

UCA
Elementary
School Handbook
2014-2015



“Higher than the highest human thought can reach is God’s ideal for His children. Godliness. . . God likeness. . . is the goal to be reached. Before the student, there is opened a path of continual progress. He has an object to achieve, a standard to attain, that includes everything good, and pure, and noble. He will advance as fast and as far as possible in every branch of true knowledge.”

~Ellen White

MISSION STATEMENT

The mission of Upper Columbia Academy Elementary School is to provide excellent Christ-centered education in academics, character, and relationships with God and others.

PHILOSOPHY AND OBJECTIVES

- To acquaint the student with the great themes of the Bible as recorded in sacred history.
- To lead the student to an awareness of the reality of God and His personal interest in the things of everyday life.
- To instill in the student the ideals of integrity, honesty, purity, dependability, neatness, and punctuality.
- To foster in each student the principle of self-respect and of respect for others regardless of race, religion, or social background.
- To expose each student to a variety of learning experiences, enabling him to be challenged and enriched.
- To develop in the student a responsibility for his own behavior.
- To encourage creativity and independent thinking.
- To encourage communication between home and school by procuring the support of students, parents, teachers, and the community-at-large in the attainment of goals of education.

ADMISSION INFORMATION

Upper Columbia Academy Elementary School has been established primarily for Seventh-day Adventist families. However, enrollment is open to all who are in harmony with the philosophy and objectives of Christian education.

Students who are willing to develop attitudes and spiritual values in keeping with the school philosophy are encouraged to apply. The faculty and school board will review all applicants for admission.

Upper Columbia Academy Elementary School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of race, color, national, or ethnic origin in its administration of educational policies, admissions policy, and other school programs.

Students are eligible for admission subject to the following requirements:

- Evidence of satisfactory citizenship in school(s) previously attended
- Evidence of satisfactory achievement in school(s) previously attended. Academic testing might be required to assist in proper placement.
- Appropriate chronological age: a child entering first grade must be six on or before August 31. Parents should keep in mind, however, that the chronological ages of first grade students at UCA-ES often extend from a little past six to eight years of age. This reflects the concern of parents for the correct placement of each child. A birth certificate is required of all first grade students at registration.
- A physician's examination is required for all students entering school for the first time. A physical exam will be considered current if taken within twelve months prior to admission. Reports should be submitted by the time school begins.
- Copy of the student's immunization record.
- Copy of student's final report card from previous school.
- All financial obligations met and understood. If there is an unpaid account in a previous school, satisfactory arrangements should be made to pay that bill prior to enrollment at UCAES.

The process of reviewing applications is begun on the day they are received. Every effort is made to reach a decision in an expedient manner. The process will include review by the faculty and school board and usually takes 3-5 days after the application is complete.

ATTENDANCE POLICY

Our attendance policy is meant to foster the student's academic progress, ensure his safety by monitoring his whereabouts, and respect the teacher's time and effort. Adherence to the following attendance rules will accomplish all of the above.

Regular and prompt attendance at all school appointments is expected of every student.

Students should arrive at school between 7:45 and 8:00 a.m. Students not seated at their desk when record is taken at 8:00 a.m. will be considered tardy.

Students should be picked up or leave the school campus within 15 minutes of dismissal time. Any exceptions should be arranged with the teacher.

Parents should make proper arrangements with the teacher before keeping a child out of school for reasons other than illness. If possible, medical or dental appointments should be made outside of school hours or during vacation periods. In the case of illness, parents should notify the school before 9:00 a.m. of the day of their child's absence.

GUIDELINES FOR CONDUCT

It is the objective of Upper Columbia Academy Elementary School to teach many aspects of Christian living, including personal devotion, health, modesty, recreation, positive entertainment and proper social relationships. Parents who enroll their students will support the school in its goal of providing quality Christian education.

Because the school wishes to promote a positive learning environment for all students, those who choose to attend Upper Columbia Academy Elementary School will:

1. Exhibit support for the school's spiritual goals. This includes being attentive and supportive during Bible class and reverent during worship.
2. Show respect for teachers through cooperative obedience and be courteous to fellow students.
3. Not participate in acts of vandalism against the school property or against other student's personal belongings.
4. Not use profane, crude or unkind language or gestures.
5. Not use or experiment with tobacco, alcohol or other drugs.
6. Not bring distracting or dangerous items to school. Examples include: narcotics, alcohol, tobacco, firearms (real or imitation), obscene literature or pictures, fireworks, pocket or other knives, lighters, slingshots, water guns, matches, playing cards or gambling devices. These items or anything else that is felt to be detrimental or distracting must be surrendered upon request. Students should not expect to have any of the above items returned.
7. Be inclusive in their friendships. Exclusive friendships are highly discouraged. Any friendships that disrupt the safe, productive learning environment will lead to discipline.
8. Not participate in conversations and actions that violate Biblical principles and Adventist church standards. Doing so will lead to disciplinary action.

FINANCIAL POLICY

Tuition and Fees

Registration Fee (K-8)	350.00
Part-time Tuition	2,000.00
Full-time Tuition	3,500.00
Two children (full-time)	6,650.00
Three children (full-time)	9,450.00
Four children (full-time)	11,900.00
Outdoor School (grades 5 – 8)	110.00
8 th grade Graduation Fee	30.00

The registration fee is due in full at the time of registration.

Tuition may be paid in ten monthly payments. The first payment is due at registration. **Payments are due on the twentieth of each month**, with the final payment due in May.

Please *make checks payable to "UCA Elementary School."*

Send all payments to the following address:

UCA Elementary School Treasurer
3025 E. Spangle-Waverly Rd.
Spangle, WA 99031

Discounts

A 5% discount will apply when the school year's tuition is paid in full at the time of registration. A 3 % discount will be applied for full semester tuition payments if tuition is paid by the first day of each semester. All tuition will be billed out on a monthly billing statement. Discounts do not apply to registration, Outdoor School or 8th grade graduation fees.

Discounts for multiple students are given only to students who are from the same family unit. The 1st child receives no discount. The 2nd child gets a 10% tuition discount. The 3rd child gets a 20% tuition discount. The 4th child gets a 30% tuition discount.

Miscellaneous Financial Information

Students who enter late or who are absent, but who make up back work and receive full credit, will be charged full tuition. No refunds are granted during vacation periods.

Outdoor School fees are due at registration. If a student is unable to attend, the fees will be refunded in full.

Eighth graders may take part in graduation services, but will receive their diplomas only after their accounts are paid.

Transcripts for students transferring to another school will be issued when their UCAES account is paid in full.

A \$25 service charge will be assessed for insufficient fund checks remitted to Upper Columbia Academy Elementary School.

If a child withdraws from school during the school year, tuition for the current month will be pro-rated and a refund will be given if necessary. Registration fees are non-refundable. Refunds are not retroactive or allowed for ordinary absences.

Statement of Financial Responsibility

The parent or guardian agrees to accept responsibility for all tuition and other fees incurred while their student is enrolled at UCAES. These fees are due and payable by the 20th of each month.

Students whose accounts are more than 60 days past due will be placed on financial probation. Parents will be asked to meet with the Finance Committee to make payment arrangements. The Finance Committee may request that a student withdraw from school if acceptable arrangements are not made.

The parent or guardian will assume all collection costs and other charges incurred by UCAES in collecting delinquent accounts.

A student's bill from any previous school year must be paid in full or arrangements for payment made before that student is admitted for the current year.

ACCELERATION POLICY

Students ordinarily proceed through the various grades on a year by year basis. In special cases a student's progress may need to be reevaluated. Guidelines for the North Pacific Union Conference establish the specific procedures to be followed by both school and home in special grade placement. These guidelines are available from our UCC Education Department. Because timelines must be followed, concerned parents will need to request this information during the months of September and October.

APPROPRIATE ATTIRE

The way a student dresses affects the general attitude of the classroom. Students and parents should use good taste in selecting school clothing that will enhance the learning environment and be in harmony with the following quote:

"In dress as in all things it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming." Education, p.248

The appropriateness of all dress and grooming is left to the discretion of the teachers. They will gladly counsel on suitable school attire. The following specific recommendations are given to guide parents and students in planning a school wardrobe:

- Neat, clean and modest is the working policy at UCA-ES and applies to both dress and grooming.
- Jewelry/adornment is not to be worn.
- Any make-up worn should look natural.
- Hair should look neat and be a natural hair color
- No caps, hats, or hoods are to be worn within the school buildings.
- Shirts should be of good quality and free of inappropriate logos, artwork or phrases. This includes alcoholic beverages, wineries, rock bands or anything in the judgment of the school staff that does not represent the standards of the school.
- Tank-tops, grubby jeans, sheer or short tops, sweatpants and pajamas are not to be worn to school.
- Footwear is required. Closed-toed shoes are required for P.E. time.
- Shorts, dresses, and skirts must be of modest fit and should reach the knee.

WEAPONS POLICY

Upper Columbia Academy Elementary School declares its intent not to tolerate possession of weapons by students on school property or on school sponsored events.

A student who possesses a weapon or carries, displays or draws any weapon *or any object which can be mistaken as a weapon*, or uses any item as a weapon to intimidate or to do bodily harm, shall be subject to discipline up to and including expulsion from school.

Students in violation of this policy shall be promptly reported to his or her parent or guardian and, to the extent required by law, reported to the local enforcement agency.

Parents who pick their child up late from school may be charged a fee.

GENERAL INFORMATION

School Calendar

At the beginning of the year a calendar will be sent home with important dates and information. Any updates to the calendar will be available on our website, www.ucaes.org.

Adverse Weather

Unless we lose power, heat, or water, we will *never* cancel a school day due to weather as long as the teachers can come, and one student shows up in each classroom. In the event that these conditions are not met, a school representative will contact each family by phone.

Car Insurance

Parents helping with field trip transportation must complete and submit a Risk Management Driver Questionnaire and have a copy of their driver's license and auto insurance on file in the school office.

Injuries at School

Children who have accidents while at school must report them immediately to their teacher. Injuries to children while going to or from school must also be reported immediately to their teacher. Failure to do so may jeopardize a successful insurance claim. Parents must sign the Consent to Treatment form at the time of registration. The parent or guardian will receive a statement of insurance coverage provisions at registration.

Children will be covered for up to one hour while traveling to and from school directly and uninterruptedly. They will be covered for a maximum of 15 minutes after school dismisses while on school property. In case of serious injury, the school will attempt to contact the parent or guardian. However, if no one can be reached, and in the judgment of the teacher or principal immediate medical attention is necessary, medical aid will be given or summoned.

Bicycles

Bicycles should be parked in the bicycle rack at all times. Bicycle safety is a prime concern of the school. Spangle-Waverly Road is busy with traffic at all times of the day, but particularly at the start and end of the school day (8:00 a.m. and 3:00 p.m.). Students must wear a helmet when riding to and from school. Please remind your children of the

judgment and safety skills they will need when walking or riding bicycles to and from school.

Phone Policy

Those wishing to contact a teacher or student during school hours should expect to leave a message and have their call returned at the earliest convenience. We prefer that classroom activities not be disturbed unless the situation merits it. Students wishing to make phone calls may do so only at the discretion of their teacher.

No cell phones are to be used by students during school hours. However, a teacher may give permission for a student to use a cell phone in the case of an emergency.

Students who bring cell phones to school for use before or after school will be asked to hand their phone to their teacher. Their teacher will put the phone in a locked box for the duration of the school day to keep it safe and secure, and will return it to the student at dismissal.

Outdoor School

UCAES participates in the Upper Columbia Conference Outdoor School program. This takes place in the spring at Camp MiVoden. All students in grades 5-8 are expected to participate. There are no regularly scheduled classes at UCAES for grades 5-8 during this time.

Ski PE

UCAES schedules four to five ski days each year during January, February and March. This is part of the school physical education program. All students are encouraged to participate. For those that don't, school will be provided. An adult must accompany students in grades 1 through 4. Financial information will be available in the fall.

Parents must stay up-to-date with their arranged tuition payments, or their children will not be allowed to participate in the Ski PE program.

Insurance on Field Trips

Three different types of insurance provided by Upper Columbia Conference cover students, parents, teachers, and volunteers connected with Upper Columbia Academy Elementary School. Anyone not described in the four categories mentioned above will not be covered by school insurance.

All students must have written permission from a parent to participate in field trips. They must also have a signed *Consent to Treat* form on file with the school.

Oral Medication

Pursuant to Chapter 195, Laws of 1982, Upper Columbia Academy Elementary School is authorized to administer oral medication to students during school hours **ONLY** after parents and a physician have signed permission forms. It is our policy that such medication will only be administered when failure to receive the medication may result in the student being unable to attend school or be well enough to participate in learning activities. Medication is defined as all drugs, prescription or over-the-counter.

Playground

The playground at UCA-ES is for the use of the students during the school day with teacher supervision. Students should not expect to play on the playground before or after school.

Sickness Policy

Students are asked to remain at home if they are ill with a potentially contagious illness. Symptoms that may indicate a contagious illness include: fever, body aches, chills, sore throat, cough, runny or stuffy nose, headache accompanied by other symptoms, vomiting and diarrhea. Students who develop these symptoms at school will be separated from the other children and sent home as soon as possible. Children should not return to school until they have been free of a fever without medications for at least 24 hours. Students should also remain at home if their illness is severe enough to interfere with their learning or the learning of other students in the classroom.

Volunteers

UCA-ES encourages parents to volunteer. Those interested should contact one of the teachers.

Visitors

Parents and school board members are encouraged to visit the school. However, no student should bring visitors to the school without the permission of the teacher and written permission from the visitor's parents. Permission must be received on the day prior to the visit. Student's guests must observe all school regulations. Please note that friends and relatives of students are not covered by student accident insurance.

Reports to Parents

The teachers will issue a progress report every nine weeks during the school year. Parent-teacher conferences are scheduled after the first quarter and as needed throughout the year. Parents are encouraged to communicate with the teacher at any time regarding their child's progress. To schedule a convenient appointment, please contact your child's teacher.

Grievance Procedure

The teaching staff at Upper Columbia Academy Elementary strive to be professional Christian educators. However, parents at times may have issues with the teaching staff that need to be resolved. As a parent you are encouraged to share your concerns promptly and not wait for issues to escalate. To encourage open and constructive communication parents are asked to use the following (Matthew 18) protocol when issues arise.

1. Contact the teacher and make an appointment to discuss the issue as soon as possible.
2. If the problem can't be resolved to the satisfaction of the parent and/or teacher the school board chair and/or church pastor should be contacted and a meeting should be scheduled with both the parent and teacher.

3. If the problem still can't be resolved to the satisfaction of the parent, the parent needs to place their concerns in writing and present them to the school board chair. The school board chair will present the letters to the other board members at the scheduled board meeting. The teacher and parent will both be allowed a short time to present to the board. Once the presentation is complete, both teacher and parents will be asked to step outside. If any further questions are required, the parties may be called back to discuss. Note: all decisions by the board are final and only in extreme situations will an issue be brought before the board without going through the first two steps.

Our teaching staff, pastor, board chair, and school board will be as accommodating as possible to your schedule and will set-up appointments and meetings in an expeditious manner. We are committed to listening to your concerns, having open, constructive dialogue, and then taking positive action that is in the best interest of Christian learning at our school.

Harassment

No staff member or student may participate in, or allow any act of harassment, which degrades, injures or disgraces a student or staff member. Harassment in any form, including online or cell phone communication, that involves jokes, intimidation or any physical or verbal attack directed at a person's abilities, race, religion, national origin, age, gender, or physical features, will not be tolerated.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that, by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created.

Incidents of harassment should be reported to a teacher or the principal. Any of these actions will lead to discipline, which can include expulsion from school.

3025 E. Spangle-Waverly Rd.
Spangle, WA 99031

Phone: 509-245-3629

Fax: 509-245-3690

www.ucaes.org

