



YACS STUDENT HANDBOOK

2025-2026

**Our mission ...
...is to enable our students to develop a
vibrant relationship with Jesus Christ.**

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*Our preschool program has additional policies and procedures which
may be found in the YACS Preschool Handbook.*

School Hours

Pre-Kindergarten through Tenth Grade

Monday through Thursday: 8:15 AM to 3:15 PM

Friday: 8:15 AM to 12:15 PM

Preschool Half-day Program ends at 12:15 PM

Half-day dismisses at 12:15 PM

Classrooms will be open at 8:05 AM

KidZone Clubs

Monday through Thursday: 3:30 PM to 6:00 PM

Friday: 12:30 PM through 6:00 PM*

**Oct 31st through April 3rd:*

12:30 PM through 3:30 PM

*Please note that any students who have not been picked up within 15 minutes of school dismissal will be escorted to KidZone or Study Hall by the supervising teacher on duty. There will be no childcare service in the classrooms by teachers after school. Charges for KidZone will be applied to the student account. (See page 10.)

MISSION STATEMENT

Our mission is to enable our students to develop a vibrant relationship with Jesus Christ. We provide an environment where students feel safe to grow spiritually, academically, emotionally, socially, and physically in order to be equipped with skills for life and eternity.

CORE VALUES

Relationship with Christ

Yakima Adventist Christian School is where students and staff actively seek a relationship with Christ through prayer, Bible study, service, and sharing Christ.

Family Atmosphere

We are an extension of the Christ-centered family. Our teachers and staff provide a loving, safe environment where students may reach their maximum potential spiritually, academically, socially, and physically.

The Character of Christ

We strive to develop in our students the character qualities of Christ such as love, self-sacrifice, compassion, grace, honesty, respect, service, and integrity.

A Passion for Learning

We provide a high-quality curriculum and seek to instill a lifelong love of learning. We equip our students with the skills to succeed in life and for eternity.

Diversity

We respect and welcome the diversity in God's creation, including differences in economic status, capabilities, social backgrounds, ethnicity, physical attributes, gender, and religion.

HISTORY

The first Seventh-day Adventist school was established in the Yakima Valley in 1903. In years since, Yakima Adventist Christian School has worked to accommodate the needs of Yakima's growing and changing population.

Due to a large upper-grade class, the ninth and tenth grades were added to the already well-established first through eighth-grade school in 1934. While Kindergarten was not yet a requirement in Washington State, the school found that parents were interested in sending their students to school before first grade, and the Kindergarten program was added in 1993.

In addition, Yakima Adventist Christian School decided to meet the need in the community for a Christian Preschool and established the YACS Preschool in 2013.

STATEMENT OF PHILOSOPHY

Yakima Adventist Christian School affirms the Seventh-day Adventist Fundamental Beliefs and is committed to making the school a place that holds to the Biblical view deeply embedded in Adventist doctrine. For more information regarding Seventh-day Adventists' beliefs, visit <https://www.adventist.org/en/beliefs/>.

Yakima Adventist Christian School is dedicated to the fulfillment of one great purpose in cooperation with divine agencies, as Ellen White expresses in her book, *Education*, pages 15-16:

“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, and to promote the development of body, mind, and soul, that the divine purpose of His creation might be realized.” Even more than our excellence in academics, Yakima Adventist Christian School strives to build character.

Every human being is created in the image of God and is “Endowed with a power akin to that of the Creator—individuality, power to think and to do.” *Education, page 17*. Man’s capacity for free, creative, responsible thinking and acting has been considerably diminished by sin. It is, therefore, the purpose of Christian education to develop this power in each student.

A knowledge of a loving God, His plan for our redemption, and the kind of people men and women may become as they are restored to His likeness are of first importance throughout the total school experience. Such a transforming restoration involves the development of the whole person—physically, mentally, socially, and spiritually.

Yakima Adventist Christian School places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive, Christ-like self-image may be developed. The necessity of providing opportunities for students to secure a preparation that will fit them to live successfully and productively is recognized.

Students are encouraged to take an active interest in making their community and world a better place, to appreciate the cultural and scientific advances of the age, to develop positive attitudes toward useful labor and toward all humanity, and “above all else to learn life’s great lesson of unselfish service.” *Education, page 30*. Each student is challenged to take an active personal role in the great mission of sharing the gospel message to all the world in preparation for the soon return of Jesus.

Yakima Adventist Christian School stands in full support of the North American Division of the General Conference of Seventh-day Adventist guidelines regarding human sexuality as released in documents such as the North American Division Statement on Human Sexuality among other official statements on marriage, family, homosexuality, and same-sex unions. (The current biblically-based Seventh-day Adventist principles regarding these issues may be found in the school office.)

Yakima Adventist Christian School, as part of the Seventh-day Adventist Church, fully subscribes to and follows the guidelines and theologies of the Seventh-day Adventist Church. Students are expected to adhere to the codes of conduct and all relevant institutional policies.

Yakima Adventist Christian School seeks to provide students with an intelligent understanding of principles governing the functions and proper care of the body and mind and to help them establish habits and practices which foster lifelong health. We acquaint students with great literature, art, and music in order to develop an appreciation for “Whatever is true, whatever is noble, whatever is right, [and] whatever is lovely.” Philippians 4:8, NIV.

ADMISSION POLICY

Yakima Adventist Christian School was established to provide a Christian education for all children and youth of the Seventh-day Adventist church. The school serves students whose parents are members of surrounding Adventist Churches. However, other students who desire a Christ-centered education are welcome to apply for admission with a proper application and recommendations from previous or current teachers and/or pastors.

Attendance at Yakima Adventist Christian School is a privilege and not a right. The school reserves the right to refuse admittance and to dismiss any student to safeguard the scholastic, spiritual, and moral atmosphere of the school.

Washington State law requires that a child be at least five years old before September 1 to attend kindergarten and at least six years old before September 1 to attend first grade. It is recommended that in harmony with the instruction from the Spirit of Prophecy, supported by findings of medical science and by leading educators, children should not be sent to school at too early an age.

New student applications must be accompanied by a \$50.00 testing fee for two subjects. All students must complete placement testing and an education consultation with the principal. Any student transferring from another school will be required to present records from the last school attended or personal copies of report cards and standardized testing before attending.

Accounts from previous school years must be paid in full before a student will be admitted. Any request for exemption from this policy will be considered on an individual basis by the school finance committee.

NONDISCRIMINATORY POLICY

The Yakima Adventist Christian School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, ethnic background, country of origin, or gender in the administration of its educational policies, scholarship, and loan programs. YACS respects and welcomes various languages being spoken at school.

However, language (English or any non-English language) is not allowed to be used as a “tool” to disrupt instruction or to intimidate, harass, exclude, or disrespect any person.

NEW STUDENT EVALUATION AND APPLICATION PROCESS

The following must be completed before a new student application can be processed:

1. The office needs to receive a \$150 deposit and the completed front and back page of the application packet. Once received, the applicant’s name will be placed on the list of students to be considered at YACS. (The \$150 will apply to the first payment and is refundable if YACS is unable to place the applicant in a classroom.)

2. The office needs to receive three recommendations: one from the applicant's principal, one from the applicant's current teacher, and one from an adult non-family member. The evaluation committee will contact all references.
3. The office needs to receive copies of previous school records (which include copies of transcripts, report cards, and recent achievement tests).
4. The applicant and their parents or guardians need to schedule placement testing (\$50) and an education consultation with the principal. Appointments may be made by calling the school office.
5. Finally, the office needs to receive a completed enrollment packet, which includes:
 - Student Application Form
 - Completed New Student Information Form (for parents and students grades 5 and up)
 - Signed Commitment Statement (from parents and students)
 - Completed and Signed Permission Sheet
 - Field Trip and Continuing Consent Form
 - Financial Plan Form
 - Completed Shirt Order Form

Upon acceptance into YACS, your child will receive an acceptance letter. The following information must be turned in to the office before a student begins attending school:

1. A copy of the student's birth certificate
2. The remainder of the first payment
3. An up-to-date immunization records
4. A complete medical examination for new students and those entering Kindergarten, sixth grade, and ninth grade

Your Financial Plan must be approved by the YACS Finance Committee before your student(s) may begin school.

RETURNING STUDENT APPLICATION PROCESS

Applying for readmission, along with \$150, will ensure your child's spot in the classroom for the following school year.

Before school starts, these items are due (if applicable):

1. Completed Financial Aid Application
2. Completed Financial Plan
3. Updated immunization records
4. Current physical examination by a physician on entering Kindergarten, sixth, and ninth grade
5. Signed medical packet for students with allergies, asthma, or other documented medical needs.

FINANCIAL INFORMATION

As part of their ministry to the community, the Fairview, Selah, Wapato Spanish, and Yakima Seventh-day Adventist Churches are constituents of the Yakima Adventist Christian School.

At Yakima Adventist Christian School, we strongly believe that Christian education is not a commodity. It's a ministry. It's a commitment. It's a connection—a connection between your child's needs, your family's philosophy, and our philosophy. The first and most important consideration is what is best academically, developmentally, and spiritually for your child. All other considerations are secondary. However, we do realize finances play a large role in any decision.

The tuition rates reflect the cost of providing students with a Christian education at Yakima Adventist Christian School after the supporting church's contributions to this ministry.

Consistent with Jesus' mission, our goal is to reach out to our diverse community and provide opportunities for all we can. Our goal is that finances will not stand in the way of families who appreciate our vision and values, families who are willing to sacrifice, and families who prioritize their children's education.

SCHOLARSHIP AND TUITION ASSISTANCE

Tuition assistance is available to all current and new students in grades K-10 if they qualify. Scholarship funding is awarded because of our ministry, philosophy of financial aid, and Christian stewardship. Before applying for assistance, please carefully read the Biblical principles (found in the Scholarship Application Packet) that guide our decisions. These packets may be obtained at the front office.

Available Scholarship Options

The following scholarships are maintained by a sub-committee of the YACS School Board:

1. Jay Sloop Hispanic Church Scholarship—for students who are members of one of our local SDA Hispanic churches.
2. Cornelius Scholarship—for students who are not members of any SDA church. (***Based on financial need and if funds are available.***)
3. Genesis Scholarship—for students whose families find paying tuition difficult due to large medical bills.

Scholarships may also be available through your home church. It is the family's responsibility to inquire about those options.

In addition to scholarship assistance, YACS offers a unique fundraising opportunity for families wishing to supplement their tuition payments through the hot lunch program. Interested parents may apply to serve as a hot lunch cook once a week. The proceeds from this program are considered a fundraiser for the scholarship of their student(s). Any scholarship overages remaining at the end of the school year (or when the student exits YACS) will be credited to one of the aforementioned scholarship accounts.

Yakima Adventist Christian School benefits from the direct contributions of constituent Seventh-day Adventist churches in the area. These contributions help defray the tuition cost of all the students. If you are a member of one of the sponsoring churches, you will find a form in your enrollment packet to certify that you may be eligible to receive an additional tuition discount that results from your church's sponsorship of your student.

HOMESCHOOL INTEGRATION PROGRAM

If space is available in a class, homeschooled children are encouraged to enroll. They are welcome to participate in all programs and activities related to the class they are enrolled in (such as field trips and performances). The fee is 110% of the hourly tuition rate per credit earned.

TUITION

The ENTRANCE FEE will be billed on July 1 and due by the 15th of the month like the tuition payments. This fee covers prepaid expenses and items such as textbook rentals, workbook purchases, computer usage fees, vocational supplies, the student insurance, library books, student testing, school shirts, and the school yearbook. *Entrance fees are non-refundable.*

TUITION for the school year is billed in eleven equal payments, each of which is billed on the first day of the month. The first of the eleven monthly tuition payments will be billed on August 1. The last payment will be billed on June 1 and must be received by June 15.

Payment Options: Parents may choose the option that best suits their needs for tuition payments.

1. Cash or Check: The payment needs to be turned in to the office by the 15th of the month.
2. Debit or Credit Card: Parents may complete this in the office or online. There will be a 3% surcharge added to all card payments.
3. On-line Adventist School Pay

Discounts

1. The fourth full-time student in a family will receive a 70% tuition discount.
2. The fifth (or more) full-time student in the family will be free.
3. Full-time students will receive a discount when their account is current and paid in full by the 10th of the month.
4. Early payment discounts are as follows: 1 student = 3%, 2 students = 5%, and 3 students = 10%.

Note: There is no early payment discount for part-time students or students receiving tuition assistance.

Registration Fee

There is a \$150 non-refundable reservation fee for all students to reserve a place in their classroom for the following year. This fee is split and billed on the March and April statements, unless the office is notified prior to March 1. This fee is credited towards next school year's July payment.

ANNUAL COSTS

Annual enrollment and tuition fees are specific to grade levels. For information on the current rates, see the office for our current rate sheet.

School Supply Fees

School supplies are provided for students in Pre-Kindergarten through tenth grade and are included in the enrollment fee (excluding extended field trips).

Guidelines for Tuition Payments

Tuition statements will go out on the first day of each month. Tuition is due and should be paid by the 15th of each month. Tuition is past due on the 16th of the month. If you are unable to make your monthly payment, please contact the office immediately. The following is the procedure for past-due accounts:

1. If the tuition payment has not been received on the 16th of the month, a phone call will be made by the school secretary reminding the responsible parent or guardian of the past due account and encouraging payment.
2. Five days after the due date (on the 20th of each month) a \$35 late fee will be processed.
3. Ten days after the due date (on the 30th) the principal will call the account holder once again and the finance committee will be notified.
4. Forty-five days after the due date, the treasurer will send out a letter indicating that the affected student(s) will not be able to attend class on the 61st day of an overdue account unless financial arrangements are made with the school's administrator.
5. Sixty-one days after the due date, if arrangements have not been made on the outstanding bill, the student(s) will not be able to attend class and the account will be presented to the finance committee which will review the account and take action which may include sending the account to a collection agency.

Satisfactory arrangements include a written document stating the responsible party's payment plan. The plan must include keeping the account current and regularly paying a portion of the past-due balance. Arrangements will be overseen by the principal and finance committee chairman.

KidZone Fees

Charges for KidZone will be added to monthly statements. To respect the Sabbath during the winter months, KidZone will be open until 3:30 p.m. on Friday. Students picked up after closing time (6:00 p.m. or 3:30 p.m. on winter Fridays) will be charged an additional \$1 for each minute after closure. **Parents must sign their child out of KidZone After School Club.**

GENERAL INFORMATION

Diplomas

Eighth-grade students may not receive their diplomas unless the family tuition account and graduation fees are paid in full.

Fines (Due to damaged or lost items)

School property that is misused, broken, or destroyed will be charged to those responsible for the offense. Such charges will be added to the student's account. The schoolbooks furnished by the school and rented to the student will be checked and evaluated at the beginning and close of the school year by the student's teacher. A student whose books have been marred beyond normal usage will be charged a replacement value. Full payment will be required for all textbooks lost and library books not returned to the school.

Pre-Kindergarten Program

Yakima Adventist Christian School offers a Pre-K as part of our school program. Students follow the same academic calendar as the rest of the school. Our Pre-K program is licensed by the Washington State Department of Early Learning and is available for four and five-year-old children. We offer both full-day and half-day options either three, four, or five days a week. If you have a Pre-K student, please request a Pre-K handbook.

Morning and Afternoon Dismissal

The building and gym doors open at 7:30 a.m. for early student arrival. Students must go directly to the gym for before-school supervision. Students should be picked up by 3:30 p.m. Students who remain at school after 3:30 p.m. will incur the charge associated with their age-appropriate after-school club. Homework help will be available, and students will enjoy games and themed projects in KidZone.

Visitors

We welcome parents and others who are interested in the program to visit the school! Please contact the office and reserve a time for a tour of the facility. A free "Education Consultation" will be scheduled for interested families. Upon arrival, please check in at the school office.

The administration encourages parents and students interested in attending Yakima Adventist Christian School to attend the school's annual Step-up Day in the spring of each year. Other testing and visitation days may also be arranged, as needed.

Students who are not enrolled, but would like to try out a day at YACS, may do so by making arrangements through the office. YACS also offers "shadow days" as a way to showcase academic, social, and physical experiences.

Closed Campus

YACS operates as a "Closed Campus." Students are to bring a lunch or purchase a hot lunch and eat it in their classrooms. For cases in which students must leave school grounds during school hours, only parents or previously arranged persons will be permitted to pick them up. Whenever any student leaves the school during school hours, he/she must notify his/her homeroom teacher and have the parent/guardian sign him/her out at the office.

Motor Vehicles

Students are expected to show maturity in operating automobiles and follow WA State Department of Transportation laws. Students driving motorized vehicles to and from school must observe the following regulations:

1. Vehicles are not to be used during school hours without prior written permission from parents and the approval of the principal.
2. A student may not borrow another student's car.
3. No student driver may take student passengers.
4. Students are not to sit in cars for visiting or studying during school hours.

Bicycles, Scooters, and Skateboards

Bicycles, scooters, and skateboards are to be parked in the designated area during school hours.

Use of Telephones and Cellphones

The school telephone is for school business and is not to be used by the students, except for emergencies and with permission from the teacher. Parents should call before or after school to reach a student or staff member, except in the case of an emergency. Messages phoned to the school will be delivered as soon as possible.

Student Cell Phone Policy

Grades 5-10: All student cell phones will be placed in a pocket chart upon arrival to their homeroom where they will stay until the student is called to go home at dismissal. Students may not use their cell phones at school without explicit permission from school staff.

Grades PK-4: Unless there is a special circumstance that has been preapproved by the classroom teacher, students in grade PK-4 should not have cell phones at school.

School Trips: Cell phones are not to be taken on any school trip. Families may contact their children through the teacher and chaperones.

Any phone used without permission or not in the pocket chart will result in the following consequences:

- First violation: Loss of phone for the remainder of the school day.
- Second violation: Loss of cell phone for two school days; school notifies the parent.
- Third violation: Loss of phone for five school days; meeting with parent, student, and principal at which time the phone will be returned.
- Fourth violation: Meeting with the Student Relations Committee to determine disciplinary action.

Home and School

The Home and School Committee is comprised of members of interested school families. This committee is similar to a Parent-Teacher Association (PTA) in that it works to bring the home and school together by finding ways to support the school programs.

Weeks of Spiritual Emphasis

YACS believes in offering specific avenues for spiritual development in addition to worship and the Bible curriculum already provided. One way of accomplishing this is through a Week of Spiritual Emphasis, which takes place twice a year, once in the fall and another in the spring. For the fall, an invited speaker shares spiritual insights on topics relevant to the students. In the spring the ninth and tenth graders plan sermonettes to present to the student body.

Outreach Programs

We believe that outreach is important to Christian growth. YACS reaches out to the community in a variety of ways. Because music plays a vital role in the outreach at YACS, there are yearly programs in which the students are required to participate. YACS students share their talent at the annual Christmas and Spring programs. YACS also participates in providing church services to area SDA churches. There may also be programs at other area churches that are required of some of our music groups.

School Facility

Students may only enter any part of the facility when a designated supervisor is present. Non-marking shoes are to be worn in the gym for play.

INCLEMENT WEATHER POLICY

If it is advisable to close school for inclement weather conditions, an announcement will be given to Jupiter. This information will also be posted on the YACS homepage. YACS will generally follow the Yakima School District delayed start or snow day closure decisions. When driving is hazardous, those who live great distances from school are urged not to bring their children and risk an accident. A written excuse must be submitted to the school for all **weather-related absences** for them to be excused. A written or oral excuse from the parent (or driver) is necessary for all weather-related **tardies** to be excused. Students with an absence or tardy thus incurred and excused will be given the opportunity to make up any work missed during the time they were absent or tardy.

ATTENDANCE, GRADING, AND REPORT CARDS

Attendance

Since YACS adheres to the educational requirements of the General Conference of Seventh-day Adventists and is in harmony with Washington state requirements, attendance at all school sessions is compulsory. YACS desires to work with parents to ensure students consistently arrive to class and all school functions on time to aid in student success.

Tardies

Punctuality is an essential development of character. The student is encouraged to be punctual to all classes. All students should arrive early enough to be seated in their classroom before the bell rings at 8:15.

If students are more than 15 minutes late to school, their parent or guardian must accompany them and sign them in at the front desk.

Absence Policy

Daily attendance and active participation in each class is critical. It may be possible to make up written work for classes missed, but class instruction, discussions, and presentations, which are important to the full educational program at YACS, cannot be made up.

Classrooms open ten minutes before the bell rings. For the student's protection, parents are expected to contact the office by 9:00 a.m. by telephone **509-966-1933** or email ***office@yacsschool.org*** to report their student's absence. Teachers will compile assignments and have them ready for pick-up at the school office after school. It is then the student's responsibility to obtain the assignments and complete all assigned work.

Excused absences are given for medical appointments, illness, previously arranged family trips, Pathfinder outings, or approved extenuating circumstances.

Students who have been absent need to bring a written note to school, stating the reason for the absence and signed by the student's parent, guardian, or doctor. Any student absent for more than five consecutive days should be seen by a doctor, and a doctor's written excuse is necessary to excuse the absence.

Students will each be allowed to request up to six family leave days during the school year. These are to be budgeted according to the needs of Pathfinders and family trips. Medical appointments, illness, and approved extenuating circumstances will **not** be considered part of the family leave days. All additional absences are considered unexcused.

Students who receive an unexcused absence will not be able to make up any schoolwork from the absence and will receive zero points for those assignments.

Grades K-8 Unexcused Absences or Unexcused Tardies

- Five unexcused absences in a semester or 15 unexcused tardies will result in a meeting with the parent, teacher, and student regarding attendance concerns.
- Six unexcused absences in a semester or 18 unexcused tardies will result in a meeting with the Student Relations Committee, the student, and the parent.
- Seven unexcused absences in a semester or 21 unexcused tardies will result in the student needing to reapply to stay in school and pay a \$100 reapplication fee.
- Eight unexcused absences in a semester or 24 unexcused tardies may result in the student being dismissed from school, at which time the student's case will be reviewed by the school board.

Grades 9-10 Unexcused Absences or Unexcused Tardies

- Five unexcused absences in a semester or fifteen tardies will result in the principal meeting with the parent and student regarding attendance concerns.
- Six unexcused absences in a semester or 18 unexcused tardies will result in the student and parent meeting with the Student Relations Committee.

Pre-Arranged Absences

There are times when families plan special trips or have things come up that require the student to be absent from school. These planned absences (pre-arranged absences) for unique family situations must be arranged by alerting the teacher and filling out a Pre-Arranged Absence Form at the office. This needs to be done at least five days in advance of the absence. This gives time for the teachers to prepare the class assignments for the absence. Pre-arranged absences are not to conflict with scheduled major school events (i.e. music programs and class trips).

Pre-arranged absences may be excused if they are due to:

1. A religious observance
2. A school-approved activity (i.e. Pathfinder trip)
3. Family trips

School Work after an Absence

When absent, a student has as many days to make up school work as he/she was absent. Students absent on a test day should expect to make arrangements with the teacher to take the test as soon as possible upon returning to school. If an absence is unexcused, students may receive a zero on daily class work but will be required to make up tests, projects, and labs in the same number of days as they were absent or by the end of the quarter, whichever is first.

Truancy Policy

Washington State truancy law states that: “Unexcused absences mean that a student was not in school and failed to meet the policy for excused or prearranged absences. Five unexcused absences within a calendar month or ten within a school year require the filing of a petition with the juvenile court reporting violation of the compulsory attendance laws.” (RCW 28.A.225.020 and 28.A.225.030) A total of 15% of absences (27 days) during the school year may forfeit the student’s grade.

Honor Students

Students in grades three and above are eligible to be recognized as honor students. The requirements are as follows:

- Honor Roll: GPA of 3.5-3.74 without a D or F
- High Honor Roll: GPA of 3.75 or higher without a D or F

Incompletes

If a student has not completed sufficient class work to earn a passing grade, he/she may receive an incomplete. Quarter incompletes must be removed within two weeks of the end of that marking period, or the grade automatically becomes an F.

REPORT CARDS AND PARENT/STUDENT/TEACHER CONFERENCES

The faculty and staff at YACS are dedicated to the success of your child and are therefore eager to collaborate and communicate with you regarding your student's progress.

Twice each year, after the first and third quarters, a special opportunity is given for the **parent and student** to confer with the teacher in regard to the progress of the student. First and third-quarter report cards will be distributed at these conferences. Announcements will be sent home regarding appointment times with your child's teacher.

Second-quarter grade reports will be issued to the students/parents without school-wide conferences, but the parent or the teacher may schedule conferences at other times during the school year as needed. It is our aim to keep the lines of communication open at all times. We enjoy celebrating the success of our students!

Fourth-quarter report cards, along with eighth-grade diplomas, will be mailed at the end of the school year after the tuition account is paid.

CURRICULUM

Grade 9 Classes	<u>Credit</u>
Religion	10
Algebra	10
*English Composition & Grammar	10
*Literature	10
*US History	10
*Physical Science	10
Physical Education	4/4
*Keyboarding/Computer Literacy	5/5
Concert Band/Concert Choir/Handbells	4/4
Grade 10 Classes	<u>Credit</u>
Religion	10
Geometry	10
*English Composition & Grammar	10
*Literature	10
*World History	10
*Biology	10
Physical Education	4/4
Health/Essential Living Skills/Finance	5/5
Concert Band/Concert Choir/Handbells	4/4

These classes are subject to change.

*These classes are taught every other year.

Pre-Kindergarten

Preschool-aged children learn much about life through imitative play (i.e. playing house, camping, etc.). In addition, YACS preschool teachers provide Bible instruction and leveled academic instruction in basic phonics, math, science, and social studies areas. For more information, see the preschool handbook.

Kindergarten

Kindergartners continue learning about life through imitative play. Their academic instruction includes learning about Bible stories, learning to read, solving math problems, participating in science experiments, and learning about the world around them.

Grades 1-8

In grades one through eight, academics involve learning about the Bible, math, language arts, social studies, science, physical education, art and music.

Music

All 5-10 students are required to participate in music. Presently we offer handbells. An after-school strings program is available for anyone interested. A small fee is charged.

Grades Pre-Kindergarten through Grade 6

Students in these grades have general classroom music instruction one to two times per week. The instruction may also include learning simple instruments, such as percussion or recorders.

Grades 7-10

All 7-10 students are required to participate in music. Presently we offer handbells. An after-school strings program is available for anyone interested. A small fee is charged.

AFTER SCHOOL CLUBS

KidZone After-School Club is an after-school club program available to YACS students. It is available Monday through Thursday from 3:30 to 6:00 p.m. Friday from 12:30 to 6:00 p.m.. KidZone care closes at 3:30 p.m. from Oct 31st through April 3rd and at 6 p.m. during the fall and spring. See the office for pricing.

KidZone Homework Help Club is for students in grades 5-8. All students participating are expected to quietly do their school work.

SICKNESS, MEDICINE, AND INSURANCE

Children are expected to remain at home when ill. This includes the following symptoms:

- temperature of 100.4° or greater
- cough
- runny nose
- congestion
- muscle aches
- nausea
- vomiting
- diarrhea
- feeling ill
- in the first 24 hours of antibiotic treatment

We appreciate your cooperation in keeping sick kids home so they will recover more quickly and not pass the illness on to anyone else. Please ensure that your child has a normal temperature (without taking any fever-reducing medication) for 24 hours before coming back to school.

If a student becomes ill while at school, the student will be immediately isolated from other students until parents can arrive to take him/her home. The area(s) that the student had contact with will be cleaned and disinfected.

Students are asked to wash their hands:

- On arrival at school
- After recess
- Before and after lunch
- When they are dirty

All surfaces that are used are cleaned each day. Surfaces that become soiled or dirty are immediately cleaned before being used again. Any object or surface that is used by more than one student is cleaned between uses.

All high-risk areas such as door handles, bathrooms, kitchen sinks, drinking fountains, and athletic facilities are disinfected using an EPA-registered disinfectant each day. Disinfecting is done when students are not present. Students may not use disinfectants.

Cloths used for cleaning and disinfecting are stored in a container until laundered, using regular laundry procedures.

First Aid and Medication

All Yakima Adventist Christian School staff are trained and certified in First Aid and CPR. Unless there is an accident or sickness requiring immediate emergency action, only minimal first aid (such as providing bandages or ice packs) will be provided.

The only conditions under which school personnel may administer any medication (including aspirin and cough drops) are as follows:

1. If students are required to take any medication (prescription or over-the-counter) during the regular school day, it will be allowed with the assistance of designated school personnel if the school receives a completed *Medication Administration Form*.
2. No medication will be given for more than 15 consecutive days without written, current, and unexpired instructions from a licensed health professional.
3. All medication must be delivered to the school in the original container bearing the original label. If the medication is prescribed by a doctor, the label must contain the name and place of business of the seller, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, the name of the member of the medical profession who prescribed the drug and must bear directions for use as prescribed by the physician. Medications will be kept in a secured area.

Special Medical Status

If your child has a special medical condition such as diabetes, asthma, or serious food or insect allergies, please discuss this with the office and the teacher before school begins. The *Special Medical Information for School Form* must be signed by the treating physician and the parent and on file at the school before the student begins the class.

Insurance Coverage

YACS provides information on insurance provided for each student. The school insurance coverage is limited to injuries sustained during participation in authorized school activities during the term of the policy. If within 90 days the student incurs medical expenses in connection with an accident, benefits will be provided according to the insurance company policy for reasonable medical expenses, which are furnished within 52 weeks of the accident. This coverage will pay up to the first \$500 of covered expenses regardless of any other valid or collectible insurance. Anything over \$500 is to be submitted to one's personal insurance.

Reporting an Insurance Claim

1. Report the accident to the principal as soon as possible after the accident.
2. Complete all information in the "Parent's Section" of the insurance forms.
3. Take the form to your doctor or dentist for completion.
4. Return the completed form and all itemized bills directly to the school office. The secretary will copy and mail the claim to the insurance company.

STRONGER TOGETHER VOLUNTEER PROGRAM

We at Yakima Adventist Christian School believe that together we can make a difference! Volunteers are valued at Yakima Adventist Christian School, and they help make our school run more efficiently. Our aim is that students are kept safe, so we have adopted a volunteer screening policy. Though no plan is fool-proof, we do our best to screen and educate our volunteers. Volunteers are a vital component in the overall success of our school and a great way to contain the cost of tuition. Our commitment is to provide a safe environment and a joyful experience for our students.

All volunteers are required to participate in a screening program. After successfully completing the screening and training and the background check has been approved, you may begin volunteering at the school. Please be aware that the volunteer screening process will take some time. Contact the school office for more information and/or the necessary forms.

Transportation of Students

1. Volunteer drivers must complete the required volunteer screening and background check.
2. A copy of your Washington State Drivers Abstract must be turned in to YACS. (YACS may also periodically make a request to the DMV for a current abstract.)
3. All drivers shall be properly licensed and comply with all federal, state, and/or provincial laws for the class of vehicle being operated.
4. *Bus drivers must have a CDL with a passenger endorsement.*
5. All drivers must be a minimum of 21 years old.
6. All drivers must have at least two students in their vehicle.
7. Drivers are not to use cell phones, including Bluetooth while driving students.
8. Private vehicles must be currently insured to comply with state law.
9. Transporting students in the back of an open pickup or truck is prohibited.

The following must be completed and/or submitted annually:

1. The Private Transportation Form
2. A copy of the volunteer's current driver's license
3. A copy of the volunteer's current proof of insurance

Anyone wishing to volunteer regularly must:

1. Complete the Sterling Volunteer (child protection) screening and background check at www.ncrisk.org/adventist.
2. Complete and sign the Transportation Form annually (if applicable).
3. Not have participated in any activities which would compromise your ability to work safely with students.

EMERGENCY AND CRISIS POLICY

Emergency Preparedness and Response Plan

The school has crisis and safety plans. These plans are designed by the collaborative efforts of school staff, local law enforcement, emergency management, and public health officials. The plans are regularly reviewed and updated and include procedures to respond to a variety of crisis situations.

Preparation is Key to Safety

Students and staff will practice several types of drills associated with specific emergencies on a regular basis during the school year. These drills will include:

- Evacuation (fire)
- Earthquake
- Intruder
- Shelter-in-place
- Complete site evacuation (optional)

Drills are important to build confidence and trust, building automatic responses, and practice and learn. Please talk with your child.

Keep Your Student Emergency Information Current

Emergency and crisis situations can happen at any time, so it is very important for you to keep your family contact information current. Notify the school office whenever there is a change.

Included in this information should be an up-to-date list of which friends and family members are authorized to pick up your student and their current contact information. In an emergency evacuation, students will be released only to individuals on the authorized pick-up list. A photo ID may be required for student pick-up.

During a School Emergency

For our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend upon the parents of our students to support our disaster response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and our school employees. We ask parents to observe the following procedures during a crisis situation:

1. Do not telephone the school. We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.
2. In some situations, students will be instructed NOT to use cell phones. Do not be alarmed if your student does not call or does not answer their cell phone during a school emergency.
3. Tune in to a local radio or TV station for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you may be able to pick up your child.
4. Do not come to the school or evacuation location until you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If the building is in a lockdown situation, you will not be allowed to enter.
5. If evacuation is required, students may be transported to a location away from the school. You will be notified of this through the media bulletins or signs.
6. An adult will always stay with your child until he/she can be picked up or safely transported home.
7. The media may want to interview you or your child. Depending on the situation, this may make the situation worse. If in doubt, decline to participate. The school has a specific person assigned to communicate with the media.
8. Staff has specific assignments and training to respond to situations. Volunteers should report to the Incident Command Area for assignments rather than jumping in to assist on their own. Good intentions sometimes complicate the problem.
9. It is a good idea to include out-of-state, or out-of-the-area emergency phone contacts. In some emergencies, long-distance service may be all that is available.

Release of Students after an Emergency/Disaster

School sites have a high priority in local civil defense plans, and your children are likely to have better access to any emergency services on the school campus than they would in most other locations.

1. Avoid tying up school telephone lines that will be needed for emergency communications.
2. Understand that if an emergency is declared, the school campus will be closed and parents will be expected to wait until all students are accounted for and can be signed out in an orderly procedure. PLEASE DO NOT ever remove your children from school without signing them out because this will greatly hamper efforts to account for everyone and precious time will be wasted looking for what is presumed to be a lost child.
3. If a 'lockdown' is declared at the site, we will not be able to release your child to you until the police declare the need for the 'lockdown' to be over.

DRESS CODE

There is a direct relationship between dress, grooming, conduct, and success in school. YACS' Dress Code policy is designed to help students be successful by having them dress with modesty and neatness, and in a way to not distract others. Clothing must fit appropriately, allow free movement, and should not have holes, rips, or paint. All undergarments should be covered. These standards are expected of all students.

Grades K-4

Shirts

1. Images on all clothing must be in harmony with Adventist Church standards and teachings (no iconic images such as TV, movies, bands, etc.).
2. Guidelines for writing and graphics apply to all items brought to school, including coats, lunchboxes, clothing, shoes, and toys.
3. Shirts may or may not have collars. Writing is limited to a small logo on shirts.
4. Shirts must be long enough to cover the midriff when arms are raised, modest at all times, and have a full back.
5. Shirts should not be sleeveless, off-the-shoulder, sheer, or low cut and should be appropriately buttoned.
4. Shirts worn with knit stretch-style pants must be long enough to cover the individual's bottom.

Pants/Skirts

1. Pants/jeans/skirts must not be distressed, ripped, frayed, or faded.
2. Pants must fit properly (fit at the waist, not be too tight, or excessively baggy).
3. Knit pants (stretch-style pants) are permitted but should not be form-fitting.
4. Hem length (shorts/dresses/skirts) and slits must reach the student's hand width (across the base of four fingers) from the top of their kneecap.
5. Athletic wear (including bike-style shorts) is appropriate for PE classes or athletic days only.

Outerwear for inside the Classroom

1. Outerwear markings must be in harmony with Adventist Church standards and teachings. (No iconic images such as TV, movies, bands, etc.).
2. All garments worn under outerwear (blazers, sweaters, vests, etc.) must meet the YACS attire policy.

Grades 5-10

Shirts

1. Shirt images must be in harmony with Adventist Church standards and teachings (no iconic images such as TV, movies, bands, etc.).
2. Shirts must be long enough to cover the midriff when arms are raised and modest at all times.
3. Shirts should not be sleeveless, sheer, or lower than three fingers below the collar bone and should be appropriately buttoned.

Pants/Skirts

1. Pants/jeans/skirts must not be distressed, ripped, frayed, or faded.
2. Pants must fit properly (fit at the waist, not be too tight, or excessively baggy).
3. Leggings are treated just like legs. That means that dresses, shorts, or skirts still have to cover the same amount of legging-covered thighs as bare thighs.
4. Hem length (shorts/dresses/skirts) and slits must not extend more than the student's hand width (across the base of four fingers) from the top of their kneecap.
5. Basketball shorts or sweatpants are appropriate for PE classes or athletic days only.

Outerwear for inside the Classroom

1. Outerwear markings must be in harmony with Adventist Church standards and teachings. (No iconic images such as TV, movies, bands, etc.).
2. All garments worn under outerwear (blazers, sweaters, vests, etc.) must meet the YACS attire policy.

PE Attire

1. Gym wear is to be worn for PE class only.
2. Shirts must have sleeves, be loose-fitting, and cover the midriff when arms are fully raised.
3. Modest shorts, athletic pants, or sweatpants are appropriate for PE. Spandex shorts or tights must be covered by shorts with a 5+ inch inseam.

All Students Grades K-10

Performance Wear

YACS students are involved in music performances throughout the school year. Different performances will require different attire.

For Church Programs

All performing students need to be dressed in clothing that is modest in fit and length as per the regular school dress code. If girls' dresses do not have sleeves, please wear a sweater or similar covering.

For School Music Programs

Preschool through sixth-grade students need to wear black pants/skirts and a white shirt/blouse or black and white dress.

Grades 7-10 need to wear black pants/skirt and a black shirt/blouse. Girls may wear an all-black dress. *For girls' dresses that do not have sleeves, please wear a sweater or similar covering.*

Other Requirements

1. Hats/caps are allowed outside but are not to be worn inside the building.
2. Hair is to be kept clean, trimmed, out of the eyes, and a natural color.
3. Make-up is to be natural and in good taste. Natural tone fingernail and toenail polish may be worn.
4. Non-marking shoes are to be worn at all times at school except for special programs.

5. Sandals may be worn if they stay securely on the feet. Flip-flops are not acceptable footwear for school.
6. Jewelry (rings, bracelets, chains, earrings, and necklaces) is not allowed at YACS.
7. Tattoos, including all forms of temporary tattoos, are prohibited.

When in doubt, ask before wearing. Any issues not covered in this policy will be interpreted by the administration. *Students not adhering to this policy will be sent to the office and asked to call home for a change of clothing and will not be allowed back to the classroom until dress code changes have been met.*

CODE OF CONDUCT

Many young people today are confused by the breakdown in moral values evidenced around them. The task of providing guidance, along with Christian standards, must be shared by the home, the church, and the school. These three agencies should work together to encourage the student to develop a strong Christian character, so they may be ready to meet the challenges in the world today.

Because attitudes and other covert behavior are often detrimental to the school atmosphere, they may be the basis for dismissal. Therefore, specific charges of misconduct may or may not accompany the request for dismissal.

Students are expected to conduct themselves in harmony with the standards and spirit of the school at all times. This demands that a wholesome attitude be maintained toward the school faculty, other students, and the school facility. A student whose progress or conduct is unsatisfactory, or whose attitude is not in harmony with the standards or principles of the school, or whose influence is found to be detrimental, will be disciplined although there may have been no specific violation of any regulation or rule.

The following regulations apply to all students and are for the purpose of honoring Christ. Those who oppose such high standards will be asked to examine their motives, their ideals, and their attitudes before being permitted to continue in school. Principles of Christian conduct are upheld at YACS. Honesty, courtesy, reverence, purity, and obedience are emphasized. The Bible and the Spirit of Prophecy counsels form basic standards maintained in this school. Actions taken by the board or faculty will have the same authority as those published in this handbook.

Personal Conduct

All students are expected to abide by guidelines for good conduct, as agreed upon in the student agreement signed on the application to attend YACS. A student who engages in any of the following on or off campus may jeopardize his or her privilege of entering or continuing in school.

Prohibited Activities:

A student engaging in any of the following practices on or off campus will be subject to discipline and may be suspended or dismissed from YACS. Please note the following is an illustrative but not exhaustive list:

1. Undermining the religious ideals or displaying a detrimental influence or spirit out of harmony with the standards or basic philosophy of YACS, such as atheistic, agnostic, or spiritualistic ideas.

2. An uncooperative or disrespectful attitude displayed by the student or parents regarding school rules and principles.
3. Using profane language.
4. Possessing or displaying obscene or pornographic literature or pictures.
5. Indulging in lewd conduct or suggestions.
6. Participating in hazing, initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student.
7. Bullying through looks, actions, or words in person or online (including text messages).
8. Stealing, any form of cheating, willful deception, or dishonesty.
9. Possessing or using knives, firecrackers, or incendiaries of any kind.
10. Gambling with playing cards or other gambling devices.

Activities Resulting in Dismissal

A student engaging in any of the following practices on or off campus should expect to be dismissed from YACS:

1. Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by the school, shall be expelled from school for not less than one calendar year.
2. Using alcoholic beverages, tobacco, non-prescribed narcotics, or harmful drugs, in any form or having them in one's possession. A student may be required to submit to a drug test after incidences or behaviors suggest drug abuse. If the student tests positive, he is responsible for the cost of testing. Failure to submit to the test will result in dismissal from school.
3. Sexual activity

Social Standards

A friendly, wholesome association between young men and women is expected. Students will maintain Christian standards of morality in their relationships.

Health Standards

Because YACS is concerned with the whole child, we work to provide each student with an environment that is conducive to learning. At YACS we will encourage each child to:

1. Have a healthy lunch, including fruits or vegetables.
2. Limit sugary, salty, fried, and high-fat food in their lunch.
3. Avoid bringing caffeinated products.

School Property

Our school is a gift from God through our constituent churches, members, and friends. Students, parents, and visitors are to treat the school property with care and respect. The following behaviors are not allowed:

1. Entering locked buildings, rooms, or vehicles, picking or breaking locks, doors, or windows, duplicating school keys, or using unauthorized keys.

2. Tampering with school lights, wiring, unauthorized use of fire alarms, equipment, ladders, or fire escapes.
3. Damaging or defacing school property (including books).
4. Chewing gum on school property (including school buses).

DISCIPLINARY PROCEDURES

Each teacher at Yakima Adventist Christian School establishes his/her unique classroom management plan. Individual teachers handle most daily management and discipline situations. Teachers also will communicate with parents through notes, emails, phone calls, and/or conferences as they see best in dealing with behavioral problems.

When a teacher feels it is appropriate, he/she will involve the principal with a behavioral issue. The student will report to the office with a note from the teacher. The principal may then create a plan of action for the student based on the needs of the situation. If the behavior continues, a conference with the parents, teacher, and principal will take place. Following the conference, the parents will receive written notification of the infraction and a summary of the conference.

The plan of action includes the following:

- If the discipline problem affects the physical or emotional welfare of other students at school, the principal will take action to immediately remove the student from the classroom and place the student into an In-School-Suspension or Home Suspension. The principal will then notify the student's parents and YACS Student Relations Committee of the action taken.

Continued or significant discipline problems will be, at the discretion of the principal, referred to and addressed by the Student Relations Committee of the school. If a referral is made to the Student Relations Committee, the following will take place:

1. The Student Relations Committee will discuss the circumstances and may have the student(s) involved in the situation come before the committee to share their viewpoint.
2. The committee will then decide on the appropriate discipline to be administered for each student and incident.
3. Based on the circumstances and the recommendation from the teacher(s) and principal, the Student Relations Committee may create an action plan for the student and monitor the student's behavior.

In cases of students referred for suspension beyond what the principal has already done, the Student Relations Committee will recommend a plan of action for the student regarding suspension. Students who receive suspension will be allowed to make up many of their assignments. For lab-type work, the student will work with the teacher on the possibility of substitution assignments. The student will be responsible to obtain any make-up work. Their work must be completed within the time frame allotted by the teacher. The Student Relations Committee may request a behavior update from the student and teacher. Reporting back to the committee will further the student's sense of accountability. At times a student's actions require that he/she be permanently removed from YACS. In cases of dismissal, the Student Relations Committee, in consultation with the principal and teacher(s), may take either of the following actions:

1. Recommend that the student withdraws from school. In this case, the student may immediately withdraw and transfer to another school. In such cases, no written record of the disciplinary action would go in the permanent file (unless the behavior is such that the student poses a threat to the safety of other students and the law requires the school to indicate this in the student's file). If the parents of the student do not at this time comply with the recommendation for the student to withdraw, then a recommendation of review will go to the Yakima Adventist Christian School Board. In this case, the student's return to school will await the decision of the School Board.
2. Recommend to the YACS School Board that the student be dismissed from school. In cases of dismissal recommendations, the School Board will have the final authority. When a recommendation for dismissal goes to the School Board, parents of the student(s) involved have the right to present a letter of appeal to the board, and/or speak to the board regarding their position (with the approval of the chairman). Only the student and his/her legal guardians will be allowed to appeal to the board.

As expressed throughout this handbook, including in the Admission Requirements section, students attending Yakima Adventist Christian School desire a positive religious influence and conduct themselves in compliance with the philosophy and guidelines expressed in this handbook. Students who are unwilling to cooperate with such guidelines will be asked to leave this school.

Suspension

In cases of suspension, there will be certain steps taken to help the student obtain success in school:

1. **Discipline Limitation:** As stated in the NPUC Education Code, #3040:88, a suspension will not be longer than 2 weeks. At YACS, the Student Relations Committee will review cases that they feel need a longer suspension time. In those cases, a recommendation will be given to the school board for a vote.
2. **Educational Service:** YACS is committed to serving students who have received a suspension. Assignments will be communicated from the teacher(s) to the student or student's family so academic success can be achieved, even during absence.
3. **Discipline Policies:** YACS behavior expectations are outlined in this handbook. Classroom procedures are also clearly communicated by each teacher. Any questions should be directed to school personnel.
4. **Re-entry:** When a student has been suspended, a re-entry meeting will take place between the student's family, the teacher, and the principal for suspensions longer than one week. The board chair and Student Relations Committee will also be involved at appropriate levels. Re-entry is potentially difficult for the suspended student in many ways. YACS staff wants to make the transition as smooth as possible to ensure the success of the student.

Dismissal/Expulsion

In cases of dismissal, a student is considered dismissed for the remainder of the school year. However, if the student provides sufficient evidence of a change in behavior and attitude, re-enrollment may be considered for the current school year. In these cases, the student and family would present their case before the school board for review.

TECHNOLOGY

Radios, recorders, CDs, CD players, MP3s, DVDs, or other hand-held electronics are not to be used at school. If used inappropriately during school hours, devices will be confiscated. The technology will be returned at the discretion of the teacher or principal.

Computer Use

1. YACS boasts a full computer lab for students to access for school work. If students in grades 7-10 choose to bring their own laptops, they need to get prior approval from their teacher.
2. There is not to be any food or drink in the computer lab or on computer tables in the classroom at any time.
3. Students in the computer lab must have a supervisor present.
4. Computer directories, programs, etc. are not to be changed.
5. No programs from home are to be used or installed on school computers unless approved.

School Internet Rules

Students are responsible for good behavior on school computer networks just as they are in the classroom or the school hallway.

Computer use will be screened. Monitoring software has been installed on all school computers to aid in this process. Misconduct will result in suspension from computer use.

The following behaviors are not permitted on computers:

1. Sending or displaying offensive messages
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws

Access to the internet is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Students in grades 7-10 may be assigned a school email account. Access requires responsibility. Violations may result in loss of access as well as other disciplinary or legal action.

SAFE STUDENT POLICY

Yakima Adventist Christian School is committed to making the safety of our students a priority. Teachers and administration strive to help students grow up with their wholeness and sexual boundaries intact. As part of this policy, the school will endeavor to minimize situations where students could be in a situation where abuse could occur. We will also reinforce the concepts of personal boundaries, and personal value, that each of us has the choice about how others treat us, and how to say, “NO.”

Physical/Sexual Abuse

As required by law and by the North Pacific Union K-12 school board: If a staff member has a reasonable suspicion of abuse, it will be reported to the school principal, the Upper Columbia Conference Education Superintendent, and the Child Protective Services office.

Sexual Harassment

Yakima Adventist Christian School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with the procedures outlined, so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. School staff and other representatives who engage in sexual harassment are subject to discipline up to and including termination. Sexual harassment is unwelcomed sexual advances or requests and other offensive conduct of a sexual nature. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, gestures, and physical contact.

Bullying

Bullying is unwanted, aggressive, or subtle behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. In order for the offense to be considered bullying, the behavior may be aggressive or subtle and include the following:

- An Imbalance of Power: Kids who bully use their power—such as size, physical strength, access to embarrassing information, or popularity—to control, harm, or embarrass others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Reporting Procedures:

Students who experience bullying or sexual harassment should report the incident to school authorities *as soon as possible*. If the bullying or harassment is between students, the student should report the incident to the classroom teacher. The student may also report the incident to the principal or any school board member. If the harassment comes from an adult, the student should report it directly to the principal or another responsible adult.

TEACHER COMMITMENT

As a teacher at YACS, I am in complete agreement with the mission statement and agree with the school rules.

I have dedicated my life to Jesus Christ, and I agree to maintain a personal relationship with Christ so that I may effectively minister to the students.

Because my body is the temple of God, I will practice living a healthful lifestyle and dedicate myself to service to others.

I will seek to build positive personal relationships with my fellow staff, students, parents, and all others I work with. I will also keep open communication with parents and administration. If a disagreement occurs, I will follow the principle outlined in Matthew 18 to resolve the problem.

I will continually strive to grow professionally and will stay current with effective teaching methods. My goal is to work in partnership with students and parents for heaven.

STAFF EMAIL

Principal

Melissia Wallen

principal@yacsschool.org

K-10 Teachers

Holly Tanner (Kindergarten)

kinder@yacsschool.org

Carol Hartzell (1st and 2nd)

1and2@yacsschool.org

Tiffany Waymire (3rd and 4th)

3and4@yacsschool.org

Melissia Wallen (5th and 6th)

5and6@yacsschool.org

Jeff Wallen (7th and 8th)

7and8@yacsschool.org

Doug Hartzell (9th and 10th)

9and10@yacsschool.org

Tiffany Stratte (Elementary Music)

music@yacsschool.org

Library

library@yacsschool.org

Preschool Staff

Heidi Ruud

mrs.ruud@yacspreschool.org

Thalia Duim, Assistant

Office Staff

Maureen Kim, Office Manager

office@yacsschool.org

Riliegh Cervera, Office Secretary

office@yacsschool.org

Bookkeeper

Audrey Bigelow

office@yacsschool.org

SCHOOL BOARD MEMBERS

Chairperson: Karen Wasiczko

Principal: Melissia Wallen

Fairview and Selah Seventh-day Adventist Churches

Lester Bigelow

Herschel Corbin

Ramona Watson

Kristen Axford

Wapato Spanish Church

To be filled at a later date

Yakima Seventh-day Adventist Church

Shauna Bell

Eric Ruud

Don Schlaman

Rick Sloop

Karen Wasiczko

Pastors

Moises Ramirez (Selah, Fairview)

Harry Sharley (Yakima 35th Ave)

Home and School Representative

Jewel Cox

Marketing

To be filled at a later date

Conference Representatives

Adam Littell, Archie Harris, Larry Marsh