



Parent/Student Handbook

2026 – 2027

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Purpose Statement:

Yorktown Christian Academy is a Christ centered school that integrates Biblical faith with academic excellence. Students are challenged to reach their highest potential for the glory of Jesus Christ.

Mission Statement:

The mission of Yorktown Christian Academy is to equip students through kingdom education to become Christ centered servant leaders in our community and around the world.

Honor Code:

Honor God: “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17

Love Others: “My command is this: love each other as I have loved you.” John 15:12

Respect YCA: “Remember those who led you, who spoke the word of God to you; and considering the result of their conduct, imitate their faith.” Hebrews 13:7

Core Focus:

To equip students with a kingdom education that partners with families to cultivate academic excellence, spiritual growth, and a purposeful life lived on mission.

Core Values:

Kingdom Education
Family Focused
Academic Excellence
Missional Mindset

**I have no greater joy than to hear that my children are
walking in the truth.**

3 John 4

Parent/Student Handbook

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General School Policies

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I. INTRODUCTION TO HANDBOOK

OUR PURPOSE

Yorktown Christian Academy is a Christ centered school that integrates Biblical faith with academic excellence. Students are challenged to reach their highest potential for the glory of Jesus Christ.

OUR MISSION

The mission of Yorktown Christian Academy is to equip students through kingdom education 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 words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."

Proverbs 22:6 - "Train up a child in the way he should go; even when he is old he will not depart from it."

Ephesians 6:4 - "Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord."

Colossians 2:8 - "See to it that no one takes you captive by philosophy and empty deceit, according to human tradition, according to the elemental spirits of the world, and not according to Christ."

Jeremiah 10:2 - "Learn not the way of the nations, nor be dismayed at the signs of the heavens the nations are dismayed at them"

Proverbs 19:27 - "Cease to hear instruction, my son, and you will stray 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 2:18-25). 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, 7:2-5; 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).



I. INTRODUCTION TO HANDBOOK

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Yorktown Christian Academy's faith, doctrine, practice, policy, and discipline, the Board of Directors is Yorktown Christian Academy's final interpretive authority on the Bible's meaning and application.

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. We recognize the Bible to be authoritative, reliable, and the final source of truth. 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.



I. INTRODUCTION TO HANDBOOK

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."

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.



I. INTRODUCTION TO HANDBOOK

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.

In 2019, YCA launched Scout Troop 356 for girls, based on Proverbs 3:5-6: "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will direct your paths." With the addition of the troop for girls, YCA continues to reach families from various parts of the larger Corpus Christi community.

In 2021, the International Ministry added Costa Rica to the mission opportunities where teachers, parents, and older students have the opportunity to work with Nicaraguan refugees in the rain forest of northern Costa Rica.

In 2024, YCA celebrated 30 years of excellence. The school still follows the principles it was founded on 3 John 4. "I have no greater joy than to hear that my children are walking in the truth." The mission of Yorktown Christian Academy remains to equip students through kingdom education to become Christ centered servant leaders in our community and around the world.

INVESTING IN YCA STUDENTS

We offer opportunities for staff, parents, alumni, grandparents, and community partners to invest in 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 an 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 YC 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. Patrons are the generous donors who have invested in the same vision as our school: kingdom education.

STUDENT LIFE

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:

- See You at the Pole
- Aiming for Excellence Clay Shoot
- Chapels
- Family Fun Nights
- Family Picnics
- Christmas and Spring Programs
- Lions Run (5K/10K Run/Walk) and Pancake Breakfast
- Various Big Events that vary from year to year.



I. INTRODUCTION TO HANDBOOK

INTERNATIONAL MISSIONS

Worldview is our lens on life. It's how we interpret what happens to us and to the world. It's how we determine what matters when we make decisions. That's why a biblical worldview permeates every part of a YCA education. And that's why 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 to the Dominican Republic, and our partnership with STCH Ministries.

SCHOOL OFFICE HOURS

The school office hours are 7:30am to 4:30pm. **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.



II. BUSINESS OFFICE

K3 - G8 ENROLLMENT, TUITION & FEES			
New student application fee \$360	Continuous Enrollment Fee		\$300 per Student
	FACTS Family Billing Fee		\$55 per Family
K3 - G8 ANNUAL TUITION	Annual Tuition	12 Payment Option July - June	10 Payment Option Aug - May
K3 (Little Lions)	\$2,700	\$225.00	\$270
K4 & Kindergarten	\$8,500	\$708.33	\$850
Elementary School Grades 1 - 5	\$8,700	\$725.00	\$870
Middle School Grades 6 - 8	\$8,900	\$741.67	\$890
Student and Security Fees	Annual Fee	12 Payment Option July - June	10 Payment Option Aug - May
K3 (Little Lions)	\$200	\$16.67	\$20.00
K4 & Kindergarten	\$425	\$35.42	\$42.50
Elementary School Grades 1 - 5	\$450	\$37.50	\$45.00
Middle School Grades 6 - 8	\$475	\$39.58	\$47.50

FINANCIAL INFORMATION

The expenses of the school are primarily covered by the tuition and fees. However, significant contributions are made by individuals or companies. Periodically, the school will engage in corporate and club-specific fund-raising endeavors. YCA uses FACTS Tuition Management, an electronic fund transfer system, for fee and tuition collection and incidental billing. Upon notification of acceptance status, the family must enroll in FACTS in order to process fee and tuition. Students are not officially enrolled until payment is made. All families are required to use FACTS Tuition Management. FACTS provides tuition management for over 7,000 schools nationwide. Their services help families and schools streamline the tuition collection process and promote lower fees, great service, security and compliance, and customer focused service.

TUITION

The annual tuition may be paid over twelve months to make it more affordable. These payments start in July and end in June. It is important that payments are made on time. Should the tuition become more than one-month delinquent, the student may be withheld from classes, co-curricular activities, or kept from beginning school. If an account is delinquent at the time report cards are due, the report card is withheld. If a student withdraws from school and there is a delinquent balance, no transcript or other records are forwarded. 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 15** for a 5% discount, excluding Little Lions Program
2. Tuition may be paid on a 12-month plan—July to June.
3. Tuition may be paid on a 10-month plan—August to May.



II. BUSINESS OFFICE

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. Payment methods include automatic bank drafts and credit cards. Payments made through a credit card are assessed an additional charge from FACTS for processing.

The responsible party will be charged \$25.00 for any and all bank fees resulting from any drafts returned for "Insufficient Funds." Tuition or Incidental Bills will be re-billed. The new invoice will be considered due by the date of the original invoice(s).

All tuition accounts must be current, or a payment plan established, before a child can register for the following school year. Each student's place is independent. No tuition can be transferred from one student account to another.

It is important that payments are made on time. Should the tuition become more than one month delinquent, the student may be withheld from classes, co-curricular activities, or kept from beginning school. If an account is delinquent at the time report cards are due, the report card is withheld. If a student withdraws from the school and there is a delinquent balance, no transcript or other records are forwarded.

TUITION ASSISTANCE

YCA utilizes FACTS Tuition Management's Grant and Aid Application as a third party evaluation when determining tuition assistance. Interested applicants must be enrolled with the school before applying for tuition assistance. Tuition Assistance applications are open from mid-February to May 1. Tuition assistance is granted to those that qualify on a first come first served basis. Please be patient as the tuition assistance process can take 3-4 weeks. All contributions to the Tuition Assistance Fund are appreciated and are a great help to students in need.

RELEASE FROM ENROLLMENT/WITHDRAWAL

Students are considered enrolled the entire school year. Therefore, budgets and teacher contracts are set accordingly. The early release from enrollment of a student creates an opening with YCA may not be able to fill with a viable candidate. YCA must be notified by July 1 to avoid the \$1,000 early withdrawal fee. Students who withdraw after school starts in July will be responsible for the \$1,000 early withdrawal fee & tuition for the student's final month of attendance. This withdrawal fee may be waived for a relocation of 25 miles or more from the family's current address or military move.

Students who are released from enrollment take up to 48 hours to process. If you need to withdraw, please contact the school registrar to begin the process. Records, grades, finances, equipment, and books, are all items accounted for on the withdrawal form. Therefore, it takes time to process the withdrawal in an orderly, efficient, and precise manner. Demands for immediate withdrawal records cannot and will not be met.

Transcripts, report cards, and records cannot be released or sent to other schools if an outstanding balance remains at YCA.

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 1-8)
- Up-to-date immunization records

It is understood that in order to maintain appropriate flexibility, the school has the right to modify the school calendar, curriculum, academic and nonacademic programs, policies, procedures, and publications at any time, in its sole discretion.



II. BUSINESS OFFICE

CONTINUOUS ENROLLMENT (CE)

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.

CHILD CARE SERVICE

As a service to our parents, YCA provides child care for students before and after school for a daily charge. You will automatically be billed for your usage through FACTS at the end of each term.

Early Care: 7:30 to 7:50 am \$4.00 per drop in
After Care: 3:15 to 5:30 pm \$10.00 per drop in

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 After Care by 5:30 pm will be charged a late fee of \$1 per minute. All late fees will be added to the above fees and you will be automatically billed through FACTS at the end of each term. 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 late fees incurred.

ADDITIONAL FEES

STUDENT ACTIVITY FEE

Student activity fees play a vital role in enriching your child's school experience. These funds directly support class activities, field trips and extracurricular programs that enhance learning beyond the classroom. They ensure your child has opportunities to explore new interests, build relationships, and learn in diverse environments. Your support with these fees enables us to provide enriching educational experiences that contribute to your child's growth and development.

Each student will be charged the specific amount needed for that grade only. This amount will be added as a charge to your FACTS account through incidental billing and will be divided out monthly to make it as minimal and consistent as possible. The first payment will come from your FACTS tuition account in mid-August.



II. BUSINESS OFFICE

SECURITY FEE

As part of our ongoing commitment to the safety and security of our school and church community, we have hired a full-time police officer to be stationed at YCA to oversee and enhance our security measures.

Ensuring a safe and secure learning environment for students, staff and visitors is of most importance to us, as we know it is for you. To fund this necessary initiative, a monthly security fee will help cover the cost associated with hiring and maintaining the full-time officer.

FORCE MAJEURE EVENTS

The duties and obligations of Yorktown Christian Academy may be suspended indefinitely without notice during all periods in which Yorktown Christian Academy is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond its control. Yorktown Christian Academy has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the duties and obligations of Yorktown Christian Academy may be postponed for a period of time until Yorktown Christian Academy can deliver its contingency course instruction or until such time as Yorktown Christian Academy, in its sole discretion may safely reopen. In the event Yorktown Christian Academy is closed for a period of time or must deliver course work remotely due to an event under this clause, Parent agrees Yorktown Christian Academy is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to Yorktown Christian Academy.



III. MEDICAL GUIDELINES

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. 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

Our staff and teachers consider the well-being of your child to be a sacred trust. In the best interest of both your children and our workers, we request that individuals with contagious illnesses or potentially contagious illnesses — whether they are children, volunteers, or staff — refrain from working with our students. Symptoms include:

- Fever above 100° F taken orally (must be fever-free for 24 hours and not using Tylenol®/Advil® before participating)
- Discharge from ears or eyes
- Skin lesions that blister
- Undiagnosed rashes
- Vomiting or diarrhea lasting several hours during the past 24 hours
- Excessive signs of cold, tiredness, sore throat, runny nose, sneezing or coughing — any highly contagious disease such as chicken pox or pink eye

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.

LICE

According to the State Law and School policies, no healthy child should be excluded from or allowed to miss school time because of head lice or nits.

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 Consent 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, ibuprofen, 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

ACADEMIC INTEGRITY

Academic integrity is essential for the assessment of student learning and the evaluation of teaching practices. YCA teachers and staff need to know what a particular student and a particular class have learned and the extent to which the curriculum and instruction is sound. Academic dishonesty is an obstacle to this intent. Academic integrity is violated when a student obtains credit for, or is evaluated on, work that is not his or her own.

Cheating, Plagiarism and Artificial Intelligence (AI)

The most common forms of academic dishonesty that we encounter in the classroom are cheating and plagiarism which are both violations of the ninth commandment (against bearing false witness). When cheating, plagiarism or AI usage occurs, it is important that the incident be recorded, appropriate school staff and the student's parents be notified, and a grade of zero may be assigned. Depending on the seriousness of the offense, punishment could range from zero for that particular piece of student work, to failing the entire course, or disciplinary probation.

Cheating

When students are cheating, they are using unauthorized assistance, materials or study aids to attain an unfair advantage. Cheating is an attack on academic integrity, in that the student is seeking to circumvent the learning process and receive grades which he/she has not earned. Cheating will result in a zero for the assignment/test and may be cause for disciplinary probation. Additional cheating incidents can result in in-school or out-of-school suspension and/or expulsion.

Plagiarism

Plagiarism is when the student is stating that the work is his/her own, when it actually is not. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. It is a combination of stealing, lying, cheating, and laziness. Thus, it violates the distinctively Christian perspective upon which YCA is based.

Artificial Intelligence (AI)

As part of our commitment to prepare students for the future, our school responsibly integrates emerging technologies, including artificial intelligence (AI), into our educational environment. We do so in a manner that aligns with our Christian values, promotes digital literacy, and fosters wise and ethical use of technology. Student privacy and data security remain a top priority. All AI tools are carefully vetted, and no personally identifiable student information will be shared or stored without parental consent. We are committed to transparent communication with families and will continue to ensure that technology enhances, rather than compromises, a safe and secure learning environment.

While we encourage students to explore and learn about artificial intelligence as a tool for growth and innovation, using AI to complete assignments, tests, or projects dishonestly—such as copying, generating answers, or submitting AI-produced work as their own—is considered a form of cheating. As a Christian school, we uphold integrity, honesty, and personal responsibility. Any misuse of AI in a way that undermines academic honesty will result in appropriate disciplinary action and a guided conversation on character and accountability.

Therefore, YCA imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences. These will apply for both minor plagiarism (use of non-attributed quotations occasionally in a paper), and more extensive plagiarism (such as copying an entire paper from another source, with only minor editing). Plagiarism may result in a zero for the assignment and may be cause for disciplinary probation.



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Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

- Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.
- Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment. This another could be another student, a parent, or an author of printed or electronic material. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.
- Fabrication: submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.
- Multiple submission: submitting, without prior permission, any work submitted to fulfill another academic requirement.
- Facilitating academic dishonesty: knowingly helping or attempting to help another violate any provision of this code of academic integrity. Example: working together with another student or a parent on a take-home exam, etc.
- Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

If a student is unsure whether his actions constitute a violation of this code of academic integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

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 as 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. This might include things like slant boards, weighted vests, etc.

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.

If the teachers determine that we are unable to meet the needs of the student, the school will attempt to let parents know within the first month of classes, giving the parents the opportunity to enroll the student in another school that might provide the required assistance.

ATTENDANCE/TARDIES

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!**

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.



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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.

Categories of excused absences are as follows:

- Illness of the student.
- Major 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.
- School-sponsored activities.

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 11:30am 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 establish the habit of punctuality. Tardies should be held to an absolute minimum. Students who are tardy **MUST** check-in at the school office **WITH A PARENT**. Excessive tardies will warrant a parent conference with the school administration to determine appropriate measures to alleviate the problem.

At the Middle school level, any student not yet ready when the bell rings receives a tardy. This will be given to students who are not prepared for class, as evidenced by not being seated at their desk, or not having proper supplies. Students may serve a detention for having received three tardies in a term.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Student cell phones, smart watches, laptops 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 3:30 pm upon payment of \$20. This applies to smart watches as well. 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.

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 FACTS Family Portal to update information using their parent login.



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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 or the student's teacher 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.

CONFERENCES

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. Parents are expected 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 or on their cell phone 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.**

A conference may be scheduled by contacting the teacher via e-mail. Please limit text messages to teachers during the teaching times on school days, and allow time for a response, possibly 1 to 2 hours as a minimum.

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



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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.

Students are reminded that all school rules and expectations for behavior apply during field trips. As representatives of our Christian school, we expect students to demonstrate respect, responsibility, and Christ-like character at all times, just as they would on campus.

MAKE-UP WORK

Students with absences will be allowed a reasonable time to make up homework, class work, or tests missed during the absence.

- Students absent only **one** day are responsible for obtaining missed assignments. Upon returning to school, they are given two days to make up any missed work.
- Students who are absent several days are allowed two days plus one day for each day missed to make up homework, class work, or tests.
- Assignments received after the stated grace period will receive a 30-point deduction and an additional 10-points per day for each additional day after the grace period.
- **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 teacher.**
- 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.
- At the teacher's discretion, the use of Google Classroom may supersede any or all of the above guidelines regarding make-up work.

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.

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.



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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. **Each family is expected to complete 15 hours of service to YCA. Service time can be recorded through ParentSquare.** We want all of our families to be involved with the school.

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 & VISITOR DRIVING AND PARKING

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 usage 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.

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. However, spaghetti straps are not appropriate and will not be allowed.

SOCIAL MEDIA & PRIVACY

Parents and students should not have any expectations of privacy on their personal social media pages or accounts. As social media exists primarily in the public realm, social media pages or accounts should reflect the standards and expectations of Yorktown Christian Academy. YCA reserves the right to withhold admission to students, teachers, and/or families where our Christian ministry is compromised.



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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. 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 the computer lab at any time.
- Logging off the computer/network after each use.

With the use of learning managements systems such as Google Classroom, students may be working at home on various school assignments. Parents are expected to provide adequate supervision at home over the use of chat rooms, video conferencing, and other learning platforms and activities.

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).

TOYS FROM HOME

Students are not allowed to bring toys, games, and/or electronic devices to school. Toys become a distraction from learning and instruction. Any student who brings a toy, game, or a recreational item not utilized for the intent of education and instruction, will have such item confiscated.



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WEATHER CONDITIONS

Weather conditions may cause us to close school or alter our regular schedule. In emergency situations, parents will receive emails and/or text messages from the school with appropriate instructions. When threatening weather occurs, more information can usually be found on the YCA webpage at www.YCA-CC.org. Although Facebook posts are often a good source of information, be sure to verify information via the school website.

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 Board of Directors is the final interpretive authority on 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.
- Cigarettes and other tobacco products, including vaping.
- 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 behavior 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.



IV. ADDITIONAL GUIDELINES

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.

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.

Shirt Guidelines: All Students	
Style	"Polo" or "Oxford" style collared shirts, long or short sleeves.
Color	Any solid color or horizontal stripes.
Fit	Shirts should not be too tight, oversized or excessively long. Length: not below the bottom of the back pocket on pants.
Other	Uniform jumpers and polo-style dresses are okay, but must follow color guidelines. All YCA school t-shirts are permitted on Fridays ONLY.
Restrictions	No sleeveless shirts or tank tops will be allowed. No writing on Polo or Oxford styled shirts. Embroidered emblem cannot be more than 1-2 inches in size. Layering is limited to one undergarment and cannot extend below the length of the shirt.

Pant Guidelines: All Students	
Style	Standard cut jeans or slacks. No torn jeans, or jeans with holes, are allowed. This includes "distressed" jeans. Normal wear and fading is okay. No soft, pajama or athletic shorts are allowed.
Color	Any solid color.
Fit	Full cut, fitted to the waist and legs, neatly hemmed (no cut pants), not baggy, saggy or too tight. No low rise pants.
Other	Leggings are permitted in any solid color. For Grade 2 and up, leggings must be worn with shorts or skirts that conform to the dress code length guide.
Restrictions	Small ornamentation on back pockets only . Be mindful of ornamentation that may mar furniture.

Shorts/Skorts/Capri Pants: All Students	
Style	Walking shorts/Capri Pants/Skorts: half skirt or full skirt.
Color	Any solid color.
Fit	Full cut, neatly hemmed, fitted to the waist, crotch and legs. · Shorts/Skorts must be no shorter than the width of a dollar bill above the top of the knee. · Capri pants must be neatly hemmed (no cut-off pants). Jeans can be rolled neatly with no strings showing. · No baggy, saggy, or low rise shorts/skorts/capri pants. No oversized shorts/skorts/capri pants and no tight-fitting shorts/skorts/capri pants.
Other	None
Restrictions	Small ornamentation on back pockets only . Be mindful of ornamentation that may mar furniture.



Shoe Guidelines: All Students	
Style	Athletic shoes are strongly recommended for safety reasons as all students will participate in PE activities. Any closed toe, closed heel shoe is allowed.
Color	Any color.
Fit	All shoes properly laced, all straps properly secured. Velcro is recommended for students who cannot yet tie laces.
Other	Boots are permitted; but large chunky boots are not permitted.
Restrictions	Not allowed: Open toe shoes, Open heel shoes, Platform shoes, Flip-flops, Slaps, Heelys/Grinders, Crocs, Sandals. Boys must wear socks with shoes.

Hairstyles: All Students	
Color	Natural, some natural highlights. No distracting colors.
Cut	Neat and properly groomed.
Restrictions	Hairstyles, hair colors, hair cuts that create a distraction are not permitted.
Restrictions	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.

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 logos or artwork. • Buttoned, crew neck, and V-neck sweater in any style and color. • Solid-colored turtleneck sweaters may be worn under a dress code appropriate shirt, t-shirt. • Sweatshirts must be solid colored with no 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, black, or gray shorts during P.E. class. Symbols and designs on athletic wear cannot be larger than 2 inches in size. • T-shirts must be long enough to cover the midriff during ALL activities. • Shorts must be worn during PE and the length should be no shorter than mid-thigh as measured by the tips of the fingers when standing and be visually modest. • PE uniforms 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	
Makeup Guidelines	<u>Middle School Girls Only</u> • May wear moderate makeup (if parents allow). • Dark lipstick, dark lip liner, dark nail polish or glitter of any kind is not permitted.
Sport Team Jerseys	Middle School students and 3 rd -5 th graders playing on school teams may wear their team jersey to school on days of scheduled games.
Spirit Shirts	<u>Middle School ONLY</u> May wear spirit shirts or polos during the week. Must be a school sponsored t-shirt. Anything other than a school spirit shirt will not be allowed.

Additional Dress Code Restrictions	
Tattoos	Tattoos are not permitted (including washable/removable tattoos). Students may not write/draw on their hands/arms or any exposed part of their body.
Chains	Chains attached to wallets or chains attached to waist or worn as belts are not allowed.

Note: Any exceptions to this dress code must be approved by the school administration.

CONSEQUENCES

We ask all parents to help their students 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:

- **First Offense: Warning.** Students who are in violation of dress code guidelines will be written up. Write up will specify the violation and if repeated, the consequence will be parents bringing clothes on next offense.
- **Second Offense:** Students will be required to go to the office to call home for a change of clothes. Students will not be allowed back into class till it is rectified.
- **Third Offense:** Students will be required to go to the office to call home for a change of clothes. Students will not be allowed back into class until it is rectified. Students will serve in detention.

Habitual dress code offenders will be referred to the principal and parents will be called for conference.

If you have any questions 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.



V. STUDENT DRESS CODE

FORMAL EVENT DRESS GUIDELINES

Girls:

- Dresses and skirts should not be shorter than 4 inches above the knee
- Tight fitting/body hugging attire is not allowed
- Strapless is not allowed
- Backless of any kind is not allowed
- Shoulder straps should be no less than ½ inch in width
- Bra straps should not be visible, this includes clear bra straps
- Midriff and crop tops are not allowed. If a two-piece outfit is being worn, there should be no skin showing at the midsection
- Shorts are not allowed
- Slits on dresses or skirts should be no more than 4 inches above the knee in the front, and 2 inches at the back.
- Off the shoulder dresses and tops are acceptable, given they are not low cut
- Cleavage should not be visible
- Girls may wear pants or slacks if they choose, given they are not of a casual nature

Boys:

- T-shirts are not allowed
- Shorts are not allowed
- Flip flops and sandals are not allowed
- Tucked in shirts are encouraged, though not required
- If shirts are untucked, a clean well sewn and ironed seam should be visible
- Baseball hats are not allowed

In summary, young men should wear slacks, dress shoes, shirts with collars, or dress sweaters. Ties and jackets may be requested for certain functions. Young ladies may wear dresses, skirts or slacks with blouses that are modest and not tightly fitting. For all students, jeans, sandals or flip-flops are never appropriate for formal events.

Formal event dress guidelines apply to school functions such as awards nights, banquets, programs, etc.

FREE DRESS DAY GUIDELINES

Free Dress Days provide students with the opportunity to wear casual clothing, including pajamas and Crocs, unless otherwise specified. All free dress attire must remain modest, appropriate for the school environment, and in keeping with the standards outlined in the YCA Dress Code. Clothing that is excessively revealing, including spaghetti straps, short shorts, or other attire that does not meet dress code expectations, is not permitted. Administration reserves the right to determine the appropriateness of any attire and may require a student to change clothing if it is deemed inconsistent with school standards.



VI. DISCIPLINARY POLICY

DISCIPLINE IN THE CHRISTIAN SCHOOL

Discipline Defined

Discipline is a process of training, teaching, reproof, 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 relationships.

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 (1 Peter 5:5). Everyone, students 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 disregard for other people’s property. Restitution may be required for monetary damages to personal or school property.



VI. DISCIPLINARY POLICY

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. Everyone is expected to enforce these rules, whether they agree with them or not.

HONOR CODE

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: “Honor God, Love Others, Respect YCA”

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.

CONDUCT & 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 as well as knives or 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 or lunchroom. 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.



VI. DISCIPLINARY POLICY

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 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.
14. Extenuating legal issues could result in temporary dismissal or suspension until matters are resolved.
15. Students are not allowed in the church buildings without permission. Church staff members are working in the church and should not be disturbed.
16. 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.
17. Students should not loiter 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. A fee for after-school care will be assessed.
18. 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.

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.

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.

Classroom behaviors that are disrespectful, show a lack of courtesy, or are a general disturbance, will be managed by the teacher. If the teacher deems these behaviors as chronic or worthy of special attention, the student will be referred to the administration. These situations will be managed in a manner that will be most helpful to the student, teacher, and the classroom as a whole.

These prohibited activities will result in disciplinary action from the administration:

- Disruptive behavior that impedes the academic process.
- Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment.
- Language and/or gestures that are vulgar, obscene, offensive, derogatory, or disrespectful in any way.

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.



VI. DISCIPLINARY POLICY

Level I

Most disciplinary concerns are considered Level 1 and may be managed by the teacher in the classroom. The process may involve any of the following:

- Notification of behavior problems to parents
- Student conference with the teacher
- Detention
- Student conference with the administration
- Parent-teacher-student conference or parent-teacher-administration conference
- Behavior event added to FACTS student profile

Examples of Level 1 behaviors include minor classroom disruptions, dress code violations, or violations of the YCA Standards of Behavior.

Level II

The more extreme or persistent cases of misconduct are Level II and may be addressed by the teacher or administration. The consequences may include one or more of the following:

- Detention
- Parent conference with administration and/or teacher
- In-school suspension
- Out-of-school suspension
- Behavior event added to the FACTS student profile

Examples of Level II behaviors include YCA Honor Code violations such as disrespect, excessive talking, or persistent misbehavior in the classroom.

Level III

The Level III cases consist of serious violations of the Yorktown Christian Academy Honor Code, YCA Standards of Behavior, or any other violation deemed serious. The consequences may include one or more of the following:

- Detention
- In-school suspension
- Out-of-school suspension
- Suspension from athletics
- Behavior event added to the FACTS student profile
- Disciplinary probation
- Expulsion

Examples of Level III behaviors include physical aggression, cheating, use of profanity or inappropriate gestures, excessive classroom misbehavior, or chronic violations of classroom rules. Students with Level III offenses will meet with administration to discuss the consequences and parents will be notified.



VI. DISCIPLINARY POLICY

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 administration and 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. Parents may access discipline records via their Parent Portal in FACTS SIS.

DEFINITION OF TERMS

Detention

Detention is a 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. Appropriate consequences will be served according to age.. Detentions are served in the morning. The school office will assign the date the detention is to be served.

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. 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.

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

Out of School Suspension (OSS)

For extremely serious disciplinary and honor violations, a penalty may include out-of-school suspension. In such cases, the student must depart campus and be under his or her parents' supervision for the required period of time. During this time, the student will be expected to keep up with all academic work and will be required to return to school with all assignments completed and ready to turn in. It is the responsibility of the parents and the student to see that all academic obligations are fulfilled promptly.

Disciplinary Probation

Students may be placed on disciplinary probation for a period of time to be determined by the administration.

- Disciplinary probation may be used for actions which include, but are not limited to, continued deliberate disobedience, continued and persistent rebellious attitude, or negative influence on other students.
- A conference with the student and parents is held at the beginning of the probation to discuss the reasons for the probation and notice added to the FACTS student profile.
- A second major incident of misconduct during the disciplinary probation may result in suspension or expulsion of the student.
- If there is no progress in attitude or behavior, consequences may include suspension or expulsion.

Expulsion

Students may be expelled from the school when major moral or social offences have been committed and/or other disciplinary procedures have failed.

Middle School Policies

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I. ACADEMIC INFORMATION

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.**
- 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 and done in the student’s handwriting.
- Failure to turn daily homework in on time may result in a reduction of the grade.
- Work done poorly or sloppily may 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.
- The teacher will dismiss class. Leave the room in an orderly manner.

COMPUTERS: HARDWARE & SOFTWARE

At YCA, we are committed to providing a Christ centered learning environment that integrates technology to enhance educational experiences. All middle school students are expected to respect the technology and parameters set before them. This includes being honest and ethical in all digital interactions. Technology resources are provided primarily for educational purposes. Students must comply with all applicable directives and rules set by the teacher and administrators.

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

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 may result in a 30-point reduction in the grade for the homework. Faxed or emailed copies of homework will not be accepted for credit.
- 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.
- No homework may be assigned that requires Wednesday evening work.

Some Homework Considerations:

- Parents should monitor all homework to ensure students are being responsible and complete all assignments on time.
- If your child is having difficulty with homework, please inform the teacher or schedule a conference to discuss the concerns.



I. ACADEMIC INFORMATION

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 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, etc.) 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.
- A late notice is sent to parents after the due date has passed and the items have not been returned. At this point the student should contact the library to settle 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, the student will be required to perform school service hours. Additional service hours will be assigned each week until the issue is resolved.
- The loss of a book should be reported as soon as possible to the librarian. Lost or severely damaged items are charged the replacement cost.

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, and 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.

Attain a year-end average of 70 or above in each of the following core subjects: Language Arts, Mathematics, Social Studies, and Science.

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.

STUDENT CONDUCT

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.



I. ACADEMIC INFORMATION

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).

Classroom behaviors that are disrespectful, disobedient, or are a general disturbance will be managed by the teacher. If the teacher deems these behaviors as chronic or worthy of special attention, the student will be referred to the administration. These situations will be managed in a manner that will be most helpful to the student, teacher, and the classroom as a whole. Parents may be called to the school as necessary and the child may be dismissed for the day.

Teachers will document chronic behavioral challenges in the FACTS student profile. A parent-teacher conference may be held to discuss working together to develop a plan to guide the child toward success. If a student does not improve, and the behavioral challenges continue, the parent may be asked to withdraw the student from the school.

To maintain a culture of accountability and respect, the following consequences will be enforced for repeated detentions within a semester:

- **After 3 detentions:** Student will serve 1 day of In-School Suspension (ISS). Parents will be notified.
- **4th offense:** Automatic 1 day of ISS. Parents will be notified.
- **5th offense:** 2 days of ISS. Parents will be notified.
- **6th offense:** 3 days of ISS. Parents will be notified.
- **After 6 offenses:** Student will receive Out-of-School Suspension (OSS), and a parent conference may be required.

This progressive system is designed to support student growth while maintaining clear expectations for conduct.

TEXTBOOKS

Textbooks are issued to all students on the opening day of school. 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.

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!**



II. ATTENDANCE & TARDIES

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.

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 may not receive credit for the High School level course.
- 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.
- 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.

TARDIES - LATE ARRIVAL

Middle School Hours are 8:00 am to 3:30 pm. A student must be in the gym or classroom before the bell rings. All students arriving late (after the bell has rung), must sign in at the school office WITH A PARENT before going to class. A tardy slip will be issued for entrance into the classroom. Less than 15 minutes late to a class is considered a tardy. If a student is more than 15 minutes late to class, he is then counted as absent.

Students are expected to be on time to all classes. All tardiness is recorded on the student's attendance record.

Because promptness is a life skill necessary for employment and social situations, excessive unexcused tardiness to school and individual classes can result in detention.

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.

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 establish the habit of punctuality. Tardies should be held to an absolute minimum. Students will serve a detention for having received three tardies in a term. Excessive tardies will warrant a parent conference with the school administration to determine appropriate measures to alleviate the problem.

- **Third Tardy:** Students will serve lunch detention. Parents should receive notifications of their tardies through FACTS.
- **Fourth Tardy:** Student will serve in morning detention. Parents will receive a notification through FACTS
- **Fifth Tardy:** Student will serve in morning detention and parents will be notified for a parent-teacher-student conference or parent-student-administrator conference.



II. ATTENDANCE & TARDIES

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 with a parent.

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.



III. ATHLETIC ACTIVITIES

YCA ATHLETIC POLICY

INTERMEDIATE (INT) AND MIDDLE SCHOOL (MS) LEVEL SPORTS TEAMS

Yorktown Christian Academy (YCA) offers a variety of extracurricular sports. We believe that by playing on a competitive sports team, athletes can learn spiritual, physical, and mental disciplines. YCA does its best to provide coaches of Christian faith, knowledgeable in their sport, enthusiastic, firm, with leadership ability, and able to instruct.

HEALTH PHYSICALS AND RISK OF INJURIES (INT & MS)

- All athletes are required to have a physical health exam completed and turned into the athletic department no later than 2 weeks after the start date of the first practice day or the first game, whichever comes first.
- Any health concerns or previous injuries that the athlete may have should be discussed with the AD and the team coach prior to the first day of practice.
- Parents and athletes should be aware that injuries often occur while playing sports. YCA administration and coaching staff is not held responsible for any athlete injuries and/or doctor, hospital or therapy fees that result from an injury while playing on a YCA athletic team.
- At times, a physician's medical release may be required for an athlete to continue participation after an injury has occurred.

PLAYER PER TEAM (MS)

- It is often necessary to hold skills test for a team when the number of interested players exceeds 12 per team.
- There will be a minimum of 4 practices before a team is made.
- If there are enough players to field two teams for that level, an "A" and a "B" team will be made.
- The AD and team coach have final say of which athlete is placed on a specific team.

PLAYING UP (INT & MS)

YCA allows athletes to play up a grade level and/or team level. Playing up is considered and determined by AD and the team coach. Playing up is an option when the skill level of an athlete is determined to be at a higher level than the athletes' current grade and/or necessary to field a team.

ATHLETIC ELIGIBILITY* (INT & MS)

ACADEMICS

Any student who wishes to participate in YCA athletics must have a 70 or above average during grade check periods throughout the season to be eligible to play. At the conclusion six-week grading period, any student who has an average below 70 will be ineligible to play for 10 consecutive school days. The ineligible period must include at least 1 game. AFTER this 10-day period, grades will then be checked for passing. The athlete is eligible to play once they have a 70 or above average.

*During academic ineligibility, the student is required to attend and participate at practice and attend all games. At games the student is encouraged to sit on the bench to support their team. If the student sits on the bench in uniform, their name may not be written in the scorebook. Practices may only be missed during an ineligible period if the student is attending tutoring. It is the athletes' responsibility to notify the team coach of any missed practices due to tutoring.

DISCIPLINE

A student's athletic eligibility may also be suspended for disciplinary reasons. Any athlete who is suspended from school for disciplinary reasons forfeits the privilege of participating on any YCA athletic team during the duration of his suspension. During the suspension, the suspended student may attend any team event as a spectator, but they may not participate in any practices or games. The principals, AD, coaches, teachers, and parents are encouraged to be in constant communication in regard to disciplinary issues. Together the Principals and AD have authority to remove an athlete from a team at their discretion without the approval of the parents.



III. ATHLETIC ACTIVITIES

BEHAVIOR ON AND OFF THE COURT (INT & MS)

YCA athletes are expected and required to behave in a manner that is representative of the values of their Church and school. Any student who does not abide by these standards should expect consequences for their actions. YCA encourages students to be mindful of their behavior on and off the court, including but not limited to bullying (in-person and online) and their social media accounts.

PLAYING TIME (MS)

Playing time for each game is determined by the team coach. Coaches consider the following when deciding which athlete to play during games:

- Does the athlete display a positive & Christian attitude?
- Does the athlete display full effort during practices and games?
- The athletes' skill level.
- Is the athlete coachable?
- Is the athlete respectful towards others, including the opposing & referees?
- Attendance at school and practices
- What is the competitive nature of the current game being played?
- The athletes' cognitive awareness and knowledge of plays
- Does the athlete pay attention during time-outs?
- Does the athlete show selflessness toward their teammates?

Each coach will do their best to play the athletes they feel will most benefit the team as a whole during that current game. Questions about playing time should come directly from the athlete to the coach and should take into account the items listed above prior to playing time being addressed. Athletes should always be willing to accept coaching on areas they can improve to increase their playing time.

TRAVEL TO AND FROM EVENTS AND GAMES (INT & MS)

Parents are responsible for transporting their athletes to and from away games and other events that take place after school hours. At times a field trip or tournament may occur during school hours, travel to and from an event like this may utilize charter buses, or parent and staff drivers. Therefore, in compliance with school policy and insurance recommendations, volunteers and staff who transport students must be on the YCA Approved Drivers list.

DRESS CODE (INT & MS)

Proper dress attire is required to participate in all YCA athletic activities. Athletes, coaches and parents are expected to follow the dress code and be aware and conscious of their athletes' attire and that it is appropriate, acceptable and is a positive representation of YCA.

T-Shirts

T-Shirts for all sports should promote school colors: Gold/Yellow, Royal/Blue, White, Grey and any YCA spirit shirts are acceptable. Sleeveless, tank top and racerback styles are not allowed at practice with the exception of Track and Running Club; sleeveless shirts are allowed during track/running season due to training outdoors. Undergarments should not be visible if wearing a sleeveless shirt.

Shorts

Basketball length shorts are acceptable during basketball season.

Volleyball shorts may be worn and are sometimes a shorter length than that of basketball shorts. A running/work-out style short is acceptable during volleyball season, given the length is no shorter than mid-thigh. Spandex tights and/or legging style shorts are not allowed, though they may be worn under a pair of shorts for extra coverage if preferred.

Track shorts may be worn during track season, as long as the length is appropriate.

All shorts should be of an appropriate length and be visually modest.

God has blessed us all with different body types and physical attributes, therefore attire guidelines may sometimes be subjective. YCA administration has authority on what attire is deemed appropriate in regard to each individual athlete and their particular body type.



III. ATHLETIC ACTIVITIES

PRACTICE/GAME & TEAM TIME (INT & MS)

- INT is allowed to practice and/or have games a maximum of 3 school days per week, not including tournaments.
- MS is allowed to practice and/or have games a maximum of 4 school days per week, not including tournaments.
- Parties, social gatherings, team building events, retreats, etc. that are not previously on the original schedule are all optional attendance.
- No teams will have mandatory practices over school holidays.
- On game day practices will begin at 8:00 am.

MISSING PRACTICE (MS)

- An athlete is required to notify the coach if a practice is going to be missed for any reason if known in advance, with the exception of illness.
- If an athlete misses practice the day before or day of a game, regardless of the reason (including illness), they are not allowed to start in that game.
- An injured athlete is still required to attend all practices and games. Physical Therapy is considered an excused absence.
- Practices listed on the practice schedule handed out ahead of time that fall on a non-school day (intercessions breaks, Thanksgiving Break, Christmas Break, Spring Break, etc.) are required attendance practices.
- Open Gym is optional attendance and not considered a practice.
- If an athlete is absent from school due to illness, they are not permitted to attend practice for that day.

STUDY HALL (MS)

The AD has authority to replace any practice with a Study Hall session at any time during the season. Study Hall follows the same attendance requirements as an official practice.

GAME DAY ATTENDANCE (INT & MS)

It is required that an athlete be present at least half of the school day to participate in a game. If an athlete is absent from school for any reason, they are not permitted to play in that game.

24-HOUR COMMUNICATION RULE (INT & MS)

Open communication is encouraged between the AD, coaches, parents and students at all times during the season. Often an issue or complaint will arise. Parents are encouraged to speak with the AD or Coach only after a 24-hour period has passed.



III. ATHLETIC ACTIVITIES

CONDUCT TOWARD OFFICIALS AT GAMES (INT & MS)*

Parents and spectators associated with YCA have a responsibility to behave in a Christian-like manner toward all referees and officials, whether at home or away games. If a parent or a spectator behaves with conduct that is not representative of YCA, the AD and/or Coach will discuss this behavior with the individual. Three warnings will be given throughout the season to an individual. After three warnings, if the individual refuses to change the conduct that is deemed inappropriate, the A.D. has authority to ask the individual to no longer attend YCA games (home and away) for the remainder of that season.

*During any game, an official has authority to remove a spectator or parent from the premises, at any time they feel necessary. This removal does not require the approval of the AD or YCA administration. Usually when this occurs, the game will not resume until the parent/spectator has left the premises.

YCA is blessed to have the facilities to host games. Please be courteous and display a Christ-like attitude, representing YCA with the appropriate conduct.

PARENTS' SERVICE COMMITMENT (INT & MS)

YCA Athletics depends on the incredible support of our families to successfully host home games, tournaments, and special events throughout the year. Parents are encouraged to volunteer as opportunities will be available throughout each athletic season, and a sign-up will be distributed before the season begins. We ask every athletic family to serve where they are able so we can provide a first-class experience for our athletes, visiting teams, and spectators. If you are unable to fulfill a volunteer commitment you selected, please notify the Athletic Director as soon as possible so another volunteer can be arranged.

EQUIPMENT AND UNIFORMS DISTRIBUTION AND UNRETURNED ITEMS (INT & MS)

By being part of any YCA sports team the student-athlete and their parents recognize that any equipment distributed to the athlete, including uniforms, warm-ups, shooting shirts, shoes, bags, balls, etc., are all property of the YCA athletic department. Distributed equipment and uniforms are expected to be returned no later than 1 week after the last game of the season. A \$150 - \$200 fee will be imposed for equipment and uniforms not returned by the team deadline and included in your FACTS incidental billing.

Each student athlete is responsible for the proper care of equipment and apparel that is loaned to them during the season. Equipment and apparel is expected to be returned in the condition it was distributed in.

Equipment & apparel that is distributed to a student athlete is not for sale. The impact of unreturned equipment and uniforms negatively affects the next seasons' athletes and teams.

HOMESCHOOL ATHLETES

Yorktown Christian Academy accepts homeschool athletes to play on their athletic teams. YCA encourages homeschool athletes to apply to the athletic program if interested. The Principals and Athletic Director accept homeschool athletes based on the Athletic Policy, age, and space available if needed to field a team.

Homeschool athletes who play on a YCA team agree to abide by the age guidelines and standards stated in the YCA Athletic Policy.

AGE GUIDELINE

YCA uses age, not grade level, to determine what level/team a homeschooler will play.

Parochial Level (3rd-5th grade/8-11 years old) – Any homeschooler who wished to play on a parochial level team must be 8 years old by September 1st of the school year they are wanting to play. An athlete who is 11 years old, or older, on September 1 cannot participate in the parochial sports program.



III. ATHLETIC ACTIVITIES

Middle School Level (6th-8th grade/11-14 years old) – Any homeschooler who wishes to play on a middle school team must be 11 years old by September 1st of the school year they wanting to play. An athlete who is 14 years old, or older, on September 1 cannot participate on a middle school sports team.

Homeschool athletes may play up a level, they may not play down a level.

A homeschool athlete may apply every year. A homeschool athlete who plays one year is not guaranteed a spot to play the following year.

Homeschool athletes may pay the Homeschool Application Fee and the Participation Fee prior to the first day of practice.

Application Fee: \$150

Team Sports Fee, per sport: \$100 (If enrolled in a YCA PE class)

Team Sports Fee, per sport: \$200 (if not enrolled in YCA PE class)



IV. EXTRACURRICULAR ACTIVITIES

BSA Troop 226

Scout Troop 226 is a year-round boy-lead program designed for boys only in grades 6 through 12. Participation is open to all boys in the community. As the chartered organization, YCA arranges for adequate meeting facilities for the troop.

Troop Website: www.yca-troop226.org

BSA Troop 356

Scout Troop 356 is a year-round girl-led program designed for girls only in grades 6 through 12. Participation is open to all girls in the community. As the chartered organization, YCA arranges for adequate meeting facilities for the troop. This troop number is based on Proverbs 3:5-6.

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 troops are open to boys and girls of any religious faith and practice, the troops function 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.

Email: scouts@yca-cc.org



V. STUDENT CONCERNS

LOCKERS

All lockers are pre-assigned for grades 6 - 8. Once the locker numbers are recorded, changes are not to be made without clearance. Only one locker is allowed per student, each student may have his own locker. Lockers must be kept neat and clean. Magnets are the preferred products for attaching school spirit signs to lockers. Students are required to completely clean their locker at the end of the school year.

LOST AND FOUND

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

LUNCH

Middle School lunch time: 12:00 pm to 12:25 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.

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 office 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. 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.

COMMUNITY SERVICE JOURNAL

Middle school students are required to complete a minimum of 15 hours of community service each school year. This service will be done through school related activities.

SCHEDULE

The middle school schedule is from 8:00 am to 3:30 pm. Gym doors open at 7:50 am.

On Monday through Friday, the day starts with PE in the gym. The student is expected to come dressed for PE with appropriate school clothes to change into for subsequent classes. *Please refer to dress code requirements.*

The PE class starts at 8:00 am. A student is considered tardy if he/she is not in the gym and ready to participate at 8:00 am. *Please refer to tardies for consequences.*



VI. MISCELLANEOUS INFORMATION

COMMUNICATIONS

Regular e-mail communication and text messaging through ParentSquare 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 into the FACTS Family Portal with your username/password. If you have lost your password, please contact the school office at 361-985-9960.

MIDDLE SCHOOL RETREAT

As a vital part of our curriculum, the Middle School Retreat is a 4-day, screen-free experience designed to help students unplug from everyday distractions and focus on their spiritual growth. Rooted in biblical principles, this intentional time away encourages students to draw closer to the Lord through prayer, worship, studying God's Word, and meaningful fellowship.

Scripture reminds us of the importance of rest and refuge in the Lord (Psalm 46:1, Mark 6:31). During this retreat, students are given space to reflect, recharge, and deepen their personal relationship with God in a peaceful and Christ-centered environment.

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.

Also, students are not permitted to order or receive food deliveries (e.g., DoorDash, Uber Eats, etc.) during school hours, as it creates a disruption to the learning environment and constitutes a violation of the school's phone usage policy.

Elementary School Policies

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ARRIVAL/DISMISSAL

Morning Arrival

School hours are 8:15 am to 3:15 pm. Parent drop-off begins at 8:05 am. Elementary students arriving between 7:30 am and 8:05 am must be dropped by at the Dining Hall for supervision. The before-school drop-in fee will be added to your incidental billing for students arriving between 7:30 am and 7:50 am. Students arriving between 7:50 am and 8:05 am will not be charged. **No students are to be brought to the school grounds before supervision begins at 7:30 am.** During rainy or cold weather, students should stay in their car until 8:05 am. Parents who walk their student into the building are expected to use the “kiss and go” strategy. The longer a parent delays the more difficult it may become for the student. Parents are not permitted in the classroom or to help their student unpack. This is understood for upper elementary as well.

The following traffic guidelines apply to morning arrival for the Main YCA building:

- 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 areas are for parents to briefly park and walk children to the building.
- Cell phones should not be used while driving on school property, during drop-off or pick-up.
- For the safety of all students and staff, parents must drive slowly, stay alert to their surroundings, and remain in their vehicles while in the drop-off line.

Afternoon Dismissal

The following traffic guidelines apply to afternoon dismissal:

- For Grades K5 through Grade 2, all vehicles must enter off of Boston and form a line next to the YCA main 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.**
- For Grades 3 through Grade 5, all vehicles must form a line at the main front doors of the worship center, pulling as far forward of the front door as is reasonable. **Unattended vehicles in any of the traffic lanes are prohibited after 2:30 pm.**
- Student name cards (distributed at the July Parent Meeting) 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.

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 K5 through 5th grade students who remain will be taken to the after school care program. **The after-care drop-in fee will be added to your school invoice. It is important that you pick your children up promptly.**

After-School Care

There is after-school care available for K3 through 8th grade children from dismissal until 5:30 pm each school day for an additional fee. The charge is added to your school 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 school invoice.



Elementary School Policies

ATTENDANCE/TARDIESAttendance

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!**

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.

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.

Categories of excused absences are as follows:

- Illness of the student.
- Major 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.
- School-sponsored activities.

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 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 establish the habit of punctuality. Tardies should be held to an absolute minimum. Students who are tardy **MUST** check-in at the school office **WITH A PARENT**. Excessive tardies will warrant a parent conference with the school administration to determine appropriate measures to alleviate the problem.

AWARDS

The teachers present the awards listed below to students in grades 1-5 at an awards presentation during the last week of school. (Kindergarten awards are given separately.)

Christian Character – given to every student, identifying one of his outstanding character traits

A Honor Roll – all A's for the school year

AB Honor Roll – all A's and B's for the school year

The accumulation of grades for honor roll are based on the overall annual average in each subject.

CLASSROOM COORDINATOR (Room Mom)

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:

- Serves under the leadership and guidance of the teacher.
- Encourages and prays for the teacher regularly.
- Seeks to involve new families in the class.
- Seeks to involve parents in class activities.
- Assists the teacher in making class activity arrangements.
- Is available to help the teacher organize field trips, if needed.
- Assists the teacher in recruiting classroom champions for various school activities.

COMMUNICATIONS

Regular e-mail communication and text messaging through ParentSquare provides the most up-to-date information, including weather-related school closings. 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 regular updates concerning classroom activities. Please read the information carefully. You are responsible for knowing the contents.

- You may add or change your e-mail address by logging in to the FACTS Family Portal with your username/password.
- Current grades and behavioral issues are available for each student through the FACTS Family Portal.
- Class grams and other communications from teachers will be available through ParentSquare or email.

COMMUNITY SERVICE JOURNAL

Elementary school students are required to complete a minimum of 6 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.

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.

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.

Pack Website & email: www.yca-pack226.org - scouts@yca-cc.org

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

HOMEWORK

Homework is an essential part of the school program and is given regularly. Homework is not given for busy work, but for reinforcement, practice, remedial activity, and special projects.

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 may result in 30-point reduction in the grade for the homework. 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. Work that is not done well will need to be done again.

All homework is to be done by the student only. Parents or tutors can be encouraging, but they must not do the work expected of the student.



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 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, etc.) 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.
- A late notice is sent to parents after the due date has passed and the items have not been returned. At this point the student should contact the library to settle 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, the student will be required to perform school service hours. Additional service hours will be assigned each week until the issue is resolved.
- The loss of a book should be reported as soon as possible to the librarian. Lost or severely damaged items are charged the replacement cost.

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

- 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's permission.

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. 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.

- 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.
- 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.
- Have less than 10 cumulative absences, unless the principal has cleared individual circumstances.

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.

STUDENT CONDUCT

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).

Classroom behaviors that are disrespectful, disobedient, or are a general disturbance will be managed by the teacher. If the teacher deems these behaviors as chronic or worthy of special attention, the student will be referred to the administration. These situations will be managed in a manner that will be most helpful to the student, teacher, and the classroom as a whole. Parents may be called to the school as necessary and the child may be dismissed for the day.



Teachers will document chronic behavioral challenges in the FACTS student profile. A parent-teacher conference may be held to discuss working together to develop a plan to guide the child toward success. If a student does not improve, and the behavioral challenges continue, the parent may be asked to withdraw the student from the school.

Please note the Disciplinary Policy in the General School Policies section of this handbook.

TESTING

Our school participates in a testing program through the Association of Christian Schools International (ACSI). In the fall and winter, online benchmark tests are administered. A week is set aside each spring for the Iowa Complete 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.

WEDNESDAY AFTERNOONS & EVENINGS

There will be no activities scheduled by the school on Wednesdays after 4:30 pm so that our students may be available to participate in their church's programs and activities. This includes games, practices, clubs, etc. There will also be no homework assignments or makeup work assigned that require Wednesday evening work by the student.

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ARRIVAL/DISMISSAL

Morning Arrival

School hours are 8:15 am to 3:15 pm. Parent drop-off begins at 8:05 am. Students arriving between 7:30 am and 8:05 am must be dropped at the Dining Hall for supervision. The before-school drop-in fee will be added to your school invoice for students arriving between 7:30 am and 7:50 am. Students arriving between 7:50 am and 8:05 am will not be charged. **No students are to be brought to the school grounds before supervision begins at 7:30 am.**

Parents who walk their student into the building are expected to use the “kiss and go” strategy. The longer a parent delays the more difficult it may become for the student. Parents are not permitted in the classroom or to help their student unpack. This is understood for elementary students as well.

The following traffic guidelines apply to morning arrival:

- **For K5**, 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.**
- Cell phones should not be used while on school property during drop-off or pick-up.
- **For K4 and K3**, park in front of the Little Lions building and walk your student into the building.
- For the safety of all students and staff, parents must drive slowly, stay alert to their surroundings, and remain in their vehicles while in the drop-off line.

Afternoon Dismissal

The following traffic guidelines apply to afternoon dismissal:

- **For K5**, 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.
- Student name cards (distributed at the July Parent Meeting) 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
- **For K4 and K3**, park in front of the Chapel building and walk into the building to pick up your student.

To ensure the safety of our students, teachers, and parents, all traffic guidelines must be followed exactly as written.

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 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 K4 and K5 students who remain will be taken to the after school care program. **The after care drop in fee will be added to your school incidental billing. 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 school invoice. A \$1 late fee is charged for each minute a child is left after 5:30 pm which is also added to your school invoice.



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!**

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.**

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.

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 lunchtime are expected to stay at home.

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 instructions and other important occurrences. The class is always disrupted when a student enters late. Students and parents must establish the habit of punctuality. Students who are tardy **MUST** check-in **WITH A PARENT** at the school office. Excessive tardies will warrant a parent conference with the school administration to determine appropriate measures to alleviate the problem.

CLASSROOM COORDINATOR (Room Mom)

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:

- Serves under the leadership and guidance of the teacher.
- Encourages and prays for the teacher regularly.
- Seeks to involve new families in the class.
- Seeks to involve parents in class activities.
- Assists the teacher in making class activity arrangements.
- Is available to help the teacher organize field trips, if needed.
- Assists the teacher in recruiting classroom champions for various school activities.

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.
- A clean set of extra clothes, suitable for the current season, should always be in our child's backpack. 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.

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 at the end of the term. Our K4 students should not bring anything in their backpack except for a folder, lunch, water, and snacks, unless specified by the teacher.

LUNCHROOM PROCEDURES

- 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.
- No student should be out of his seat without teacher's permission.

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

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.
- 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, sticks, or mulch.
- Children may not go into the building without permission from a teacher.
- Children in Grades K3 to Grade 2 are not allowed on the monkey bars.

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

- Please check and initial your child's folder daily.
- Please remember that your child's bedding will be sent home at the end of each term for cleaning or washing.
- Please be sure the staff is aware of any food allergies your child may have and leave written detailed information concerning the situation.
- 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 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 parents not to bring younger or older siblings to class parties.**

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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 unpacked and in his/her seat at 8:15 am. It is important that students be in their place so as not to disrupt class.



SCHOOL HOURS

Regular school hours for preschool are 8:15 am to 3:15 pm. **Please be sure your child has eaten breakfast and used the bathroom 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 FACTS SIS account 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 FACTS incidental billing 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.

SCHOOL RULES

General Expectations for Behavior

- **Children must be potty trained and able to use the restroom independently.**
- 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
- Hitting, pushing, kicking, pinching, and biting are not acceptable behaviors.
- Adults are addressed as Mrs., Miss, or Mr. and their surname.
- Children may not argue with or be disrespectful to their teachers.
- 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 stuffed/quiet toy from home, and an approved nap mat.
- 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.
- No candy or excessively sugary snacks.

STUDENT CONDUCT

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