Principal’s Message

Dear Parents and Students of Yuma Lutheran School,

Welcome to Yuma Lutheran School! We are excited about the upcoming school year as ‘We run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith”. (Hebrews 12:1-2) Our plan is to equip your child for the future both academically and spiritually. 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.

God’s blessings on your year!

Angie Schiller, Principal
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STATEMENT OF PURPOSE

MISSION STATEMENT
The Mission of Yuma Lutheran is to share the good news of Jesus Christ by being Christ Centered, having a Comprehensive Curriculum and promoting a Caring Community.

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.

OUR 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.

HISTORY OF YUMA LUTHERAN SCHOOL

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.

Yuma Lutheran School is nationally accredited by National Lutheran Schools Accreditation.
PARTNERS IN THE YUMA LUTHERAN SCHOOL COMMUNITY

CHRIST LUTHERAN CHURCH
All families are invited 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). Worship Kidstyle 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 become a member of Christ Lutheran Church.

Senior Pastor – Rev. Vince Harman vharman@ChristYuma.org
Associate Pastor – Rev. Mark Johnson mjohnson@ChristYuma.org
Church Secretary – Mrs. Kimberly Meeks kmeeks@ChristYuma.org
Bookkeeper/HR – Mrs. Amy Mitchell amitchell@ChristYuma.org

SCHOOL BOARD
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 School 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.

Current Board Members include:
Lyndsee Flint, Jimmy Harbolt and Gladys Schalm

ADMINISTRATION
The principal works with the School Board to set the spiritual and academic standards for our school. The principal leads our community by managing operations, staffing and communications. Taking a hands-on role, the principal interacts with teachers, students, staff and parents on a daily basis. The principal works with the Parent Teacher Organization on relevant issues. The principal is the primary liaison between Christ Lutheran Church and the Pacific Southwest District office in Irvine, California.

FACULTY
Our faculty members acknowledge their role as extending well beyond teaching academics. They are committed to ministering to the wide variety of young lives in our school as well as in their own families. They have been selected for their credentials, qualified experience, competence in subject matter, and Christian dedication. All Yuma Lutheran teachers are continuing to strive for excellence by participating in conferences, seminars, and studies throughout the year.

PARENTS
Our parents nurture their children to develop their Christian identity and become a witness to the world. As the primary educators of their children, parents are encouraged to work with the
staff to develop qualities in each student that mirror the example of Christ, a life of love and service.

STUDENTS
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.

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. Participation is not mandatory, but it is highly encouraged that at least one parent or guardian of each child volunteers at a fundraiser or an event. Activities include Fall Fundraisers, Fall Festival, Scholastic Book Fair, Spring Barbecue, Father-Daughter Dance, and Mom-Son Bowling.
SCHOOL POLICIES AND PROCEDURES

NON-DISCRIMINATION POLICY
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.

GENDER IDENTITY POLICY
Yuma Lutheran School supports the Biblical position of the Lutheran Church – Missouri Synod, which says that God created man in His own image and He created them male and female. Based on this, Yuma Lutheran School defines males and females according to their biological sex at birth.

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.

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.

ENROLLMENT AND ADMISSION
Admission requirements and guidelines are published and distributed with the registration forms 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 registration priority guideline, PLUS all paperwork filled out completely:

1) Members of Christ Lutheran Church and Current YLS Families
2) Other Lutheran Church—Missouri Synod Members
3) Other Christian Church Families
4) 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.
Returning Student Applications:
- A completed and signed Re-Enrollment form must be submitted along with the required forms. The non-refundable registration fee must be provided.
- 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.

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 provided.
- Copies of recent report cards and standardized test results will be requested.
- 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.

Once accepted to Yuma Lutheran School, the registration fee must be paid to reserve your child’s place. **Registration fees are non-refundable except for military families who receive orders before the beginning of school.**

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.**
CLASS PLACEMENT PROCEDURES
A great deal of thought goes into placing children in classes each year. The process is also time-consuming, as teachers focus on each child’s needs. Every effort is made to place each child in a learning environment where they will be the most successful. This learning environment incorporates several factors. Class sizes for all grades will not exceed 24 students. In preschool, the student-teacher ratio is 12:1 per state guidelines.

How are the children placed in classes?
- During the month of May, current teachers of the students involved reflect on the students in their classes. They think about several qualities, such as academic skills, learning styles, social skills, talents, and challenges. They make notes about many things they have learned about their students during the year.
- Teachers use a professional mindset to prevent being influenced by personal relationships and negotiations to sway the process.
- Teachers meet with the other teachers at their grade level and make out new tentative class lists. Teachers must make sure that each new class has:
  - A balance of boys and girls
  - A balance of academic ability
  - Socially balanced groups to reduce peer conflicts
  - Equal portions from existing classes, so new friendships can be formed
  - A balance of different learning styles
Administration reviews the tentative class lists and meets with the teachers of the two-grade level sections to give any other input about the children. Throughout this process, changes and adjustments may be made – i.e. new students enrolling. Each time a change is made, it can cause a chain reaction of other changes. Because of all of the factors mentioned above, the final decision on student assignments needs to rest with the school staff and principal. In the middle of June, the school office will notify parents that class lists are ready. Parents can call in to find out who their child has as a teacher.

My child is new to the school. How does the school place a child when they don’t know him/her as well as the other students?
During the admissions process, parents are informed of our policies and can write a list of their child(ren)’s needs or talk to the principal about past school performance or history.

Can I request a particular teacher for my child either in writing or through discussion with my child’s present teacher?
Requests for a particular teacher are not generally promoted or solicited for. If a parent believes that there is an unusual need to express, a written letter about the special situation may be sent to the administrator. Please remember that sometimes changes in teaching assignments occur. There are no guarantees that all requests can be honored. Teachers know their colleagues well and make sound professional judgments about trying to match teaching and learning styles between teachers and students. As stated earlier, parents may have reasons for their child to be in a particular class, but may not realize that the school must look at multiple factors regarding classroom placement.
Please note: Middle school students (grades 6-8) switch between teachers during the day for various academics. Homeroom designations at these levels act as an indicator for attendance, school record keeping, etc., but students are not in a particular class grouping all day.

**Do teachers request certain student placements into their classes?**
No. Teachers are concerned about their class balance. Teachers want their colleagues to have successful years with their students and parents. Teachers are expected to be able to meet the needs of a variety of students and adapt to changes from year to year just as the students do.

**When I get my child’s class assignment, can I request that it be changed?**
You may talk to the principal about your concerns and be assured that those concerns will be shared with the teacher so your child’s anxieties will be addressed. Teachers are expected to have the skills to help children adjust. We rarely change an assignment, because it can cause a chain reaction within the class balance that would be unfair to many students within the group. While we feel we consider the individual child during the placement process, parents must realize that their child is part of a complex equation in school placements.

**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 in writing at least two weeks ahead of the withdrawal. A special withdrawal form from the school office is required. Withdrawals that occur without two week notification will be assessed a daily rate of tuition for two weeks (10 school days). 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. Yuma Lutheran will release records upon receipt of all outstanding fees.

**PRIVACY POLICY**
Yuma Lutheran School is committed to protecting the privacy of its students and families. Academic and health records and family information are treated as confidential materials and will not be disclosed without the written consent of a parent or legal guardian, except under a court order or a life-threatening emergency.

**HARASSMENT**
At Yuma Lutheran, our goal is to provide a safe and secure environment for our students. Bullying and harassing behavior will not be tolerated. Reported or observed instances of behavior determined to be bullying or harassment will immediately be dealt with according to our Bullying/Harassment Policy. This policy can be found under the Discipline section of the handbook.

**CHILD ABUSE REPORTING POLICY**
Mandated reporters are required by law, as defined by ARS 13-3620, to report all concerns of child abuse or neglect. All staff members of Yuma Lutheran School and Christ Lutheran Church are mandated reporters.
EMERGENCY INFORMATION AND PROCEDURES
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.

Evacuations/Fire Drills/Lock-Down Procedures
A step-by-step emergency procedure manual is available in all classrooms. Fire Drills are practiced each month and Lock-Down drills are practiced throughout the year. Arrangements have been made with Rolle Elementary School and Imaginations Church in the event that we need to evacuate the campus. All staff members have been issued a security radio to be alerted in case of emergencies.

SAFETY AND SECURITY
Safety and security of all staff, students and visitors is a priority of Yuma Lutheran School. To assist with safety at Yuma Lutheran School, an armed security officer will be on campus. This campus security officer will be visible in the mornings as students arrive, will monitor the campus during his time here and will assist will emergency drills. Monthly fire drill and bi-annual lock down drill procedures will be monitored and adjusted as needed to create the most effective way of responding to an emergency.

COMMUNICATION
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. Yuma Lutheran School uses email and FACTS (formerly RenWeb) as a major communication device. Parents and students receive a special login password to make 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 FACTS as well as other pertinent information from the school website at www.yumalutheranschool.org. The school has established specific tools to help communicate necessary information with the home, they are:

Monthly YLS Newsletter — The Newsletter is posted on the website and emailed to all families. 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.

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

Report Cards — Report cards are issued four times per school year at the end of each quarter. Grades can be checked via FACTS (formerly 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 @yumalutheranschool.org. While messages may be received and sent through e-mail, we strongly suggest that e-mail not replace face-to-face discussions.

Notices from office — YLS will send announcements via email.

Social Media Sources —
- Facebook: www.facebook.com/yumalutheran
- Twitter: @YLSCrusaders
- Instagram: ylscrusaders
- Or on the Yuma Lutheran School App

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.

TELEPHONE USAGE
Telephones are located throughout our campus. However, students are limited to “emergency use only” of all telephones. Students are required to have 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 a friend’s home 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.
DAILY OPERATIONS

SCHOOL HOURS AND ATTENDANCE
Monday – Thursday: 8:30 A.M. – 3:20 P.M.
Friday: 8:30 A.M. – 1:45 P.M.

ARRIVAL TIME
- **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
Pre-Kindergarten Students
- Half Day students will be brought to the front entrance to be signed out by parent or guardian at 11:30
- Full Day students will remain in their classroom until a parent or guardian signs them out or they are signed in to Surround Care.

Kindergarten through Grade 8 Students:
- Classes end at 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.

DISMISSAL DAYS
On Fridays, school is dismissed at 1:45. Students not picked up by 1:55 will be escorted to Surround Care. A fee will be charged for this service.

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. Students with chronic absences and/or tardies are in jeopardy of enrollment eligibility at Yuma Lutheran School.**

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.”

**ABSENCES FROM SCHOOL**
When a child is absent from school, parents should notify the school office by 8:45 a.m. 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.

**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.

Students who are absent for five or more consecutive school days with an illness are required to bring a doctor’s excuse prior to being readmitted to class. When a child accumulates the number of days absent equal to 10% of the school days of a quarter, that parent will be informed in writing of the exact dates of the child’s absences. The parent will also be informed that future absences that quarter will require a doctor’s excuse. If a doctor’s excuse is not provided, the parent will be asked to meet with the principal to discuss the absence. Excessive absences may result in evaluation of enrollment status.

Students absent more than 10% of school days 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”.*

**TARDIES**
**Morning**
Our tardy policy is a tool for parents to use in teaching their student how important it is to be on time. No doubt, we all know the benefit and requirement for a successful work ethic, is to be punctual. Arriving at school on time is a valued characteristic trait, and it is out of respect for the teacher and classmates that the student strives to be punctual. All teachers and staff are required to be on time, and so are all students. A tardy student: disrupts the class, misses valuable academic time, and develops poor habits. Students can be dropped off from 8:00-8:30 a.m. at no charge. Your student is considered tardy if arriving after 8:30 a.m. Students must be in their seats by 8:30 a.m. Students who arrive late must be brought in by an adult.

Tardy Policy: Excessive tardiness results in class disruption and loss of instructional time for the tardy student and the rest of the class. If excessive tardiness continues, (6 tardies per quarter), parents will be contacted for a conference to help remedy the situation. The school reserves the
right to make a determination regarding continued enrollment if excessive tardiness becomes habitual, negatively impacting the student or classroom environment. Tardies received for doctor’s appointments will not be counted against the student if a doctor’s note is brought at the time of the Tardy. Students that arrive late must be signed in by the person bringing them to school.

**Afternoon**
In the same way that children receive a tardy for being late to school, they also receive one for being pulled out early. If students are pulled out early (less than two hours) they will receive a tardy. If they are pulled out early and miss more than two hours of school they will be counted half a day absent.

**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.

**SURROUND CARE**
Surround Care 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. Surround Care 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 Surround Care. **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 Surround Care. 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.

HEALTH OFFICE

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. In addition, the immunization record must be kept current.

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 IS TO BE KEPT IN THE CLASSROOMS OR THE STUDENT’S BACKPACK.

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.

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 or email 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. In addition, children must be fever free and have not vomited for 24 hours before returning to school.

The following are considered communicable diseases: Chicken pox, German measles, Red measles, Mumps, Streptococcal infection (Strep throat, Scarlet fever), MRSA (type of bacteria – Staphylococcus aurous, which is resistant to many antibiotics), Fifths 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 nurse before returning to class.
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. Students at Yuma Lutheran are expected to dress in accord with the adopted Uniform Policy. The purpose of these guidelines is to set standards of acceptable dress and grooming. Our goal is to maintain an atmosphere conducive to serious educational pursuits.

PURCHASING UNIFORMS
*By God’s Design Custom Creations* (BGD) will carry the school approved plaid, polos with logo, and PE uniforms. They have the collared shirts in stock and carry an assortment of school approved shorts/scooters and pants.

- 3336 E. 33rd Place Suite B Yuma, AZ
- 928.726.2191
- Order online at [http://www.bgdcustomcreations.com/yuma-lutheran-school](http://www.bgdcustomcreations.com/yuma-lutheran-school)

*Salty Dog Screen Printing* is selling the collared polo shirts and PE uniforms. They have a limited supply of items in stock but can be ordered in advance.

- 2471 S. Virginia Dr Yuma, AZ
- 928.344.5514

SHIRTS
Long or short sleeved collared shirts in navy, light blue, white or gray will be the color choices. **Embroidered shirts must be purchased from one of the vendors listed above.** Students may wear a long-sleeved plain white, navy or black t-shirt under short sleeved dress code shirts. **Students may only wear a jacket or hooded sweatshirt purchased from one of our vendors with the YLS logo embroidered on it.** Reminder: Shirts may NOT be purchased somewhere else to have embroidery added.

PANTS/WALKING SHORTS/SKORTS
Khaki, navy and black pants or walking shorts will be permitted. Shorts must be a **walking short length and cannot have cargo pockets.** Girls in grades PreK-8 may wear skorts (scooters) in navy, khaki, or the approved plaid sold by BGD. **Skorts must be purchased through BGD.** Leggings may be worn underneath them in solid navy, white or black without any embellishments. Leggings may not be worn as pants. Denim and ‘skinny’-type pants will not be permitted. Parents may purchase pants/walking shorts from the uniform section of any retailer that sells school uniform items.

PHYSICAL EDUCATION (PE)
Students are required to wear **YLS PE uniforms, athletic shoes with laces, and athletic socks** for PE. **PE uniforms are not permitted on days of no PE.** **PE uniforms must be purchased at one of the vendors listed above.** PE uniform consists of gym shorts and t-shirt – both with YLS logos. When the weather is cooler, students may choose to wear **SOLID COLORED** navy or black athletic pants. Athletic pants should not have a stripe on the side. **Students may only wear a jacket or sweatshirt purchased from one of our vendors with the YLS logo embroidered on it.** Jewelry should be removed during PE classes. Approved sweatpants and jackets are available at BGD.
FRIDAY DRESS
On Fridays, students may wear jeans and the current year theme t-shirt. Theme shirts from other years are not allowed. Jean shorts and skirts are not allowed.

SHOES
All shoes or sandals worn by students must have straps on the back. Shower type sandals or flip flops are prohibited. CROCS cannot be worn to school. No skate shoes, or shoes with heels higher than 1 inch. Tied or Velcro tennis shoes must be worn on PE days.

GENERAL GUIDELINES FOR ALL STUDENTS
- Clothing must not be torn, frayed or dirty
- Hats and sunglasses may not be worn in the building
- Hair may not be colored in any unnatural colors. Any hairstyle that becomes a distraction will not be permitted.
- Visible, permanent or temporary tattoos are not permitted.
- Appropriate undergarments are to be worn at all times.
- Socks may be of any color or design, but may not come above the knee.
- Any accessories that become a distraction will not be permitted.

LOST AND FOUND
A “lost and found” collection is maintained and located on campus. 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.

DROP-OFF AND PICK-UP PROCEDURES
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 “signed in” according to Arizona licensing guidelines. Students that use Surround Care will be signed into class by a Surround Care worker. Students arriving between 8:00-8:25, will be dropped off in the back parking lot and signed in by parent or guardian.
- Kindergarten through 2nd Grade: Drop off for these students is in the back parking lot adjacent to the covered patio area.
- 3rd through 8th Grade: Drop off for these students will be in the front at the main entrance. 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.

*Beginning with the 2020-2021 school year, we will be limiting the number of visitors on campus.
EARLY PICKUP
YLS asks that students NOT be picked up a few minutes before 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 lot.
- Kindergarten through 2nd Grade: Pick-up for these students is in the back parking lot adjacent to the covered patio area.
- 3rd and 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: Families that have multiple students will meet in the pickup area designated for the youngest family member.

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.

*FOOD AND DRINKS ON CAMPUS
We recognize the students may arrive with a beverage and/or snack from an outside vendor. The beverage or breakfast item must be consumed before the 8:25AM whistle and may not be brought into the classroom. If a snack brought, it must remain in the students backpack until the designated time for consumption. Only water or milk will be allowed in the classroom.

LUNCHTIME PROGRAMS AND PROCEDURES
Yuma Lutheran students may order lunch or bring their own lunches. Lunch orders are available online through RenWeb. 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 labeled 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.**
*Beginning with the 2020-2021 school year, we will no longer allow outside lunches to be delivered to the school office. Students MUST bring a lunch with them in the morning or have purchased a lunch online through RenWeb. A substitute lunch will be available for emergency situations at an additional cost.

MILK/WATER/FRUIT/ICE CREAM
Milk, water, fruit and ice cream will be sold through the kitchen during lunch. Purchase guidelines include the following:

- Milk can be purchased by cards or individually on a daily basis.
- 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.

Tickets will be punched as used at the time of distribution.

*Ice Cream may not be available.

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.

*Beginning with the 2020-2021 school year, Chapel will be streamed to the homeroom class. A link will be shared with YLS families so that you can join remotely if desired.

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. The trips that are typically taken, but not limited to, are:

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

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.

PARTIES
Classrooms participate in parties during the school year. Teachers schedule these parties with the assistance of parent volunteers. 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.

*Until further notice, we will not be celebrating birthdays with outside treats. Please contact the homeroom teachers with options available.

*DELIVERIES
Beginning with the 2020-2021 school year, we will no longer allow outside deliveries to the school office. This includes birthday or celebration gifts.

VISITORS
All visitors, including parents, relatives, and community visitors, must sign in and out at the school office. All visitors to the campus must get a name badge from the front desk and wear it at all times while on campus. 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.

*Parents and visitors to the campus will be limited. All non staff guests will be asked to wear a mask.

**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. Volunteers will have temperatures checked and will be asked to wear a mask while on campus. Volunteers will be prearranged with homeroom teachers or the librarian.
ACADEMIC POLICIES AND PROCEDURES

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 has partnered with Lutheran Special Education Ministries (LSEM) in an effort to give more support to our students. While we may still refer to District One, we will try to first determine the needs of the child on our campus.

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 One in Christ is the text used in PreK-5th. The series highlights our relationships with God, others, and the world. Grades 3-5 also supplements with Bible Replay, a Christian series which promotes Bible reading through verse memorization and songs. Grades 6-8 use a variety of young adult resources to help prepare students to defend their faith outside of school. Bible verses that reinforce the story of God’s love and plan for salvation are discussed and memorized weekly as part of most 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 Wonders Reading Series. Supplemental handwriting books are also used. Middle School Grades 6-8 uses Holt Elements of Literature and Language 2007 and novels to learn parts of the story, characterization, theme and other reading elements. They also use
Vocabulary Workshop by Sadlier-Oxford.

MATHEMATICS
The students are taught the concepts of numbers, math computation, and math application. Kindergarten-Grade 2 use the Saxon Math curriculum. Grades 3-5 uses My Math from McGraw-Hill. Grades 6, 7 and 8 are using Envision math for 6th, 7th, Pre-Algebra and Algebra.

SOCIAL STUDIES

SCIENCE AND HEALTH

PHYSICAL EDUCATION
Yuma Lutheran has a qualified staff member to teach all physical education classes in grades PreK-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 in Kindergarten through Grade 5 using the Silver-Burdett/Ginn series. The recorder is taught in the middle elementary grades. Students in Grades 6th-8th participate in a vocal music class.

ART
Art history, creation of art, and art genres are discussed in elementary classes. 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 $170 per year. Students have the opportunity to learn to play the violin, viola, cello or bass. Instruction takes place during school, but additional rehearsals may take place before or after school prior to concerts. 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 technology regardless of what class they are in or what subject is being taught. Our school utilizes three different class sets of technology resources. The primary and elementary students primarily use a class set of
iPads. The iPads are used for supplemental practice; creating projects for class, and enhancing the overall learning experience. In grades 3-8 each student is set up with a Google account through Google Education. Students have the opportunity to develop skills with Google tools including documents, spreadsheets, and presentations. Each class set is contained in a mobile cart which can be transported to any classroom at any time.

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

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.

GRADING SYSTEM
Pre-Kindergarten students are evaluated for levels of progress in academic, physical, emotional, and spiritual character areas.
Kindergarten through eighth grade students receive report cards using the grade scales listed below.
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 parents and 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 FACTS (Formerly RenWeb). Teachers will update grades every other week.

PRINCIPAL’S LIST AND HONOR ROLL
Students in the 5th through 8th grades are eligible for the Honor Roll and Honorable Mention. Awards will be issued four times per year at the end of each quarter. Qualifications are listed below:

Principal's List – Any student who receives all A’s in all subject areas. Students who are on the Principal’s List for the each of the first three quarters will also be awarded a lunch with the Principal.

Honor Roll - Students must maintain all A’s and B’s in all subjects.

A student who receives unsatisfactory marks in any of the social/emotional/work evaluations on the report card is not eligible for Honor Roll or the Principal’s List.

| Any child cheating or plagiarizing is automatically disqualified from the Principal’s List or Honor Roll, regardless of grades. Violations of the honor code will be reported to parents and the Principal. |

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 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.

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 report card is mailed home 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.

**LIBRARY**

Yuma Lutheran School maintains a library for students 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.
BEHAVIOR AND 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.

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 based on the Discipline Matrix. In addition, parents/guardians will be notified.

Disciplinary Notice
This form will be kept on file and updated for each referral. 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.

Following is a list of offenses that would warrant this action:

- Possession or use of alcohol, tobacco, e-cigarette, or controlled substances
- Sexual harassment or immoral conduct
- Hazing, fighting, or threatening behavior
- Possession of weapons
- Vandalism/ 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
- Repeated disciplinary issues

Detention/In-School Suspension/Out-of-School Suspension

In the event that a student needs a detention as a consequence, they will be required to remain after school from 3:20-4:20. Detention days will be Tuesday and Thursday. Students must be picked up in the front by the school office by 4:20, or they will be sent to Surround Care at that time. Students involved in athletics or other after school activities will not be eligible to go if they serve a detention. In the event that a student needs to serve an in-school or out-of-school suspension, parents will be notified by administration and details discussed at that time.

Bullying Policy

At Yuma Lutheran, our goal is to provide a safe and secure environment for our students. Bullying and harassment will not be tolerated. Reported or observed instances of behavior determined to be bullying or harassment will immediately be dealt with.

As described on the stopbullying.gov website:

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. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Because bullying is typically a repeated, unwanted action, a teacher may not define a child’s misbehavior as bullying. Any situations that occur in the classroom or on the playground will be dealt with accordingly and noted with the teacher. If these offenses continue to occur, a conference with the student, teacher, principal, and parents/guardians will be held to discuss the seriousness of the actions. If the behavior continues, a second meeting will be held to discuss the students enrollment status.
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 Senior Pastor to suspend or expel a student. Expelled students may not return to classes or participate in any school activities. However, serious or unlawful offenses may result in immediate suspension or expulsion.

ITEMS NOT PERMITTED ON CAMPUS
Items students are not permitted to bring to school include: drugs, tobacco, e-cigarettes, vaping devices, 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, Gameboys, Nintendo Switch, or other such items to school. All electronics carried for personal use apart from school, including cell phones and smart watches, 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.

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 solution for the concern.
OTHER PROGRAMS

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 last week in January. Students and families are strongly encouraged to be a part of this celebration by participating in Christ Lutheran Church's worship held during that week. Other events may be scheduled during this week of celebration.

SERVICE LEARNING OPPORTUNITIES
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, Yuma Food Bank, New Life Pregnancy Center, Humane Society of Yuma, MCAS Food Bank, Special Olympics, Relay for Life, and the Salvation Army.

STUDENT PICTURES
Student pictures are taken in the fall and spring of the school year. Information concerning these pictures is sent home with the students. Families are under no obligation to purchase picture packets. The fall setting includes pictures to be used in the school’s yearbook and group class pictures. Students must be in required uniform for Fall pictures. Students may wear more casual attire for the individual spring pictures.

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

ORCHESTRA – offered for an additional fee of $85 per semester to any student in grades 1-8 desiring to learn violin, viola, cello or bass. Instruction takes place during school as well as before or after school prior to concerts. Students will be expected to perform at assigned times on Sundays, special services, or within the community.

SCOUTS – Boy 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 participates in a league for team competition involving 5th through 8th grade students. The Athletic Director will communicate directly to students as team activities approach. The team sports that we can offer are dependent on finding volunteers to serve as coaches.

Student athletes understand that they are representatives of Yuma Lutheran School. Players are expected to treat teammates, coaches, referees, opponents, and facilities with respect at all times. Failure to do so may result in suspension or removal from the
There is a fee associated with each sport. This fee pays for referees, uniforms, and necessary supplies for the athletic program. The fee for the sport must be paid and the permission slip signed before an athlete is able to participate in practices or games.

In order to participate in practice or a game, a student athlete must be in attendance at school. If a student has an appointment during the day, they must be in school in the morning and return as soon as the appointment is over. Coaches and the Athletic Director should be notified as far in advance as possible if an athlete will be absent. Players understand that absences may affect their playing time.

Student athletes must be passing all of their classes in order to participate in the athletic program. If at any time an athlete has a failing grade (F), the athlete and parents will be notified. Upon notification, the athlete will be declared ineligible from the team for a period of no less than one week. Once that week of probation is finished, the student may participate again once they are passing all of their classes. The process will repeat whenever a student has earned a failing grade.

**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.

**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.

**HANDBOOK UPDATE POLICY**

The administration reserves the right to modify, amend, change, addend all or part of the handbook in any fashion whatsoever, at any time in its sole and absolute discretion.
CONTACTS
Our school office hours are Monday-Friday 8:00 A.M. – 4:00 P.M.

School Office: 928.726.8410
School Fax: 928.726.5330

Principal, Mrs. Angela Schiller
Assistant Principal, Mrs. Kam Shill
Office Administrator, Mrs. Elena Jimenez
Surround Care Director, Mrs. Staisha Hinojosa
School Nurse, Ms. Joy Chamness

Pre-K – Mrs. Angela Fulsome
Kinder – Mrs. Julie Kist
Kinder – Mrs. Heidi Mullins
1st – Mrs. Carrie Harman
1st – Mrs. Kristina Meyer
2nd – Mrs. Stephanie Kovesdy
2nd – Ms. Kaila Weiss
3rd – Mrs. Kathleen Di Bianca
3rd – Ms. Erica Hamel
4th – Mrs. Lara Dinsmore
4th – Mrs. Dawn Echols
4th – Mrs. Sarah Stewart
5th – Mrs. Whitney Stuebs
5th – Mrs. Rhonda Whitcomb
6th – Mrs. Lauren Gross
6th – Mr. Morgan Meyer
7th – Mrs. Debbie Sebree
7th – Mrs. Ingrid Timm
8th – Mr. Tony Harman
8th – Ms. Denise Lindeman
PE – Ms. Brenda Schumack
Music – Mrs. Karen Jarocki
Middle School Math – Mr. Neil Meyer
ESS – Mrs. Katie Small
ESS – Mrs. Natasha McMullen
Orchestra – Mrs. Maggie Fenske
Technology – Mrs. Lyndsee Flint
Campus Security – Mr. Fred Ennenga
Orchestra Aide – Ms. Katie Goetsch
Kinder Aide – Mrs. Liz Thompson
1st Grade Aide – Mrs. Lauren Schimmel

E-mail Addresses:

Principal – aschiller@yumalutheranschool.org
Assistant Principal – kshill@yumalutheranschool.org
Office Administrator – ejimenez@yumalutheranschool.org
Surround Care Director – shinojosa@yumalutheranschool.org
School Nurse – jchamness@yumalutheranschool.org
Pre-K – afulsome@yumalutheranschool.org
Kinder – jkist@yumalutheranschool.org
Kinder – hmullins@yumalutheranschool.org
1st – charman@yumalutheranschool.org
1st – kmeyer@yumalutheranschool.org
2nd – skovesdy@yumalutheranschool.org
2nd – kweiss@yumalutheranschool.org
3rd – kdibianca@yumalutheranschool.org
3rd – ehamel@yumalutheranschool.org
4th – ldinsmore@yumalutheranschool.org
4th – wstuebs@yumalutheranschool.org
5th – rwhitcomb@yumalutheranschool.org
5th – lgross@yumalutheranschool.org
6th – mmeyer@yumalutheranschool.org
6th – dsebree@yumalutheranschool.org
7th – itimm@yumalutheranschool.org
8th – tharman@yumalutheranschool.org
8th – dlindeeman@yumalutheranschool.org
Music – bschumack@yumalutheranschool.org
Music – kjarocki@yumalutheranschool.org
Middle School Math – nmeyer@yumalutheranschool.org
ESS – ksmall@yumalutheranschool.org
ESS – nmcmullen@yumalutheranschool.org
Orchestra – mfenske@yumalutheranschool.org
Technology – lflint@yumalutheranschool.org
Campus Security – fennenga@yumalutheranschool.org
Pre-K Aide – Pre-K Aide – Mrs. Michelle Shipp
Kinder – Pre-K Aide – Mrs. Shana Thompson
Kinder/1st Aide – Mrs. Shana Thompson
Acknowledgement of Parents/Student Handbook
Receipt and Agreement and Parental Support Statement 2020-2021

I acknowledge that I have received a copy of Yuma Lutheran School’s Parent and Student Handbook. I understand that compliance with the policies and procedures set forth in this handbook are my and my child’s or guardian’s responsibility, and that I hereby agree to abide by such policies and procedures. I also understand that I am responsible for knowing the information contained in the handbook and for keeping myself and my child or guardian current on all policies and procedures put forth by Yuma Lutheran School. I further understand that this handbook may be amended or modified by the school at any time, in its sole discretion.

- I/We will support the mission of Yuma Lutheran School.
- I/We will take an active role in my/our student’s education. This will include following through with homework assignments, special work, slips that need to be signed, etc.
- I/We will encourage my/our student to comply with all school regulations and standards (example: dress code, tardiness, and absences).
- I/We give the administration and the faculty full discretion to employ such discipline as is deemed wise and expedient for my student.
- I/We understand that the school reserves the right to dismiss any student who does not respect its standards or cooperate in the school’s academic program.
- I/We agree to accept the responsibility for any damage done by my/our student at the school.
- I/We agree at all times to promote and encourage harmony and good will among the school staff, teachers, School Board, Principal, students and parents of Yuma Lutheran School, and that I/We will take no action that knowingly causes discord within the school community.
- I/we will not, among other things, (i) badger, harass or pester teachers or administrators either orally or in writing (including via e-mail), or (ii) exhibit a consistently contrary or challenging attitude toward teachers or administrators regarding curriculum, educational style, decisions, policies or discipline.
- I/We understand that any serious problems I/we have with a teacher or administrator should be referred to the Senior Pastor in writing.
- I/we understand that enrolling my/our child/children at Yuma Lutheran School is a privilege, not a right, and that if I/we are not satisfied with the school in any way, I/we have the right to enroll my/our child/children in another school.
- I/We will immediately notify the School Office of any changes, in address, phone number, employment, or emergency phone number.
- I/We agree to abide by all of Yuma Lutheran School’s rules and regulations.

Parent/Guardian Signature _______________________________ Date ______________

Student Name (Please Print) _______________________________ Date ______________