

NEEDLES ADVENTIST SCHOOL

Student Handbook 2024-2025

The Needles Adventist Christian School (NACS) is for any family that desires an Adventist Christian Education who will abide by the policies and procedures set forth in this student handbook.

Accreditation

Needles Adventist Christian School (NACS) is an elementary school operated under the jurisdiction of the Southeastern California Conference of Seventh-day Adventists. The Needles Adventist Christian School administers all educational and financial policies on a non-racially discriminatory basis. Students that qualify are admitted without regard to race or ethnic origin and are accorded equal rights and privileges pertaining to education, facilities, and general activities.

The Needles Adventist Christian School is accredited by the Council on Accreditation of the North American Division (NAD) of Seventh-day Adventists. The employed teacher is credentialed by the NAD K-12 Board of Education, and holds a current public school, Arizona State Credential.

Adventist Education Philosophy

Needles Adventist Christian School accepts scripture concepts of the sovereignty of God. Assuming the integrity of the individual and the uniqueness of each person, we commit ourselves to encouraging each student to develop personal responsibility and self-discipline, to learn to think clearly, to make decisions wisely, and to obey God's laws and the laws of our country.

School Philosophy

In day-to-day school life, many experiences are shared by those in the classroom. Through mutual respect and concern care, NACS expects cooperation, honesty, self-control, and kindness from all participants. It is NACS goal that in these ways each student will grow in their ability to embody all that Christ has enabled them to be.

MISSION

Needles Adventist Christian School enables students in a Christ-Centered Classroom to be thinkers who act on their learning for God's Kingdom.

SPIRITUAL GOALS

Growing Knowledge of God

To assist students to gain a growing knowledge of God as a loving God, and the Creator and sustainer of life.

Opportunities for Christ Centered Character Growth

To provide an environment conducive to the development of Christian character and allow for opportunities for social growth.

Develop an Appreciation for the Bible

To develop an appreciation for and an understanding of the Bible as the written Word of God and the infallible rule of faith and practice for the Christian.

Develop a Personal Walk with God

To assist students to develop a personal religious life of faith, prayer, worship, and service to the community.

Sense of Mission

To challenge students to develop a personal sense of mission for sharing the gospel message of acceptance, forgiveness, and the joy of a Christian life with their neighbors, in preparation for the soon return of Jesus.

INTELLECTUAL GOALS

Acquiring Basic Literacy

Assist students in acquiring the basic skills of reading, mathematics, oral and written communication.

Critical Thinking Skills

To encourage students to develop critical thinking skills and to make real life decisions based on moral and ethical values.

Inquiry Learning

To provide opportunities for students to develop aesthetic values, talents and an intellectual curiosity.

Academic Excellence

To develop an educational program which challenges each student to academic excellence within the parameters of individual needs, interests, and capabilities.

Self-Efficacy

To provide academic instruction with an emphasis on opportunities for problem solving, development of self-discipline, student leadership responsibilities, cooperative working experiences, and technological advancement.

SOCIAL GOALS

Empathy for Others

To guide students in developing an understanding of and an appreciation for the worth of all people, including themselves.

Healthful Habits

To assist students in cultivating habits of healthful living.

Dignity of Labor

To provide opportunities for students to develop an appreciation for the value and dignity of labor by incorporating useful productive tasks as an intrinsic part of the total learning experience.

THE PURPOSE OF THE HANDBOOK

This handbook is developed and revised by the administration and faculty and approved by the school board yearly. The school administration reserves the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the year and announced to students and parents has the same effect as those published in the handbook

NACS students and parents acknowledge, accept, and agree to abide by the regulations and policies of Needles Adventist Christian School and to conduct themselves in accordance with the guidelines and standards set forth in this handbook. Students are expected to be responsible for their behavior.

This Handbook provides parents and students with critical information for an outstanding school year. NACS invites families to read this document carefully to ensure all have a successful school experience here at Needles Adventist Christian School.

ADMISSIONS

Applications

Applications for admission may be obtained at the school. Students will not be admitted to the school until all papers and documents relating to admissions are submitted. A student who is admitted to NACS does so for a probationary period of up to 30 days (about 4 and a half weeks) before final admittance is approved. The school board may give the final approval for admissions.

Student Who May Enroll:

- Are in harmony with the school's goals and philosophy.
- Will abide by the policies and regulations set forth in this handbook and or in future supplements to it.
- Have met the specified application, immunization, and medical requirements.
- Will benefit from the school program.
- Will not interfere with the education goals of the school or the academic achievement of other students.

- Parents will not display behavior detrimental to the school, teachers, or students.

First Time Enrollment Paperwork

- Full registration fee is paid.
- Physical.
- Copy of last report card and records from previous school.
- At least one recommendation from the previous school.
- Copy of student's birth certificate.
- Sign financial paperwork.

Returning Students Paperwork

- Update all information.
- Pay the registration enrollment fee.
- Sign financial paperwork and other waivers.

Financial arrangements for settling past student accounts must be in place before a child can attend a new school year.

Non-Discrimination Statement

Needles Adventist Christian School does not discriminate based on race, color, nationality, religion, or ethnic origin in its scholarship or admission policies.

Students with Special Needs

Since non-public schools are not mandated or equipped to provide Special Education, the Needles SDA Christian School retains the right to determine if it is able to meet the individual needs of an applicant. If it is determined that the student cannot be served adequately by the school, then recommendations for alternative educational placement will be made, and/or the student may be asked to withdraw at any time.

Kindergarten ??

To enroll in kindergarten, children must be five years old by September 1 of the year enrollment. Students entering kindergarten must show proof of age (a birth certificate). School readiness is determined by many factors, including physical maturation, social skills, home experiences with books, and the ability to cooperate and follow instructions.

If it appears that a child is not yet ready for kindergarten, the parents in consultation with school administration may consider giving the child an extra year of maturation before enrolling the child in kindergarten.

FINANCIAL INFORMATION

Needles Adventist Christian School is committed to providing the highest quality Christian education within the financial resources available. NACS recognizes there is nothing more precious to parents than their children. Consequently, when NACS accepts the responsibility of providing a Christian education for children, NACS considers it both a privilege and a sacred trust. In many ways, NACS enters a partnership with parents when the school takes on the awesome responsibility of molding the character and future of each child.

One of the necessary ingredients of operating a quality program is to have sufficient financial resources. These resources come substantially from three areas: the Southeastern California Conference of Seventh-day Adventists, constituent churches of the Needles Adventist Christian School and tuition. NACS requires the faithful support of all three identities for the school to continue to provide a quality education. The school counts on parents to partner faithfully to meet the monthly tuition obligations of their child/children. By signing the financial agreement, parents pledge their understanding of their financial responsibility by staying current with their tuition.

There are a limited number of discounts and scholarships available for students so please check with the principal if any discounts and scholarships can be applied to your child/children. It is your responsibility to make sure that all scholarship paperwork is completed on time.

Accounts Receivable Policy

1. The monthly student tuition and other related student charges will be given to parents on or before the 5th of each month. The billing cycle is from September-June for a total of 10 months.
2. Student accounts are paid for in full by the 15th of each month.

Overdue Account Procedure

If a student's account is overdue the following will take place after 30 days:

1. The principal and parents will create a plan to pay their bill.
2. If the account is extreme the family may be asked to sign a financial contract. This may include weekly payments.

GENERAL CAMPUS POLICIES AND PROCEDURES

Attendance

Regular attendance at school is an important part of a student's educational experience. Plan to attend school as often as possible and always make every effort to arrive on time.

Tardiness interrupts the beginning of the school day for the tardy student, teacher and students already in attendance. Please make punctuality a part of your daily routine. Excessive tardiness will result in a meeting with the principal.

Absences should be rare. Parents should attempt to schedule vacations and other appointments outside of school hours whenever possible. If an absence is anticipated, parents should notify the office and teacher. Students and parents are responsible for securing any assignments and notes that will be missed during the absence before leaving.

If a child is unable to attend school, please let the school know preferable before school starts.

In an effort to help ensure proper readiness for the next grade level and for academic accountability, attendance at school is very important. The best practices of teaching uses practice, repetition and review to assist students' growth academically. To be sure this happens we are setting the following guidelines.

- Children who are required by some governmental agency to be in school may set up guidelines for attendance with the case worker.
- Any student who reaches the 10% of **unexcused** absences a meeting with the parents and principal will be held.

Attendance Terms

TARDINESS is failure to be in the assigned classroom when class begins. Tardy students are a disruption to a class in progress. NACS believes it is the school's responsibility to instill good attendance habits in students to prepare them for the work world. Any work missed from being tardy the student is responsible to make up.

EXCUSED ABSENCE is an absence due to a

1. verified illnesses such as: running a fever, the flu, a severe cold, positive COVID test, a visible rash, or loss of voice. If any of these last more than 3 days, then a doctor's note is required; or each day after the 3 days will be counted as an **unexcused** absence.
2. Medical, dental, optometric service, or behavior health.
3. The government mandated quarantines for illnesses such as Covid.
4. Bereavement up to 4 days will be counted as excused absence.
5. Wedding up to 3 days.
6. A court appearance.
7. All ongoing therapy services should be kept to as few hours as possible.

A written excuse from the parent or medical professional that includes the student's name, date (s) of absence, reason for absence, and parent's signature is to be submitted upon the student's return to school.

The student is required to take care of any work missed during their absence because missing assignments affect the student's grade.

UNEXCUSED ABSENCE is any absence that does not meet the criteria for an excused absence and/or any absence for which no written excuse is provided. Absences not cleared within three days of the return date are recorded as unexcused. The attendance grade drops one letter grade for every unexcused absence.

PREARRANGED ABSENCES are made when students know they will miss school. If a student knows they will be gone from school **for more than 3 days**, please make prearrangements to be gone. This will provide an opportunity to give students schoolwork that will be missed. The schoolwork must be completed during the time stated and returned to the school the next day back to school.

Arrival/Dismissal

Students should arrive at school Monday through Thursday during the fifteen-minute period preceding the beginning of the school day 7:45 AM. Students are to leave the school grounds during the fifteen-minute period following the regular school day. They are to be picked up within 15 minutes after school lets out. School dismissal varies by grade. Be sure to check with the principal to be sure you know when to pick up your child.

Volunteers

NACS is always grateful for volunteers who work tirelessly to keep our programs running smoothly. In the interest of the safety of NACS's students, volunteers must complete an online background check.

Expected Attendance at Extracurricular and Weekend Events

NACS hosts several enrichment events on weekends and outside of school hours. These events are vital to maintaining a strong church-school relationship thus required for the students. It gives the children a chance to put into practice what they have been learning. NACS asks all parents to prioritize these events over sports, social, or alternate extracurricular activities.

It is the responsibility of the parents to ensure that conflicts are managed well in advance. Parents are responsible for communicating any potential absences with the principal.

ACADEMIC POLICY

As Christians we look to Christ as an example of excellence. NACS provides incentives and recognition to achieve this purpose. Students who have challenged themselves in achieving the highest level of scholastic performance are rewarded for their efforts.

The school year is divided into four quarters or grading periods. Grade reports are issued to the parents or guardians and to students at the close of each quarter (nine-week period). All grades are recorded on the student's permanent record.

Grading System

Kindergarten:

- I-Independently achieves objectives and performance skills
- P- Progressing toward objectives and performing skills
- NT- Needs more time to develop
- Blank Box- Not addressed this grading period

Grades 1 and 2:

- E- Doing very well
- S- Making acceptable progress
- N- More progress needed

Grades 3-8:

- A- Superior
- B -Above Average
- C-Average
- D- Unsatisfactory
- I- Incomplete
- F- Failure

Academic Probation:

- All new students will be on probation for the first 30 days.
- Returning students may also be put on probation for academic, attendance or behavioral reasons.

Cheating Policy

A student caught cheating receives a zero grade on the assignment/test. The teacher will set up a conference with the student and parent and follow up with a letter in writing. Written documentation will be put in the student's file. If the cheating continues the student will be asked to withdraw.

DRESS CODE POLICY

Needles Adventist Christian School is committed to adopting a dress code that demonstrates modesty and is consistent and in harmony with the standards of the Seventh-day Adventist Church. Students are encouraged to look their best which will promote a serious academic environment, encourage good discipline, alleviate peer pressure, and sustain school unity. The standard dress code is designed to provide safety to the students through easy identification by teachers and staff both on campus and on field trips.

All clothing must be clean, unaltered and kept in good repair. Nothing reflecting anti-Christian values will be allowed on such as clothing, backpacks, notebooks, and lunch boxes. Nothing can be worn that identifies with non-school clubs, teams, or gangs. This includes but is not limited to bandanas, insignias, hanging belt or studded belts, belt buckles, chains, etc. We prefer that students wear clothing sold as uniform clothing, but we know that is not always possible. Wherever you choose to buy school clothing for your child please make sure it fits within the following guidelines.

1. Skirts/Jumpers/ dress: Skirts, jumpers, and dresses must be loose fitting and hit the knee in length. Leggings or tights worn underneath must be a plain color. Skirts should not be hugging the hips. Skirts should be in the A-line, maxi, or pleated styles. Jean skirts may be worn. Prints and strips are okay. Keep in mind children will be running and playing so make sure they have something underneath. Shoulders must be covered.

2. Pants/long Shorts: Pants or extra-long shorts must be worn on the waist. Pants should be solid navy, khaki, black, or gray and must be of an appropriate size. "No sagging, bagging or dragging." When necessary, a belt should be worn to keep pants at waist level. No jeans should be worn. Please pick pants that are cut to the straight, or cargo style. Nothing that is tight to the body.

3. Shirts boys: All tops must be button up shirts with a collar. Students can also wear school T-shirts or school polo shirts. They must be clean and neat.

Shirts girls: All tops must be loose fitting. If it is to be worn with a skirt and must be plain colored or have nature pictures on it. If it is to be worn with pants or shorts, it must be button-up shirts with a collar or a school T-shirt that covers the shoulders and is loose fitting. Shirts need to be clean and neat.

4. Shoes: Wear close-toed shoes with socks. Sandals that strap to the feet are okay during the hot part of the year. Boots can be worn as long as the child can still run. Nothing with heels, rollers, flip flops, slippers, and crocs are to be worn to school at any time.

5. Sweaters/Jackets: Solid color sweaters, sweatshirts or jackets may be worn to school. No large logos or lettering are to show.

6. Jackets for outside: Every child during the colder part of the year will probably wear a jacket. Make sure it is warm enough and has nothing on it that goes against the school values.

7. Head Cover: Hats and hoodies are not to be worn in the classroom unless warranted for medical reasons and requested in writing by a physician.

8. Hair, Nails, Make-up, Jewelry, etc.:

- Hair should be clean, neatly combed and styled, and out of the eyes always. NACS asks children to wear their natural God-given hair color. Noticeably bright colors are not acceptable.
- No mohawks are permitted
- Students may only wear light pink and other natural shades of fingernail polish. Noticeably bright colors are not acceptable.
- Natural-looking cosmetics are acceptable. Noticeably bright colored make-up is not acceptable.
- For purposes of uniformity, safety and security, jewelry is not permitted during on and off-campus school functions.

If a student comes to school out of dress code, the principal may ask a child to change clothing, take off a hat or jewelry, wash off make-up when it is deemed necessary. Loaner clothing is available at the school.

If there are repeated offenses, the parents will be notified by the principal, and it could result in further disciplinary consequences. Repeat offenses are perceived as no longer a uniform dress code issue but blatant insubordination.

LUNCH

Meals are not provided by the school, neither is the school equipped for cooking meals. Each student is expected to bring his/her own sack lunch. Please send a healthy

nutritious meal with your child. Also please make sure your children have a nourishing breakfast before coming to school.

Please follow the guidelines below:

1. No candy and soda are allowed on campus during school hours unless arranged permission has been given.
2. Because of food allergies, food is not to be shared unless the parent has given permission so, please communicate with the teacher.
3. Children's lunches should be filling and healthy so please limit unhealthy food. Unhealthy foods are foods that are low in fiber and high in sugar. This will help fuel their body to learn.
4. Please keep juices to those free of food coloring.
5. Please keep meat to chicken, beef, or fish, following the biblical guidelines of healthful eating. Nutritionists have discovered that a vegetarian diet is the best for our body's health. However, if a family chooses to give their child chicken, beef, or fish in limited amounts, it is permitted.
6. If your child has any food allergies, please make sure the principal is aware.
7. For young children, please make sure the principal knows how much food you want your child to eat.

TECHNOLOGY AND COMMUNICATION POLICY

General Electronic Equipment: Electronic equipment is usually expensive and easily broken. Any electronic item brought on campus is the sole responsibility of the student who brought the item. NACS cannot assume responsibility for items that are stolen, lost, or broken. We recommend that only items essential to education be brought on campus. **Any electronic equipment that is not authorized for use by a teacher in class must be left secured in the teacher's desk.**

Cell Phones, Tablets, or Speakers: Students are not permitted to have phones turned on or use them during school hours. Violations will lead to confiscation. Students are not allowed to record other students or teachers without express permission. Any inappropriate use of cell phones or other devices in text messaging, recording, loudspeakers, or electronic photo capabilities will lead to immediate confiscation, and may lead to further disciplinary action.

E-mail and social media- All digital communication on and off campus, including pictures and graphics, made from classroom computers, personal computers and smart-phones must demonstrate a positive purpose and basic Christian principles of decency. Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off campus, the student will be subject to disciplinary action. Every student should be reminded that they are expected to live in harmony with Christian moral principles both on and off campus.

School Telephone- Teachers and students will not be called during school hours except in cases of emergency. The office phone is for school business only. The school will give its full cooperation in delivering necessary messages as promptly as possible.

Computer Policy -It is a privilege to use computers on campus. Students may lose this privilege for any of the following reasons:

- Changing computer configurations
- Accessing inappropriate internet sites as explained in the school policy
- Taking equipment apart or damaging it
- Downloading games or other data unrelated to the specific assignment,
- Disrespecting the instructor.

Educational Purpose- Use of the Internet has been established for a limited educational purpose. The term “educational purpose” includes classroom self-discovery activities. Internet access has not been established as a public access service or a public forum. Needles Adventist Christian School has the right to place reasonable restrictions on the material students can access or post through the system. Each student is also expected to follow the rules set forth in the Acceptable Use Policy.

Student Internet Access- Students will access the Internet only with direct knowledge of the teacher and when an adult is present in the room. Each student and their parent must sign an Acceptable Use Agreement in order to be granted permission to use the Needles Adventist Christian School Internet connection. The parent or teacher retains the right to withdraw their approval at any time.

Examples of Inappropriate Uses- The following uses of the Needles Adventist Christian School Internet connection are considered unacceptable:

- A student should not post personal contact information of themselves or others on the Internet. Personal contact information includes address, telephone, school address, work address, etc.
- A student should not agree to meet with an online acquaintance without parents' approval.
- Students are also required to promptly disclose to the teacher or other school employee if any message received is inappropriate or makes them feel uncomfortable.
- A student shall not attempt to gain unauthorized access to the Needles Adventist Christian School Internet account or to any other computer system. This includes

attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing".

- A student shall not attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are also illegal.
- A student shall not burn or copy on a CDROM or Memory Stick contents of a software, music file, etc. that is protected by a copyright.
- Under no conditions shall students provide their password to another person
- Students shall immediately notify a teacher or other school employee if they have identified a possible security problem.
- Restrictions against inappropriate language apply to public and private messages, as well as material posted on web pages. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students shall not electronically harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Students must stop sending messages when asked to do so by the addressee.
- Students shall not knowingly or recklessly post defamatory information about any person or organization.
- Students shall not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Students shall not post private information about another person.
- Students shall not plagiarize works that they find on the Internet. Plagiarism is the act of using and passing off someone else's ideas, inventions, writing, etc. and presenting them as one's own.
- Students shall not use the Needles Adventist Christian School's Internet connection to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

If a student mistakenly accesses inappropriate information, they should immediately tell the teacher or another school employee. This will protect the student against a claim that they have intentionally violated this policy.

Privacy- Students should expect only limited privacy in the contents of their personal files on the school's computers. Routine maintenance and monitoring of school computers may lead to the discovery that a student has violated this policy. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. Teachers or parents have the right at any time to request to see the contents of the student computer files.

Signatures of Compliance to this Acceptable Use Policy- Your signature signifying that you understand and accept Needles Adventist Christian School's Acceptable Use Policy is required on the appropriate form before Internet access can be granted. It also means that you will abide by the standards of use as set forth in this policy.

CODES OF CONDUCT

It is Needles Adventist Christian School's goal to help students mature into considerate, honest, responsible young people: Any time before, during, or after school hours, and at any school-sponsored activity on or off campus, students of NACS are expected to display the highest standard of conduct with strong Christian ethics and moral values. As a result, our Code of Conduct is designed to foster personal integrity and responsibility.

School Environment

NACS' goal is to provide a safe, friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. A good school environment is best demonstrated by:

- Being positive
- Building responsible citizens for this earth and the Kingdom to come

STUDENT EXPECTATIONS

Students will demonstrate their personal integrity by:

- Attending school daily and being on time to class.
- Being honest at all times by not cheating, plagiarizing, stealing, or engaging in any kind of deception.
- Choosing to not use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs or other harmful substances at ANY time, whether on or off campus. The school reserves the right to ask for or administer drug testing.
- Choosing appropriate social media etiquette that is consistent with a Christian lifestyle.

- Using appropriate speech or language that is consistent with a Christian lifestyle.

Encourage beneficial relationships by:

- Respecting myself and others and treating others the way I want to be treated.
- Acting in a safe manner by refraining from or participating in any form of harassment or bullying.
- Encouraging and building up rather than intimidating, threatening, or fighting with others.
- Cooperating with all teachers and staff members and not being insubordinate.
- Avoiding any interpersonal impropriety including, but not limited to, any form of sexual harassment and/or sexual activity on or off campus, the use of or sharing of pornography.

Help ensure a campus is a safe and clean environment by:

- Respecting the environment and disposing of any garbage and recyclable materials in their proper places.
- Not bringing firearms, knives, chains, weapons, matches or any type of incendiary device, or any look-alike or potentially harmful instrument on campus or to any school-related activity.
- Not tampering with the fire alarm system or any school equipment.
- Not entering any building or room that is locked or unlocked without permission and supervision.
- Not defacing, damaging, destroying, or tampering with any school or student property.

Positively represent their school as a serious, Christian place of learning by:

- Dressing in standard school attire as outlined in the dress code and that is neat, clean, modest and unaltered.
- Not bringing anything on campus that might detract from the desired spiritual and academic environment on campus.
- Not dressing in a manner displaying anything which indicates affiliation with an unfavorable organization.
- Avoiding inappropriate displays of affection.

Bullying

Bullying of any kind is wrong- physical, verbal, online or in-person, before, during or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights

of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing, or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated it is considered bullying. NACS expects students and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified, and law enforcement will be contacted if appropriate.

Insubordination

Students shall comply with the directions of teachers, substitute teachers, administration, and all other school personnel. Insubordination includes but is not limited to:

- Disrespectful behavior toward school personnel.
- Interference with a teacher's ability to conduct class.
- Failure to obey a reasonable request.
- Failure to identify themselves to school personnel when requested.
- Repeated violation of any rule, directive, policy, or disciplinary procedure.

Public Display of Affection

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, their teachers, as well as younger elementary students, parents and other people who enter the campus. Public display of affection is not conducive to an academic environment.

Sexual Harassment

It is important that Needles Adventist Christian School maintains a Christ-centered school environment characterized by human dignity, Christian courtesy, and individual respect. Sexual harassment shall not be allowed in this environment. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to NACS teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, NACS maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of sexual misconduct or harassment, or who assist in a NACS investigation of such allegations.

Definitions:

A. Sexual harassment is defined as unwelcome sexual advances including sexual violence, requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature.

1. Submission to such conduct is made explicitly or implicitly as a condition of a student's progress in school, employment on campus, or participation in any school activity or
2. Such abusive or humiliating speech or conduct is directed against another and persists after the objections of the person targeted by the speech or conduct: or
3. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with a student's education, employment, or participation in any activities.

Sexual harassment may include incidents between any member of the school community. It includes activities and behavior that occur either on or off-campus.

B. Sexual Violence: Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability) Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include "date rape" or "acquaintance rape." Acts of sexual violence may also constitute violations of criminal or civil law.

C. Consent: "Consent" is defined as agreement, approval, or permission that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption or being asleep or unconscious.

D. Retaliation: Retaliation occurs when intimidation, threat, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation and reports regarding a violation of an individual's rights or the right of others.

E. Dissemination of Policy: This policy shall be disseminated to the community through publications and other appropriate channels of communication

Procedures for Reporting and Responding to Complaints of Sexual Harassment, Discrimination, and/or Sexual Misconduct

We encourage student who believe they have experienced any form of sexual harassment, discrimination, or sexual misconduct of any nature to report such conduct promptly, seek all available assistance, and pursue an equitable resolution of the incident.

A written complaint will need to be filed. However, a student may feel most comfortable going to one of the teachers or volunteers. That individual will be able to aid the student in filling in a written complaint. These responsible people have a duty to report or take appropriate action if they find that the policy has been violated.

Any violation of any of the codes of conduct for students will result in disciplinary action.

The school reserves the right to search a student's property or desk.

PARENT EXPECTATIONS

Needles Adventist Christian School is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parents will:

- Conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus.
- Demonstrate support for the school policies and guidelines delineated in this handbook.
- Foster student cooperation with school norms and culture.

STUDENT HEALTH AND SAFETY

Medications

California state law does not permit student to administer any type of drugs to themselves or others. Do not put medicine in a lunch box for a child to self-administer. Ideally, medications should be given at home. If a child must take medication at school, please give it to the teacher.

Authorized students may need to carry emergency medications, such as inhalers, EpiPens, or insulin. Students who carry and self-administer these medications must have documentation on file and it must include the signed consent of the physician and parent.

NACS does not employ a school nurse, and while staff are CPR and First Aid trained, they are not qualified to give medical advice.

Accident Insurance

All students enrolled in the school are covered by mandatory secondary insurance, which covers accidental injuries sustained on the school campus or on authorized field trips. Accidents should be reported immediately to the school. This secondary insurance covers only what the primary insurance does not. Parents are responsible for sending the forms to the insurance company for reimbursement. The school does not pay insurance claims.

Illness

A sick child should remain at home for the child's health, classmates' health and teachers' health. Please text the principal when your child remains at home because of illness.

Accidents

If a child has a serious accident or health emergency during the school day, school personnel will first attempt to contact the parents immediately. If the parents cannot be reached, school personnel will attempt to contact the person specified on the emergency form as one who can act for the parents in an emergency. If necessary, an ambulance will be called. Until the arrival of a parent, the designated emergency contact person, the physician, the ambulance, or the principal is in charge and first aid will be supplied.