Established in 1994 to provide Christian families with a Christ-centered educational program.
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I. INTRODUCTION TO HANDBOOK

OUR PURPOSE
Yorktown Christian Academy is a Christ-centered school established to provide a thorough academic education built upon a biblical worldview, assisting parents in the education of their children, and equipping students to become Christ-centered servant leaders in our community and around the world.

WHAT WE BELIEVE

Biblical Education
There are many good reasons for enrolling your child in a Christian school. However, the reason that is above all others is that God requires parents to educate their children according to His principles. Note God’s instructions...

Deuteronomy 6:6-7 - "And these words which I command you this day shall be in your heart, you shall teach them diligently to your children, speaking of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up."
Proverbs 22:6 - "Train up a child in the way he should go: and when he is old, he will not depart from it."
Ephesians 6:4 - “And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord.”
Colossians 2:8 - “Be careful that no one spoils your faith through intellectualism or high sounding nonsense, guided by human tradition, following material ways of looking at things, instead of following Christ.”
Jeremiah 10:2 - "Thus saith the Lord, 'Learn not the way of the heathen.'"
Proverbs 19:27 - “Cease, my son, to hear the instruction that causeth to err from the words of knowledge.”

Statement of Faith
1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33);
   • His sinless life (Hebrews 4:15; 7:26);
   • His miracles (John 2:11);
   • His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35);
   • His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9);
   • His resurrection (John 11:25; 1 Corinthians 15:4);
   • His ascension to the right hand of the Father (Mark 16:19);
   • His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:24-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:1-5; Hebrews 13:4). We believe that God’s command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The YCA Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

School Unity
Even though a variety of denominations are represented among our staff and school families, God has blessed YCA with much unity. We are exhorted in Ephesians 4 to walk worthy of the position that we have in Christ, "endeavoring to keep the unity of the Spirit in the bond of peace."

Our goal is to keep Jesus Christ at the center of everything we do! God continues to bless our school because of this. We do not compromise on the central message of God’s Word and fully support our published “Statement of Faith.” We are aware that as a group of believers some differences in beliefs exist. It is important for parents to realize that when denominational issues are raised at school, our teachers are instructed to refer the students to their parents or pastor for discussion and guidance. By keeping our focus on Jesus Christ, we "major" on the central message of God’s Word. Our prayer is that each plan made and each lesson taught will be done in such a way that the Lord Jesus Christ receives all the glory and honor!

Philosophy of Yorktown Christian Academy
The real difference between a Christian school and the public school is philosophy. While the public school is based on a man-centered philosophy, Yorktown Christian Academy holds a God-centered philosophy of education, one that is based upon the Word of God. The primary objective and purpose of the school is to train each student in the way of life presented in the Scriptures while giving them a quality education.

Our educational philosophy is based on a Christian worldview that comes from the truths found in the infallible, inerrant, and inspired Word of God. Colossians 1:16 declares, “All things were created by Him and for Him; He is before all things, and in Him all things hold together.” Therefore, true education must begin and end with God.

Education can most effectively be accomplished in an environment that recognizes that all truth is God’s truth. We emphasize this fact and stress the development of an eternal perspective of life. We strive to provide an environment in which the individual student can mature spiritually as well as achieve academic excellence. Pupils are directed not only in the acquisition of knowledge and skills, but also in the pursuit of worthy interests, ideas, and attitudes essential for Christian maturity. We want to develop the complete individual spiritually, mentally, physically, and socially (Luke 2:52).

The academic program, through the traditional approach, emphasizes the progressive understanding of the fundamental blocks of material necessary for high achievement in the program of studies. Emphasis is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Realizing the difference in innate ability, we encourage and expect each student to do their best. We believe the traditional system of education educates the mind, builds character, and teaches the value of living under a free enterprise system of government.

We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate inner self-discipline and is essential to the emotional, physical, social, and spiritual well being of the student. The teacher is the authority in the classroom. To obey, to do right, and to always measure one’s attitudes against Scriptural principles are goals we strive to instill in each student to equip them for carrying out God’s plan for their lives.
Scripture clearly teaches that parents are responsible for their children’s education and discipline. The school is not a substitute for the home, but is an extension of it, and operates as one means through which parents fulfill the responsibility the Lord has given them. We believe that our nation, homes, and schools are strengthened when our educational process points the young to Jesus Christ and teaches character and patriotism along with faith in God.

**Spiritual Emphasis**
- To encourage all students to develop a personal relationship with the Lord Jesus Christ, and to instill in them a love for the Lord Jesus Christ, God the Father, and the Holy Spirit, and to instill a personal sense of responsibility to be all God wants them to be.
- To teach students that the Bible is the infallible Word of God, and to stress its practicality and importance through the application of Biblical principles to every part of daily life.
- To integrate the teachings of the Bible with every subject and activity, and to evaluate secular information according to what the Bible teaches, as it is the ultimate source and final authority for all teaching.
- To encourage students to develop self-discipline and responsibility based on respect for and submission to God and all other authority.

**Academic Emphasis**
- To promote high academic standards, and to help each student realize his full academic potential.
- To prepare students for success and achievement at the college level.
- To assist students in developing a disciplined approach to their studies.
- To encourage all students to think clearly and logically and to work both independently and cooperatively, using good study habits.
- To help each student gain a thorough mastery of the fundamental processes used in communicating and dealing with others, including reading, writing, speaking, listening, and using mathematics.
- To develop creative and critical thinking, and proper use of biblical criteria for evaluation.
- To develop responsible freedom, instilling a love for our country and respect for those who lived and died to make America great.
- To develop an understanding of the world in which they live and the ability to appreciate and contribute to their environment.

**SCHOOL HISTORY**

Yorktown Christian Academy was established in 1994 by members of Yorktown Baptist Church. Their goal was to provide Christian families throughout the community with a Christ-centered education.

In 2002, YCA incorporated as a Texas non-profit corporation. Although YCA continues to share space with Yorktown Baptist Church, it dedicated its first building devoted solely to its mission of Christian education in 2007.

In January, 2007, a new facility was completed without incurring any debt to house up-to-date classrooms, a computer lab, a library, and the administrative offices.

With the advent of the 2011-2012 academic year, YCA adopted the year-round academic schedule. The following year YCA led the way locally in integrating technology and education by implementing some blended (face to face courses with an online component) aspects into the classroom.

YCA has continued to expand its outreach to the Corpus Christi area by providing opportunities for leadership and character development and outdoor adventure. In the 2010-2011 academic year, the school launched Cub Scout Pack 226 and Boy Scout Troop 226. The 226 designation was based on Proverbs 22:6: “Train up a child in the way he should go, and even when he is old he will not depart from it.” To provide an additional alternative for those who might not be able to join the Scouting program, YCA launched the Outdoor Adventure Program in the spring of 2014.
The 20th Anniversary Celebration was a time to rejoice at what God had done over the past two decades but it was also a time to prepare for the future. From Pre-K through 8th grade, YCA strives to provide a thorough academic education built upon a Biblical worldview and to assist parents in the education of their children through the integration of Biblical faith and academic excellence. Yorktown Christian Academy is “a calling preparatory school” and it is our greatest desire to help the children entrusted to us to discover God's specific call upon their lives and to prepare them to meet that call so that they might impact their community and the world for Christ.

The 2016-2017 school year marked the transition for YCA from being a small local Christian school to a school with an intentional global impact as the entire school rallied behind the 8th graders and their families for the first family mission trip to the Dominican Republic. The focus of involving our students in missions took flight immediately and created a ripple effect that changed the culture of the school.

The 2018-2019 school year is the 25th year of ministering to local Christian families. It also includes the launching of Little Lions - a two-day weekly Christian program preparing 3-year-olds for preschool, and the launch of the YCA Online Academy for grades 9 through 12. The end of the year came with a celebration of the first high school graduate with Sam Douglass speaking at the graduation ceremony.

INVESTING IN YCA STUDENTS

We offer opportunities for staff, parents, alumni, grandparents, and community partners to invest in the students at YCA through volunteering and through participation in our annual fund and capital initiatives, employee matching gifts programs, and planned giving.

Investment in Yorktown Christian Academy is a major factor in student success. Endless amounts of volunteer hours, financial gifts, and foundation support, as well as support from Yorktown Baptist Church, make it possible to offer a campus with classrooms, gymnasium, outdoor playgrounds, computer lab, library, science labs, and more. Your investment and generosity provide resources to realize achievements in every area of the school.

Our goal is to support classroom, program, and campus initiatives in a effort to offer every student the opportunity to develop his/her specific gifts and talents while growing Christ-centered servant leaders to serve in our community and around the world. This effort requires every family partnering with YCA through volunteering and giving. Every investment makes a difference! If you would like more information on how you can partner with YCA, please contact the administrator at 361-985-9960, or visit the Support YCA section of the website at www.YCA-CC.org.

ADVANCEMENT ACTIVITIES

One of the ways to get involved and participate is to volunteer or attend our YCA Family events. If you would like more information on any of these activities, please call the school office at 361-985-9960 or visit the school website at www.YCA-CC.org.

Event highlights for the school year include:

- Laps for Learning
- Christmas Program
- Rummage Sale
- 5K/10K Run/Walk and Pancake Breakfast
- End of Year Program & Art Show
- Various Big Events that vary from year to year
INTERNATIONAL MISSIONS

It is our belief at YCA that a biblical worldview results in a global perspective. We want to reach people for Christ in our local communities and around the world. We operate through strategic partnerships with other like-minded organizations and churches. Activities that support this worldview include the community service requirement for reenrollment, the 8th grade family mission trip, the missionary biography fair, and our partnership with STCH Ministries.

With the launch of the Online Academy for grades 9 through 12, the international ministry is expanding to include mission trips for high schoolers resulting in the opportunity for each student who graduates at YCA to have at least two significant international mission trips by the time they have finished high school.
II. BUSINESS OFFICE

EDUCATION AGREEMENT

Whenever a family enrolls a child at YCA, they execute a one-time education agreement that continues until the child completes their education at YCA. Similarly, the tuition contract renews annually until the child completes their time at YCA. The Continuous Enrollment (CE) payment is the registration fee for the following school year. This payment is collected in order to assist the school administration in effectively planning for staffing and curriculum for the following school year.

- The student is always enrolled until the parent decides to opt-out or the school leadership makes this decision for the family. To opt-out a family must notify the business office in writing or by email. The deadline to opt-out is February 15.
- Each student’s Continuous Enrollment (CE) payment of $300 will be divided into two payments of $150 each and payable in March and April.
- Students who pay monthly will have the CE payments added to their monthly invoice.
- Students who pay in full, or do not want the CE payment added to their monthly invoice must notify the business office in writing or by email no later than February 15. Payment is then due in full by April 1.
- No refunds of the CE payment will be given after April 1 except for a relocation of 25 miles or more from the family’s current address or a military move.
- In all cases, the school retains the right to dismiss a family whom it considers to be in philosophical conflict with the school.

Generally, any changes in tuition will be announced in early January so that parents have sufficient time to evaluate the impact the changes might have on their family.

ENROLLMENT AND REENROLLMENT

The following items are required for all students (new and returning) each year in order to be placed on the class roster for the next school year. These items are also required for every student entering grades 6-8 to formalize his/her class schedule:

- Payment of enrollment fee if newly enrolling; continuous enrollment fee if reenrolling
- Completed Community Service requirements (Grades 1-12)
- Up-to-date immunization records

After April 1, a $25 per month late fee will be incurred for those who have not paid their CE payment by April 1; and the student stays in an open status and is not placed on a class list. Once the CE payment is paid, the student is then added to the class list as space is available.

PAYMENT OF TUITION

1. The current tuition schedule is available in the business office and on the YCA website. There are three methods to pay tuition:
   (1) Tuition may be paid in full by July 1 for a 3% discount.
   (2) Tuition may be paid twice during the year, July 1 and January 1.
   (3) Tuition may be paid monthly.

2. All families are expected to set up a payment plan with FACTS Tuition Management. The cost of the plan depends on the payment scheduled selected by the family. Payments methods include automatic bank drafts and credit cards. Payments made through a credit card are assessed an additional charge for processing.
3. The responsible party will be charged $25.00 for any and all bank fees resulting from any drafts or checks returned for “Insufficient Funds.” Tuition will be re-billed. The new invoice will be considered due by the date of the original invoice(s). Personal checks cannot be accepted after there have been two (2) occurrences of returned checks. Future payments may be made by cash, money order, or cashier’s check only.

4. All tuition accounts must be current before a child can register for the following school year.

5. Each student’s place is independent. No tuition can be transferred from one student account to another.

ADDITIONAL FEES OR PENALTIES

Child Care Service
As a service to our parents, YCA provides child care for students before and after school for a daily charge. Payment is made monthly.

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Care:</td>
<td>7:30 to 7:50 am</td>
</tr>
<tr>
<td>After Care:</td>
<td>3:15 to 5:30 pm</td>
</tr>
</tbody>
</table>

Students who are not picked up by 3:25 pm (3:40 pm for middle schoolers) will be sent to after care at the daily drop-in rate.

Late Pick-up Fee
Students not picked up from aftercare by 5:30 pm will be charged a late fee of $1 per minute. All late fees will be billed monthly. Cash payments will not be accepted at the time you pick up your child.

Parents are expected to make appropriate provisions for after-school care and supervision of their children. Therefore, regardless of who picks up the student, each child’s parent is ultimately responsible for any incurred late fees.

Other Fees or Penalties
During the year, the child’s account may be billed for miscellaneous items such as uncollected library fines, damaged property, etc. Any additional charges must be paid by check or cash by the tenth of the following month.

WITHDRAWAL FROM SCHOOL

Withdrawal Fee: $500 per Student - Students are considered enrolled for the entire school year. Therefore, budgets and teacher contracts are set accordingly. The early withdrawal of a student creates an opening which YCA may not be able to fill with a viable candidate. YCA must be notified by June 1 to avoid the $500 early Withdrawal Fee.

Students who withdrawal after school starts in July owe the $500 Withdrawal Fee plus the full month’s tuition for any month in which the student attends at least one school day. Transcripts, report cards, and records cannot be released or sent to other schools if an outstanding balance remains at YCA.
IMMUNIZATIONS

Texas state law requires students attending school to be immunized against certain vaccine-preventable diseases. Every student is required to have his medical records on file and up to date by the beginning of each school year. Students whose records remain missing or incomplete 4 weeks after the start of school or after they enroll will not be allowed to continue attending classes until the requirement is met. Parents will be notified by mail when immunizations are due. Please consult the school office if you are unsure of your child’s immunization due dates.

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

- Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com under “School & Child-Care.” Original Exemption Affidavit must be completed and submitted to the school or child-care facility.
- For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

ILLNESS

Do not send your student to school with a temperature of 100 degrees or more, or with persistent vomiting or diarrhea. If a student becomes ill while at school, he must go through the school office to have a parent called. Students must be free of fever without fever-reducing medicine for 24 hours before returning to school.

MEDICAL RELEASE FORMS

The Medical Emergency Form must be completed each year in order that specific steps may be identified and taken should a student become ill or have an accident at school for which immediate treatment is necessary. Please update any changes in these records during the year through the school office.

MEDICATIONS

The updated Medical Authorization Form must be on file each year authorizing school staff to dispense any medication allowed by the parents. Physician-prescribed medications and over-the-counter medications MUST be held in the office for the student. If medication needs to be dispensed, please complete and sign a Medication Form (student’s name, name of medication, dosage, frequency, time, etc.). This policy also applies to any form of non-prescription OTC medicine, i.e. aspirin, ibuprophen, cough/cold medicine, etc. which must be supplied by the parents. YCA will not accept medication in unlabeled bottles, baggies, etc. or medication sent without a written request for dispensing.
IV. ADDITIONAL GUIDELINES

CHANGE OF PERSONAL INFORMATION

Any change of address, phone number, or email address, including employment or emergency information, should be reported immediately using email or phone to Info@YCA-CC.org or 361-985-9960. A parent may also use the school website to update information using the parent login.

COMPLAINT PROCEDURE

- Give the staff the benefit of the doubt. Realize that the child’s reporting may be emotionally biased and may reflect only one side of the story.
- Realize that we have reasons for all rules and that we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your child, as this will reduce his respect for authority in general, resulting in less willingness to obey and cooperate.
- Support the administration and call us concerning the situation. We ask that you pray for the teachers and staff. Support them with your love and praise. They are dedicated to training your child in the way he should go, resulting in upright character and behavior.

Handling a Problem

- Express it promptly to avoid ill feelings and friction that would hinder you as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another. (Matthew 5:23-24)
- Tell it to the right person, which is the other person(s) directly involved. See the administrator if you cannot reach a satisfactory agreement with the other person(s) directly involved.

DISCIPLINE IN THE CHRISTIAN SCHOOL

Discipline Defined
Discipline is a process of training, teaching, reproving, and correcting someone to help hold them accountable for their own actions. It is to be done in love and according to Scripture (Hebrews 12:6). Everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables one to be at peace with both God and man. The ultimate goal of all discipline is restoration and renewed relationship.

Preventive and Corrective Discipline
There are two types of medicine: preventive and corrective. Both are important in maintaining good health, and they reinforce each other. Those two types of “medicine:” are also types of discipline practiced at Yorktown Christian Academy. Preventive discipline for the parent and teacher involves the building of relationships, forming clear guidelines, modeling Christ-like behavior, demonstrating unconditional love, spending quality time, expressing personal convictions, understanding, expressing approval or disapproval of certain types of behavior, and many other relational attitudes and actions.

Corrective discipline occurs when the student has stepped outside of stated guidelines and boundaries. It is the consequence of wrong actions.
ROOT CONVICTIONS FOR CONDUCT

There are five (5) basic convictions that the school attempts to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These convictions are respect for God, respect for authority, respect for others, respect for property, and respect for school rules. Disregard for these values will at a minimum involve a parent/student conference with the principal and repeated disregard may result in the student being asked to leave the school.

Respect for God
We are a Christian school. We believe in a sovereign God who holds men accountable for their actions, their words, and their thoughts. He is a God who is to be loved (because He first loved us), worshipped (because He only is worthy), honored (for all that He is and has done), and entreated (because of His many promises). Showing respect for His person and/or His name is taken seriously at YCA.

Respect for Authority
The development of humility and submission to authority are essential qualities necessary for receiving God’s grace for growth and service (I Peter 5:5). Everyone, student and adult alike, need to grow in humility and submission. Teachers, for example, are under the authority of administrators, but the administrators are in turn under the authority of the school board. Students must learn to demonstrate a willingness to submit to those who have been placed in authority in their lives.

Respect for Others
Jesus teaches us that the two greatest commandments are “to love the Lord your God … and to love others as yourself.” We must act in a manner that edifies, encourages, strengthens, and assists our neighbor. Students, at times, can hurt, degrade, or hinder others by their actions or words, but when they do they will be held accountable for those words and/or actions.

Respect for Property
Even non-Christians recognize the importance of respect for property and have designed laws to punish those who steal, destroy, or abuse other people’s property. Students who steal, cheat, plagiarize, vandalize, or put graffiti on walls are expressing a disregard for other people’s property. Restitution may be required for monetary damages to personal or school property.

Respect for School Rules
In any institution there must be certain rules unique to that institution which exist for the purpose of accomplishing its goals and purposes. At YCA, there will be some rules designed to promote our goals and purposes that do not apply to other areas of life. Such rules will include our dress code, classroom procedures, attendance, etc. However, students need to learn to respect man-made rules that are designed to accomplish beneficial goals and will be expected to follow all such rules while at school.
CONDUCT & STANDARDS OF BEHAVIOR

The goal of our discipline standards is that students will mature, becoming less dependent on rules to govern behavior, and more dependent on a personal, internal ability to do what is God-pleasing and right.

Honor Code

“Out of a desire to honor God, I commit to a lifestyle which reflects trust, honesty, and respect for my peers, authority, and all property. I acknowledge this lifestyle does not condone lying, cheating, stealing, and other dishonorable acts. Committing to this code demonstrates my respect for Yorktown Christian Academy as we strive to glorify God and love others.”

Short Version: “I will not lie, cheat, or steal; nor will I tolerate those who do.”

The foundation of the YCA Honor Code is God’s Word. There are numerous Scriptural references for the Honor Code; for example, Philippians 4:8 & 9 and Hebrews 13:18. The Honor Code represents guidelines for behavior to promote growth in Christ. The code is a minimum standard expected for all students, while the “spirit” of the code exceeds this minimum by fostering the highest standards of ethical behavior. Your presence as a student at Yorktown Christian Academy indicates that you agree with and will abide by the YCA Honor Code.

The Honor Code will be prominently displayed in classrooms and pertinent areas of the school.

Standards of Behavior

As Yorktown Christian Academy bears the name of Christ and is dedicated to His honor and glory, it is important that we represent our school with behavior and attitudes that please Him and further the cause of His kingdom. The rules and standards set forth in this section apply to conduct whether on or off school premises.

In order to ensure a clear understanding of what is expected of Yorktown Christian Academy students, the following specific rules have been established:

1. Students will abide by the YCA Honor Code.
2. Students will not participate in harassment, bullying, fighting, or causing misery for other students.
3. Parents are advised that if their children are chronically tardy or absent because of carpooling, it is their responsibility to make other transportation arrangements.
4. According to Ephesians 4:29, students will strive to speak wholesome and edifying words at all times. Cursing and other vulgar or inappropriate language will warrant disciplinary action.
5. Students will not chew gum on the campus during school hours in order to help maintain the appearance of our facilities.
6. Students will refrain from public display of affection anywhere on the school grounds or in vehicles used for school activities. This includes holding hands, putting arms around one another, etc.
7. Inappropriate magazines, books, pictures, or other inappropriate materials including knives or other weapons will not be permitted on the campus, in cars being used for school functions, or at any school-sponsored activity.
8. Students may not use cell phones, radios, tape recorders, media players, headphones, cameras, video cameras, electronic games, roller blades, skateboards, or other devices during school.
9. Laptops may only be used in the classroom for relevant class work.
10. Courtesy is a must. Running and yelling are not allowed in the building. Students are expected to be courteous to fellow students, teachers, staff, and visitors.
11. Possession, use, sale, or distribution of alcohol or tobacco in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.
12. Possession, use, sale, or distribution of any unlawful or prescribed narcotic, dangerous drug, controlled substance, or any illegal or threatening device such as fireworks is strictly forbidden and may result in expulsion.
13. Students will show respect for and not defy the authority of the administration, faculty, and staff. Students will stand when an adult enters the classroom and address adults with “sir” and “ma’am.”
14. Students will treat school property and personal property of others with respect and care. Any damage brought to the buildings, grounds, textbooks and classroom supplies, or furnishings of YCA must be repaired and/or replaced at the expense of those causing the damage. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.

15. Extenuating legal issues could result in temporary dismissal or suspension until matters are resolved.

16. Students are not allowed in the church buildings without permission. Church staff members are working in the church and should not be disturbed.

17. If your child is permitted to ride his/her bicycle or walk to and from campus, please notify his/her teacher in writing on the first day. This permission slip will be made a part of his/her file.

18. Students should not loaf on the school grounds or in the school buildings after the close of the school day. Any student on the grounds more than 15 minutes after the close of school will be taken to After Care and personnel will attempt to contact parents. A fee for after-school care will be assessed.

19. Actions or attitudes should not conflict with, or contradict, the spiritual or behavioral guidelines of YCA.

The conduct of a YCA student should be exemplary both on and off the campus. The reputation and good name of the school and, more importantly, of the Lord Jesus Christ, should be considered at all times. Our testimony at home, school, and play is important. As a Christian school, we desire that our students maintain a Christian testimony at all times.

The handbook does not and cannot define all types and aspects of student behavior; however, the administration has the responsibility to set forth general policies, rules, and regulations to help each student function well at YCA. In addition, teachers and coaches within the classroom or pertinent activity may establish additional rules and regulations that are consistent with those established by the administration.

REQUIRED POLICIES

Racially Nondiscriminatory Policy
Yorktown Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Yorktown Christian Academy practices a biblical philosophy of admissions, not discriminating on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, and athletic and other school-administered programs.

Yorktown Christian Academy reserves the right to prohibit enrollment of anyone not meeting basic Christian beliefs, including but not limited to, beliefs on homosexuality, sexual promiscuity, theft, alcohol consumption, illegal drugs, etc. To this end, the school administration shall be the sole arbiter of the definitions of those beliefs.

Drug-Free School Requirements
No student shall manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances on school premises or at off-campus school-related activities, functions or events:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance that could be abused by inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

A student need not be legally intoxicated to be considered “under the influence” of a controlled substance. Students who violate this prohibition are subject to expulsion and may be referred to appropriate law enforcement officials for prosecution.
Sexual Harassment
All students are expected to treat one another courteously with respect for the other person’s feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature.

Complaint Procedure
A student and/or parents are encouraged to discuss any questions or concerns about sexual harassment with the administrator. A student who believes he/she has been or is being subjected to any form of sexual harassment by a teacher or another student as defined above shall bring the matter to the attention of the administrator. However, no procedure shall have the effect of requiring the student alleging such harassment to present the matter to a person who is the subject of the complaint.

Any teacher who becomes aware of any possible sexual harassment should immediately advise the administrator, who will handle such matters in a lawful manner to ensure that such conduct is not continued. All complaints of sexual harassment will be investigated in as discreet and confidential a fashion as possible.

Child Abuse Policy
YCA is required by law to report any allegation of child abuse to the proper governmental authority of the State of Texas where YCA has cause to believe that a student’s physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

YCA is expected by its families to communicate with them regarding the well being of the children. The YCA administration is placed between the parent and the state, acting on behalf of the parent and in accordance with the law. Therefore, YCA is responsible to both.

CELL PHONES AND OTHER ELECTRONIC DEVICES
Student cell phones and other such electronic communication devices on campus must be turned off (not just on silent or vibrate), not seen or heard, and stowed in bags, backpacks, etc. during the school day. Parents, please do not call or text your child on his/her cell phone during the school day. Parents who need to contact their child during school hours should go through the school office. Electronic devices belonging to students will be taken to the school office. They may be retrieved at the end of the day by 4:30 pm upon payment of $20. Confiscated phones may be examined, including phone numbers called, pictures stored, and text messages sent and received. Inappropriate materials found may result in further action by the school.

Abuse of this policy may result in a parent conference. Any variance to this policy must be granted by the administration.

PARENT/FAMILY SERVICE HOURS
Since 1994, our school has relied on faithful volunteers to make a difference in the lives of all those who are involved in this ministry. From board members, administration, faculty/staff, students and families, volunteers have positively affected thousands of lives over the years. In short, we are who we are because of the time and talent committed to YCA by so many volunteers.

Volunteers have an opportunity to shape our school with the special talents that God has placed in them. There are hundreds of opportunities to volunteer both on campus and off campus. We are blessed to have such great volunteers.

In compliance with school policy and insurance recommendations, YCA will conduct confidential background checks on all volunteers and will require a copy of their driver’s license each year. Volunteer applications and criminal history background check forms can be downloaded from the school website or picked up and returned to the school office.
PARENT AND VISITOR DRIVING AND PARKING

- Parents and visitors may park in the lot bordered by YCA classroom buildings, the gym, and the Yorktown Baptist Church administration building. Parking is permitted only between the hours of 8:30 am to 11:30 am and between 12:00 pm and 2:45 pm. Parking is not permitted during morning drop-off and afternoon pick-up times.
- The speed limit on campus is a maximum of 15 mph.
- Do not park in fire lanes. The fire lanes are there to ensure that emergency vehicles are able to reach a person in distress or other crisis situation. The city requires us to strictly enforce this rule. The Corpus Christi Police Department may issue tickets to violators.
- Any person or vehicle is subject to being searched while on school property by YCA administrators or the Corpus Christi Police Department.
- All areas may be under surveillance.
- Pylons and signs are not to be crossed when in position.
- Do not engage in cell phone conversations while driving your vehicle around students.

See Preschool/Elementary School Policies for arrival/dismissal procedures.

See Middle School Policies for drop-off/pick-up procedures.

PHOTO AND VIDEO NOTICE

All activities and events sponsored by Yorktown Christian Academy may be photographed or recorded on video. By enrolling your child/children at YCA, you authorize and consent to the use of images or videos of yourself and your child/children, with or without names, by Yorktown Christian Academy for purposes including but not limited to: promotional materials, printed publications, internet posts including social media, television, and other media sources. Parents do this with full knowledge and consent and waive all claims for compensation for use or for damages. Parents release Yorktown Christian Academy, its officers, trustees, employees, and agents from liability for any claims by the parents or any third party in connection with the use of these images.

Any parent who does not want to release images of their child for use by YCA must complete a “No Photo Release” form available in the school office. All other images will be available for possible use by YCA in the manner listed above.

CLASSROOM OBSERVATIONS

Observing one’s child in a classroom setting can provide the parent with helpful insight into his child’s learning style, areas of strengths and areas needing improvement. Each parent is encouraged to observe in his/her child’s classroom for one hour per semester.

Guidelines
1. You may visit any time, but you should avoid the first two and the last two weeks of school, the day before and after a holiday, and special event days.
2. A maximum of three adults are allowed in the classroom per hour.
3. Please limit all observations to one hour.
4. Siblings or other children are not allowed in the classroom.
5. There should be little or no conversation with your child, other children, or with other observers.
6. Please take a seat in the back of the room or a place designated by the teacher.
7. Please do not sit next to your child’s desk.
8. If you wish to discuss your child’s progress, please schedule a conference with the teacher. It is very important that the teacher’s undivided attention be on the students during class time.
Things to Look For

1. Your child’s response to the teacher.
2. Your child’s response to other children in the classroom. At times, try to observe PE or lunch periods when children are more apt to interact with other students.
3. Does your child prefer group activities or does he prefer being alone?
4. Do you see areas of weakness in your child’s academics?
5. Do you see certain areas of his/her life where you need to help develop godly character qualities? (Please realize that your child will not react exactly the same way as when you are not in the classroom.)
6. Is your child attentive?
7. Does he/she ask questions?
8. Does your child seem sleepy, tired or fidgety?
9. Does your child seem prepared for the day’s work?
10. Is your child easily distracted?

After observing, you may have concerns about your child’s performance in some areas, such as behavior, academics or social skills. If you have questions, please feel free to contact your child’s teacher for a parent/teacher conference and follow-up discussion.

NEW FAMILIES

We welcome all our new families into the “YCA Family.” Your integration into the “YCA Family” is an important part of your child’s experience here at school.

We are here to assist you in getting “plugged in” to various activities on campus, in meeting other YCA families, furthering your knowledge of YCA, and building relationships with administration and staff. If you have any questions about life at YCA, please contact the school office.

TIPS FOR EFFECTIVE PARENTING

1. Give your children proper parental affection. Put your arms around your kids and tell them often that you love them.
2. Make sure your child is not overcommitted to extra activities. Be sure he has adequate time for schoolwork and sleep.
3. Spend time with your children. Far more than material THINGS, your children need your undivided attention. Try turning off your TV set a few hours in the evening.
4. Discipline your children. “Foolishness is bound up in the heart of a child; but the rod of correction shall drive it far from him.” Proper discipline of your children begins by disciplining your own life.
5. Keep promises you make to your children. If you promise a day with your family, keep it. If you promise you will discipline your youngsters for infringement of a family rule, keep your promise. Consistency and integrity begin at home.
6. Train your children to be accountable for their actions. Arguing on their behalf and defending them serves as a roadblock to developing accountability.
7. Do not criticize those in authority over your child. The attitudes you reflect toward God’s servants will be mirrored in your children’s attitudes.
8. Don’t tease your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child’s emotional well being.
9. Train your children to be courteous and friendly, but to be very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
10. Train your children to be accountable for their actions. Teach them the biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.
11. Train your children to be accountable for their words. Children can be extremely cruel to each other by their words. If left untrained, they may develop an argumentative manner of speaking with teachers, parents, and others. That is a negative pattern that could hinder them all of their lives.
12. Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. What your children learn in school is interesting!

“Don’t you see that children are God’s best gift? The fruit of the womb His generous legacy? Like a warrior’s fistful of arrows are the children of a vigorous youth. Oh, how blessed are you parents with your quivers full of children!” – Psalm 128:3-5 (TM)

STUDENT COMPUTER USE POLICY

In support of Yorktown Christian Academy’s philosophy to prepare students through its curriculum, we provide a wide variety of information resources on the Internet and the campus intranet for the purpose of research and education. Computer usage at YCA is conducted under the same rules and values as any other activity at the school. However, because it is an individual activity and one that affects the whole school community, it is important to spell out those rights and responsibilities.

The school reserves the right to monitor any data stored in personal computer accounts. All hardware, software, and services offered by YCA for student use are the sole property of the school. The use of personal laptop computers in classrooms is at the discretion of the classroom teacher.

Access to the Internet unfortunately increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Although YCA has taken precautions to restrict access to controversial materials, it is impossible to control all materials. Therefore, the responsibility is upon the student or other user not to seek questionable websites.

YCA believes that the valuable information and interaction available on the Internet far outweigh the possibility that students may seek or stumble upon materials which are inconsistent with the spiritual and educational goals of YCA or its representative families.

Every network user has the responsibility to respect and protect the rights of every other user on the network and Internet, as well as support system security. Failure to comply may result in the loss of computer privileges and/or disciplinary action. These responsibilities include:

- Storing only school data and projects on the school system.
- Recognizing that recreational use of computers is a low school priority that may be curtailed by any instructor.
- Not downloading or installing software to either the network or any local machine without explicit approval from the Technology Department. This includes, but is not limited to, Instant Messaging programs and Audio files (MP3s, WAV, etc). Unless specifically permitted by the publisher, the sharing of software is illegal!
- Not reconfiguring ANY settings on any computers and applications.
- Not degrading or disrupting system performance.
- Not bringing food or drink (including water) into any computer lab at any time.
- Logging off the computer/network after each use.

In addition, there are specific violations which may result in immediate suspension of network access and referral to the principal for further disciplinary action. These include the following:

- Violating the privacy and data of other users (Level III offense).
- Violating systems or network security (Level III offense).
- Accessing inappropriate or offensive material over the Internet (Level III offense).
- Using the personal accounts of other users or sharing your own account (Level III offense).
- Sending anonymous or inappropriate messages over the network (Level III offense).
SCHOOL PICTURES

Student photographs are taken by professional photographers twice each year and made available to parents for purchase.
- Fall Pictures - students should follow the school dress code. These pictures are used in the yearbook, office records, etc.
- Spring Pictures - student dress is flexible, allowing for spring colors, dresses, etc.

WEATHER CONDITIONS

Weather conditions may cause us to close school or alter our regular schedule. When threatening weather occurs, for the most up-to-date and accurate information, go to the YCA webpage at www.YCA-CC.org. In emergency situations, parents will receive text messages from the school with appropriate instructions.

ACCOMMODATION PLANS

YCA offers limited accommodations that do not interfere with our normal school program and student expectations. If any significant change is made for a student to the stated school academic expectations, it is referred to an "Accommodation Plan." This Accommodation Plan may sometimes require a family to pay additional charges if they are necessary to support the plan, and will be noted on the student’s academic records.

The school is not required to accept Section 504 type plans or Individual Education Plans (IEP) from public schools, but will work with parents and students based on what the school is able to provide as long as the accommodations do not interfere with the school program and student expectations.

PHYSICAL PRIVACY AND SEXUALITY POLICY

Purpose
In light of the Yorktown Christian Academy's Statement of Faith and Parent/Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the YCA community of their duties with regard to the use of restrooms, locker rooms, showers, and any other school facilities where individuals may be undressed in the presence of others.

Definitions
- Sex means the biological condition of being male or female as determined at birth.
- Member of the YCA community means any Yorktown Christian Academy employee, volunteer, student, parent, or visitor.

Sincerely Held Religious Belief on Sexuality
Yorktown Christian Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s sex is a rejection of the image of God within that person.

Policy
Notwithstanding any other policy, YCA's restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other YCA facilities or settings where members of the school community may be undressed in the presence of others (e.g., changing costumes during school productions), YCA shall provide separate, private areas designated for use by members of the YCA community based on their sex.
Yorktown Christian Academy recognizes there may be instances where members of the YCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Yorktown Christian Academy encourages members of the YCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Yorktown Christian Academy will at all times interact with members of the YCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 5:15).

A member of the Yorktown Christian Academy community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person -- behavior that dishonors the Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Yorktown Christian Academy which is cause for terminating his/her privilege of membership in the YCA community.

To preserve the function and integrity of Yorktown Christian Academy and to provide a biblical role model to members of the YCA community and the community-at-large, it is imperative that all members of the YCA community agree to and abide by this policy.
V. Student Dress Code

The goal of the Yorktown Christian Academy Student Dress Code is to honor God in our outward appearance. Additionally, the YCA dress code seeks to promote school pride and to encourage a personal sense of belonging to a school that sets high moral and academic expectations. The dress code applies to all student activities both on and off campus (i.e., sporting events, school programs, etc.). It is difficult for a dress code to be entirely comprehensive, therefore, YCA retains the right to determine the appropriateness of every student's dress and amend the dress code as deemed necessary.

<table>
<thead>
<tr>
<th>Shirt Guidelines: All Students</th>
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</thead>
<tbody>
<tr>
<td><strong>Style</strong></td>
</tr>
<tr>
<td><strong>Color</strong></td>
</tr>
<tr>
<td><strong>Fit</strong></td>
</tr>
<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td><strong>Restrictions</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pant Guidelines: All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Style</strong></td>
</tr>
<tr>
<td><strong>Color</strong></td>
</tr>
<tr>
<td><strong>Fit</strong></td>
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<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td><strong>Restrictions</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shorts/Skorts/Capri Pants: All Students</th>
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</thead>
<tbody>
<tr>
<td><strong>Style</strong></td>
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<tr>
<td><strong>Color</strong></td>
</tr>
<tr>
<td><strong>Fit</strong></td>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td><strong>Restrictions</strong></td>
</tr>
</tbody>
</table>
Parent/Student Handbook

General School Policies

## Shoe Guidelines: All Students

<table>
<thead>
<tr>
<th>Style</th>
<th>Athletic shoes are strongly recommended for safety reasons as all students will participate in PE activities. Any closed toe, closed heel shoe is allowed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>Any color.</td>
</tr>
<tr>
<td>Fit</td>
<td>All shoes properly laced, all straps properly secured.</td>
</tr>
<tr>
<td>Other</td>
<td>Boots are permitted; but large chunky boots are not permitted.</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Not allowed: Open toe shoes, Open heel shoes, Platform shoes, Flip-flops, Slaps, Heelys/Grinders, Crocs, Sandals. Boys must wear socks with shoes.</td>
</tr>
</tbody>
</table>

## Hairstyles: All Students

<table>
<thead>
<tr>
<th>Color</th>
<th>Natural, some natural highlights. No distracting colors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>Neat and properly groomed.</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Hairstyles, hair colors, hair cuts that create a distraction are not permitted.</td>
</tr>
<tr>
<td>Restrictions</td>
<td>BOYS in Grades 4 and Up: Hairstyles must be well-groomed, not bushy and must be above the eyebrow, no longer than the middle of the ear and must be above the top of a polo-style collared shirt.</td>
</tr>
</tbody>
</table>

## Additional Dress Code Guidelines

### Spirit Day/Field Trips
- All students and teachers are encouraged to wear a school t-shirt on Spirit Day (Friday) to show school spirit.
- A school t-shirt should also be worn on field trips and other off campus activities to assist in quickly identifying YCA students.

### Belts
- Optional, but may be necessary to keep pants from sagging. No studded belts.

### Winter Wear
- Any style winter coat, any color, without inappropriate logos or artwork.
- Buttoned, crew neck, and V-neck sweater in any style and color.
- Solid-colored turtleneck sweaters may be worn under an appropriate shirt, t-shirt.
- Sweatshirts must be solid colored with minimal lettering ornamentation.
- Clothing worn underneath jackets, sweatshirts, etc. must meet dress code requirements.

### Middle School P.E. Uniforms
- Boys and girls must wear solid gray short sleeved t-shirts with navy blue gym shorts during P.E. class.
- T-shirts must be long enough to cover the midriff during ALL activities.
- P.E. shorts should be full cut and no shorter than the width of a dollar bill above the top of the knee. May be worn only during PE/Athletic class time.
- In cold weather dark, solid color leggings may be worn under the PE shorts.

### Jewelry
- All jewelry must be God honoring.
- Girls may wear pierced earrings but no more than two earrings per ear.
- Elementary girls are not permitted to wear earrings that extend below the earlobes.
- Middle school girls may wear dangling earrings of modest size. (Please consider safety while participating in PE/Athletics.)
- Body piercings (aside from earrings on girls) are prohibited.
Additional Dress Code Guidelines

<table>
<thead>
<tr>
<th>Makeup Guidelines</th>
<th>Middle School Girls Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• May wear moderate makeup (if parents allow).</td>
</tr>
<tr>
<td></td>
<td>• Dark lipstick, dark lip liner, dark nail polish or glitter of any kind is not permitted.</td>
</tr>
</tbody>
</table>

Additional Dress Code Restrictions

<table>
<thead>
<tr>
<th>Tattoos</th>
<th>Tattoos are not permitted (including washable/removable tattoos).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Students may not write/draw on their hands/arms or any exposed part of their body.</td>
</tr>
<tr>
<td>Chains</td>
<td>Chains attached to wallets or chains attached to waist or worn as belts are not allowed.</td>
</tr>
<tr>
<td>PE Uniforms</td>
<td>May be worn only during PE/Athletic class time.</td>
</tr>
</tbody>
</table>

CONSEQUENCES

We ask all parents to help their student comply with the YCA student dress code. Students who are not in code lose valuable instructional time and take teachers, school staff and parents away from their duties and responsibilities. The following steps will be taken to address dress code infractions:

1. Students who are in violation of dress code guidelines will call parents to bring a change of clothes.
2. Habitual dress code offenders will be referred to the principal and parents will be called for conference.

If you have any question as to whether your child's attire meets YCA’s standardized dress code, please feel free to call or stop by the office for approval.

DRESS-UP DAY GUIDELINES & YCA FUNCTION GUIDELINES

Young men should wear slacks, dress shoes, shirts with collars, or dress sweaters. Ties and jackets may be requested for certain functions. Sandals or flip-flops are not appropriate. Jeans are never appropriate for dress-up days.

Young ladies may wear dresses, skirts, or slacks. Dresses and skirts must not be over 4-inches above the knee when kneeling. No slits in skirts or dresses above the knee. Jeans are never appropriate for dress-up days. Slacks and tops must not be tight fitting. Tops should be modest, no low-cut blouses, front or back. Dressy shoes with the heel and/or toe open may be worn with or without hose. No sandals, flip-flops, crocs or tennis shoes may be worn.

Dress-up day guidelines apply to school functions such as awards nights, banquets, programs, etc.
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I. ACADEMIC INFORMATION

ACADEMIC PROBATION

Middle School students at YCA are required to achieve minimum grade requirements for each six-week reporting period. Failing two or more classes of any type will result in being placed on academic probation for the first two weeks of the following six-week period. It will also affect eligibility for extracurricular activities. (See Eligibility under Extracurricular & Athletic Activities.)

If the minimum academic requirements have been attained, the student will be removed from probation status. In the event that the student has not achieved the minimum academic requirements, one of the following will occur:

- Continuation of probation period for an additional one-week period
- Continuation of probation period with removal from participation in extra-curricular activities until academic requirements have been attained
- Expulsion

Note: if a student fails three (3) or more semesters of a subject, he may be asked to leave YCA.

CLASSROOM GUIDELINES

- Be in your classroom before class start time or you will be considered tardy.
- Raise your hand for permission to speak or permission to get out of your chair.
- Show respect for the teacher at all times. Use “ma’am” and “sir” when responding.
- Come to class prepared: textbook, notebook, paper, pen or pencil, and assignment book.
- No candy, gum, food, or drinks are allowed in the classroom, except hard candy or breath mints and water in a closed container. No food or drink, including water, is allowed in the computer labs.
- Always use the standard school heading on papers, quizzes, and tests.
- Proper spelling, punctuation, penmanship, and sentence structure are required. Written work is a reflection of the student.
- Work must be neat and complete in order to be accepted.
- Failure to turn daily homework in on time will result in a grade of “0.”
- Work done poorly or sloppily will be returned to the student to be redone and is subject to a lower grade. This is true for daily homework, quizzes, or tests.
- If you are absent, it is your responsibility to get the notes from a classmate and turn the assignments in on time (one day allowed for each day absent).
- The teacher will dismiss class. Leave the room in an orderly manner.

COMPUTERS: HARDWARE & SOFTWARE

All middle school students are expected to have a laptop computer, or equivalent, available to them for their classwork and Spanish language classes. Purchase, maintenance, and care of these devices is the responsibility of the student and their family.

Currently, the school will provide, through an educational arrangement with Microsoft, the installation of Microsoft Office on their personal devices. Students may use this software as long as they are a student at the school. Upon leaving YCA, students must make arrangements to purchase their own copy of the software.

Each student has a personal login to Rosetta Stone for Spanish language learning. This will require an appropriate set of headphones and microphone.
COUNSELING

Learning, growing, and living for Christ can often confront us with awesome challenges. We sometimes need help in our relationships with God, ourselves, and others. Assistance is available with issues that impede personal or academic growth and success. Our staff can be very helpful in encouraging the students to seek spiritual solutions to areas of conflict.

HOMEWORK/MAKE-UP WORK

Homework is considered an essential part of the academic program. Adequate time for homework should be considered in planning the student’s schedule of extracurricular activities.

- All homework is due when assigned. Failure to turn daily homework in on time will result in a grade of “0.” Faxed or emailed copies of homework will not be accepted for credit.
- Late major assignments receive a 20 percent deduction per day late.
- Students are allowed one day for each day missed to make up homework, class work, or tests.
- Teachers have the authority to give grace in special circumstances

Homework is assigned as follows:

- In order to complete unfinished class work.
- To provide supplementary drill in math facts and general reading practice.
- As preparation for tests.
- To prepare special projects (reports, science displays, etc.) outside of the classroom.

Some Homework Considerations

- Parents should monitor all homework to ensure students are being responsible and completing all assignments on time.
- Homework can take from 1 to 2 hours each day.
- If your child is having difficulty with homework, please inform the teacher or schedule a conference to discuss the concerns.

LIBRARY POLICIES

Students from all grades as well as parents are welcome to use and enjoy the library at Yorktown Christian Academy. In order to ensure a beneficial experience for all, the following guidelines are to be observed:

- Books, videocassettes, and audio materials may be checked out for one week and renewed at the library for additional one-week periods as needed. Materials are to be returned by the due date.
- Other materials (maps, reference books, and computer programs) may be checked out at the discretion of the staff, depending upon the circumstances.
- All patrons may check out a maximum of two items at any time, unless specific permission is given by the librarian for special projects.
- Borrowed materials returned late are charged at the rate of $0.05 per day, except for unexpected school closings and vacation periods.
- A first notice is delivered to the student’s first-period class one or two days after the due date has passed and the items have not been returned. At this point the student should contact the library for settlement of the matter.
- A second notice is delivered to the student one week later if items remain unreturned. One week after the second notice, if the items are still not accounted for, a detention will be issued. The overdue items and accumulated fines are still due. One detention will be issued for each week that the situation is not resolved.
The loss of a book should be reported as soon as possible to the librarian. Lost or severely damaged items are charged as follows: **hardback books, paperback books, videocassettes, and CD’s** – **cost of replacement plus a $2.00 restock fee.**

**Note:** Transcript and final report card will be held until all library books are returned and fines are paid.

**PLAGIARISM/CHEATING**

Plagiarism is the act of claiming as one’s own the ideas, words, or artistic talent of another. The use of another person's creative output without offering a citation of its origin is not allowed. The penalty for cheating or plagiarizing another person’s work, whether published or unpublished, will be a zero for the work and a Level II offense, the first time. The second time is a Level III offense and a zero for the work.

In addition, the student will not receive recognition for academic achievement of any kind for the remainder of the current year.

**REPORT CARDS AND GRADING**

Report cards will be issued every 6 weeks and are available to parents on the school website. Numerical grades are based on daily assignments, homework, and class work assignments, quizzes, reports, projects, and tests.

Letter grades are:  
- **S = Satisfactory**
- **I = Improvement Needed**
- **U = Unsatisfactory**

Numerical grades are:

- **A = 90 - 100**
- **B = 80 - 89**
- **C = 70 - 79**
- **F = 0 - 69**

**PROMOTION TO NEXT GRADE**

To be eligible for promotion to the next higher grade, students must meet all of the following requirements. Any exceptions will be handled on a case by case basis with the principal.

1. Attain a year-end average of 70 or above in **LANGUAGE ARTS** and a year-end average of 70 or above in grade-level **MATHEMATICS**.
2. Attain a year-end **OVERALL AVERAGE** of 70 or above which is derived by averaging the final numerical grades for **Language Arts, Mathematics, Social Studies, and Science**.
3. Have less than 10 cumulative absences, unless the principal has cleared individual circumstances.

**STANDARDIZED TESTING**

This test is taken by kindergarten through eighth grade students in the spring of every year to determine their progress and scholastic strengths and weaknesses. The results of these tests, as well as overall results of the school, will be made available to the parents.

It is important to note that this test assesses the student’s current level of knowledge.
TEXTBOOKS

Textbooks are issued to all students on the opening day of school. The fee for books is included in the tuition costs. Books will be collected at the conclusion of the courses; students must not mark in these books. Please see your teacher to replace textbooks. **Textbooks must be replaced within two weeks after loss.** Students must pay to replace books that are lost, marked in, damaged, or unreasonably worn. Textbook covers are available for books and must be used. There is a reclamation fee for books (textbooks, workbooks, Bibles, etc.) found outside backpacks, lockers, or classrooms. Lost or misplaced books may be reclaimed in the School Office the first week they are lost. After one week the book will be returned to the student with a $6.00 reclamation fee or a detention.

**Note:** Transcript and final report card will be held until all textbooks are returned or replaced.

TUTORING

If a student requires tutoring, it must be done outside of the academic and extracurricular daily class schedule. Before school, after school, and lunch times provide some opportunities for tutoring and making up work.
Regular and punctual attendance is a vital factor in determining one’s success in any field of endeavor, especially in schoolwork. Regular attendance conveys commitment to the process of education. **YOU ARE REQUIRED TO BE ON TIME AND IN YOUR CLASSES EACH DAY SO YOU WILL SUCCEED!**

### ABSENCES

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, laboratory activities, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at YCA.

**Students are allowed only 10 absences per year in order to be promoted to the next grade level.** If a student accumulates 10 absences of any kind, they will be placed on probation for the remainder of the school year. When a student completes a school year on probation, a complete review of the student’s file will be conducted. The review will be conducted before the student receives his/her report card and/or is admitted to YCA for the following year.

**Reporting Absences**

- Parent/guardian of 6th through 8th graders must call the school office (361-985-9960) before 8:00 am the day of absence – full or partial day (more than 15 minutes late arrival or early release)
- Please include all pertinent information.

**General Absence Policies**

- Do not plan family trips during six-weeks tests or semester exams.
- A student who misses more than 15 minutes of a class is considered absent.
- Attendance regulations require a minimum number of days in attendance per school year. Students who miss more than eight days in a course in the fall semester or eight days in the spring semester will not receive credit for the High School level course unless it is restored by the attendance committee. This includes Middle School students who take High School level courses. Please make note of this as you plan for the year.
- Middle School students who exceed the allowed number of absences will be issued detentions. Excessive absences will be reviewed to determine whether credit will be issued.
- For High School level courses, the attendance committee will review excessive absence cases to determine whether credit restoration is justified. Only serious conditions such as extended illnesses that are well documented by a medical professional will merit consideration for restored credit.
- A parent/guardian, or doctor’s note is recommended to be turned in when a student returns to school.
- If a student accumulates more than the allowed number of absences in the same extracurricular class, the teacher/coach in charge of the activity may require removal from the extracurricular activity, and the student may lose credit and be placed on attendance probation.
- An absence due to participation in school-related activities is considered a school-related absence and is not counted in the total number of absences allowed.
EARLY RELEASE PROCEDURE

Please schedule medical and dental appointments outside of school hours whenever possible. Please keep such appointments to a minimum and avoid them entirely at test times.

- A note or call (361-985-9960) from the parents requesting early dismissal and stating pertinent information should be given to the school office by 8:00 am of the day of the planned early release.
- **Middle School students are required to sign out in the School Office. Failure to do so will be considered a Level II offense.**
- Students must sign in immediately upon returning to school, or upon arrival if appointment is before school. Failure to do so is a Level I offense.
- Students may not leave for illness unless first reporting to the school office and then signing out in the school office.

LATE ARRIVAL PROCEDURE - ABSENCE OR TARDY

Middle School hours are 8:00 am to 3:30 pm. A student is counted absent if he is more than **fifteen minutes late** for any class.

- A student must be in the classroom before the bell rings.
- All 6th – 8th grade students arriving late (after the bell has rung), must sign in at the school office **before** going to class. A tardy slip will be issued for entrance into class.
- Less than 15 minutes late to a class is considered a tardy.
- Starting with the 4th tardy in a term, parents will be charged $10 for every tardy for the remainder of the term.

MAKE-UP WORK

Students with absences will be allowed a reasonable time to make up homework, class work, or tests missed during the absence (one day for every day missed).

- Students absent only **one** day are responsible for obtaining missed assignments. Upon returning to school, they are given a full day to make up any missed work.
- Students who are absent are allowed one day for each day missed to make up homework, class work, or tests.
- **Work or tests assigned before the absence occurred are due on the day the student returns to school unless other arrangements are made at the discretion of the principal.**
- Parents are asked not to plan vacations during regular instructional days.
- **When absences are known in advance (e.g. extracurricular, family, etc.) students should obtain assignments in advance in order not to fall behind in classes.**
- As a courtesy, missed homework assignments are available upon request for students absent **two (2) or more consecutive days**. To submit a homework request, please call the school office or leave a voice mail message, including the dates of the absence, **by 9:00 am**. It may not be possible to complete requests received after 9:00 am.
- Make arrangements to pick up homework requests in the school office between 3:00 pm and 4:00 pm on the day of the request.
- We regret that we are unable to fax or deliver assignments to students.
- **Make-up tests for six-weeks and semester tests are scheduled one week after the exam date.**
SCHOOL-RELATED ABSENCES

A school-related absence occurs when a student misses a class because of participating in a school-related function (academic, fine art, athletic competitions; field trips).

- Designated by an “S” on student absence reports each six-week grading period.
- Do not count toward the allowed total a student may miss in a semester without penalty.

TARDIES IN THE CLASSROOM

- A student is considered tardy if he is not in the classroom by the designated beginning of class.
- If a student is more than 15 minutes late to class, he is then counted as absent.
- Tardies clear every 6 weeks.

Tardies stand by themselves. The consequences for tardies in each class are as follows:

<table>
<thead>
<tr>
<th># of Tardies per 6 Weeks</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Parents contacted</td>
</tr>
<tr>
<td>4</td>
<td>Detention, writing assignment, or combination</td>
</tr>
<tr>
<td>5</td>
<td>Administration has the discretion as to type of correction or punishment deemed necessary</td>
</tr>
<tr>
<td>6+</td>
<td>Discipline Committee Referral</td>
</tr>
</tbody>
</table>
III. EXTRACURRICULAR & ATHLETIC ACTIVITIES

TRAVEL TO EVENTS

YCA may utilize charter buses, or parent and staff drivers, to transport students to events.

We are so fortunate to have parents who wish to be active in the academic and athletic success of our students. Many times when we transport our students to activities it is not necessary for us to utilize a large bus; therefore, parents or staff volunteers are asked to use their personal vehicles. Our first concern with transportation at Yorktown Christian Academy is the safety of the students and the drivers. Therefore, in compliance with school policy and insurance recommendations, volunteers and staff who transport students must be on the YCA Approved Drivers list. All drivers must complete an application to become an approved driver, which also requires a confidential criminal history background check. YCA will request a copy of the driver’s Moving Violations Record from the State of Texas Department of Public Safety. At the time of the application, we will make a copy of your driver’s license and current auto insurance verification and keep it on file. Forms can be accessed on the YCA website under Volunteers, or may be obtained at the Business Office.

Students may return home from the trip by other means if written permission by a parent/guardian is given in advance to the person in charge of the trip. For unusual circumstances, the principal or athletic director must approve any exception. Under no circumstances should a student be given permission to drive another student.

For overnight trips, all students must travel on the bus or YCA approved vehicle with the group/team and stay in the hotel with the group/team (not with their parents in the same or a different hotel). A student may meet the group at the destination only in the event of a conflict with another YCA-sponsored activity.

Please return the completed forms to the Business Office.

If at any time a change occurs affecting a volunteer’s criminal or motor vehicle record, the YCA Business Office should be notified. All records will remain confidential, but the volunteer’s responsibilities may have to change.

ELIGIBILITY

A middle school student cannot fail more than one course during each grading period and remain eligible for participation in extracurricular and athletic activities. The length of time for the ineligibility after each grading period shall be at least 10 school days. The ineligibility will begin Wednesday of the week after grades are in. Periods of extended school closing will not be included in the period of ineligibility. If at the end of the period of 10 school days the student continues failing two or more classes, he/she will continue to be ineligible and will be subject to the consequences outlined under Academic Probation.

Additionally, if a student drops below 70 in any class at any time, the student is ineligible for at least 10 days and will continue until the average is above 70.
PARTICIPATION

- Participants are required to be at school by noon on the day of a game or event in order to participate in the game, practice, or event. Students who leave school early will not be permitted to return to school for practices and games or events. Any exceptions must be approved by the principal.
- Participants are required to be present and on time at all practices and games or events. The coach must be notified well in advance if there is a problem regarding attendance at practice, games or events. Enrollment in athletics is for the entire year, regardless of the number of sports in which a student participates.
- In some cases, extracurricular activities must hold tryouts as a limited number of members are accepted.
- If a student accumulates more than 8 absences for the fall semester and/or 8 absences for the spring semester, the teacher or coach may require removal from an extracurricular activity.
- Excessive disciplinary actions may affect a student’s eligibility for extracurricular activities.

BSA TROOP 226

Scout Troop 226 is an extracurricular activity and ministry of Yorktown Christian Academy. As the chartered organization, YCA arranges for adequate meeting facilities for the troop and promotes through its committee the full use of the Scouting program, including outdoor experiences, advancement, recognitions, and the values of the Scouting movement. The troop number is based on Proverbs 22:6.

Membership
- The troop is open to all boys from grades 6 through 12.

Selecting Leadership
- The school administrator appoints a chartered organization representative who is a member of the YCA family and represents the school to the Scouting district and council, serving as a voting member of each.
- The chartered organization representative, in consultation with the school administrator, selects a troop committee of parents and members of the school who screens and selects the best qualified leaders for the troop.
- This committee also acts as a support system to the selected troop leaders.

Requirements for Adult Leadership
- All key adult leaders must be active members of local evangelical Christian churches and must be in agreement with the statement of faith found on the school website.
- This includes, but is not necessarily limited to, the troop committee chairman, the scoutmaster, and all assistant scoutmasters.
- All direct contact leaders must have Youth Protection Training and appropriate leader specific training, following the policies of the South Texas Council, BSA.

Standard of Conduct & Spiritual Element
- As an extracurricular activity and ministry of Yorktown Christian Academy, all activities, programs, etc. will follow the standards of conduct listed in the Parent/Student Handbook available on the school website.
- Although the troop is open to boys of any religious faith and practice, the troop functions as an overtly Christian organization, utilizing prayer, biblical references, and worship in a manner consistent with the YCA statement of faith as is accepted by most evangelical Christian churches.

Troop Website: www.yca-troop226.org
BSA TROOP 356

Scout Troop 356 is an extracurricular activity and ministry of Yorktown Christian Academy. As the chartered organization, YCA arranges for adequate meeting facilities for the troop and promotes through its committee the full use of the Scouting program, including outdoor experiences, advancement, recognitions, and the values of the Scouting movement. The troop number is based on Proverbs 3:5-6.

Membership
- The troop is open to all girls from grades 6 through 12.

Selecting Leadership
- The school administrator appoints a chartered organization representative who is a member of the YCA family and represents the school to the Scouting district and council, serving as a voting member of each.
- The chartered organization representative, in consultation with the school administrator, selects a troop committee of parents and members of the school who screens and selects the best qualified leaders for the troop.
- This committee also acts as a support system to the selected troop leaders.

Requirements for Adult Leadership
- All key adult leaders must be active members of local evangelical Christian churches and must be in agreement with the statement of faith found on the school website.
- This includes, but is not necessarily limited to, the troop committee chairman, the scoutmaster, and all assistant scoutmasters.
- All direct contact leaders must have Youth Protection Training and appropriate leader specific training, following the policies of the South Texas Council, BSA.

Standard of Conduct & Spiritual Element
- As an extracurricular activity and ministry of Yorktown Christian Academy, all activities, programs, etc. will follow the standards of conduct listed in the Parent/Student Handbook available on the school website.
- Although the troop is open to girls of any religious faith and practice, the troop functions as an overtly Christian organization, utilizing prayer, biblical references, and worship in a manner consistent with the YCA statement of faith as is accepted by most evangelical Christian churches.

Troop Website: www.yca-troop356.org
IV. DISCIPLINARY POLICY

FOUNDATION AND PURPOSE

The foundational purpose of discipline is to elicit a change in behavior. Yorktown Christian Academy employs a progressive discipline policy to lead to self-discipline. Our Father’s correction is never rejection. It is proof of His love that brings about redemption. It is Yorktown Christian Academy’s intent to extend the training and discipline of our loving heavenly Father, which not only prepares us for life here and now, but trains us for our eternity with Him. God’s plans and purposes are to change us from glory to glory (2 Corinthians 3:18). Our goal through the discipline of our students is to teach them to do what is right, while redirecting them into compliance with the rules and codes of our school. Yorktown Christian Academy is filled with committed and devoted individuals who love God and one another. It is the desire of YCA to build agreement and consistency among the administration, faculty, families, and students in order to develop the following traits in our student body: discernment, sound judgment, self-government, leadership, and godly character that is centered on love.

YCA DISCIPLINE CODE

This discipline code was developed to ensure equitable and clear guidelines and consequences in the event of inappropriate behavior by a member of the YCA student body as defined below.

Violation of the code will result in consequences that are intended to help the student recognize the inappropriateness of what he/she has done and prevent repeated violations of the same nature. Violating the code will be considered a breech between the student and the body of Yorktown Christian Academy.

The goal of discipline in any form should be to bring about correction, repentance, restoration, and self-discipline.

The following is a list of offenses and consequences divided into levels according to their severity. These behaviors are intended as examples. Other behaviors may result in similar consequences. (See Definition Section for definition of terms used below.) Some examples of corrective discipline at YCA include verbal correction, classroom discipline systems, suspension, and expulsion. The administration reserves the right to determine consequences for any offense regardless of the stated order of consequences in this discipline code.

Any illegal or inappropriate behavior on or off campus that reflects negatively on Yorktown Christian Academy may result in disciplinary action.
Level I Offenses
- Violation of YCA Standards of Behavior (see General School Policies section, p. 11).
- Dress code and personal appearance violation.
  * May be required to change before returning to class.
  * Classes missed will be counted as an absence.
- Violation of classroom rules.

Any of the above named or similar offenses may result in the issuance of an infraction by any teacher and/or staff member. Other similar offenses may be assigned an infraction at the discretion of teachers and/or staff members.

Detentions may be assigned by a teacher or the office administration.

Level I Consequences
The following consequences will be issued for Level I infractions. Level I offenses will not carry forward to the next semester, but may be reviewed at any time if there are excessive or continued violations.

<table>
<thead>
<tr>
<th># of Level I Offenses</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warning</td>
</tr>
<tr>
<td>2</td>
<td>Warning</td>
</tr>
<tr>
<td>3-6</td>
<td>Detention, writing assignment, or combination</td>
</tr>
<tr>
<td>7+</td>
<td>Administration has the discretion as to type of correction or punishment deemed necessary</td>
</tr>
</tbody>
</table>

Level II Offenses
- Honor Code violation (see General School Policies section, p. 11).
- Violation of YCA Standards of Behavior (see General School Policies section, p. 11).

Level II Consequences
The following consequences will be issued for Level II offenses. Level II offenses will carry forward to the next semester.

<table>
<thead>
<tr>
<th># of Level II Offenses</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detention, writing assignment, or combination; In School Suspension</td>
</tr>
<tr>
<td>2+</td>
<td>Administration has the discretion as to type of correction or punishment deemed necessary</td>
</tr>
</tbody>
</table>
Level III Offenses
Serious violation of Honor Code, Standards of Behavior, or any other violation deemed serious.

Level III Consequences
The following consequences will be issued for Level III offences. Level III offences will carry forward to the next semester.

<table>
<thead>
<tr>
<th># of Level III Offenses</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1+</td>
<td>Administration has the discretion as to type of correction or punishment deemed necessary</td>
</tr>
</tbody>
</table>

Notes
Administration reserves the right to bypass stated order of consequences at any level. Excessive and continued violations and disregard for consequences of any level of offense may result in a referral to the Discipline Committee that may include expulsion.

Interpreting terms, determining evidence of misconduct, and issuing discipline is the responsibility of the administration. The administration has the authority to administer whatever discipline they deem necessary.

Discipline records are kept on file separately from academic records. For their convenience, parents may request a copy of their child’s discipline record at any time.

DEFINITION OF TERMS

Infraction
An infraction is a written warning not to repeat the offense.

Detention
Detention is a 40-minute block of time in which a student is supervised before school during the school week. Students may not eat, drink, or do homework in detention. They may read their Bible if they so choose. Detentions are served from 7:15 to 7:55 am. The school office will assign the date the detention is to be served and issue the detention slip. The student must take the slip home to be signed by a parent or guardian and return the detention slip to the school office before the start of the scheduled detention. If the student is late to detention, or arrives without the detention slip signed by the parent, the administrator may determine an appropriate level of discipline.

Corporal Punishment
Corporal punishment is never applied by an employee of the school and only applied by a student’s parent (or legal guardian). When applied, the disciplinary action will take place at school in the principal’s office.

Disciplinary Probation
The Disciplinary Committee may assign a student to disciplinary probation for committing major or numerous offenses or excessive and continued violations with disregard for consequences of any level of offense. The student may be placed on disciplinary probation for a period of time to be determined by the committee.
In-School Suspension (ISS)
In-school suspensions will be served in confinement under the supervision of a proctor. During the in-school suspension, students will be required to complete the assigned work, which will be graded. If the work is not of passing quality, the student will remain in ISS each day until passing work is done. The student is still responsible for homework and daily work from his scheduled classes by the next day. Quizzes or tests must be rescheduled with the teacher. Students will not be allowed to participate in extracurricular activities during the hours of 8:00 am to 3:30 pm.

Note: The administration reserves the right to utilize in-school and out-of-school suspensions as they deem appropriate.
LOCKERS

All lockers are pre-assigned for grades 6 - 8. Once the locker numbers are recorded, changes are not to be made without clearance through the school office. Only one locker is allowed per student, each student may have his own locker. When it becomes clear that a student is using a locker not assigned to him/her, it will be considered a Level II offense. Lockers must be kept neat and clean. Masking tape, magnets, and “stick-um” are the preferred products for attaching school spirit signs to lockers. Please roll the tape and place it behind the sign for proper application. Students are required to completely clean their locker at the end of the school year. We encourage every student to keep their locker locked at all times.

LOST AND FOUND

Lost and found items are turned in to the School Office. At the end of each month, unclaimed items are given to a charity/mission organization.

LUNCH

Middle School lunch time: 11:40 am to 12:10 pm

- Students need to bring a nutritious sack lunch that does not require preparation beyond their abilities or heating at school. NOTE: Due to safety reasons and time constraints, microwave ovens will not be available for students to heat lunch items.
- Food and beverages are not to be consumed in the classroom except at designated times. Lunch items must be kept in containers until lunchtime. Gum is prohibited on campus and at school-sponsored events.
- Students will enter cafeteria in an orderly manner and sit at designated tables for their grade.
- Students may talk quietly during lunchtime, talking only to the students sitting around them.
- No student should be out of his seat without teacher permission.

Leaving Campus During Lunch

Parents may take their children off campus for lunch during their regular lunch period. Please send a note to your child’s teacher that morning informing him/her of such plans. Students are not permitted to leave the campus during school hours except by parental arrangement and office approval. Students will only be released to their parents or legal guardians. Parents need to check students out in the office and present the Early Dismissal Form to the supervising teacher. Students not returning on time will be considered tardy.

MIDDLE SCHOOL DROP-OFF/PICK-UP PROCEDURES

- To park and get out of your car, you must park in the parking lot in front of the church administration building and follow the walkways to the classrooms.
- Do not park in the fire lane at any time.
- Do not park in the drop-off lane marked by pylons. You may briefly stop in this lane to let your child out of your car, but you may not park and get out of your car.
VISITORS AND VISITING PROCEDURES

The school office must approve all visitors to classrooms and the lunchroom. Students are allowed to bring friends who are interested in the school to visit for short periods of time. Arrangements must be made with the School Office at least 24 hours in advance. YCA students must request the visitation. Visitors must dress appropriately while on campus. Visitors will not be permitted on campus during six-weeks test days or semester exams. For students in grades 6 - 8, the School Office must approve lunchtime visitors at least one day in advance. Visitors are required to sign in at the School Office, receive a visitor’s pass, and park in an approved parking spot. Each student is allowed no more than 2 visitations from peers per semester. Visiting groups shall not exceed 3 members and must be approved in advance.

COMMUNITY SERVICE JOURNAL

Middle school students are required to complete a minimum of 15 hours of community service each school year. This service can be done at the student’s home church, at school, through community organizations, mission trips, etc.

- The community service journal must contain the following for each entry:
  - A brief description of the activity.
  - The purpose of the activity.
  - The time given to the service opportunity.
  - What you learned from your participation in the activity.
  - Parental signature, verifying participation in the activity.
- The community service journal must be turned in to the student’s homeroom teacher by May 1 of the school year.
- Only service hours completed between the day school starts in July and May 1 may be counted. Service completed before school starts may not be applied to the following year requirement.
- Failure to complete the journal will affect the student’s citizenship grade for the year. A teacher may also use this journal for a Bible or other project grade.
- The completed journal is required before a student is officially re-enrolled for the next school year.
SCHEDULE

The middle school schedule is from 8:00 am to 3:30 pm.

- The first bell rings at 7:50 am. Students may go to their locker (if assigned) on the way to class. Class starts at 8:00 am.
- A student is considered tardy if he/she is not in his/her seat when the bell rings at 8:00 am. It is important that students be in their place so as not to disrupt class.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>START</th>
<th>END</th>
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For details on core classes, electives, extracurricular activities, see the Middle School Academic Planning Guide available on the website for download.
VI. MISCELLANEOUS INFORMATION

COMMUNICATIONS

News and information concerning the Middle School is published on the Yorktown Christian Academy website at www.YCA-CC.org.

Regular e-mail communication and text messaging provides the most up-to-date information, including weather-related school closings. It is sent to everyone with an e-mail address in the school system. You may add or change your e-mail address by logging in to the school website with your username/password. If you have lost your password, please contact the school office at 361-985-9960.

CONFERENCES

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child, but are urged to make an appointment, rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem necessary.

If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved with the teacher/parent conference.

Confidentiality concerning students is important. Teachers have been asked not to discuss children’s individual needs or progress while they are on duty, in the hallway, in the lunchroom, or while other children or adults are present. Please do not engage a teacher in conversation about your child when the teacher is supervising other students.

A conference may be scheduled by contacting the teacher via voice mail or e-mail.

TELEPHONE CALLS/MESSAGES

School telephones are reserved for official business and for emergencies. When needed, students are to use the telephone in the office, as cell phone usage is prohibited during school hours. Phone calls may not be made during class periods. The best time to make a call is before school, during lunch, or after school.

Parents, please DO NOT call or text your child’s cell phone during school hours. In the case of an emergency, please call the school office and your message will be delivered immediately.

Please limit requests for delivery of messages to students to those of utmost importance. We do not like to interrupt the students in class, nor is it always possible to locate them between classes. Parents who need to see their child during the school day should report to the School Office rather than going to the classroom. The child will be notified and brought to the office, or the articles may be delivered to the student.
# Elementary School Policies

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ARRIVAL/DISMISSAL

Morning Arrival
School hours are 8:15 am to 3:15 pm. Elementary students arriving between 7:30 am and 7:50 am should be dropped at the Classroom Building #1 for supervision. The before-school drop-in fee will be added to your school tuition invoice. **Students are not allowed in the classrooms until they are dismissed to enter by the personnel on duty.** Students arriving between 7:50 am and 8:05 am may go to early care (no charge) or wait in the entrance of the elementary building. The back door of the building is an emergency exit and a teacher entrance only. **No students are to be brought to the school grounds before supervision begins at 7:30 am.**

The following traffic guidelines apply to morning arrival:
- All vehicles must enter the driveway off of Boston next to the worship center and exit onto Yorktown Blvd.
- The traffic flow is one-way. Do not turn around and exit back onto Boston.
- Always pull as far forward as you can to allow other parents to fill in behind you.
- The parking lot in front of the church administration building is for parents to briefly park and walk children to the building.
- Cell phones should not be used while on school property during drop-off or pick-up.

Afternoon Dismissal
The following traffic guidelines apply to afternoon dismissal in the Elementary School circle:
- All vehicles must enter off of Boston and form a line next to the elementary building, pulling as far forward of the pickup location as is reasonable. **Unattended vehicles in any of the traffic lanes are prohibited after 2:30 pm.**
- Student name cards (distributed at Parent Orientation) should be placed in the window of each vehicle, visible to the duty teachers. Remove the card from the window when your child or children are brought to your vehicle. This greatly improves the efficiency of dismissal time!
- Duty teachers will supervise the placement of students in their vehicles as well as vehicles exiting the pick-up lanes.
- Cell phones should not be used while on school property during drop-off or pick-up.

To ensure the safety of our students, teachers, and parents, all traffic guidelines must be followed exactly as written. Please note that this may change and vary during the school year as construction on the roads around the school is expected.

Students may not eat snacks or drink soft drinks and must remain seated until picked up by parents or carpool. A student who will be picked up by someone other than his parent or carpool must have a written note that morning from the parent stating the person’s name.

If your child is not going home his regular way, send a written note that morning to your child’s teacher. At the end of the day, it is difficult to relay telephone messages in time for dismissal.

Elementary School students **must be picked up before 3:25 pm** as supervision ends at that time. Only students engaged in organized, supervised activities may remain on campus after 3:30 pm. Students must remain with the personnel on duty at the pick-up zone until 3:25 pm. The basis for these rules is our concern for your child’s safety.

At 3:25 pm, all K-5th students who remain will be taken to the after school care program. **The after-care drop-in fee will be added to your school tuition invoice. It is important that you pick your children up promptly.**

After-School Care
There is after-school care available for K4 through 8th grade children from dismissal until 5:30 pm each school day for an additional fee. The charge is added to your tuition invoice. A $1 late fee is charged for each minute a child is left after 5:30 pm which will also be added to your tuition invoice.
ATTENDANCE/TARDIES

Attendance
Regular and punctual attendance is a vital factor in determining one’s success in any field of endeavor, especially in school work. STUDENTS ARE REQUIRED TO BE ON TIME AND IN THEIR CLASS EACH DAY SO THEY WILL SUCCEED!

School work involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences will miss a significant portion of the learning process at YCA.

Categories of valid absences are as follows:

- Illness of the student.
- Illness or death in the student’s immediate family.
- Medical or dental appointments that could not be scheduled after school; these appointments should not be scheduled during test times.
- Family trips or special trips that have been excused by the administration at least one week before the trip.
- Parent-requested absences that have been approved by the administration.
- School-sponsored activities.

Students with absences will be allowed one day for every day missed to complete and turn in work missed. However, work, quizzes, or tests, which were assigned before the absence occurred, are due on the day the student returns to school unless other arrangements are made at the discretion of the teacher.

As a courtesy, missed homework assignments are available upon request for students absent two (2) or more consecutive days. To submit a homework request, please call the school office or leave a voice mail message, including the dates of the absences, by 9:00 am. The parent is responsible for calling to obtain any work assigned during the student’s absence.

Make arrangements to pick up homework requests in the school office between 3:00 pm and 4:00 pm on the day of the request. We do not fax assignments or make-up work.

When a student returns to school after being absent, he is to present a note to his teacher stating the reason for the absence, the date of the absence, and the parent’s signature with a daytime phone number.

If the absence is lengthy and foreseeable, a note must be sent at least a week in advance to be approved by the administration. Generally, on previously approved absences, the assignments are to be obtained from the teacher in advance and completed by the time the student returns to class.

Doctor, dental, and other appointments should be scheduled after school hours. If a student leaves early because of illness or an unavoidable appointment, the student’s parent must sign him out in the school office. If he returns on the same day, he should be signed in upon his return. In order to receive credit for attendance in the Elementary School, a student must be present for three and one-half hours of the school day.

Half-day and Full-Day Absences
Students that arrive to school after 10:00 am will be marked as absent one-half day. Students that have not arrived to school by 2:00 pm will be marked as absent one full day.
Tardies
A student is considered tardy if he is not seated in the classroom by 8:15 am. Tardiness creates a hardship for the student and the teacher. The student may miss assignments, instructions, quizzes, and other important occurrences. The class is always disrupted when a student enters late. Students and parents must decide to establish the habit of punctuality. Tardies should be held to an absolute minimum. K-5th grade students who are tardy MUST check in at the school office. Excessive tardies will warrant a parent conference to determine appropriate measures to alleviate the problem. Starting with the 4th tardy in a term, parents will be charged $10 for every tardy for the remainder of the term.

An atomic clock is located in the entry way visible to both entering students and teachers. There should be no question about when a student is counted as tardy.

AWARDS
The teachers present the awards listed below to students in grades 1-5 at an awards presentation in the classroom during the last week of school. (Kindergarten awards are given separately.)
- Christian Character – given to every student, identifying one of his outstanding character traits
- Gold Honor Roll – all A’s for the school year
- Silver Honor Roll – all A’s and B’s for the school year
- Perfect Attendance – given to any student who has had no absences or excessive tardies all year
The accumulation of grades for the gold and silver honor roll are based on the overall annual average in each subject.

BIRTHDAYS
Parents are welcome to send cupcakes or a special snack for a child’s birthday. If a treat is provided, it will be distributed at snack time. Children with summer birthdays will be assigned a day during school on which to celebrate their birthdays. Consult the teacher regarding details.

Birthday invitations may not be handed out at school unless every child in the class is invited. If this is the case, the party invitations may be distributed with the teacher’s assistance. This necessary rule is inconvenient, but it is more easily overcome than the hurt felt by a child when he realizes he has not been invited to a classmate’s party. Please be sensitive to this rule.

No birthday presents are to be brought to school or delivered at any time on any part of the school grounds by a student. If parents want to pass presents in carpools, it is permitted.

COMMUNICATIONS
The faculty and staff are committed to keeping communication open between home and school. Teachers will keep parents informed as to their child’s progress and will send home a weekly newsletter to update parents concerning classroom activities. Please read the letters carefully. You are responsible for knowing the contents. These classgrams can generally be downloaded from the class’s page on the school website.

E-mail communication provides the most up-to-date information, including weather-related school closings. It is sent to everyone with an e-mail address in the school system. You may add or change your e-mail address by logging in to the school website with your username/password.

Current grades and behavioral issues are available for each student through the parent login on the website.
COMMUNITY SERVICE JOURNAL

Elementary school students are required to complete a minimum of 15 hours of community service each school year. This service can be done at the student’s home church, at school, through community organizations, mission trips, etc.

- The community service journal must contain the following for each entry:
  - A brief description of the activity.
  - The purpose of the activity.
  - The time given to the service opportunity.
  - What you learned from your participation in the activity.
  - Parental signature, verifying participation in the activity.
- The community service journal must be turned in to the student’s homeroom teacher by May 1 of the school year.
- Failure to complete the journal will affect the student’s citizenship grade for the year. A teacher may also use this journal for a Bible or other project grade.
- Only service hours completed between the day school starts in July and May 1 may be counted. Service completed before school starts may not be applied to the following year requirement.
- The completed journal is required before a student is officially re-enrolled for the next school year.

CONCERN/COMPLAINT PROCEDURE

The following is used by the faculty and staff and is taught to the children. Parents are encouraged to use this procedure any time there is a complaint:

1. First and foremost, go to the Father for wisdom, insight, and guidance. Covering the situation in prayer is a must.
2. Express it promptly. Keeping it to yourself can cause ill feelings. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23-24).
3. Tell it to the right person. Complaints should be expressed first to the individual in question. They should be expressed to the administrator only if you cannot work it out between yourselves.
4. Express the problem clearly. Make sure the person to whom you are talking knows all the details of the situation - exactly what you are complaining about and why. Misunderstandings could lead to further problems and needless hard feelings.
5. Don’t broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.
6. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.

CONFERENCES

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. It is best to make an appointment, rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. YCA has voice mail, with all teachers having their own private number. Parents are asked to always schedule visits first through voice mail or through email, asking the teacher for a convenient time and date. Messages will be returned within 24 hours. If you would like to talk to a teacher or leave a word of encouragement or prayer, feel free to call. Please do not call the teacher at home except in an emergency.
If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved in the teacher/parent conference.

Confidentiality concerning students is important. Teachers have been asked not to discuss children’s individual needs or progress while on duty, in the hallway, in the lunchroom, or while other children or adults are present. **Please do not engage a teacher in conversation about your child when the teacher is supervising children.**

**CUB SCOUT PACK 226**

Cub Scout Pack 226 is an extracurricular activity and ministry of Yorktown Christian Academy. As the chartered organization, YCA arranges for adequate meeting facilities for the pack and promotes through its committee the full use of the Cub Scout program, including outdoor experiences, advancement, recognitions, and the values of the Scouting movement. The pack number is based on Proverbs 22:6.

**Membership**
- The pack is open to all boys and girls from Kindergarten through Grade 5.

**Selecting Leadership**
- The school administrator appoints a chartered organization representative who is a member of the YCA family and represents the school to the Scouting district and council, serving as a voting member of each.
- The chartered organization representative, in consultation with the school administrator, selects a pack committee of parents and members of the school who screens and selects the best qualified leaders for the pack.
- This committee also acts as a support system to the selected pack leaders.

**Requirements for Adult Leadership**
- All key adult leaders must be active members of local evangelical Christian churches and must be in agreement with the statement of faith found on the school website.
- This includes, but is not necessarily limited to, the pack committee chairman, the cubmaster, and all den leaders.
- All direct contact leaders must have Youth Protection Training and appropriate leader specific training, following the policies of the South Texas Council, BSA.

**Standard of Conduct & Spiritual Element**
- As an extracurricular activity and ministry of Yorktown Christian Academy, all activities, programs, etc. will follow the standards of conduct listed in the Parent/Student Handbook available on the school website.
- Although the pack is open to youth of any religious faith and practice, the pack functions as an overtly Christian organization, utilizing prayer, biblical references, and worship in a manner consistent with the YCA statement of faith as is accepted by most evangelical Christian churches.


**DISCIPLINE**

Discipline is the process of training, teaching, reproving, and correcting students to help them accept responsibility for their own actions. Discipline is an act of love, and according to Scripture (Hebrews 12:6), everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables one to be at peace with both God and man.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, he will more readily learn to submit to God’s authority in his own life.
Each teacher is given the responsibility of enforcing classroom and school rules. The principal will be available to assist as needed. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include seriousness of the offense, student's age, frequency of misconduct, and student's attitude. Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions. Some examples of corrective discipline at YCA include verbal correction, classroom discipline system, suspension, and expulsion. Creative solutions that are well suited to the infraction may be utilized. The teachers and administrative staff have been delegated the authority to act as disciplinarians and may use their discretion as to the type of correction or punishment deemed necessary.

Discipline and order are attained through a proper balance of positive and negative techniques or reinforcements. Teachers promote good behavior and aid in character training by incorporating systems of positive reinforcement and rewards for those who follow standards of good behavior. These may include verbal praise, stickers, certificates, extra break time, etc.

We need your assistance in laying a spiritual foundation through godly example in the home. Become involved with your child: “follow through” with homework assignments, sign papers he brings home, see that he reaches school on time every day, and encourage good character-building traits in him. Your involvement in these areas will help him develop self-discipline and teach him obedience and respect. No matter how well we do our job of child training at home or school, there are times when direct disobedience or other offenses require a firm disciplinary action. At YCA, when this occurs, it is possible that the administration will request that corporal punishment be exercised when other methods of correction have failed (see Proverbs 13:24, 19:18, 22:15, 29:15 and 17). Certain serious infractions could result in suspension from school or expulsion. All discipline is administered with prayer and discernment.

Detention and In-School Suspension
Teachers can assign detention and ISS as needed.

Detention is scheduled two times per week from 3:30 to 4:40 pm and monitored by a teacher. If a student misses their assigned detention day, then they will have to report to ISS (in-school suspension). If a student is absent on ISS, then they will have to serve at the next scheduled ISS day. Three detentions in a term automatically sends a student to ISS.

ISS is scheduled once each week and monitored by a staff member. Students report to ISS and teachers send all of the work they will miss for that day to ISS. Students will not participate in PE, extracurricular activities, or lunch with their classroom. The students will do their work in complete silence. If a student finishes the assigned work, they can proceed to copy Scripture, dictionary, etc. Five ISS in a term results in an automatic at-home suspension.

FIELD TRIPS
Field trips are an integral part of a school’s curriculum. Each field trip is planned by the faculty to coordinate with a particular area of study and approved by the principal.

- For educational and safety purposes, siblings (younger or older) will usually not be allowed on class field trips. However, there may be certain field trips where younger siblings are welcome. This will be specified in the note teachers send home concerning each field trip.
- Parents who plan to accompany a field trip group need to meet and remain in the designated parking area. This will keep classes already underway from being disturbed. Parents who chaperone students on a field trip must bring no other children (older or younger) with them, as their full attention is needed for supervision of the students assigned to their group.
- All chaperones must have a criminal history background check on file. Contact school office for an application or download it from the school website.
Field Trip Transportation
Our first concern with transportation at Yorktown Christian Academy is the safety of the students and the drivers. Therefore, in compliance with school policy and insurance recommendations, volunteers and staff who transport students must be on the YCA Approved Driver’s list. All drivers must complete an application to become an approved driver, which also requires a confidential criminal history background check. YCA will request a copy of the driver’s Moving Violations Record from the State of Texas Department of Public Safety. At the time of the application, we will make a copy of your driver’s license and current auto insurance verification and keep it on file. Forms can be accessed on the YCA website under Volunteers or may be obtained at the Business Office. Some basic rules to follow in student transportation:

- All vehicles used to transport students must be covered by a liability and property damage insurance policy.
- Seat belts must be provided, and must be used, by all passengers and drivers.
- Younger children must be in back seats only – never in the front passenger seat.
- All drivers are expected to observe reasonable travel speeds in accordance with state and local laws.

GRADE REPORTS
Report cards will be issued every 6 weeks and are available to parents on the school website. Numerical grades are based on daily assignments, homework, and class work assignments, quizzes, reports, projects, and tests.

Letter grades are:  
S = Satisfactory,  I = Improvement Needed, and  U = Unsatisfactory

Numerical grades are:  
A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
F = 0 - 69

GRADED PAPERS FOLDER
Each week, every student in grades 1-5 will take home a folder containing the previous week’s graded work. The purpose of this folder is to give parents a weekly look at their child’s progress.

This folder is to be signed by the parent. It should be returned to school the following day.

HOMEWORK
Homework is an essential part of the school program and is given regularly. Homework is not given for busywork, but for reinforcement, practice, remedial activity, and special projects. Approximate work time per night for the average student in grades 1-5 is as follows:

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<th>Grade</th>
<th>Time</th>
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<tr>
<td>Grade 1</td>
<td>30 minutes</td>
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<td>Grade 2</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Grade 3</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Grade 4</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Grade 5</td>
<td>55 minutes</td>
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</tbody>
</table>
Each student in grades 2-5 will be given an assignment book to assist the student and parent in knowing the exact daily assignment. Homework and unfinished class work must be turned in on time on the day it is due. Failure to turn daily work in on time will result in a grade of "0." The only excuse for late homework is student illness or a written note stating a family emergency that prevented the student from doing homework. Students need to develop independence in remembering homework assignments and other items needed for school each day. In an effort to have your child become conscious of the appearance of his work, no papers will be accepted that are not done neatly. All papers are required to have the proper heading. Work that is not done well will need to be done again.

LIBRARY POLICIES

Students from all grades as well as parents are welcome to use and enjoy the library at Yorktown Christian Academy. In order to ensure a beneficial experience for all, the following guidelines are to be observed:

- Books, videocassettes, and audio materials may be checked out for one week and renewed at the library for additional one-week periods as needed. Materials are to be returned by the due date.
- Other materials (maps, reference books, and computer programs) may be checked out at the discretion of the staff, depending upon the circumstances.
- All patrons may check out a maximum of two items at any time, unless specific permission is given by the librarian for special projects.
- Borrowed materials returned late are charged at the rate of $0.05 per day, except for unexpected school closings and vacation periods.
- A first notice is delivered to the student’s first-period class one or two days after the due date has passed and the items have not been returned. At this point the student should contact the library for settlement of the matter.
- A second notice is delivered to the student one week later if items remain unreturned. One week after the second notice, if the items are still not accounted for, a detention will be issued. The overdue items and accumulated fines are still due. One detention will be issued for each week that the situation is not resolved.
- The loss of a book should be reported as soon as possible to the librarian. Lost or severely damaged items are charged as follows: hardback books, paperback books, videocassettes, and CD’s – cost of replacement plus a $2.00 restock fee.

Note: Transcript and final report card will be held until all library books are returned and fines are paid.

LOST AND FOUND

Lost and found items are stored in the school office. Please clearly label everything your child brings to school. If an item is found with a name, it is returned to the student. Valuable items such as money, wallets, jewelry, etc. are given to the school receptionist. Notice of the items is given in a general description by the office with the understanding that the item must be described and identified before it is given to a student. After one month, any unclaimed items are given to a charity/mission organization.
LUNCHROOM PROCEDURES

Elementary School lunch time: 11:45 to 12:10 pm

- Students need to bring a nutritious sack lunch that does not require preparation beyond their abilities or heating at school. NOTE: Due to safety reasons and time constraints, microwave ovens will not be available for students to heat lunch items.
- Sharing or trading food among students at lunch is not permitted.
- Food and beverages are not to be consumed in the classroom except at designated times. Lunch items must be kept in containers until lunchtime. Gum is prohibited on campus and at school-sponsored events.
- Students will enter cafeteria in an orderly manner and sit at designated tables for their grade.
- Students may talk quietly during lunchtime, talking only to the students sitting around them.
- No student should be out of his seat without teacher permission.

Leaving Campus During Lunch
Parents may take their children off campus for lunch during their regular lunch period. Please send a note to your child’s teacher that morning informing him/her of such plans. Students are not permitted to leave the campus during school hours except by parental arrangement and office approval. Students will only be released to their parents or legal guardians. Parents need to check students out in the office and present the Early Dismissal Form to the supervising teacher. Students not returning on time will be considered tardy.

MONEY AND NOTES

Money should always be sent in a sealed envelope with the following information on the outside: (1) child’s name, (2) amount & purpose, and (3) teacher’s name. All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

PARTIES

The classroom coordinator (room mom) works with the teacher in the planning of four class parties per year. The room mom in turn seeks to involve the other parents in at least one of the parties. The four parties include the Christmas Party, Valentine’s Day Party, Easter Party, and End-of-School Party. Parties are planned for the children in that particular class, so we ask that parents not bring younger or older siblings to class parties.

As a Christian school, we do not celebrate Halloween because of the associations with the occult. We also do not focus on or give any teaching time to Santa Claus or the Easter Bunny. We reserve all the precious time we have at school to teach and celebrate the birth of the Lord Jesus Christ during December and to focus on the meaning of His death and resurrection prior to Easter.

Birthday invitations may not be handed out at school unless every child in the class is invited. If this is the case, the party invitations may be distributed with the teacher’s assistance.

No birthday presents are to be brought to school or delivered at any time on any part of the school grounds by a student. If parents want to pass presents in carpools, it is permitted. This necessary rule is inconvenient, but it is more easily overcome than the hurt felt by a child when he realizes he has not been invited to a classmate’s party. Please be sensitive to this rule.
PHYSICAL EDUCATION

In addition to the regular recess periods, planned physical education classes are conducted. Goals of the PE program include character building as well as skill building. Students have the opportunity to practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child’s ability to perform physically.

PROMOTION TO NEXT GRADE

To be eligible for promotion to the next higher grade, students must meet all of the following requirements. Any exceptions will be handled on a case by case basis with the principal.

1. Attain a year-end average of 70 or above in LANGUAGE ARTS and a year-end average of 70 or above in grade-level MATHEMATICS.
2. Attain a year-end OVERALL AVERAGE of 70 or above which is derived by averaging the final numerical grades for Language Arts, Mathematics, Social Studies, and Science.
3. Have less than 10 cumulative absences, unless the principal has cleared individual circumstances.

ROOM MOMS (Classroom Coordinator)

The Classroom Coordinator is a critical link in bringing home and school together. A person who has a servant’s heart and is able to organize and lead should hold this important position. Some responsibilities include the following:

- Serve under the leadership and guidance of the teacher.
- Encourage and pray for the teacher.
- Seek to involve the new families in the class.
- Seek to involve parents in parties.
- Assist teacher in making class party arrangements.
- Organize wrapping and decorating of students’ desks on their birthdays.
- Be available to help the teacher organize field trips, if needed.

SCHEDULE

The elementary school schedule is from 8:15 am to 3:15 pm.

- Any student on campus before 7:50 am will be charged the early care fee and sent to early care.
- Students should not be in the hallways before 8:05 am.
- A student is considered tardy if he/she is not in his/her seat at 8:15 am. It is important that students be in their place so as not to disrupt class.
- The basic building blocks of the daily schedule is given below.

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SCHOOL OFFICE

The School Office hours are 7:30 am to 4:30 pm. Parents need to leave all information and items such as messages, money, books, etc. with the receptionist to be delivered to the classroom. This is necessary to protect valuable teaching time from interruption.

TESTING

Our school participates in a testing program through the Association of Christian Schools International (ACSI). A week is set aside each spring for this testing. Families are encouraged to have their children at school each day and on time for these tests. A copy of the results becomes a part of the student’s permanent record, and a copy is given to the parents for their personal records.

TUTORING

When a student needs more long-term academic assistance due to an educational gap, tutoring is appropriate. The school will not recommend a specific tutor, accept the responsibility for the accomplishments of the tutor, or become involved financially in setting or collecting fees.

VISITORS AND VISITING PROCEDURES

Parents who drop by the school for lunch must sign in at the receptionist’s desk in the school office. Parents volunteering or visiting for any other reason must first sign in at the school office. Other visitors must receive permission from the administration to visit the campus. Visitors must sign in at the school office, receive a visitor’s pass, and park in an approved parking place.
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<td>Visitors and Visiting Procedures</td>
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ARRIVAL/DISMISSAL

**Morning Arrival**
School hours are 8:15 am to 3:15 pm. Preschool students arriving between 7:30 am and 7:50 am should be dropped at the Classroom Building #1 for supervision. The before-school drop-in fee will be added to your tuition invoice. **Students are not allowed in the classrooms until they are dismissed to enter by the personnel on duty.** Students arriving between 7:50 am and 8:05 am may go to early care (no charge) or wait in the hallway of CB#1. The back door of the building is an emergency exit and a teacher entrance only. **No students are to be brought to the school grounds before supervision begins at 7:30 am.**

Parents who walk their student to the classroom are expected to use the “kiss and go” strategy. The longer a parent delays the more difficult it may become for the student.

The following traffic guidelines apply to morning arrival:
- All vehicles must enter off of Boston and form a line next to the elementary building, pulling as far forward of the pickup location as is reasonable. **Unattended vehicles in any of the traffic lanes are prohibited after 2:30 pm.**
- Student name cards (distributed at Parent Orientation) should be placed in the window of each vehicle, visible to the duty teachers. Remove the card from the window when your child or children are brought to your vehicle. This greatly improves the efficiency of dismissal time!
- Duty teachers will supervise the placement of students in their vehicles as well as vehicles exiting the pick-up lanes.
- Cell phones should not be used while on school property during drop-off or pick-up.

**Afternoon Dismissal**
The following traffic guidelines apply to afternoon dismissal in the Preschool circle:
- Preschool children will be taken from their classroom and gathered in hallway at the back of the preschool building.
- Vehicles turn off of Yorktown Blvd. into the right lane and follow the right lane around the school administration building to the back of the preschool building and form a line. **Unattended vehicles in any of the traffic lanes are prohibited after 2:30 pm.**
- Student name cards (distributed at Parent Orientation) should be placed in the window of each vehicle, visible to the duty teachers. Remove the card from the window when your child or children are brought to your vehicle. This greatly improves the efficiency of dismissal time!
- Duty teachers will supervise the placement of students in their vehicles as well as vehicles exiting the pick-up lanes.
- Cell phones should not be used while on school property during pickup or dismissal.

To ensure the safety of our students, teachers, and parents, all traffic guidelines must be followed exactly as written. Please note that this may change and vary during the school year as construction on the roads around the school is expected.

Students may not eat snacks or drink soft drinks and must remain seated until picked up by parents or carpool. A student who will be picked up by someone other than his parent or carpool must have a written note that morning from the parent stating the person’s name.

**If your child is not going home his regular way, send a written note that morning to your child’s teacher. At the end of the day, it is difficult to relay telephone messages in time for dismissal.**

Preschool students **must be picked up before 3:25 pm** as supervision ends at that time. Only students engaged in organized, supervised activities may remain on campus after 3:25 pm. Students must remain with the personnel on duty at the pick-up zone until 3:25 pm. The basis for these rules is our concern for your child’s safety.
At 3:25 pm, all K-5th students who remain will be taken to the after school care program. The after care drop in fee will be added to your school tuition invoice. It is important that you pick your children up promptly.

After-School Care
There is after-school care available for K4 through 8th grade children from dismissal until 5:30 pm each school day for an additional fee. The charge is added to your tuition invoice. A $1 late fee is charged for each minute a child is left after 5:30 pm which is also added to your tuition invoice.

ATTENDANCE

Attendance
Regular and punctual attendance is a vital factor in determining one’s success in any field of endeavor, especially in schoolwork. **STUDENTS ARE REQUIRED TO BE ON TIME AND IN THEIR CLASS EACH DAY SO THEY WILL SUCCEED!**

Schoolwork involves more than paperwork. It involves participation in discussions, demonstrations that cannot be repeated, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences will miss a significant portion of the learning process at YCA.

Categories of valid absences are as follows:
- Illness of the student.
- Illness or death in the student’s immediate family.
- Medical or dental appointments that could not be scheduled after school; these appointments should **not** be scheduled during test times.
- Family trips or special trips that have been excused by the administration **at least one week** before the trip.
- Parent-requested absences that have been approved by the administration.
- School-sponsored activities.

The parent is responsible for calling to obtain any work assigned during the student’s absence. **By 9:00 am on the morning of the absence, call the school office to report your child’s absence.** At that time, you may request make-up assignments, and the office will notify the teacher. The assignments will then be sent to the school office by 3:00 pm. (**Make-up assignments will not be sent to the office unless the parent makes the request the morning of the absence.**) If this procedure is followed, the class will not be interrupted, the teacher will have time to organize the material, and the parent will not have an unnecessary wait.

**We do not fax assignments or make-up work.**

When a student returns to school after being absent, he is to present a note to his teacher stating the reason for the absence, the date of the absence, and the parent’s signature with a daytime phone number.

If the absence is lengthy and foreseeable, a note must be sent **at least a week in advance** to be approved by the administration. Generally, on previously approved absences, the assignments are to be obtained from the teacher in advance and completed by the time the student returns to class.

Doctor, dental, and other appointments should be scheduled after-school hours. If a student leaves early because of illness or an unavoidable appointment, the student’s parent must sign him out in the school office. If he returns on the same day, he should be signed in upon his return. **In order to receive credit for attendance in the Preschool, a student must be present for three and one-half hours of the school day.**
Half-day and Full-Day Absences
Students that arrive to school after 10:00 am will be marked as absent one-half day. Students that have not arrived to school by 2:00 pm will be marked as absent one full day.

Tardies
A student is considered tardy if he is not seated in the classroom by 8:15 am. Tardiness creates a hardship for the student and the teacher. The student may miss assignments, instructions, quizzes, and other important occurrences. The class is always disrupted when a student enters late. Students and parents must decide to establish the habit of punctuality. Tardies should be held to an absolute minimum. K-5th grade students who are tardy MUST check in at the school office. Excessive tardies will warrant a parent conference to determine appropriate measures to alleviate the problem. Starting with the 4th tardy in a term, parents will be charged $10 for every tardy for the remainder of the term.

An atomic clock is located in the entry way visible to both entering students and teachers. There should be no question about when a student is counted as tardy.

BIRTHDAYS
Parents are welcome to send cupcakes or a special snack for a child’s birthday. If a treat is provided, it will be distributed at snack time. Children with summer birthdays will be assigned a day during school on which to celebrate their birthdays. Consult the teacher regarding details.

Birthday invitations may not be handed out at school unless every child in the class is invited. If this is the case, the party invitations may be distributed with the teacher’s assistance. This necessary rule is inconvenient, but it is more easily overcome than the hurt felt by a child when he realizes he has not been invited to a classmate’s party. Please be sensitive to this rule.

No birthday presents are to be brought to school or delivered at any time on any part of the school grounds by a student. If parents want to pass presents in carpools, it is permitted.

CODE OF STUDENT CONDUCT

Purpose of Discipline
It is by his deeds that a lad distinguishes himself, if his conduct is pure and right. (Proverbs 20:11)

The purpose of discipline at Yorktown Christian Academy is to bring the students to maturity in Christ so that they will learn to exercise self-discipline in school and other areas of life. Discipline is the process of training, teaching, reproving, and correcting students to help them accept responsibility for their own actions. Discipline is an act of love, and according to Scripture (Hebrews 12:6), everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables one to be at peace with both God and man.

The objectives of discipline are to provide a positive approach in an environment that is conducive to maximum learning. Discipline promotes a secure atmosphere and helps develop the right attitudes in children towards learning. It also helps protect the student from injuries. Discipline is a sign of love and concern by those in authority. It helps prepare a student for adult life and for living the Christian life successfully.

We believe in positive discipline. We advocate stopping problems before they happen (i.e. separating children who do not do well together, keeping interest in work, maintaining respect of teachers and rules).

Continuing Difficulties
A student will be warned if a problem occurs or a rule is broken. If infractions still occur or if poor attitude and behavior do not improve, the child will be in “time out” (one minute per year of age). Although we believe in corporal punishment, we do not incorporate it at this age level. If the child still does not improve, he is removed from the teaching area and counseled by appropriate staff. Parents will be called to the school if necessary. If all means fail, the parent may be asked to withdraw the child from school.
CONCERN/COMPLAINT PROCEDURE

The following is used by the faculty and staff and is taught to the children. Parents are encouraged to use this procedure any time there is a complaint: First and foremost, go to the Father for wisdom, insight, and guidance. Covering the situation in prayer is a must.

1. First and foremost, go to the Father for wisdom, insight, and guidance. Covering the situation in prayer is a must.
2. Express it promptly. Keeping it to yourself can cause ill feelings. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23-24).
3. Tell it to the right person. Complaints should be expressed first to the individual in question. They should be expressed to the administrator only if you cannot work it out between yourselves.
4. Express the problem clearly. Make sure the person to whom you are talking knows all the details of the situation - exactly what you are complaining about and why. Misunderstandings could lead to further problems and needless hard feelings.
5. Don’t broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.
6. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.

CONFERENCES

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. It is best to make an appointment, rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. YCA has voice mail, with all teachers having their own private number. Parents are asked to always schedule visits first through voice mail or through email, asking the teacher for a convenient time and date. Messages will be returned within 24 hours. If you would like to talk to a teacher or leave a word of encouragement or prayer, feel free to call. Please do not call the teacher at home except in an emergency.

If parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved in the teacher/parent conference.

Confidentiality concerning students is important. Teachers have been asked not to discuss children’s individual needs or progress while on duty or while other children or adults are present. Please do not engage a teacher in conversation about your child when the teacher is supervising children.

CUB SCOUT PACK 226

The Cub Scout program is open to both boys and girls in Kindergarten. See the Elementary School Policies section of this handbook for details.
DRESS CODE

The preschool follows the same school dress code as everyone else with some simple reminders:

- Please check weather forecasts daily to be sure your child is dressed appropriately.
- For pre-K only, a clean set of extra clothes, suitable for the current season, should always be in your child’s cubby. When worn, they should be replaced by the next day. Please promptly return any borrowed clothes!
- Child must wear socks with shoes.
- Girls must wear shorts under skirts.

FIELD TRIPS

Field trips are an integral part of a school’s curriculum. Each field trip is planned by the faculty to coordinate with a particular area of study and approved by the principal.

- For educational and safety purposes, siblings (younger or older) will usually not be allowed on class field trips. However, there may be certain field trips where younger siblings are welcome. This will be specified in the note teachers send home concerning each field trip.
- Parents who plan to accompany a field trip group need to meet and remain in the designated parking area. This will keep classes already underway from being disturbed. Parents who chaperone students on a field trip must bring no other children (older or younger) with them, as their full attention is needed for supervision of the students assigned to their group.
- All chaperones must have a criminal history background check on file. Contact school office for an application or download it from the school website.

Field Trip Transportation

Our first concern with transportation at Yorktown Christian Academy is the safety of the students and the drivers. Therefore, in compliance with school policy and insurance recommendations, volunteers and staff who transport students must be on the YCA Approved Drivers list. All drivers must complete an application to become an approved driver, which also requires a confidential criminal history background check. YCA will request a copy of the driver’s Moving Violations Record from the State of Texas Department of Public Safety. At the time of the application, we will make a copy of your driver’s license and current auto insurance verification and keep it on file. Forms can be accessed on the YCA website under Volunteers, or may be obtained at the Business Office.

Some basic rules to follow in student transportation:

- All vehicles used to transport students must be covered by a liability and property damage insurance policy.
- Seat belts must be provided, and must be used, by all passengers and drivers.
- Younger children must be in back seats only – never in the front passenger seat.
- All drivers are expected to observe reasonable travel speeds in accordance with state and local laws.

GRADING PROCEDURES

- Students in pre-kindergarten (K4) and kindergarten K5) classes will not be graded, but will receive progress reports each 6 weeks.
- Students will receive limited progress reports during the first two 6-week periods.
LOST AND FOUND

The lost and found is located in the school office. Please clearly label your child’s belongings. The receptionist inspects what is turned in for identifying marks, names, handwriting, etc. in order to return the items as soon as possible. Valuable items such as money, wallets, jewelry, etc. are kept in the school office and given to the person who specifically describes the item that was lost. Any unclaimed items are given to a charity/mission organization after one month.

LUNCHROOM PROCEDURES

Preschool lunch time: 11:15 to 11:40 pm

- Students need to bring a nutritious sack lunch that does not require preparation beyond their abilities or heating at school. NOTE: Due to safety reasons and time constraints, microwave ovens will not be available for students to heat lunch items.
- Sharing or trading food among students at lunch is not permitted.
- Food and beverages are not to be consumed in the classroom except at designated times. Lunch items must be kept in containers until lunchtime. Gum is prohibited on campus and at school-sponsored events.
- Students will enter cafeteria in an orderly manner and sit at designated tables for their grade.
- Students may talk quietly during lunchtime, talking only to the students sitting around them.
- No student should be out of his seat without teacher permission.

Leaving Campus During Lunch

Parents may take their children off campus for lunch during their regular lunch period. Please send a note to your child’s teacher that morning informing him/her of such plans. Students are not permitted to leave the campus during school hours except by parental arrangement and office approval. Students will only be released to their parents or legal guardians. Parents need to check students out in the office and present the Early Dismissal Form to the supervising teacher. Students not returning on time will be considered tardy.

MONEY AND NOTES

Money should always be sent in a sealed envelope with the following information on the outside: (1) child’s name, (2) amount & purpose, and (3) teacher’s name. All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

OUTDOOR PLAYTIME GUIDELINES

Temperatures

- 60 degrees and below: Jackets must be zipped with hoods on if windy.
- 60-65 degrees: Children should wear jackets if it is breezy; long-sleeved shirts are acceptable without a jacket.
- 65 degrees and above: No jackets necessary.
- We do not apply sunscreen. If desired, apply it at home before school.
Playground Safety Rules

- Children are not allowed to climb on top of the tunnel (on playground equipment).
- Children are not allowed to walk up the slide.
- No toys are allowed outside (except balls and sandbox toys).
- Children are to stay in visual range at all times.
- Children may not climb on fence.
- Balls must remain inside the fenced area.
- Children may not play with rocks.
- Children may not go into the building without permission from a teacher.

Toys from Home

- Please do not bring toys from home unless they are for Show and Tell.
- On Show and Tell days, please send an item of interest with your child, marking all such items with your child’s name.
- Please use permanent ink to put your child’s name on all toys from home.
- No toy guns or other weaponry will be permitted on school grounds.
- Do not bring electronics/valuables, i.e. phones, etc. / or pets (allergies).

PARENT CHECKLIST

1. Please check your child’s folder daily.
2. Please remember that your child’s bedding will be sent home each Friday in case it needs cleaning or washing.
3. Please be sure the staff is aware of any food allergies your child may have, and leave written detailed information concerning the situation.
4. Please leave all medicines at the school office for dispensing. Do not send medicine in your child’s lunch box or backpack (including cough drops).

PARTIES

The teachers work with the room moms in the planning of the four class parties per year. The room mom in turn seeks to involve the other parents in at least one of the parties. The four parties include the Christmas Party, Valentine’s Day Party, Easter Party, and End-of-School Party.

As a Christian school, we do not celebrate Halloween because of the associations with the occult. We also do not give teaching time to Santa Claus or the Easter Bunny. We reserve all the precious time we have at school to teach and celebrate the birth of the Lord Jesus Christ during December and to focus on the meaning of His death and resurrection prior to Easter.

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ROOM MOMS (Classroom Coordinator)

The classroom coordinator (room mom) is a critical link in bringing home and school together. A person who has a servant’s heart and is able to organize and lead should hold this important position. Some responsibilities include the following:

- Serve under the leadership and guidance of the teacher.
- Seek to involve parents in parties.
- Assist in coordinating preschool parent volunteers.
- Encourage and pray for the teacher and staff.

SCHEDULE

The preschool schedule is from 8:15 am to 3:15 pm.

- Any student on campus before 7:50 am will be charged the early care fee and sent to early care.
- Students should not be in the hallways before 8:05 am.
- A student is considered tardy if he/she is not in his/her seat at 8:15 am. It is important that students be in their place so as not to disrupt class.
- The basic building blocks of the daily schedule is given below.

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<td>25</td>
<td>Classes &amp; Activities</td>
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<td>8</td>
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<td>Classes &amp; Activities</td>
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<tr>
<td>9</td>
<td>2:30</td>
<td>3:10</td>
<td>40</td>
<td>Classes &amp; Activities</td>
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</tbody>
</table>

SCHOOL HOURS

Regular school hours for preschool are 8:15 am to 3:15 pm. Please be sure your child has eaten breakfast before arriving and is ready to start the day. Breakfast should not be sent with a student to be eaten at school. If someone other than the custodial parent or guardian will pick up your child, that name must appear on your child’s information card or in a dated and signed note.

Extended hours are available from 7:30 am until 5:30 pm, if needed. For occasional use, the daily fee will be added to your tuition invoice.

Dismissal is at 3:15 pm; however, if a child is not picked up on time, a 10-minute grace period is given before the child is taken to after-school care and incurs a fee, which will be added to your tuition invoice. A $1 late fee is charged for each minute a child is left after 5:30 pm, which will be added to your tuition invoice. Before-school care is from 7:30 am to 8:05 am for a daily fee, which will be added to your tuition invoice.

Check the school website and local weather stations for closing information during inclement weather. (See General Policy Section, Weather Conditions.)
SCHOOL RULES

General Expectations for Behavior
1. **Children must be potty trained and able to use the restroom independently.**
2. Through the course of the year, the children will learn the following:
   - to remain seated properly unless excused
   - to speak only with permission
   - to walk in a line
   - to take turns
   - to clean up after themselves
   - not to tattle
3. Hitting, pushing, kicking, pinching, and biting are not acceptable behaviors.
4. Adults are addressed as Mrs., Miss, or Mr. and their surname.
5. Children may not argue with or be disrespectful to their teachers.
6. No gum is permitted.

Rest Time
After 50 minutes of resting quietly, students who are not asleep will be supervised in another area for outside activities or quiet inside activities.
- Children are allowed to have a book or stuffed/quiet toy from home, their blanket, and pillow.
- Children must be quiet and remain on their mat.

Lunch and Snacks
If your child brings a sack lunch, please do not include items to be heated.
- Children may eat after the group gives thanks.
- No playing with food.
- Everyone remains seated during lunch.
- No sharing or trading food.

VISITORS AND VISITING PROCEDURES

Parents dropping by the school for lunch, volunteering, or visiting for any other reason must first sign in at the school office. Other visitors must receive permission from the administration to visit campus. Visitors must sign in at the school office, receive a visitor’s pass, and park in an approved parking space.