Yuma Lutheran School

Parent/Student Handbook
2025-2026

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 review what the Lord requires of us. Our theme verse is from Romans 12:2–"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is–his good, pleasing and perfect will." 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!

Jacob Rogers, Principal

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STATEMENT OF PURPOSE

MISSION STATEMENT

Christ Lutheran Church and Yuma Lutheran School exist to make and multiply disciples of Christ who are deployed to share God's love and care for all people.

Yuma Lutheran School fulfills this mission by sharing the Good News of Jesus Christ through being **Christ Centered**, offering a **Comprehensive Curriculum**, and fostering a **Caring Community.**

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 ft^2 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 10:00 a.m. (contemporary style worship). Worship Kidstyle and adult Bible study are at 9:30 a.m. Parents are also encouraged to speak with the pastor to gain more information about the Christian faith, baptism and/or become a member of Christ Lutheran Church.

Senior Pastor – Rev. Vince Harman
Church Secretary – Mrs. Kimberly Meeks
Bookkeeper/HR – Mrs. Amy Mitchell

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.

Current Board Members include:
Lyndsee Flint, Kristen Helweg, Patty Sheppard, Traci Miller, and Gladys Schalm

ADMINISTRATION

The principal works with the School Board to set the spiritual and academic standards for our school. S/He 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. S/He also works with the Parent Teacher Organization on relevant issues. The principal is the primary liaison between Yuma Lutheran School 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.

STUDENT CREDO:

Crusaders are:

1. Respectful: Students will demonstrate respect through words and actions.
    a. Respecting others: teachers, administrators, staff, parents/guardians, visitors, and classmates.
    b. Respecting school: facilities, equipment, grounds, and supplies.
    c. Respecting self: behaving in a manner befitting a child of God.
2. Responsible: Students will come to class prepared, with assignments completed and returned on time.
3. Reverent: Students will show deep and solemn respect during Bible study, creedal recitations, prayer, class, the pledge of allegiance and chapel.

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 various 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 Mother-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. The child must be toilet trained, see toilet training document given out by teacher.
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, or completed a year of Kindergarten.

Returning Student Applications:

- A completed online re-enrollment packet through FACTS. 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 online by the parent or guardian through our website. 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.
- A letter of recommendation is required for students in grades 5-8.

Once accepted to Yuma Lutheran School, you will be notified. **Registration fees are non-refundable except for military families who receive orders before school begins.**

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., S.T.A.Y., Y.E.S., Christ Lutheran Church (C.L.C.) Tuition Assistance Fund or any other Arizona approved School Tuition Organization. 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 needs

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. 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 needs 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 placemen

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 concerns 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 Standard Response Protocol (SRPx)/H.E.R.O. drills are practiced throughout the year. Arrangements have been made with Rolle Elementary School and Imagine Nations 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 is on campus. This campus security officer is visible in the mornings as students arrive, monitors the campus during his time here and assists with emergency drills. Monthly fire drill and quarterly 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 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 and spring 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 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 @ylscrusaders.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 or a text from Parent Alert.

Social Media Sources –

Facebook: www.facebook.com/yumalutheran

X: @YLSCrusaders

Instagram: ylscrusaders

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 and SMART WATCHES are not to be used during school hours, including after school pick-up. They are not to be used in the Surround Care setting. Students in grades PK-5 that bring a cell phone or smart watch on campus must keep it turned off and in his/her backpack during the day. Students in Middle School (Grades 6-8), will turn in their cell phone or smart watch to their homeroom teacher in the morning. We discourage bringing them to school. Items not necessary for school are brought at your own risk and the school is not responsible for damage to devices. **Cell phones or smart watches used during school hours will be confiscated and turned into the office**. A fee of $10 will be assessed and a parent or guardian will need to pick the phone up from the office.

DAILY OPERATIONS

SCHOOL HOURS AND ATTENDANCE
Monday – Thursday: 8:15 A.M. – 3:15 P.M.
Friday: 8:15 A. M. – 1:15 P.M.

ARRIVAL TIME

- ***Before 7:50 a.m.*** students are to report to morning Surround Care. ***Licensing guidelines require that parents sign in Preschool students***. A fee will be charged for this service.
- ***From 7:50 to 8:10 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.
- **8:15 a.m.–Tardy Bell**
- ***After 8:15 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 11:15. Those late for pickup will be charged in 1-minute increments through FACTS starting at 11:20.
- 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 3:15 — 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 1:15. Students not picked up by 1:30 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, social 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 hamper academic achievement for all students. Students with chronic absences and/or tardies are in jeopardy of losing 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."

ATTENDANCE

It is important to understand that school attendance is mandated by the State of Arizona.

Additionally, regular attendance is necessary for students to gain the most from their school experience. It is not possible to duplicate the classroom instruction experience for students who are not present.

The State of Arizona recognizes three categories of excused absences:

1. Illness (including scheduled doctor and dentist appointments)
2. Emergency absences (such as death in the family)
3. Administration-approved, pre-arranged absence

In the case of a pre-arranged absence, an administrator will inform the teacher of a student's absence. This allows the teacher to be aware that the absence has been cleared by the office.

Please review the school calendar to avoid planning family outings and vacation trips on school days.

Upon a student's return, the student will be held responsible for any and all concepts that were covered during their absence. Teachers are not required to provide student work in advance when there is a planned absence. Accommodations may be made for a long-term illness.

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 the day, he/she will be marked as absent.

Students are dismissed from the play areas at 8:10. Students will be counted as tardy at 8:15.

Yuma Lutheran School requests students NOT to be picked up a few minutes early at the end of the day except for medical appointments or emergencies.

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 marked absent.

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 ***before*** being readmitted to class. According to state law, a student returning after a contagious illness is required to have a doctor's excuse and re-admittance approved by the principal.

When a child accumulates the number of days absent equal to 10% of the school days of a quarter, that parent will be notified. Attendance will be checked at mid-quarter and at the end of the quarter, unless the school office recognizes the student absences are increasing.

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 number of absences.

Excessive absences may result in evaluation of enrollment status. *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".*

Absent students may not participate in extracurricular activities (sports, music, clubs, performances/events, etc.) on the day of the absence.

TARDIES

Yuma Lutheran School expects all students to arrive at school in their classrooms on time. 8:15 a.m. Students late to *any* class are marked tardy. In the morning, students are marked tardy at 8:15 a.m.

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 character 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 7:50-8:10 a.m. at no charge. Your student is considered tardy if arriving after 8:15 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 "grace" tardies per semester), parents will be contacted to help remedy the situation. **If excessive tardiness continues, the student will serve a detention.** The school also 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.

The following are considered “excused” tardies:

- Medical/dental appointments (requires a note from doctor/dentist to be considered “excused”)
- Traffic accident
- Funeral

Any other reason will be considered unexcused.

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.

- Students are not allowed to leave school grounds at any time during the school day without being “signed in/out” in the school office. The parent/guardian MUST be present in person with verifiable state identification for student sign-in/out.
    - A parent/guardian must come into the office to authorize the absence and sign the student out.
    - A staff member will call or go to the student’s classroom and bring them to the office.
    - If the student returns during school hours, a parent/guardian must sign the student back in at the school office before returning to class.

- In order to take part in school-sponsored events, sports or other activities, students must have attended at least half a 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 6:30-7:50a.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 7:50 A.M. without being enrolled in Surround Care. ***Students who arrive before 7:50 a.m. MUST sign in with a Surround Care worker. PreK students must be signed in 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 contracts 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 (over 100.4F without medication), diarrhea free and have not vomited for 24

hours before returning to school.

The following are considered communicable diseases: Chicken pox, 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, COVID, Impetigo 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.

- 639 East 39th St. Yuma, AZ
- 928.726.2191
- Order online at 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

PLEASE *VISIBLY* LABEL ALL OF YOUR CHILDREN'S JACKETS, SWEATSHIRTS, WATER BOTTLES & LUNCHBOXES WITH YOUR CHILD'S NAME!!!

SHIRTS/JACKETS/SWEATSHIRTS

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/solid colored white, navy, light blue, gray, 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. Pants and shorts must be properly fitted, not oversized, and not too tight. Pants may not be too long and should not drag on the ground. **Shorts must have an inseam of no less than 5".** Denim pants will not be permitted. Cargo pants or shorts are not allowed.

Girls in grades PreK-8 may wear skorts (scooters) in navy, black, khaki, or the approved plaid sold by BGD. Plaid skorts must be purchased through BGD**. BIKE SHORTS MUST BE WORN UNDER SKORTS.** Leggings may be worn underneath them in solid navy, white, black, or khaki without any embellishments. Leggings or bike shorts may not be worn as pants.

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, black, or gray 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 are available at BGD.

FRIDAY DRESS

On Fridays, students may wear blue jeans with any YLS theme t-shirt, logoed polo, logoed t-shirt, or logoed sweatshirt (NO PE shirts with jeans). Jean shorts, skirts and frayed or torn jeans 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. Croc style shoes cannot be worn to school. No shoes with wheels, 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. Hats may not have inappropriate slogans or graphics. They may not be political in nature.
- 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.
- Writing on skin is not allowed.
- Modest make-up is permitted for students in 6-8th grade.
- Appropriate undergarments are to be worn at all times.
- Students can only wear piercings in their ears.
- Socks may be of any color or design, but may not have inappropriate slogans or graphics. They may not be political in nature.

- Any accessories that become a distraction will not be permitted.
- No items of any kind with political slogans should be at school.

DRESS DOWN DAYS

- No torn or frayed clothing should be worn.
- No spaghetti straps.
- No leggings or bike shorts can be worn unless they are under a skirt, dress or shorts.
- No inappropriate slogans or graphics on clothing, socks or hats (including political or sexual content).
- No pajamas unless that is what the designated day is.
- Clothing should not reveal skin otherwise covered by the regular uniform (shorts and skirts appropriate length, no undergarments showing).
- No croc style shoes are to be worn.

LOST AND FOUND

A "lost and found" collection is maintained and located on campus. Due to space limitations, at the end of every grading quarter, lost and found items are periodically donated to the YLS uniform closet and/or charitable organizations in our community.

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 7:50-8:15, will be brought to the classroom via 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.

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 for these parents.
- **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…allowing 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.

STUDENTS STAYING AFTER SCHOOL TO WATCH SPORTING EVENTS

Students attending after school sporting events must be accompanied by an adult. As a reminder, some parents and students DO NOT want to be photographed or video recorded. It is the responsibility of the adult in charge of the student to make sure that they are following school rules while they are on campus.

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 8:10AM whistle and may not be brought into the classroom. If a snack is 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 FACTS. 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.
- **<u>NO MICROWAVE OVENS</u> are available for student use.**

No outside lunches are allowed to be delivered or dropped off to the school office. Students MUST bring a lunch with them in the morning or have purchased a lunch online through FACTS. A substitute lunch will be available for emergency situations at an additional cost.

Milk/Water

Milk and water 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.

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

CHAPEL

Yuma Lutheran students attend weekly Wednesday chapel services. While these services are intended to be child centered, parents and friends of the school are allowed 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.

Grades 5-8 will attend chapel from 8:30-9, and grades PK-4 will attend chapel from 9:15-9:45.

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 cost of these trips is included in tuition. If your child does not attend the trip, refunds are NOT available. The trips that are typically taken, but not limited to, are:

- 6th graders travel to Indian Hills Christian Camp in Jamul, CA
- 7th graders travel to Pine Valley Outdoor Science Camp in Pine Valley, CA
- 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.

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.

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, and library are happy to welcome volunteers. Please check with your child's homeroom teacher to see if they are seeking classroom volunteers. 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's *Enduring Faith* is used in grades PreK-4 and *One in Christ* is the text used in 5th grade. The series highlights our relationships with God, others, and the world. Grades 3-5 also supplement with Bible Replay, a Christian series which promotes Bible reading through verse memorization and songs. Grades 6-8 use the *Walking in Truth* curriculum through Summit Ministries. 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 use the Into Reading Series through HMH. Grades Kindergarten through Grade 2 also use Phonics to Reading Curriculum through Sadlier. 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. Grades Kindergarten through 5 uses My Math from McGraw-Hill. Grades 6-8 are using Sadlier Math.

SOCIAL STUDIES

History, Geography, Political Science, Economics, Anthropology, Psychology, and Sociology permeate the Social Studies curriculum. Houghton-Mifflin-Harcourt 2018 is the main series used. Third and Fourth grade use Splash! Publications.

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 Elevate 2020 series by Pearson Education.

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

Yuma Lutheran has a qualified teacher to teach Pre-Kindergarten through Grade 5 using the Silver-Burdett/Ginn series. Keyboarding is taught in 3rd grade and the recorder is taught in the middle elementary grades.

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 4-8 graders. 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. Students are required to participate for full semester increments.

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 the 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.

ACADEMIC INTEGRITY POLICY

Students will be responsible for doing their own work – they may not represent another's work as their own. It is not permissible to copy another student's answers, provide another student with answers, plagiarize research information, submit AI generated work as their own, omit giving credit where credit is due, or represent others' work as their own. Students will not cheat on classroom assessments (tests, quizzes, or assignments).

The first offense will be handled by the teacher observing or learning about the behavior. The student(s) will receive no credit for the work (0 or F). Repeated occurrences of cheating will result in a parent conference and may involve suspension or expulsion.

GRADING SYSTEM

Pre-Kindergarten and Kindergarten students are evaluated for levels of progress in academic, physical, social, emotional, and spiritual character areas. First 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 2-8:

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

Each report card also gives the teacher the opportunity to assess growth in work skills as well as social/emotional development. All students' ongoing progress can be viewed on FACTS. Teachers will update grades every other week.

If a student receives an F for the quarter, a meeting will be scheduled with the parent, teacher and administration. Students with multiple F's or a semester F, will be put on academic probation. YLS holds students to high academic standards and if students fail to improve, they may be in jeopardy of continued enrollment at Yuma Lutheran School.

PRINCIPAL'S LIST AND HONOR ROLL

Students in grades 5-8 are eligible for Principal's List and Honor Roll. 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 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.

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 will be administering the Northwest Evaluation Association (NWEA) assessment to students in grades 2-8, up to three times per year. This assessment tool will measure growth in the areas of math and reading. This measurement tool helps the school evaluate its curriculum as it gives us data on the growth of each child. The assessment is given on either a Chromebook or an iPad.

About NWEA: NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction. For 40 years, NWEA has developed Pre-K–12 assessments and professional learning offerings to help advance all students along their optimal learning paths. Their tools are trusted by educators in more than 9,500 schools, districts, and education agencies in 145 countries.

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.

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

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.

STUDENT CREDO:

Crusaders are:

1. Respectful: Students will demonstrate respect through words and actions.
    a. Respecting others: teachers, administrators, staff, parents/guardians, visitors, and classmates.
    b. Respecting school: facilities, equipment, grounds, and supplies.
    c. Respecting self: behaving in a manner befitting a child of God.
2. Responsible: Students will come to class prepared, with assignments completed and

returned on time.

3. Reverent: Students will show deep and solemn respect during Bible study, creedal recitations, prayer, class, the pledge of allegiance and chapel.

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 3:15-4:15. Detention days will be Wednesday and Thursday. Students must be picked up in the front by the school office by 4:15, 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 participate 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.

Students can receive a **detention** for various reasons. If a student receives 4 marks on their classroom card, (grades 2-8) they will receive a detention. Detentions may also be issued for specific infractions as deemed necessary by administration.

If a student has already served 3 detentions, and another detention-warranted infraction occurs, they will serve an **in-school suspension**. They may also receive an **in-school suspension** for infractions as deemed necessary by administration.

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 student's 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, 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 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, and Relay for Life.

STUDENT PICTURES

Student and class pictures are taken in the fall. Information concerning 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.

STUDENT ACTIVITIES AND SERVICES

Yuma Lutheran School and Christ Lutheran Church have a variety of activities in which students may participate. You will receive information about each of these activities through the monthly newsletter and on the school calendar.

ORCHESTRA – Any student in grades 4-8 desiring to learn violin, viola, cello or bass can be in Orchestra. 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.

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 team.

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 for at least 4 class periods. 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.

SCOUTS – Boy Scout troops are sponsored by Christ Lutheran Church as volunteer leaders come forward. Interested individuals may contact the church office (928-726-0773) for more information.

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 school rules regulate the playground areas. Classroom teachers supervise playground use during the day.

All playgrounds are closed until 7:50 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 3:15 – 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 at its sole and absolute discretion.