



YUMA LUTHERAN • SCHOOL •

Parent/Student Handbook

2011—2012

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WELCOME

The faculty and staff of Yuma Lutheran School welcome each student and family to a life together in Christ's name. We consider it our privilege to be able to serve families in the process of Christian education for young people. By the power of God's Spirit we will live in a community that shares the name of Christ. It is with confidence that we can declare the families of Yuma Lutheran School to be participants in a feast of victory earned by our Lord and Savior, Jesus Christ.

OUR HISTORY

Yuma Lutheran School opened its doors in 1957 and at that time was known as Calvary Lutheran School. The school began with kindergarten and by 1962 had grown to include classes through 4th grade. In 1964, the school offered kindergarten through grade six.

During that same year, a sister church was born – Christ Lutheran Church. A brief service for the laying of the cornerstone was held on January 3, 1965. On January 31, a service of dedication for the new structure was held. On Sunday, February 7, 1965, Christ Lutheran Church held its first regular Sunday morning service.

This was also a special day for the school – moving day. The name of the school at that time was changed from Calvary Lutheran School to Yuma Lutheran School. The school was given the name it presently carries because it was jointly operated by two congregations. After a few years, Calvary Lutheran Church yielded its rights to Yuma Lutheran School to the congregation of Christ Lutheran Church.

In May of 1967 the school celebrated its first 8th grade graduation. Since that time, there have been numerous expansion and improvement projects. The most recent one involved the construction of a 10,000 ft² gymnasium including classrooms to expand the middle school wing. We thank and praise God for all of His blessings and pray that Yuma Lutheran School, a ministry of Christ Lutheran Church, will continue to be a bold witness to the Truth of the Gospel of our Lord Jesus Christ

MISSION STATEMENT

“Our mission is to share the good news of Jesus Christ”.

PHILOSOPHY

As representatives of Christ Lutheran Church, the faculty and staff work in partnership with the school families to nurture the spiritual, academic, social, emotional, and physical growth of our children. This quality, Christ-centered ministry promotes Christian love and mutual respect, building responsible citizens for both God's Kingdom and the world.

PRINCIPAL'S MESSAGE

Dear Parents and Students of Yuma Lutheran School,

Grace and peace to you through our Lord and Savior Jesus Christ. We are excited about the upcoming school year and know that God has great plans for Yuma Lutheran. Our goal is to not only nurture the academic growth of our children, but to nurture every aspect. This includes their spiritual, emotional, social, and physical growth as well. In order to facilitate this, the three areas of focus at Yuma Lutheran are to be **Christ Centered**, to be a **Caring Community**, and to offer a **Comprehensive Curriculum**.

Christ Centered

As a ministry of Christ Lutheran Church, we have the opportunity to share God's love for us through Jesus Christ. This is demonstrated through our interactions with students, parents, fellow staff members, and the community. The greatest lesson that we can teach our students is that of God's love for us through Jesus Christ.

Caring Community

At Yuma Lutheran School, our desire is to create an environment where everyone knows and feels that they are cared for. This is accomplished by how we treat and speak to parents, students, and fellow staff members. By building positive relationships with our students and parents, working cooperatively as a staff, and reaching out to the community, Yuma Lutheran establishes a school community that cares for one another.

Comprehensive Curriculum

At Yuma Lutheran, we believe the best way to educate and prepare students for life is to expose them to a wide range of activities and educational disciplines. This enables them to become well rounded individuals who are able to serve our Lord and the community in multiple capacities. Therefore, in addition to providing core classes that prepare students for excellence, Yuma Lutheran School offers a wide range of art, music, elective, and other extracurricular opportunities.

We are honored to have your child at Yuma Lutheran. This handbook is intended to provide you with vital information on the operation of the school. It is essential that you read it carefully and thoroughly. We ask that you share this information with your children so that the school will be both a benefit and a joy for them.

May God bless all of us as we fulfill our responsibilities of raising godly children to become responsible citizens for both God's Kingdom and the world.

Blessings!

Chad Block, Principal

2011-2012

Personnel

YUMA LUTHERAN SCHOOL BOARD

Dave Cummins - HR
Patricia Sheppard - Chair

Rex Pope - Finance
Karen Spencer - V-Chair

CHURCH STAFF

Rev. Vince Harman, Senior Pastor
Mr. David Toensing, Minister of Music
Mrs. Kimberly Meeks, Church Secretary

Rev. Mark Johnson, Associate Pastor
Mrs. Amy Mitchell, Bookkeeper/H.R.

SCHOOL STAFF

Mr. Chad Block, Principal
Mrs. Elena Jimenez, School Secretary
Ms. Gladys Escobar, Surround Care Director

Mr. Brandon Buskirk - 4th
Mrs. Maggie Fenske - Orchestra
Mrs. Jill Foster - Pre-K
Mrs. Lauren Gross - 2nd
Mrs. Carrie Harman - 1st
Mrs. Karen Jarocki - Music
Mrs. Cynthia Paulsen - 3rd
Mrs. Dannette Penny - 2nd/3rd
Mrs. Wendy Spencer - K

Mr. Chris Durham - P.E./MS
Mrs. Lyndsee Flint - MS
Mrs. Ann Franklin - 1st
Mrs. Erica Hamel - MS
Mr. Tony Harman - MS
Mrs. Beth Joynt - MS
Mrs. Nancy Pendleton - K
Mrs. Debbie Sebree - MS
Mrs. Suzzette Whelchel - 5th

ADMINISTRATION

Yuma Lutheran School (YLS) is a ministry of Christ Lutheran Church. Therefore,

certain bodies have been designed to help in its administration. YLS is a nonprofit organization under the jurisdiction of an elected Board. The members of the Board are active members of Christ Lutheran Church. They are elected to three-year terms. School Board meetings are open to church and school families and are held the first Monday of the month at Christ Lutheran Church.

ADMISSIONS

NON-DICRIMINATION STATEMENT

Yuma Lutheran School admits students of any race, color, religion, 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 race, color, religion, national, or ethnic origin in the administration of its educational policies, admissions policies, and/or athletic and other school administered programs.

ADMISSIONS POLICIES

Admission requirements and guidelines are published and distributed with the registration packets each year. Yuma Lutheran School strives to adhere to all State of Arizona guidelines relating to age and/or other school enrollment requirements.

The admission priorities follow the published dates using the following admission priority guideline, PLUS all paperwork filled out completely:

- 1) Members of Christ Lutheran Church
- 2) Other Lutheran Church – Missouri Synod Members
- 3) Current Yuma Lutheran School Families
- 4) Other Christian Church Families
- 5) Families with no religious affiliation

ADMISSIONS PROCEDURES

Pre-Kindergarten: The child must be four years of age on or before September 1 of the current school year.

Kindergarten: The child must be five years of age on or before September 1 of the current school year.

First Grade: The child must be six years of age on or before September 1 of the current school year and must have completed a licensed Kindergarten program.

Returning Student Applications:

- An application for enrollment must be fully completed and signed by the parent

or guardian. The non-refundable registration fee must be attached.

- Applicants who are not citizens of the United States will be processed according to current Homeland Security requirements.
- A copy of the Arizona State Immunization Form (Blue form) must be updated, completely filled in, and attached to the application.

New Student Applications

- An application for enrollment must be fully completed and signed by the parent or guardian. The non-refundable application fee must be attached.
- Copies of recent report cards and standardized test results must be attached.
- All applicants must submit a copy of the child's birth certificate. Applicants who are not citizens of the United States will be processed according to current Homeland Security requirements.
- A copy of the Arizona State Immunization Form (Blue form) should also be completely filled in and attached to application.
- The school will determine the need for an interview with the child and or parent based on the information provided.
- Proficiency/Readiness tests may be required at the expense of the enrollees.

Applicants will be notified by mail of acceptance decisions in a timely manner. Once accepted to Yuma Lutheran School, the registration fee must be paid to reserve your child's place.

CLASS PLACEMENT

Recommended class lists are submitted by the teachers. The lists include rationale for placement of students. The principal makes the final determination of classes and the assignment of teachers to the classes. Parental requests will be considered but may not be honored because of the educational rationale used to determine classes.

ATTENDANCE

Active participation in school activities is essential for academic, physical, emotional, and spiritual growth. Regular and on-time attendance is also essential if a student is to make use of the educational opportunities the school offers and if the student is to reach the academic potential of his/her God-given gifts. Regular attendance also develops dependability and responsibility in the student. *Chronic absences and/or tardiness seriously hampers academic achievement.*

It is a parent's responsibility to see that children are in school regularly and on time. Arizona Revised Statutes, Section 15-803 states, "It is unlawful for any child between the ages of six and sixteen years of age to fail to attend school during the hours school is in session, unless excused pursuant to Section 15-802."

SCHOOL HOURS MONDAY - THURSDAY

All students: 8:30 a.m. through 3:20 p.m.

(There will be supervision on the playground beginning at 8 AM)

EARLY DISMISSAL FRIDAY

All students: 8:30 a.m. through 1:45 p.m.

MORNING ARRIVALS

Before 8:00 a.m. students are to report to morning Surround Care. *Licensing guidelines require that parents sign in these students.* A fee will be charged for this service.

From 8:00 to 8:20 a.m. students are to report directly to the playground area. Surround Care staff will supervise this area. No fee is charged for this service.

After 8:20 a.m. all students are to report directly to their assigned classrooms.

After 8:30 a.m. students are to check-in through the school office and receive a tardy pass.

DISMISSAL TIME

Kindergarten through Grade 8 Students:

- **3:20** – All regular Surround Care students report directly to the Surround Care areas. Students not attending Surround Care are dismissed to their assigned pick up areas. (These areas are defined later in this booklet under the heading “Drop Off and Pick Up.”) Students involved in after school sports may change clothes at this time and report to the designated practice/game areas.
- **3:20** – Pre-Kindergarten students must be signed out of their classroom by an adult.
- **3:30** – All students must be picked up, in after school sports, or in Surround Care. Students still on campus and not involved in sports will be escorted to Surround Care. A fee will be charged for this service.

EARLY DISMISSAL DAYS

- Hours for these days are 8:30 a.m. to 1:45 p.m. Students still on campus at 1:55 p.m. will be escorted to Surround Care. A fee will be charged for this service.

ABSENCES FROM SCHOOL

REPORTING OF ABSENCE

When a child is absent from school, parents should notify the school office by 8:45 a.m. If the school has not heard from the parent by 10:00 a.m., we will call the parent to

verify the absence. We want to be sure that we have safely accounted for each child. Parents are required to inform the school if their child will be absent from school. If a student is not in school for all or part of a day, he/she will be charged with an absence or partial absence.

- *Excused Absences* – Limited to student illness, medical/dental appointments, bereavement, and court appearances. The teacher will determine the work that needs to be made up for these absences.
- *Unexcused Absences* – Unexcused absences are those for which the school has been given no explanation.
- *Vacation Trips* – Parents are strongly encouraged to review the school calendar when planning family vacations. Extended absences may adversely affect the quality of a student's education. If such a trip is deemed unavoidable by the parent, the following guidelines are to be followed:
 - Inform teacher and the school office in writing.
 - Work supplied by teacher reflects topics covered during absence.

It is NOT always possible for teachers to prepare assignments in advance for completion during a vacation. Classroom teachers will decide what can reasonably be prepared in advance. Concepts of work missed are the responsibility of the student. Teachers are not required to "grade" work completed but may request assessments and/or evidence of learning.

MORNING TARDIES

Parents are asked to have children to school on time to begin the day in a relaxed manner. Classes begin at 8:30 a.m. Punctuality assists the classroom teacher in maintaining a daily routine and promotes a lifetime habit of responsibility and courtesy. *Students are considered tardy if they are not in their seats when class begins.*

DISMISSALS OUTSIDE OF SCHEDULED TIMES

- Students who must leave the school premises during the school day other than normal dismissal times must be "signed out" by the parent/guardian or other adult picking up the student. The "signing out" procedure shall take place in person in the school office. As part of the procedure the student will be called from the classroom to the office, where the parent may pick up the child. Parents are not to proceed to the classroom on their own to pick up their child(ren). Students are not permitted to leave the school grounds at any time during the day without being "signed out" in the school office.
- In order to take part in school-sponsored events, sports or other activities, students must have attended a full day of classes on the day of the event.
- Students desiring to go home with another student are asked to make

arrangements prior to coming to school. The parent should send a note informing the school of such a change in procedure.

- Students with 20 or more absences during the school year may be in jeopardy of retention. *ARS 15-803, "absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days . . . this includes excused and unexcused absences".*

SCHOOL OFFICE

The school office is open on all school days from 8:00 a.m. to 4:00 p.m. Summer and Holiday hours will be announced.

BICYCLES, SKATEBOARDS, ROLLERBLADES AND SCOOTERS

Bicycles, skateboards, rollerblades, scooters, etc. are not to be ridden on campus at any time. These items must be walked or carried throughout the campus. A bike rack is provided outside the office area for students who ride bicycles or scooters to school. The school is not responsible for any items left in the bike rack area.

BULLYING / HARASSMENT POLICY

Bullying, demeaning, taunting, intimidation, threats of violence and other disruptive behavior will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Reports of incidents should be made to the teacher or adult in charge. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of harm. Detention, service, suspension or expulsion may result from ongoing behaviors.

CALENDAR

The school publishes an annual calendar of normal school activities and holidays. A copy of the calendar will be posted on the website. Parents are asked to consult this calendar before planning family vacations or outings. The website calendar will contain all updates throughout the year.

COMMUNICABLE DISEASES

The Health Department requires that instances of communicable diseases be reported to the school immediately. Parents of a class will be notified in writing when a child in that class contacts a particular communicable disease. Before a child may return to school following illness, a medical release form may be required from your physician.

The following are considered communicable diseases: Chicken pox, German measles, Red measles, Mumps, Streptococcal infection (Strep throat, Scarlet fever), MRSA (type

of bacteria – Staphylococcus aureus, which is resistant to many antibiotics), Fifth Disease (viral infections which affects red blood cells), Hand, Foot and Mouth Disease (viral infections caused by a strain of Coxsackie virus), H2N1, and Whooping Cough.

Lice infestations must be reported to the school immediately. A proper hair treatment must be followed before returning to school. A child who has had lice must be free of viable lice and nits and must be cleared by the school office before returning to class.

COMMUNICATION (SCHOOL-HOME)

Yuma Lutheran School recognizes the importance of communication with the home. We consider ourselves a partner with parents in the educational process of our students. Teachers will share information as needed throughout the school year. The school has established specific tools to help communicate necessary information with the home, they are:

Friday Newsletter – The *Chronicle* is posted on the website, emailed to all families, and sent home by request with the youngest student in each family on Friday to communicate needed information for the upcoming week or weeks. Parents are encouraged to watch for and read this newsletter.

Monthly Church Newsletter – School families are automatically placed on the mailing list of Christ Lutheran Church to receive the monthly church newsletter. This communication is printed by the church office and will highlight upcoming activities and past events as well as School Board decisions and more.

Open House – Open houses are held near the beginning of each school year. These evenings give parents an opportunity to visit the classrooms, meet the teachers, and develop an understanding of classroom expectations.

Parent-Teacher Conferences – Conferences scheduled in the fall are expected for all families. Conferences may be held at the request of the parent or teacher anytime.

Midterm Progress Reports – Midterm progress reports are issued for all students in grades 1 - 8.

Report Cards – Report cards are issued four times per school year. Grades can be checked via RenWeb at any time during the school year.

Voice Mail – Each faculty member has a voice mailbox. Parents may use this mailbox to request or share information with the teachers. Teachers check their voice mail daily.

E-Mail Addresses – All faculty members have e-mail addresses made up of first initial, last name, and @yumalutherschool.org. While messages may be received and sent through e-mail, we strongly suggest that e-mail not replace face-to-face discussions.

Website Notices – YLS will publish announcements through its website.

CURRICULUM

One of the key focuses of Yuma Lutheran is maintaining a comprehensive curriculum. Our goal is to not only nurture the academic growth of our children, but to nurture every aspect. This includes their spiritual, emotional, social, and physical growth as well. Yuma Lutheran incorporates classes that educate the whole child. By giving our students opportunities to learn a broad range of disciplines, we are preparing them to live responsible lives of service and to be a blessing to their community.

Yuma Lutheran reviews and analyzes our curriculum on a regular basis. This includes updating our textbooks and improving our instructional resources in order to provide our students with an exceptional education. Through the National Lutheran Schools Accreditation process, YLS meets Arizona standards and in many cases exceeds them.

Students requiring specialized instruction may be referred to Yuma Public Schools District One Exceptional Student Services. However, urgency of need or availability of the public schools for such testing may determine that private testing is needed. In such cases, Yuma Lutheran does not assume responsibility to pay for such services.

Yuma Lutheran reserves the right to require testing of students for appropriate grade placements and/or special needs such as learning disabilities or emotional concerns.

CHRISTIAN INSTRUCTION

Along with the traditional courses of instruction offered by any quality school, Yuma Lutheran teaches Religion as a regular course in the school day. Concordia Publishing House *Voyages* is the text used in all classes, highlighting our relationships with God, others, and the world. Bible verses that reinforce the story of God's love and plan for salvation are discussed and memorized weekly as part of the curriculum. In addition, all classes at Yuma Lutheran meet together on Wednesday mornings for chapel.

LANGUAGE ARTS

The language arts program is inclusive of Reading and Literature, English Language, writing, handwriting, listening and speaking. Kindergarten through Grade 5 uses the Scott-Foresman 2008 Reading Series. Middle School Grades 6-8 uses Holt Elements of Literature and Language 2007. Supplemental handwriting books are also used.

MATHEMATICS

The students are taught the concepts of numbers, math computation, and math application. Kindergarten through Grade 5 use Sadlier-Oxford Progress in Mathematics 2006 series. Grade 6 uses Addison Wesley Middle School Math. Grades 7-8 use Holt Pre-Algebra materials. Harcourt Algebra 2007 is used by our advanced Algebra students.

SPANISH

Middle school students are offered a Spanish class through our elective program.

SOCIAL STUDIES

History, Geography, Political Science, Economics, Anthropology, Psychology, and Sociology permeate the Social Studies curriculum. Houghton-Mifflin 2005 is the main series used. Gibbs-Smith Discovering Arizona is used in Grade 4.

SCIENCE AND HEALTH

Life Science, Earth Science, and Physical Science spiral through all the grades at Yuma Lutheran. Kindergarten through Grade 5 use Harcourt Science 2005 books. Middle School uses the 2005 series of Holt, Rinehart and Winston.

PHYSICAL EDUCATION

Yuma Lutheran has a qualified staff member to teach all physical education classes in grades K-8. These classes focus on physical fitness, movement concepts, pattern skills, rules for various games and sports, and the importance of working together as a team.

MUSIC

Music is taught by a specialist in Kindergarten through Grade 6 using the Silver-Burdett/Ginn series. The recorder is taught in the middle elementary grades. Students in Grades 6th - 8th can also choose electives that teach handbells, guitar, piano, and drums.

ART

Arts Attack is a DVD series used in Kindergarten through Grade 5 to teach art history, creation of art, art criticism, art analysis, and aesthetics. A broad range of weekly activities are experienced by the students. Various art classes are also offered to 6th - 8th grade students as part of our middle school elective curriculum.

ORCHESTRA -

Orchestra is offered to 1st - 8th graders for an additional fee of \$150 per year. Students have the opportunity to learn to play the violin, viola, cello or bass. Instruction may take place before or after school or on alternating school days. Students will be expected to perform at assigned times on Sundays, special services, or within the community.

COMPUTER USAGE

Yuma Lutheran students have access to computers regardless of what class they are in or what subject is being taught. Our school utilizes two different class sets of computers, one for the primary grades and one for the upper elementary and middle school. The primary grades mainly use a class set of NEOS. The NEOS are word processors used in developing keyboard proficiency and basic documents. The upper elementary and middle school teachers use PC laptops to teach basic computer skills such as typing, word processing, and performing internet research. In addition, students have the opportunity to develop skills with Word documents, Excel spreadsheets, and PowerPoint presentations. Both class sets of computers are contained in mobile carts which can be transported to any classroom at any time.

CHAPEL

Yuma Lutheran students attend weekly Wednesday chapel services from 8:45-9:15 am. While these services are intended to be child centered, parents and friends of the school are encouraged to join the students and faculty/staff in these weekly worship experiences. Chapel offerings are used to help support ministries throughout the church, the community, and the world.

HOMEWORK

Through homework students can learn valuable and effective independent study skills as well as reinforce the learning that took place at school. Recent research has demonstrated that homework is beneficial both for the students learning as well as for involvement of parents. Parents are encouraged to assist students in homework by:

- Offering encouragement and guidance without “doing” the work.
- Setting aside a work time and area that is free of interruptions and distractions.
- Providing materials needed to complete assigned tasks.
- Reading daily to and with young children.

The average time spent on daily homework should not exceed the following:

- Grades K-3 - 30 minutes
- Grades 4, 5 - 60 minutes
- Middle School - 90 minutes

If a child is spending more time than this on a consistent basis, it is essential that the parent/guardian notify the classroom teacher immediately to determine the problem and plan or implement an appropriate intervention, or individualized homework plan/program.

FIELD TRIPS

Field trips complement grade level curriculum. Parents will be informed of field trip details prior to a class trip. Students will need a Blue Emergency form on file and have a signed “Field Trip Permission” form with emergency contact information for the day.

OUTDOOR EDUCATION TRIPS FOR MIDDLE SCHOOL

Outdoor Education trips of up to five days are a regular part of the middle school curriculum. Team building, increased self-confidence & responsibility and enhanced science & social studies curricula are benefits of these trips. The costs of these trips are the responsibility of the parents. Special fundraising activities are designed to help families finance these trips. The trips that are typically taken, but not limited to, are:

- 6th graders travel to Palomar Christian Conference Center in California
- 7th graders travel to Palomar Christian Conference Center in California
- 8th graders travel to Catalina Island, off the southern California coast.

CUSTODY

The school must have copies of pertinent court orders relating to any custody arrangements made with a family. The school cannot be responsible for monitoring court restrictions if we do not have written knowledge of the restrictions.

DELIVERIES

Students at YLS sometimes receive “gift deliveries” of flowers, balloons, etc. during the day. Parents should understand that all deliveries *are to be taken to the OFFICE – NOT directly to a classroom*. To avoid conflict, the office staff will call for the items to be picked up from the office at 3:20 p.m. or during a teacher’s planning period.

Lunch Deliveries are to be labeled & set on the lunch table inside the office. Students may pick them up at their assigned lunchtime.

DISCIPLINE

Student Expectations

Yuma Lutheran School attempts to teach and follow Christian principles. These principles serve as guidelines for our students and school. A set of student expectations has been developed to help our students follow these principles. Our campus atmosphere strives to help students communicate the following statements in word and action:

- I will conduct myself in a Christ-like and God-pleasing manner so that all my behavior might be to the glory of God and the welfare of my classmates.
- I will strive to diligently complete all schoolwork and homework to the best of my ability.
- I will strive to obey the directives of all teachers, school personnel, adult volunteers, and the school principal.
- I will use appropriate language at all times.
- I will adhere to the dress code.
- I will respect the rights of others to gain an education.
- I will respect school and/or private property.
- I will strive to act appropriately and to set a positive example of behavior in class, on the playground, and at all school events.

At Yuma Lutheran School, we strive to teach our students about the love and forgiveness God grants to us through His son, Jesus Christ. We are able to model that love and forgiveness by how we deal with students regarding disciplinary actions. However, part of our responsibility is to provide appropriate discipline for inappropriate actions. Proverbs 3:11 says, “My son, do not despise the Lord’s discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.”

Disciplinary Procedures

Most discipline will be handled by the classroom teacher. This allows for the teacher to rebuild the relationship with the student(s). Appropriate consequences will be administered as will the love and forgiveness that we have through Jesus. Certain situations arise, however, that call for more serious consequences. In these instances, the student will be referred to the principal. Following is a list of offenses that would warrant this action:

- Possession or use of alcohol, tobacco, or controlled substances
- Sexual harassment or immoral conduct
- Bullying, hazing, fighting, or threatening behavior
- Possession of weapons
- Willful destruction or defacing of property
- *Cheating, stealing, *plagiarizing, or lying,
- Leaving campus without permission
- Using foul or profane language
- Disrespectful or defiant behavior
- Inappropriate use of technology
- Excessive absences or tardies
- Repeated disciplinary issues

*Cheating includes taking answer documents from a teacher, using calculators when specifically told not to, copying someone else's work or answers, asking another student about a test before it is administered to your class, using notes on tests without permission, and talking during a test. Cheating will negatively affect a student's grade.

*Plagiarism is passing off someone else's work as your own. This includes copying an assignment, copying directly from an encyclopedia or other reference source, and allowing someone else to copy your work. Plagiarizing will negatively affect a student's grade.

Conduct Cards

In the event that a student is referred to the principal, the principal will have a meeting with the student based upon the information from the teacher. The principal will discuss the situation with the student and apply an appropriate consequence or express appreciation for a job well done. In addition, parents/guardians will be notified and a Conduct Card will be sent home.

This form will be kept on file and updated for each referral, both positive and negative. Parents will be notified at each step to avoid any surprises. **Serious and/or unlawful offenses may result in immediate suspension or expulsion at the discretion of the school board and administration.** The goal is to help modify or reinforce the student behavior in order to allow for the best learning environment for all of the students. A form will be copied and sent home with the student, but a phone call will also be made to insure that the parents have been informed.

Suspension and Expulsion

When other methods of discipline do not result in improvement of behavior, or in the case of severe misbehavior, the principal may recommend to the School Board to suspend or expel a student. Prior to bringing any expulsion cases to the Board, the parent/guardian will receive at least three days advance notice that such termination action is possible. Parents may appeal the principal's decision at the Board meeting. Expelled students may not return to classes or participate in any school activities.

DRESS CODE AND APPEARANCE

Student dress reflects attitudes and behavior. Students of Yuma Lutheran School are expected to have a neat, modest, and well-groomed appearance. All clothing needs to be clean and in good repair. All dress should reflect and will be evaluated by the following standards:

- **Christian Lifestyle:** Any item of clothing with inappropriate pictures, symbols or words may not be worn.
- **Footwear:** All shoes or sandals worn by students must have *straps on the back*. Shower type sandals or flip-flops are prohibited. CROCS worn must use the arch strap over the foot. No skate shoes at any time. No high platform or high heels are permitted. Tied tennis shoes must be worn for physical education activities.
- **Headgear/Hats:** No hats or other headgear are permitted inside buildings on the campus. Hats worn on the playground for sun protection are permitted but must be removed when returning to classrooms.
- **Modesty/Neatness:** Clothing needs to be age-appropriate. Clothes should properly cover the person's body and not allow visual access to undergarments or parts of the body deemed private. All clothing should fit properly, meaning not too tight or not too loose, not too short or too long, etc. Students are not to write on hands, arms, etc.
- **Physical Education (PE):** Physical education requires YLS PE uniforms, athletic shoes with laces, and athletic socks. PE uniforms are not permitted on days of no PE. Any navy blue sweats are to be worn over PE uniforms on colder days. YLS sweat suits are available for purchase. **Hats** worn during PE are permitted ONLY if they are worn appropriately to protect from the sun's rays. Jewelry should be removed during PE classes.
- **Specific "no-no's":** A few specific prohibitions in dress are spelled out below. No bare midriffs, no halter tops, tank tops, short crop tops, miniskirts, short shorts, sweat or pajama bottoms, cut-offs, frayed clothing or beach-type shorts. Make-up may not be worn in Grades PK-6, and is discouraged in Middle School and should not be applied in public areas. No unnatural hair coloring (blue, green, bright red, etc.) Sport uniforms may only be worn in preparation for school team games.
- **Violations of Dress Code:** Students who may be considered in violation of dress

code guidelines may need to call home for appropriate clothing. Repeat violations will result in further disciplinary actions.

DROP-OFF AND PICK-UP

Safety is the primary objective of all drop-off and pick-up procedures at Yuma Lutheran School. Students and parents (and anyone asked by parents to transport students to or from school) should know and follow the guidelines shared below.

MORNING DROP OFF

- **Pre-Kindergarten:** All Pre-K students must be brought to the classroom and “signed in” according to Arizona licensing guidelines.
- **Kindergarten through 8th Grade:** Drivers are encouraged to drop off school students at the closest designated area to student’s classroom. A valuable lesson for all children to learn is how to bring themselves and their materials into the classrooms without adult assistance. Parents are encouraged to help children by requiring self-responsibility in this area of school life.

EARLY PICKUP

YLS asks that students NOT be picked up a few minutes early at normal dismissal time except for medical appointments or emergencies.

AFTER SCHOOL PICKUP

Any adults needing to exit the driver’s seat must park their vehicle in a safe place. The drive through areas must keep moving.

- **Pre-Kindergarten:** Arizona licensing guidelines require that a Pre-K child must be signed out of his/her classroom. A parking area is behind the gym on the dirt.
- **Kindergarten through 1st Grade:** Pick-up for these children is in the back parking lot adjacent to the covered patio area.
- **2nd through 4th Grade:** Pick-up is in the drive-through area in front of the school office.
- **5th through 8th grade:** Pick-up is in the north blacktop parking lot (behind the gym) adjacent to the Activity Center.

Parents with Students in More than One Grade: With families that have multiple students, the older students will meet the youngest student and proceed to the pick-up area designated for the youngest student.

SAFETY TIPS TO REMEMBER AT DROP-OFF AND PICK-UP AREAS

- Drive slowly and follow the lead of any person directing traffic or on duty monitoring students..
- DO NOT block traffic flow by leaving cars unattended to go into the child’s classroom or the office or to buckle kids into car seats.
- CELL PHONE usage must be hands-free only...preferring 100% attention to the children.

- Drivers who must get out or leave cars are asked to park in available street parking or the designated parking areas.
- Children are NOT to walk into or across traffic lanes without adult assistance.

Email - RenWeb – YLS Website

Yuma Lutheran School uses RenWeb as a major communication device. Parents and students receive a special login password to make special information available to them. These logins will allow parents and students to see individual student grades and assignments as well as general school news. Parents may access RenWeb as well as other pertinent information from the school website at www.yumalutheranschool.org .

EMERGENCY INFORMATION

A completed emergency information form (Blue Card) is required yearly by Arizona law for each student. This will be collected at registration. The original forms are kept in the school office, a copy is given to the student’s teacher, and a copy is given to Surround Care for those students that attend. Parents are asked to help the office keep these forms up-to-date by informing the school office of any changes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Parents of students under the age of 18 years have the right to see and control access to the student records. See the principal if you would like to look at your child’s permanent school records.

GRADING SYSTEM

Pre-Kindergarten evaluates levels of progress in academic, physical, emotional, and spiritual character areas.

Kindergarten through 8th grade students receive report cards using the grade scales listed below.

However, students and parents are encouraged to understand that the evaluations remain age appropriate as communicated by the grade level teachers.

Grades reflect student understanding and work ethic. The following grading system is used in grades K- 8:

A+	98-100%	B+	88-89%	C+	78-79%	D+	68-69%	F =
A	92-97%	B	82-87%	C	72-77%	D	62-67%	below
A-	90-91%	B-	80-81%	C-	70-71%	D-	60-61%	60%

O = Outstanding S = Satisfactory N = Needs Improvement U = Unsatisfactory

For Music, PE, Handwriting, & Art, the teachers share the scale of expectations and grading results with the students at the beginning of the year.

Middle School is departmentalized and rigorous expectations are communicated by individual teachers for each subject area.

Each report card also gives the teacher the opportunity to assess growth in work skills as well as social/emotional development. NOTE: In some situations when challenging exams or other exceptional circumstances exist, the teacher may deviate from the above scale as long as he/she is able to justify the grade given. All students' ongoing progress can be viewed on RenWeb. Teachers will update grades every other week.

GRIEVANCES

No school setting is perfect. Grievances and concerns will surface as we live together in a community. Yuma Lutheran School is not an exception to this "rule of life." Respectfully talking to and about everyone within our 'family' is important.

YLS encourages that grievances and concerns be handled by use of our Savior's directions as recorded in Matthew 18:15-20. The guidelines provided in these words from Scripture share the following process for dealing with our grievances or concerns.

- Anyone who is offended or has a question concerning some action of a faculty/staff member is asked to go to that person, discuss the problem, and try to resolve it.
- If the concern arises again, the individual should again go to that person in an attempt to resolve the matter.
- If the concern persists, the principal along with the persons involved should meet to discuss the situation and arrive at a solution satisfactory to all the parties.
- If the concern continues, the principal and all the parties involved should meet with a Pastor or Board member to arrive at a possible remedy for the concern.

HONOR ROLL

Students in the 5th through 8th grades are eligible for the Honor Roll. Honor Roll will be issued two times per year (at the end of each semester) and will be based on the semester averages. To qualify for Honor Roll, students must maintain all A's with a maximum of one B in the subjects listed below. A student who receives unsatisfactory marks in any of the social/emotional/work evaluations on the report card is not eligible for Honor Roll.

Honorable Mention is the same as Honor Roll except that the student must receive at

least all B's with a maximum of one C in the subjects listed below.

Subjects used to figure Honor Roll and Honorable Mention include: Religion, Reading/Literature, English/Language, Spelling, Math, Social Studies, Science, Music, and Physical Education.

IMMUNIZATIONS

The school is required by law to have updated immunization records for each child enrolled. Parents are required to provide the school office with all updated immunization information. Students may be asked not to attend school until such records are received in the school office.

INJURIES / FIRST AID

Injuries incurred during the school day will be treated in the school office. Injuries of a serious nature will result in a phone call to the parents or the persons listed on the emergency contact form. Parents are asked to keep the office informed of any changes to the emergency contact information. First aid at Yuma Lutheran School is limited to a "wash and band aid" procedure. First Aid needs beyond "wash and band aid" will require a call to the parent or emergency contact persons.

ITEMS NOT PERMITTED ON CAMPUS

Items students are not permitted to bring to school include: drugs, tobacco, alcohol, knives or any other weapons, matches/lighters, inappropriate pictures/images/etc. that are offensive. Items that could be dangerous to students or the school in general can result in an immediate suspension or expulsion from the school.

Personal Items: Students should not bring electronic devices such as iPods, MP3 players, Gameboys, or other like items to school. All electronics carried for personal use apart from school, including cell phones, must stay in the student's backpack and be turned off. If they are brought, keeping these items turned off and put away is the responsibility of the student. If items are lost or stolen it is **not** the school's responsibility. Items visible or heard during school hours will be confiscated and held for parent pick up from the teacher or office.

LIBRARY

Yuma Lutheran School maintains a library for students and families in the school. The library is organized and monitored by volunteers under the supervision of a "school librarian." Students will have weekly access to the library with their classes.

LOST AND FOUND

A “lost and found” collection is maintained and located near the school office/Fellowship Hall entrance. Due to space limitations, the lost and found items are periodically donated to charitable organizations in our community. Notice of when these donations are to be made will be shared in the weekly newsletter.

LUNCHES

Yuma Lutheran students may order lunch or bring their own lunches. Order forms are available each week. Families should follow these lunch guidelines:

- According to state childcare licensing, we cannot offer kitchen privileges to any child for preparation of lunches.
- Send lunches with children in an appropriate lunch container that is clearly label with the child’s name.
- No refrigerators or other cooling facilities are available for students to store lunches. Keep this in mind as lunches are prepared for the day.
- **NO MICROWAVE OVENS are available for student use.**
- Soda is not available for purchase and is discouraged from inclusion in “fast food” delivery.

To promote healthy lifestyles the delivery of “fast food” lunches on a regular basis is discouraged. A table will be available inside the school office for lunch deliveries. Pre-arrange with your student for a pick-up at the beginning of their lunch period.

MILK and ICE CREAM

Milk and ice cream will be sold through the office staff. Purchase guidelines include the following:

- Milk can be purchased by cards or individually on a daily basis. A discount is given when full cards are purchased.
- Students are asked to bring money (exact change or check) to give to the teacher. The teacher will see that the student is credited through the office for all purchases.
- Students may NOT charge milk or ice cream.
- Milk tickets will be “held” by teachers in the classrooms. Tickets will be punched as used at the time of distribution.
- **After school ice cream purchases are available after 3:30 (1:55 on Friday).**

MEDICATIONS

All medication will be dispensed according to R9-5-516 of the Arizona Department of Health Services, Office of Childcare Licensure, and Childcare Facility Rules. These rules state that it is necessary to complete a Medication Form and give it to the school office EACH DAY that the student requires the medication. Medication must be properly labeled as directed by the Medication Form. This form must be filled out in its entirety. **NO MEDICATION (INCLUDING COUGH DROPS) IS TO BE KEPT IN THE CLASSROOMS OR THE STUDENT'S BACKPACK.**

NATIONAL LUTHERAN SCHOOLS WEEK

Yuma Lutheran School is a part of the Lutheran Church-Missouri Synod school system. The schools within this organization annually celebrate their ministries together during the first full week in March. Students and families are strongly encouraged to be a part of this celebration by participating in Christ Lutheran Church's worship held on the first Sunday in March. Other events may be scheduled during this week of celebration.

NATURAL DISASTERS (earthquake, flooding, fire)

YLS practices a drill each month in preparedness of a potential emergency.

OUTREACH COMMUNITY SERVICE PROJECTS

Yuma Lutheran School has a variety of school service projects in which we encourage students and their families to participate. Some projects have included, but are not limited to, the following: Operation Christmas Child, Crossroads Mission, Compassion International, Concordia Health and Welfare Missions, Relay for Life (Cancer), Pennies for Patients (leukemia), and the Salvation Army.

PARENT TEACHER ORGANIZATION (PTO)

YLS sponsors a Parent-Teacher Organization. This organization serves as an extension of the school helping to foster communication between the school and home. The PTO sponsors educational programs for parents, teachers, and students while helping to provide some needed services to the home and school. The PTO also does fundraising for school programs.

All parents and teachers are members of the PTO. Activities include Open House, Fall Fundraisers, Fall Festival, Rummage Sale, Scholastic Book Fair, Spring Barbecue, Father-Daughter Dance, and Family Fellowship Dinner Nights at Chuck-E-Cheese, SONIC, Texas Roadhouse, and other restaurants.

PARTIES

Classrooms do participate in parties on some holidays during the school year. The teachers schedule these parties with the assistance of parent volunteers. Conducting individual birthday parties at school, passing out gift bags, serving lunch, using cotton candy machines, etc. is NOT allowed.

Passing out invitations to private parties will only be allowed if the entire class (or all the boys or all the girls) are invited. Healthy snacks are requested, and please check with the homeroom teacher for any student food allergies.

PICTURES

Student pictures are taken in the fall and spring of the school year. Information concerning these pictures is sent home through the students. Families are under no obligation to purchase picture packets. The fall setting includes pictures to be used in the school's yearbook. The spring picture setting includes classroom groups and individual pictures.

PLAYGROUND

Playground facilities are provided for students to use during the school day. Safety rules, common sense, and teacher directions regulate the playground areas. Classroom teachers supervise playground use during the day.

All playgrounds are closed until 8:00 am. No students are to be left unsupervised before the morning Surround Care staff reports to the playground areas.

Fenced in play areas are CLOSED from 3:30 -5:30 pm to allow for security during our after school Surround Care activities.

REPORT CARDS

Report cards are official communication of the progress students are making toward the academic and behavioral goals set for them. These reports are issued four times per school year to K - 8 students. First, second and third quarter report cards will be given to students. The fourth quarter card is mailed to homes after the last day of school.

Report cards will be held in the office for students who have any financial accounts showing a balance in arrears.

Additional progress reports must be requested in writing from the custodial parent/guardian. However, only one official copy per student will be available.

STUDENT ACTIVITIES AND SERVICES

Yuma Lutheran School has a variety of events in which students may participate. You will receive information about each of these events through the weekly newsletter and on the school calendar.

ORCHESTRA - offered for an additional fee of \$150 per year to any student in grades 1-8 desiring to learn violin, viola, cello or bass. Instruction may take place before or after school or on alternating school days. Students will be expected to perform at assigned times on Sundays, special services, or within the community.

HANDBELLS - offered as an elective course in Middle School. Students will be expected to perform at assigned times on Sundays, special services, or within the community.

SCOUTS - Boy and Girl Scout troops are sponsored by Christ Lutheran Church as volunteer leaders come forward. Interested individuals may contact the church office (726-0773) for more information.

SPORTS - YLS is a part of a league for team competition involving 5th through 8th grade students. The Athletic Director will communicate directly to students as team activity approaches. The team sports that we can offer are dependent on finding volunteers to serve as coaches. A special *Athletic Handbook* or information sheet will be provided to students who participate in after school team sports.

SURROUND CARE

Surround Care (SC) is the name given to Yuma Lutheran School's program for before and after school care for students. All YLS families may use this service. SC is regulated by the Arizona Department of Health Services, License No. CDC-1514.

Surround Care is offered each morning school is in session from 6:30-8:00 a.m. (Students are not to be on the school grounds before 6:30 a.m. without special permission from the principal.) **STUDENTS CANNOT BE DROPPED OFF BEFORE 8:00 A.M.** without being enrolled in SC. **Students who arrive before 8:00 a.m. MUST be signed in to Surround Care by the parent.**

Surround Care operates after school until 5:30 p.m. Teachers on duty will automatically send students not picked up within 10 minutes of the dismissal time to SC. Special reminders for parents of students who use the SC program include:

- The Surround Care staff will assess hourly fees for students in their care.
- All Surround Care operations are covered under the liability insurance of Yuma Lutheran School.
- Students attending Surround Care will receive a separate handbook for this program.

TEACHER CREDENTIALS

More than half of our teachers have earned their Master's degrees. In addition, Yuma Lutheran strives to employ teachers that have or are working toward their state certification. All teachers are required to be committed Christians and active members of a Christian church. All teachers and staff have Arizona fingerprint clearance

TELEPHONE USAGE

Telephones are located throughout our campus. However, students are limited to "emergency use only" of all telephones. Students always require teacher permission and supervision to use school phones.

One of the educational goals of Yuma Lutheran School is to train children to plan ahead. Children are asked to NOT use phones to make calls for forgotten homework or lunches or to plan trips to friend's homes that could have been planned the night before.

CELL PHONES are not to be used during school hours. Cell phones are not to be used in the Surround Care setting. Any student who has a cell phone on campus must keep the phone turned off and in his/her backpack during the day. Improperly used cell phones will be confiscated and must be claimed by a parent from the office.

TESTING

Yuma Lutheran School administers the Iowa Test of Basic Skills (ITBS) to all 2nd through 8th grade students, and the Cognitive Abilities (CoGAT) test to grades 1, 3, 5 & 7, in the fall of each year. These tests help the school evaluate its curriculum as it compares our students with other students taking similar tests at the same time throughout the nation. The tests are scored through a scoring agency. Over time the tests are able to give an evaluation of progress made for individual students and groups of students in our school. Keep in mind that the ITBS test is only one small snapshot of a student's learning. Individual student results are provided to the parents.

TEXTBOOKS

All non-consumable textbooks are considered "on loan" to the students. Students and their families are responsible for damaged or lost/stolen textbooks.

TRANSPORTATION

Yuma Lutheran School does not provide bus transportation to attend our school. It is the responsibility of the parents to transport children to and from school. Occasionally

YLS may rent buses for special school trips. In such cases, the bus is considered an extension of the classroom and all classroom/school codes of conduct apply.

Parents, teachers, and coaches may be asked to transport students to school activities such as sporting events and classroom field trips. Drivers of private vehicles for school sponsored activities must:

- NOT bring siblings to accompany the class on a trip.
- Have a valid driver's license and adequate insurance, including minimum liability coverage for all passengers as required by the State Motor Vehicle Code.
- Have no DUI's and not more than one moving violation in the last six months.
- Be at least 21 years of age.
- Provide seat belts for all passengers.
- Agree to comply with all traffic laws.
- Know there will be no reimbursement of expenses from YLS for driving.

TUITION AND FEES

All tuition and fees are annually evaluated and adjusted to accommodate the changing needs of the school. These annual fee rates are published before the beginning of the enrollment process for a new year. Families are encouraged to carefully examine all the materials that accompany the packets sent out with the new enrollment process each year. This information will describe in detail all fees (including late fees) and all payment options available to families. Payments that are in arrears more than two months may result in students denied entrance until past monies are paid.

Tuition Assistance: Families may receive financial assistance by applying to Lutheran Education Foundation L.E.F. (applications must be turned in BY APRIL 15 of the year prior to the current school year), S.T.A.Y., Y.E.S., and the Christ Lutheran Church (C.L.C.) Tuition Assistance Fund. Each of these methods of seeking assistance is explained in detail with the application/re-enrollment packets. **REFUNDS:** Grants issued are pro-rated through-out the school year regardless of when the grant is issued. For students that leave the school prior to the completion of the school year, the unused portion of the grant will be refunded to the grant organization. **Regardless if an application for STAY, YES, or another tuition assistance organization will be submitted, parents and/or guardians are responsible for the tuition amount until the funds have been released by the organization.**

VISITORS

All visitors, including parents, other relatives, and community visitors, must sign in and out at the school office. Forgotten articles brought to the school during class time must be left at the office. The student will then be notified at an appropriate time of the item's arrival.

Classroom visits are to be arranged through the office. Unscheduled visits are not to be

made to classrooms while school is in session. Conferences to meet with teachers should be scheduled through the teacher. Conferences are to be scheduled so as not to conflict with classroom instruction or procedure times.

VOLUNTEERS

Volunteers are needed to help with many activities which enrich and meet special requirements or needs of the school. All parents are encouraged to find some way to participate. The PTO, school office, athletic programs, library, yearbook committee, and classroom teachers are happy to welcome volunteers.

WITHDRAWAL

In order for a student to withdraw from YLS, and the parent or guardian to be released from further responsibility for tuition, the school office must be notified at least two weeks ahead of the withdrawal, in writing. A special withdrawal form from the school office is required. Ending date finances will be charged two weeks from the date the signed form is received. All textbooks, library books, sports uniforms, etc. must be returned, and all financial obligations to the school and Surround Care must be made current before records can be transferred.

WORSHIP

Families without church homes are invited and encouraged to attend Christ Lutheran Church. Sunday services are held at 8:00 a.m. (traditional style worship) or 9:30 a.m. and 11:00 a.m. (contemporary style worship). A service in Spanish is conducted at 1:00 pm. Sunday school and adult Bible study are at 9:30 a.m. Parents are also encouraged to speak with one of the pastors to gain more information about the Christian faith and/or becoming a member of Christ Lutheran Church.

YOUTH ACTIVITIES

Christ Lutheran Church sponsors regularly scheduled activities for all 5th through 8th grade students. For additional information call the church office at 928-726-0773.