

Upper Columbia Academy **Elementary School**

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CALENDAR & HANDBOOK

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August 2023

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 30	31	Aug 1	2	3	4	5
6	7	8	9	10	11	12
	Pre-Session (Spangle, WA)					
	NAD Teachers' Convention					
13	14	15	16	17	18	19
8:00am Work Bee Day	Pre-Session (Spangle, WA)					
			Registration Day			
			7:00pm School Board Meeting (UCA Elementary School)			
20	21	22	23	24	25	26
	First Day of School			Back-to-School Night		
27	28	29	30	31	Sep 1	2



September 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 27	28	29	30	31	Sep 1	2
3	4 Lake Day (McEuen Park) (McEuen Park, 420 E Front Ave, Coeur d'Alene, ID 83814, USA)	5 NO SCHOOL (prof developmt)	6	7	8	9
10 8:00am Sunday school (1/2 day)	11	12 10:00am Spokane Fair Trip	13 12:00pm dismissal	14	15 Home leave	16
17 Home leave SUNDAY SCHOOL - Bike Ride	18	19	20 MAP testing	21	22	23
24	25	26	27	28	29 7Up 7th-8th Spiritual Retreat (Camp Mivoden, 17 To Oct 1 →	30



October 2023

October 2023							November 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14				5	6	7	8
15	16	17	18	19	20	21				9	10	11	12
22	23	24	25	26	27	28				13	14	15	16
29	30	31								17	18	19	20
										21	22	23	24
										25	26	27	28
										29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 1 ← 7Up 7th-8th Spiritual Re	2 Siemers Farm Trip	3	4	5	6	7
8	9 1/2 day (noon dismissal)	10 Picture Day (Upper Columbia Academy, 3025 E Spangle Waverly Rd, Spangle, WA 99031, USA)	11	12	13	14
15 Sunday classes (frozen food fundraiser)	16	17	18 Dismissal @ 12:00pm End 1st quarter	19 October Homeleave	20	21
22 October Homeleave	23 Begin 2nd quarter	24	25	26	27	28
29	30	31	Nov 1	2	3	4



EVER.

29

Season

You Can't Scare Me I Teach!

06
OCTOBER

Reading

Writing

Science

P.E.

Computers

Other

	Day 1	Day 2	Day 3	Day 4
R1	Lesson	Practice	Read	Spell
R2	Practice	Read	Spell	Lesson
R3	Read	Spell	Lesson	Practice
R4	Spell	Lesson	Practice	Read

November 2023

November 2023							December 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 29	30	31	Nov 1	2	3	4
5 Daylight Saving ends (fall back)	6	7	8 Parent-teacher conferences (1/2 days)	9	10	11
12	13	14 Retake Day for School Pictures	15	16	17	18
19 Sunday school (frozen meal fundraiser)	20	21	22	23	24	25
	Thanksgiving break					
26 Thanksgiving break	27 UCAES classes resume	28 UCA classes resume	29 10:00am Waste-Energy Facility field trip (Spokane Waste To Energy, 2900 S Geiger Bldv, Spokane, WA 99208, USA)	30	Dec 1	2



December 2023

December 2023							January 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	15	16	21	15	16	17	18	19	20
24	25	26	27	28	22	23	28	22	23	24	25	26	27
31					29	30		29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 26	27	28	29	30	Dec 1	2
3	4 1/2 Day	5	6	7	8	9 UCAES Christmas program
10 Sunday school: Christmas service sharing	11	12	13 Ice skating	14 Christmas party	15 Christmas break	16
17	18	19	20	21	22	23
Christmas break						
24	25	26	27	28	29	30
Christmas break						
31 Christmas break	Jan 1, 24	2	3	4	5	6



January 2024

January 2024							February 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		5	6	7	1	2	3
7	8	9	10	11	12	13	4	11	12	13	14	15	16
14	15	16	17	18	19	20	11	18	19	20	21	22	23
21	22	23	24	25	26	27	18	25	26	27	28	29	24
28	29	30	31				25	26					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 31	Jan 1, 24 Christmas break	2 UCAES classes resume	3 UCA classes resume	4	5	6
7	8	9	10	11	12 End 2nd quarter	13
14	15 Begin 3rd quarter MLK Day (regular school day)	16	17	18 Mobius Science Center (lower grades)	19 UCA Band/Choir Clinic	20
21	22	23	24	25	26	27
	Spirit Week					
28	29	30	31	Feb 1	2	3
	MAP testing					
		100th Day of School				



February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1	2	3
				MAP testing		
4	5	6	7	8	9	10
SUNDAY SCHOOL	1/2 day (teacher developmt)		Home leave			
			12:00pm dismissal			
11	12	13	14	15	16	17
Home leave	Classes resume					
18	19	20	21	22	23	24
	Presidents' Day (regular school day)		Parent-teacher conferences		Beach book day (lower grades)	
25	26	27	28	29	Mar 1	2

PSALMS 81:4



March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	1	2	3	4	5	6
10	11	12	13	14	15	16	14	8	9	10	11	12	13
17	18	19	20	21	22	23	21	15	16	17	18	19	20
24	25	26	27	28	29	30	28	22	23	24	25	26	27
31								29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	29	Mar 1	2
3	4	5	6	7 12:00pm NW Museum of Arts & Culture field trip (Northwest Museum of Arts and	8	9
10	11	12	13	14	15	16
17 Sunday school (science fair)	18	19	20	21 Dismissal @ 12:00pm End 3rd quarter	22 Spring Break	23
24	25	26	27	28	29	30
31 Spring Break	Apr 1	2	3	4	5	6



April 2024

April 2024							May 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1 Spring Break Professional Development days	2	3	4 Begin 4th quarter	5	6
7	8	9	10	11	12 Academy Day	13
14	15	16	17	18	19	20 UCAES Spring Program
21	22 Outdoor School (5th and 6th only) (Camp Mivoden, 17415 E Hayden Lake Rd, Hayden, ID 83835, USA)	23	24	25	26	27
28 Sunday school (Spangle Comm Church service day)	29 MAP testing	30	May 1	2	3	4



May 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1	2	3	4
			Home leave			
5	6	7	8	9	10	11
Home leave	MAP testing					
	1/2 day (teacher developmt)					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		Track & Field Day			Awards Ceremony	
26	27	28	29	30	31	Jun 1
	Civil War reenactmt Cheney	End-of-year auction		End 4th quarter	UCA Graduation Weekend →	
	Memorial Day (regular school day)			Last day of school (1/2 day)		
				UCAES graduation		



June 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	8	14	8	9	10	11	12	13
16	17	18	19	20	21	15	21	15	16	17	18	19	20
23	24	25	26	27	28	22	28	22	23	24	25	26	27
30						29			30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1 UCA Graduation Weekend
2 UCA Graduation Weekend	3	4	5	6	7	8
	Post-session					
9	10	11	12	13	14	15
	Post-session					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Jul 1	2	3	4	5	6

VISION

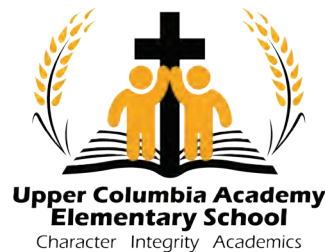
Building exceptional academics for today, leaders of integrity for tomorrow, and Christlike characters for eternity.

MISSION

We are a rural Seventh-day Adventist Christian grade school whose purpose is to teach and model excellence in individualized learning, create life-long disciples of Christ through service, and find joy in devotion to God.

CORE VALUES

1. We value the Bible as God's message and use it as the guide and foundation of all we do.
2. We value excellence in education and provide learning opportunities that prepare our students for their next educational step.
3. We value character development and encourage students to be devoted followers of Jesus, to actively create community with others, and to become good citizens.
4. We value developing the whole person and provide opportunities for hands-on learning, outdoor education, community service, and other enrichment activities.
5. We value our students and their families and seek to partner with them on this educational journey.



ADMISSION INFORMATION

UCAES 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 applications for admission. UCAES 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 these requirements:

- 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 UCAES 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 initial 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. This can be faxed/emailed directly to the school by the child's pediatrician, or visit <https://wa.myr.net>.
- Copy of student's final report card from previous school. You'll sign a release form at registration, and this record will be requested from the 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 your student's academic progress, ensure their safety by monitoring their 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 providing their own transportation need to leave school promptly at dismissal time. Remaining students will be released to a parent or a parent-authorized individual within 15 minutes of dismissal time. After 15 minutes, parents will be asked to pay a \$1/minute late fee which will be added to your monthly school bill. Any exceptions should be arranged with the teacher before the end of the school day. 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 home leave/vacation periods.

For the safety and security of our students, we request that parents call the school or text the teacher by 9:00 a.m. the day of your child's absence. If we do not hear from you, we will attempt to contact you to confirm your child's absence.

GUIDELINES FOR CONDUCT

It is the objective of UCAES 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 UCAES 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 students' 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, sling-shots, 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.

DISCIPLINE POLICY

The fundamental purpose of UCAES is to empower young people to follow Jesus. He is the center of the school, and all behaviors and words should reflect Him. In order to achieve this worthy endeavor, the school community needs to be structured in such a way to ensure that all members are respected and honored.

Disciplinary issues will be dealt with on an individual basis. When a disruptive or disrespectful behavior occurs, the classroom teacher will meet with the child to dialogue and problem-solve. Depending on the severity of the issue or if a behavior continues, parents will be promptly notified. Teachers will strive to shape and prepare the students' characters for eternity; however, suspension or expulsion may occur if a child's behavior does not fit within the Christ-centered parameters of the school. Love will be the basis for all communications and actions, and disorderly and discourteous behaviors will not be tolerated.

PARENTAL CODE OF CONDUCT

The Parental Code of Conduct is an unsigned agreement between the Parent(s) and UCA Elementary School. By enrolling their child at UCAES, the parent(s) automatically agree(s) to this code.

As the child's most influential teacher, the parent(s) realize(s) that the most important education passed on to him or her is their example of love, kindness, and respect. The parent(s) ask Upper Columbia Academy Elementary School (UCAES) to assist them in molding their child.

For the purpose of cultivating a supportive and cooperative learning environment:

1. The parent(s) will show respect to the teacher and other adults that have been given authority over their child at all times.
2. The parent(s) will fully disclose any information they have about their child's academic or behavioral challenges to the head teacher, classroom teacher, or staff.
3. The parent(s) will seriously consider requests from the head teacher or classroom teacher to have their child tested/evaluated.
4. The parent(s) will go through the proper channels when they have a concern. That means they will follow the Matthew 18 principle and — without talking to others — go straight to the person involved with their concern.
 - » This means talking courteously with the teacher or staff person first, then the head teacher.
 - » If the issue still is not resolved, then the school board chair, or school board chair and pastor, may become involved. The school board chair may make the decision to take the issue to the school board and/or the superintendent of education.
 - » If the parent's(s') concern has been taken through all these steps and they still feel that it has not been resolved to their satisfaction, they agree to abide by the decision of the school board. If they cannot agree to the decision and still make their concern a point of contention with those involved, they may be asked to enroll their student(s) at a different school.
5. The parent(s) will speak respectfully and kindly to other parents and teachers in front of students, and in phone conversations, especially when there is a disagreement. The parent(s) also agree(s) to speak in the same manner at all school events (e.g., athletic events, field trips, school programs, etc.) being aware that as a parent of UCAES they represent the school. This means the parent(s) will refrain from publicly swearing, yelling, or grumbling.
6. Communication between parents and teachers will remain respectful and sensitive to time constraints. Parents will reserve texting/email for scheduling and other short needs (i.e., "Please allow my child to go home with his aunt today").
7. Concerns or questions that are specific to a child's behavior, academic performance, or another problem need to take place in person. Teachers may limit texting/email at their discretion or respond to communication by requesting an appointment in person to address the concerns.
8. The parent(s) will speak to the teacher or adult in authority before they accept their child's version of an incident. The parent(s) know(s) the good of all students is at issue with any conflicting situation and that this may come before their own child's wants or perspective.
9. The parent(s) will follow the school's rules, calendars, and deadlines, and expect their child to do the same, even when the parent(s) may disagree.
10. The parent(s) will build a bridge of acceptance and understanding, and expect their child to do the same.
11. The parent(s) will think before they post and pledge not to use social media — public or private — to fuel campaigns or voice complaints against the school, faculty, staff, students, or parents.

The Upper Columbia Academy Elementary School Parental Code of Conduct was developed to promote a Christian learning environment based on respect for the rights of students, teachers and parents. Students learn best when they are free from negative interference and know what kind of behavior is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that administration and parents support their handling of student issues. Parents also need to be aware of these guidelines involving the rights of all people at Upper Columbia Academy Elementary School. As a UCAES parent, they agree to follow this code of conduct, which gives their child the best opportunity to thrive within this Christ-led community.

ACADEMIC PROBATION

When lack of academic effort becomes excessive, the student may be put on academic probation. A plan of action will be set up through a meeting with the teacher(s) and parent(s).

SUSPENSION OR EXPULSION

Before the reinstatement of a suspended student, the staff may request to meet with the student to plan the best course of support after reinstatement and to guide the student through the final steps of reconciliation and restoration.

BULLYING

As a Christian school we expect student behavior that reflects Christian teaching and principles. Bullying through any means, including cyberbullying, will not be tolerated. Examples include but are not limited to:

- Nasty, mean, or obscene comments
- Unwanted physical contact
- Spreading rumors or lies (gossip, notes)
- Threatening gestures or statements
- Unkind remarks about a person's family, ethnicity, or gender
- Unkind remarks about a person's physical appearance or intelligence
- Actions or comments that make others feel unwelcome
- Forming a group to be used against another person for the purpose of intimidating or excluding that person

VIOLENT ACTS

Any violent acts or perceived threats of violence, including property damage, will be treated as serious offenses. The parents of the offending student will be notified and the offender may be suspended and sent home pending investigation of the offense. After investigating the situation, if the school chooses to allow the student to return, the student will then be able to complete the discipline process of the school. Students' conduct outside of school hours not in harmony with the basic standards of the school may jeopardize their enrollment at the school.

FINANCIAL POLICY

Registration Fee (K-8)	\$500
Part-time tuition – negotiated with the school treasurer based on the number of days of attendance	
Full-time tuition one child	\$5,000 (\$500/mo for 10 months)
Two children (full-time)	\$9,500 total (\$950/mo for 10 months), or \$4,750 each per year
Three children (full-time)	\$13,500 total (\$1,350/mo for 10 months), or \$4,500 each per year
Four children (full-time)	\$17,000 (\$1,700/mo for 10 months), or \$4,250 each per year
Outdoor School/Rosario Beach (grades 5 – 8)	\$110
Graduation fee (grade 8)	\$50

You may apply for financial aid at registration. The registration fee is due in full at the time of registration. It is used for:

Textbooks (\$230)	Classroom supplies (\$100)
Yearbook (\$10)	Home & School (school events/meals) (\$10)
Subscriptions/dues (KWT, XtraMath, etc.) (\$25)	Testing (ITBS cost) (\$23)
Technology items (computers, software, hardware) (\$30)	Music (\$20)
Library books (\$30)	Student accident (\$22)

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.

Otherwise, please make checks payable to “UCA Elementary School.” If mailing, send all payments to: UCA Elementary School Treasurer, 3025 E. Spangle-Waverly Rd., Spangle, WA 99031. We recommend that you participate in the ACH autopay program to get a discount (see “Discounts” below).

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.
- A 3% discount will be applied to tuition for using ACH withdrawal to make monthly payments.

All tuition will be billed out on a monthly billing statement. Discounts do not apply to the registration fee, 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—regular tuition.
- 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.

A \$25 service charge will be assessed for insufficient fund checks remitted to UCAES. 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 Treasurer to make payment arrangements. The School Board 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 re-evaluated. 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 items are given to guide parents and students in planning a school wardrobe:

- Neat, clean, and modest is the working policy at UCAES and applies to both dress and grooming.
- **No:** athletic wear/leggings or t-shirts (except official school logo t-shirts).
- Students can wear collared or button-up shirts or UCAES logo t-shirts, along with pants, shorts, or jeans.
- Dresses, shorts, and skirts must be of modest fit and length.
- Shirts should have no modifications or cut-outs (minimal logos are OK).
- Jewelry/adornment is not to be worn.
- Any makeup worn should look natural.
- Hair should look neat and be a natural hair color.
- No hats or hoods are allowed to be worn within the school buildings.
- Footwear is required. A second, separate pair of closed-toe tennis/athletic/sneaker-type shoes is required for PE in the gym.
- Clothing should be in good repair (no rips, holes, or grubby look).

WEAPONS POLICY

UCAES declares its intent not to tolerate possession of weapons by students on school property or at school-sponsored events. A student who possesses a weapon or carries, displays, or draws any weapon or any object that can be mistaken for 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.

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 calendar at www.ucaes.org. Information is found on the website or in the *Wheatland Gazette* weekly e-newsletter as well as in emails from the school. You can also check ClassDojo (log in to ClassDojo.com), the Facebook group (www.facebook.com/ucaelementary), or the Instagram page (instagram.com/ucaelementary).

Adverse Weather

We will rarely close school due to weather as long as the teachers and come. In the event that school is closed, parents will be notified as early as possible, and an e-day will be implemented.

Car Insurance

Parents helping with field trip transportation must complete and submit the Driver Questionnaire form from the registration packet and have a copy of their driver's license and auto insurance on file in the school office. They also need to complete the Volunteer Screening at <https://www.nadadventist.org/asv> if they haven't already done so. The screening is good for 3 years.

School-Related Accidents

Parents will be notified if a student is injured while at school or on a school trip. In case of serious injury, the school will first provide immediate assistance to the student, including calling 911 to get additional help.

UCAES students are covered by a student accident insurance policy. This is a secondary insurance policy to the student's medical insurance. Injuries incurred at school or on a school function must be reported immediately to the teacher. Failure to report an injury may jeopardize a successful insurance claim. Volunteers for school functions are covered by a liability insurance policy through Upper Columbia Conference.

Bicycles/Scooters/Skateboards

Bicycles should be parked in the bicycle rack at all times. Transportation 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. If they will be crossing the road, they need to **walk** their bike/scooter/skateboard across the crosswalk only. Please remind your children of the judgment and safety skills they will need when walking or riding bicycles/scooters/skateboards 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. Please understand that a teacher's availability to respond can be limited by service and classroom activities.

Student Cell Phone Policy

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 or to accommodate a medical need (as arranged by the parent and teacher).

Students who bring cell phones to school for use before or after school will be asked to hand their phone to their teacher. The teacher may store phones in a designated place in each classroom.

7Up Retreat/Outdoor School

UCAES participates in the Upper Columbia Conference Outdoor School program in the spring at Camp MiVoden every other year. Students in grades 5-6 may participate. Students in grades 7-8 may participate in the 7Up Spiritual Retreat at Camp MiVoden.

Ski PE

UCAES schedules three to five ski days each year during January, February and March. This is part of the school physical education program for grades 5-8. For those that don't participate, they will either receive assignments to complete at home or need to come to class in person.

Students in grades 1-4 may participate in the ski program if they are accompanied by a parent/chaperone. Financial information is 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.

Oral Medication

Pursuant to RCW 28A.210.260, UCAES is authorized to administer medication to student during school hours ONLY after parents and a physician have signed permission forms and orders to administer medication at school. It is our policy that 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. Medication must be in the original container and properly labeled. In addition, UCAES must have a RN or ARNP available to delegate, train, and supervise school personnel in proper medication procedures before medication is given at school.

Playground

The playground at UCAES is for the use of the students during the school day with teacher supervision. Students should not play on the playground before or after school unless supervised by a parent.

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

UCAES encourages parents to volunteer. There are many types of opportunities. Those interested should contact one of the teachers or fill out the volunteer form in the registration packet indicating what they would like to do.

All volunteers are expected to complete the required online child abuse prevention course and submit their information for background check before they may volunteer. UCAES encourages parents to volunteer. This certification is good for 3 years. The course can be found at www.nadadventist.org/asv.

Volunteers for school functions are covered by a liability insurance policy through Upper Columbia Conference.

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 prior to the visit. Students' guests must observe all school regulations.

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.

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 head teacher. Any of these actions will lead to discipline, which can include expulsion from school.



The teachers at UCAES are delighted to collaborate with you this year, and they are excited to lead your child to Jesus!

**“I will instruct you and teach you in the way you should go;
I will counsel you and watch over you.”**

Psalm 32:8

