

UCAES CALENDAR 2019-2020



August 2019

August 2019							September 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3	4	5	6	7	8	9
4	5	6	7	8	9	10	11	12	13	14	15	16	17
11	12	13	14	15	16	17	18	19	20	21	22	23	24
18	19	20	21	22	23	24	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 28	29	30	31	Aug 1	2 Sunset - 8:22pm	3
4	5	6	7	8	9 Sunset - 8:10pm	10
11	12	13	14	15	16	17
International Pathfinders Camporee (Oshkosh, WI)						
Pre-Session (Spangle, WA)						
					Sunset - 7:58pm	
18	19	20	21	22	23	24
International Pathfinders Camporee (Oshkosh, WI)			Pre-Session (Spangle, WA)			
				5:00pm Registration	Sunset - 7:46pm	
				7:00pm School Board Meeting (UCA Elementary School)		
25	26	27	28	29	30	31
	First Day of School			Back-to-School Night	Sunset - 7:32pm	

September 2019

September 2019							October 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7							
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2 Labor Day - Regular School Day	3	4	5	6 Sunset - 7:19pm	7
8	9	10 Spokane Fair	11	12	13 Sunset - 7:04pm	14 Liberty Lake Campout
15 Liberty Lake Campout SUNDAY SCHOOL - Bike Ride	16	17	18 Dismissal @ 12:00pm	19	20 Sunset - 6:50pm	21 September Homeleave
22 September Homeleave	23	24	25	26	27 Sunset - 6:36pm	28 ITBS Testing
29	30	Oct 1	2	3	4	5

October 2019

October 2019							November 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1	2	3	4 Pathfinder Campout Sunset - 6:22pm	5
6 Pathfinder Campout	7 Siemer's Farm (Gr.1-4)	8 School Picture Day (UCA Campus)	9	10	11 Sunset - 6:08pm	12
13 SUNDAY SCHOOL - Apple Pie Day	14	15	16 Dismissal @ 12:00pm	17	18 Sunset - 5:55pm	19
20 October Homeleave	21	22	23	24	25 End of 1st Quarter Sunset - 5:43pm	26
27	28 NO SCHOOL-Teacher In-service Start of 2nd Quarter	29	30	31 TechnicArts Fair	Nov 1	2

November 2019

November 2019							December 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1 Sunset - 5:31pm	2
3	4	5 Parent Teacher Meetings (Half Days)	6	7	8 Sunset - 4:21pm	9 Pathfinders Sabbath
10	11 Veteran's Day - Regular School Day	12	13	14 School Picture RETAKES (UCA Campus)	15 Sunset - 4:13pm	16
17	18	19	20 Symphony (Gr.3-5)	21	22 Sunset - 4:06pm	23
24 SUNDAY SCHOOL	25	26	27	28	29 Sunset - 4:01pm	30 To Dec 1 →
Thanksgiving Break						

December 2019

December 2019

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

January 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1 ← Thanksgiving Break	2	3	4	5	6 Sunset - 3:59pm	7
8	9	10	11	12	13 Sunset - 3:58pm	14 Christmas Program
15	16	17 Ice Skating	18	19 Christmas Party	20 Christmas Break NO SCHOOL Sunset - 4:01pm	21
22	23	24	25	26	27 Sunset - 4:05pm	28
Christmas Break						
29	30 Christmas Break	31	Jan 1, 20	2	3	4

January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Dec 29	30	31	Jan 1, 20	2	3	4	
			Christmas Break			Sunset - 4:11pm	
5 Christmas Break	6 School Resumes	7	8	9	10 Sunset - 4:19pm	11	
12	13	14	15	16	17 End of 1st Semester Sunset - 4:29pm	18	
19	20 MLK Day - Regular School Day Start of 3rd Quarter	21 NO SCHOOL-Teacher In-service	22	23	24 Sunset - 4:39pm	25	
26	27	28	29	30	31 UCA Band Clinic To Feb 1 → Sunset - 4:50pm	Feb 1	

February 2020

February 2020							March 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1 UCA Band Clinic
2	3	4	5	6	7 Sunset - 5:01pm	8
9 SUNDAY SCHOOL	10	11	12 Dismissal @ 12:00pm	13	14 Sunset - 5:12pm	15
February Homeleave						
16 February Homeleave	17	18	19	20	21 Sunset - 5:22pm	22
23 Robotics League	24	25	26	27	28 Sunset - 5:33pm	29

March 2020

March 2020							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2 NO SCHOOL-Teacher In-service	3	4 Parent/Teacher Conferences (Half Day)	5	6 Sunset - 5:43pm	7
8	9	10	11	12	13 Sunset - 6:54pm	14
15 SUNDAY SCHOOL - Science Fair	16	17	18 Dismissal @ 12:00pm End of 3rd Quarter	19	20 Sunset - 7:04pm	21
22	23	24	25	26	27 Sunset - 7:13pm	28
29 Spring Break	30 Start of 4th Quarter	31	Apr 1	2	3	4

April 2020

April 2020							May 2020						
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
Mar 29	30	31	Apr 1	2	3 Sunset - 7:23pm	4
5	6	7	8	9 Academy Days (Gr.8) Sunset - 7:33pm	10 Sunset - 7:33pm	11
12	13	14	15	16	17 Sunset - 7:43pm	18 UCAES Spring Program
19	20	21	22	23	24 Sunset - 7:50pm	25
26 SUNDAY SCHOOL - Casseroles	27	28	29 April Homeleave Dismissal @ 12:00pm	30	May 1	2

May 2020

May 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1 April Homeleave Sunset - 8:02pm	2
3 April Homeleave	4	5	6	7	8 Sunset - 8:12pm	9
10	11	12	13	14	15 Pathfinder Fair Sunset - 8:21pm	16
17 Pathfinder Fair	18	19	20	21	22 Sunset - 8:29pm	23
24	25 Memorial Day - Regular School Day	26	27	28 Manito Park Outing	29 Sunset - 8:36pm	30
31 8:00am SUNDAY SCHOOL - Awards 11:00am Constituency Meeting	Jun 1	2	3	4	5	6

June 2020

June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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
May 31	Jun 1	2	3 8th Grade Graduation	4 Last Day of School	5 UCA Graduation Weekend SUMMER BREAK STARTS!!! Sunset - 8:43pm	6
7 UCA Graduation Weekend	8	9	10	11	12 UCC Campmeeting Sunset - 8:47pm	13
14 UCC Campmeeting	15	16	17	18	19 Sunset - 8:50pm	20
21	22	23	24	25	26 Sunset - 8:50pm	27
28	29	30	Jul 1	2	3	4

July 2020

July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
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	31					

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



UCAES HANDBOOK 2019-2020

“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

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 applicants 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 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 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 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. A student who is excessively tardy, or absent (both excused and unexcused absences) more than 20% of the school days in any grading period will be reported to the school board and the student's grade may be affected.

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 per

minute late fee. These funds will go towards an after school program, if the need arises. 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 9am 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 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, 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 & 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, but 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:

- The parent(s) will show respect to the teacher and other adults that have been given authority over their child at all times.
- 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.
- The parent(s) will seriously consider requests from the head teacher or classroom teacher to have their child tested/evaluated, if recommended.
- The parent(s) will go through the proper channels when they have a concern. That means they will follow the Matthew 18 principle and go – without talking to others – straight to the person involved with my concern.
 - o This means talking courteously with the teacher or staff person first.
 - o Then the head teacher.
 - o If the issue still is not resolved, then the school board chair, or school board chair and pastor, may become involved.
 - o 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.

- 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, murmuring or grumbling.***
- ***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). 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.***
- 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.
- 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.
- The parent(s) will build a bridge of acceptance and understanding, and expect their child to do the same.
- 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.

HARASSMENT

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) \$400

Part-time Tuition – will be negotiated with the school treasurer based on the number of days of attendance.

Full-time Tuition \$4,000

Two children (full-time) \$7,600

Three children (full-time) \$10,800

Four children (full-time) \$13,600

Outdoor School/Rosario Beach (grades 5 – 8) \$110

8th grade Graduation Fee \$30

The registration fee is due in full at the time of registration. It is used for:

1. Textbooks (\$135)
2. Christian Educators' Insurance Trust (\$33)
3. Yearbook (\$10)
4. Technology subscriptions (spelling, learn360, OETC) (\$10)
5. Technology items (computer/software/hardware stuff) (\$20)
6. Library books (\$30)
7. Classroom supplies (\$50)
8. Home & School (school events/meals) (\$10)
9. Testing (ITBS cost) (\$12)
10. Music (\$20)
11. PE (\$70)

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 2810 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. 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 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.

In accordance with NPUC Education Code, UCAES will withhold transcripts of academic credit until student accounts are paid or until satisfactory financial arrangements have been made.

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 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 UCAES 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 hats, or hoods are to be worn within the school buildings.
- For Boys—Collared or button-up shirt, solid colored pants, shorts or jeans.
- For Girls—Blouse or collared shirt with no cut-outs; solid colored pants, shorts, jeans or skirts.
- No athletic wear is to be worn in the classroom.
- Shirts/blouses should have no writing (minimal logos are ok). Clothing should be in good repair (no rips, holes, or grubby look).
- Footwear is required. Closed-toed shoes are required for P.E. and recess.
- Dresses, and skirts must be of modest fit and should reach the knee.

Shorts must be of modest fit and reach mid thigh or longer.

WEAPONS POLICY

UCAES 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.

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 uninterrupted. 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 head teacher immediate medical attention is necessary, medical aid will be given or summoned.

Insurance on Field Trips

Three different types of insurance provided by Upper Columbia Conference cover students, parents, teachers, and volunteers connected with UCAES. 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.

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. 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.

You are welcome to text the teachers. Please understand that the teachers 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 & 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 will store phones in a designated place in each classroom, not in student belongings.

Outdoor School

UCAES participates in the Upper Columbia Conference Outdoor School program. This takes place in the spring at Camp MiVoden every other year. 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 for grades 5-8, and all students are encouraged to participate. For those that don't participate, assignments will be given to the child to work on at home.

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

Oral Medication

Pursuant to Chapter 195, Laws of 1982, UCAES 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 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.

Shield the Vulnerable

All parents and volunteers are expected to complete the Shield the Vulnerable online child abuse prevention course & submit their information for a background check before the first field trip of the school year. This needs to be done every 3 years. Instructions for completing the course can be found at www.ucaes.org

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. 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 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.

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

“... Fix your thoughts on what is TRUE, and HONORABLE, and RIGHT, and PURE, and LOVELY, and ADMIRABLE. Think about things that are EXCELLENT and WORTHY of praise.”

– Philippians 4:8

