insurance is secondary.

The insurance is in effect from the opening day of school or a student's first day of attendance, until the end of the school year or student's last day of attendance. Students are covered by insurance during the school day, beginning 1/2 hour before and 1/2 hour after school and on school field trips.

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

Website/Social Media Accounts/Calendar

Our Website (www.YumaAdventistChristianSchool.org) and Social Media Accounts [Facebook (Yuma Adventist Christian School K-8)] are managed/updated by the Principal and participating Teachers.

Our YACS Calendar is also accessible from the website and is linked directly to the school's Google Doc calendar.

Network/Technology/Toys Policies

YACS offers students access to the school network for email and internet usage (e.g. Google Classroom). Students are to use the Internet in structured educational settings at YACS to further educational goals and objectives. It is expected that users will comply with the YACS standards and will honor the agreement signed during Registration. Students are responsible for good behavior on school computer networks. Network use is a *privilege* dependent on proper use of, and respect for, that privilege. Using certain Internet components (e.g. Chatting) without the

permission of the teacher is prohibited. Violations of proper network/device usage may result in demerit points and/or termination of use.

Students should leave cell phones, tablets, and other electronic devices at home unless given permission by a teacher. Devices brought/used at school/Field Trips may be confiscated and returned at the discretion of the teacher.

Christian standards should be used when bringing or listening to music at school. Personal media devices (e.g. earphone/earbud usage) are not to be used during school hours unless given permission by the student's teacher.

Technology may be signed out/borrowed during Remote Learning situations.

Students should not expect to make or receive calls routinely. Teachers will respond to email and text messages at their earliest convenience. You should expect a response within 24 hours Mondays through Fridays.

Students should refrain from bringing personal toys of any kind onto campus (unless for Show &

Tell) 20

FINANCIAL INFORMATION

Basic Financial Policies

YACS reserves the right to change the rates charged at any time in order to meet government regulations and/or changing economic conditions. The following policies have been put in place to keep the tuition costs as low as possible and to furnish the funds necessary for the school to meet its operating expense:

1. Student accounts and sibling accounts from previous years at YACS must have a zero balance before enrolling for the next school year.
2. Students with unpaid accounts at other Adventist schools will not be accepted until it can be shown that satisfactory arrangements for payment have been made.
3. Families are expected to maintain a balanced financial plan for the current school year and their account must be kept current.
4. Monthly payments are due by the 5th of each month and are considered late by the 15th of each month.
5. Monthly or quarterly (ESA Scholarship) payments must be paid within 60 days of the agreed date or the student may be suspended until payment or financial arrangement with the Treasurer is made.
6. Students with delinquent accounts (60 days or more) may be prohibited from participating in extracurricular activities/field trips that require additional participation fees.
7. Kindergarten or 8th grade participation in graduation is not allowed unless the account has been settled.

Tuition Rates & Fees

Entrance/Application/Hold Your Seat Fee: \$150

Yearly Tuition & Discounts

It is our goal that no child be denied a Christian education due to finances. The Principal is ready to explain what scholarships we offer and how YACS can best help you. Any student, no matter what financial background they come from, qualifies for Scholarships, which may add up to full tuition.

Items not included in the tuition package:

Entrance/application fee, school supplies, technology fees, PE and YACS Uniform T-shirts, school photo package, school sweatshirts/jackets, additional uniform articles, occasional field trip fees, graduation announcements, graduation cap & gown, property damage, doctor's office visits, medical prescriptions, etc.

Scheduled Tuition Charges & Statements

Please note that monthly Tuition Statements/Invoices will be sent from the YACS Treasurer's email account showing all charges, payments, and credits/scholarships. Monthly tuition can be paid by

1) Dropping off a payment at the school

2) Mailing a check to the school

- 3) Making an ACH payment from your bank account through Adventist School Pay
- 4) Making an ESA Universal Scholarship payment through ClassWallet.
- 5) Making a payment through Venmo @yumaadventistschool

Financial Assistance & Scholarships

Scholarships and financial assistance are available to **ALL** families!

There are 2 main funding sources for tuition coverage:

1. AZ State Scholarship. *This is the one where the state gives each private school student 90% of what it takes to fund a public school student in your home district.*
2. Arizona School Tuition Organization (STO). *This is the one where you can redirect/designate your AZ State tax dollars toward private school tuition.*

Up to full tuition coverage:

1. AAA Scholarship Foundation (AAA) - STO - Opens online March - <https://www.aaascholarships.org/parents/arizona/>
2. Empowerment Scholarship Account (ESA) -AZ State Scholarship - <https://www.azed.gov/esa>
3. ESA Universal Expansion (ESA Universal) - <https://www.azed.gov/>

Partial to full tuition coverage (STO; You may combine these scholarships):

1. Arizona Adventist Scholarship, Inc. (AASI) - <https://azadventistscholarships.com/for-parents/>
2. School Tuition Organization of Yuma (AZSTAY) - <https://www.azstay.org/>
3. Institute For Better Education (IBE) - <https://ibescholarships.org/Applicants/Home/Forms>
4. Arizona Leadership Foundation (ALF) - <https://arizonaleader.org/students-families>
5. YACS Worthy Student Scholarship – "Worthy Students" are in good standing with attendance, making satisfactory academic progress, and parents have written a letter to our School Board explaining the family's financial need and request for financial assistance

Special note regarding the Arizona Adventist Scholarship (AASI): Parents, family members, church members, coworkers, and friends who pay Arizona State Taxes can designate their AZ Tax dollars (what they would normally pay to the State) to Prescott Adventist Christian School or a specific student at YACS. If designated to YACS, all students signed up for this scholarship will receive a portion of the available funds. If designated to a specific student, that student will be recommended to receive the designated tax dollars. Simply ask your tax preparer how much state tax you owe, and instead of paying that amount to the State of Arizona, you can redirect it as a tuition scholarship.



YACS Student Handbook Signature Page

I, _____, acknowledge receipt and explanation of the Yuma Adventist Christian School 2022-2023 School Handbook. I understand the school's mission and expectations and agree to the terms outlined in the handbook.

Signature) (Date)

I, _____, acknowledge receipt and explanation of the Yuma Adventist Christian School 2022-2023 School Handbook. I understand the school's mission and expectation and agree to the terms outlined in the handbook.

Signature) (Date)

I, _____, acknowledge receipt and explanation of the Yuma Adventist Christian School 2022-2023 School

Handbook. I understand the school's mission and expectation and agree to the terms outlined in the handbook.

Signature) (Date (Student