

Youth Christian School

Student-Parent Handbook

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School Hours
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WELCOME

Youth Christian School would like to welcome all students and parents to our school. We are very excited to have you as part of the YCS family. It is a great joy and privilege to be able to serve you in this ministry of education. In every class, the teaching of the Word of God is strongly emphasized. It is our heart's desire that your child not only grow in wisdom and knowledge, but become closer to the Lord throughout his/her stay at YCS. We pray this will be your goal as well. If we can help you in any way, please feel free to call the school office, any faculty or staff member.

Sincerely,

Pastor Moses and Gail Florence

HISTORY

Youth Christian School began in 1974 with the kindergarten program. Elementary and High School levels were later added to the program. The first graduating class was in 1985. Through the years, God has blessed this school and we pray that He will strengthen our program each year.

STATEMENT OF FAITH

Youth Christian School holds to the Statement of Faith of Youth Baptist Church. We believe in the Divine verbal inspiration, integrity, finality and soul-sufficiency of the Bible as the Word of God. We believe in the Holy Trinity of Father, Son and Holy Spirit-Three persons co-equal in the sustenance, power and eternity in the unity of the Godhead. We believe that God created man in His own image, placed him in innocence in the garden, and that by voluntary transgression, man fell, becoming totally depraved; thus, transmitting to all mankind birth physical and spiritual death. We believe that the Godhead executed distinct but harmonious offices of the great work of redemption:

1. The love and grace of the Father.
2. The redemption by the Son.
 - a. His incarnation, virgin birth, sinless nature and life, and His infallibility as teacher.
 - b. His substitutionary and atoning death by the shedding of His blood on the cross.
 - c. His bodily resurrection-actual and real; His ascension into Heaven, His high priestly work there.
 - d. His pre-millennial second coming. This will be in two phases: first, in the clouds to catch away His bride, the true Church, to meet Him in the air; second, to the earth with His saints in power and great glory for the millennial reign.
3. Regeneration or the new birth by the Holy Spirit, and His indwelling of every believer.

We believe that Salvation and Justification of sinners is wholly of grace through faith in the finished work of Christ. We believe in the sanctification of believers: first, having been sanctified by the offering of the body of Christ once for all; second, being sanctified by the Holy Spirit and the Word; third to be sanctified and glorified at the coming of Christ. We believe that

those who come to God through Christ are given eternal life and shall never perish, as is the promise of His Word. We believe in the baptism of believers by immersion showing forth the death, burial and resurrection of the Lord Jesus Christ, and our identification with Him. We believe in the ordinance of the Lord's Supper: the fruit of the vine signifying His shed blood, the broken bread signifying His broken body, showing forth His death till He comes, this being the duty and privilege of every believer. We believe that Sunday, the first day of the week, is the day we worship the Lord in church services, commemorating the resurrection of the Lord Jesus Christ. We believe in the resurrection of the body, both of the just and the unjust; the just at the coming of the Lord, and the unjust at the close of the Millennium; and the final judgment and eternal punishment of the wicked.

PHILOSOPHY AND OBJECTIVES

It is the desire of YCS to minister to today's youth and to assist the parents in bringing the student up in the nurture and admonition of the Lord. Our purpose is to create an atmosphere that promotes well-developed dedicated Christians. We are committed to enhancing the spiritual, intellectual, social, physical, and emotional well being of each student under the direction of our Lord and Savior. YCS strives to aid our students in the Word of God to help them meet the challenges of today and tomorrow.

YCS is not only an educational institution but a ministry as well.

AFFILIATION AND ACCREDITATION

Youth Christian School is a member of the Georgia Association of Christian Schools (GACS) and the American Association of Christian Schools (AACCS).

BIBLE

The Bible and its teachings are used in every subject at YCS. We believe that our philosophy should come from our theology. The overwhelming influence at YCS is to be a Bible-believing Christian. A working knowledge of the Bible is the greatest asset a person can have for his/her life. At YCS, our students will leave with a solid foundation of the Bible. YCS uses only the *King James Version of the Bible*.

CHAPEL

Chapel is a regular part of school life at YCS. High school students are expected to bring their Bibles to chapel. Correct posture in chapel is very important as well as respect for the program and speaker.

ADMISSIONS

YCS is a ministry of the Youth Baptist Church and is operated as an educational institution for the benefit of the families in our community. Students are admitted without regard to race, color, national or ethnic origin, and YCS does not discriminate with regard to these areas in its policies and procedures.

POLICIES

Any student wishing to enroll at YCS will first receive an enrollment package for review. This enrollment package contains general information about our school regarding entrance exams, financial policies, uniform information, etc. Once a prospective parent has received our enrollment package, we ask that they call to schedule an appointment with the administration. A personal interview with the parents, and possibly the prospective student is conducted. At this time, a tour of the school facilities and brief classroom observance can be made. It shall be the responsibility of YCS to answer questions regarding the issues discussed in the enrollment package. It is important that all questions are answered before seeking admission to YCS.

The philosophy upon which YCS has been established, and upon which it operates, teaches that God has placed the full responsibility for the education and training of a child upon the parents. The parents may choose to delegate some of their responsibility to the school or church, to supplement the training and instruction given by the parents at home. If YCS is to be an extension of the home, there must be agreement between the two as educational objectives, methods of achieving those objectives, obligations of each party, and the need for harmony between home and school. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of YCS personnel immediately and privately. If it is a classroom issue, the concern should be expressed first to the teacher. If after this approach the issue cannot be resolved, the parent is expected to bring the issue to the attention of the administration. Should the parents lose confidence in YCS's ability to serve the best interest of the child, both YCS and the parents will try to reasonably regain that confidence. In the event a resolution is not possible, the parents would be expected to voluntarily withdraw the student.

PARENTAL INVOLVEMENT

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the YCS program. Parents are asked to attend regularly scheduled Orientation and Parent/Teacher Conferences. These meetings are both informative and enjoyable since it is a time to focus on accomplishments, challenges and up-coming events of importance to the students. Opportunities also exist for parents to involve themselves as chaperones on fieldtrips, helpers during holiday events and parties, and other special events such as fund-raisers, which benefit all students. Parental involvement helps students to avoid immorality and wrongdoing in daily lives. A Parent Advisory Board makes suggestions and helps with fundraising for special projects to improve the school.

FINANCIAL INFORMATION

- The registration fee is due at the time of enrollment and is **NON- REFUNDABLE**.
- The matriculation fee is due on July 1st and is **NON- REFUNDABLE**. If someone registers after July 1st, the matriculation fee is due when registering. If the matriculation fee is not received by July 15th, the student will be dropped from our admission roll.
- If a child is withdrawn from YCS, a refund will be given for any and every month paid in advance for a child that has not formally attended classes after being withdrawn by proper documents and procedures.
- Please bring all cash payments to the office and ask for a receipt. Keep your receipt for verification. When paying with a check, make checks payable to Youth Christian School or YCS. Any returned checks will result in a charge to your school account.

- If a parent wishes to make tuition payments, YCS offers a “ten-month payment plan” for your convenience. The plan starts on August 1st (regardless of whether a child actually attends that month) and ends on May 1st. The total amount of payment is due by the first of each month. If no payment is received by the 10th of each month, a 10% late charge will be assessed to your bill. Students will be placed on financial suspension if a payment is late more than 30 days after the payment is due. After 60 days of delinquency, the child will be permanently removed from the school roll. All fees owed to the school will still be due.

TUITION INFORMATION

Tuition costs are included in your registration package. Each Parent will be asked to sign a tuition agreement form. While tuition is due for the year, YCS offers a 10-month payment plan for the convenience of our parents. Please note that tuition is due on the first of each month and late fees are applicable as stated in the tuition agreement statement.

Registration fee (K-3 thru G-12)..... (Non-refundable)
 Matriculation fee (K-3 through G-12).....(Non- refundable)

- The matriculation fee (includes books, computer use, lockers, membership fees, testing, yearbook, typing, art, etc.) is due July 1st.
- While tuition is due at the beginning of the school year, the 10-payment plan is for the convenience of the parents who wish to make monthly payments. This does not mean that a parent is paying for a particular month of the school year. The 10-month plan begins August 1st regardless of whether the child actually attends that month, and ends in May.
- Kindergarten parents must pay an additional \$45.00 graduation fee by March 1st.
- Seniors must pay an additional \$50.00 graduation fee by March 1st.

TUITION DISCOUNTS

- Parents or legal guardians with more than one student residing in the same household are eligible for the following reductions in tuition:

*Second student in the family.....\$200.00/year
 *Third student in the same family.....\$300.00/year

- Parents who pay their bill in full by July 1st will receive a 5% discount on tuition only.

If applying for both discounts, the first discount is applied after the second is figured. If applying for all three discounts, the third applies after the first two.

ATTENDANCE POLICY

Admission requirements and procedures are located in the registration packets. The State of Georgia requires a child of school age to attend 180 days of school each year. Any student that is enrolled in elementary and/or high school is required to be in school for four and one-half hours to be counted present for a full day. YCS is a ministry of Youth Baptist Church and is operated as an educational institute for the benefit of our

community. Students are admitted without regard to race, color, national or ethnic origin, and YCS does not discriminate with regard to these areas in its policies and procedures. All students of YCS are expected to be on time for school and all classes.

EXCUSED AND UNEXCUSED ABSENCES

Absences are classified as either excused or unexcused.

Excused absences include the following and must be accompanied with a note:

- Illness or personal injury (with doctor's excuse or with an excuse written, signed, and dated by a parent) The administration reserves the right to require a doctor's note in cases where a student has excessive absences (i.e., more than 3 in a semester)
- Emergency medical or dental attention (with doctor's note)
- Serious illness or death in the family or a family emergency
- Medical or dental appointments (notice should be given at least 2 days in advance)
- College visits for juniors or seniors (maximum 2 days per year)
- Extremely bad weather or roads when school is still open
- YCS follows Cobb County inclement weather closings

Unexcused absences include the following:

- Anything not listed above
- Pre-approved absences (i.e. vacations, family trips, outings, etc.)
Even though these absences are unexcused, work may be made up if **parents request pre-approval at least a week in advance (Failure to get prior approval from the administration will result in an unexcused absence without the chance of make-up work)**

ARRIVAL and DEPARTURE TIME and ABSENCES

- Arrival after 10:30 AM is considered an absence.
- Departure before 12:30 PM is considered an absence.
- If two hours or less are missed for a doctor/dental appointment, the student is not counted absent for attendance purposes; however, the teacher should make note in the grade book for each class missed. The student should bring a note from the doctor indicating he/she was there for treatment.
- Excused tardies or absences will not include such things as getting a haircut, stopping for gas, sleeping late, taking someone to work, baby-sitting, going to the library, etc.
- Whenever there is an unexcused absence, a zero will be given for each class missed. Quizzes and graded assignments cannot be made up. In instances of an unexcused tardy, any class work missed and graded (quiz, homework, etc.) will receive a zero. If a test is being administered, the student has only the remaining class time to complete it. Exceptions to these policies can be made by the administration. When returning to school after an absence, students are to report to the office with a written note signed by a parent explaining the absence. The student will be given a class permission slip which he/she is to present to his/her teacher(s) that day. This dated slip will allow the student to return to class and will inform the teachers as to whether the absence or tardy is excused or unexcused. No student will be admitted to class after an absence or tardy without a class admission slip (**any student arriving to school after 8:00 am will be considered tardy**). Failure to bring a note will result in

an unexcused tardy. Three unexcused tardies in a quarter for elementary and high school will constitute an unexcused absence with the point reduction consequences.

Note: If you do not show up for a field trip for any reason other than the above mentioned, you will be counted absent for the day. A student should not miss more than 5 days per quarter, or a total of 20 days per year. Students who miss more than this will be subject to repeating the grade. A student who misses 30 or more days will automatically fail unless special arrangements are made with the administration. Please note any student missing 10 or more classes per semester cannot qualify to exempt the final exam for that class. Any student missing 15 or more classes per semester will lose credit for that class and will have to make-up the semester in summer school.

TARDIES TO SCHOOL OR CLASS

Teachers will be in their classrooms and expect students to be in their seats before the tardy bell rings. Students tardy to school or class (7-12) must receive an admittance slip from the office before entering the classroom.

Tardies to school will be marked either excused or unexcused. To be excused, a note signed by the parent detailing the emergency must be brought to the office by the next school day.

For each SEMESTER, consequences for tardies are listed below:

- First and second unexcused tardies.....Warning
- Third and fourth unexcused tardies.....Detention
- Fifth unexcused tardy.....ISS (and loss of driving privilege for Two weeks for drivers)
- Sixth unexcused tardy.....OSS (and loss of driving privilege for Two weeks for drivers)

EARLY DISMISSAL

A closed campus policy is followed at YCS. Students must stay on the school grounds from the time he/she arrives until the time of dismissal. If a student must leave early, he/she must bring a note to the office before school begins that morning. The student will receive a permit to leave class at the designated time, and will be dismissed to the office to wait for his/her parent. The parent should meet the student in the office. The parent should not go to the student's classroom to pick him/her up. Before the student leaves, the parent must sign the student out on the official Sign-Out sheet in the office. Identification and verification will be required to any person wishing to remove a student from the school.

AFTER SCHOOL PROGRAM (ASP)

The after school program is for those parents who are not able to pick up their children at the normal dismissal hour. The program is available only for elementary through 6th grade students enrolled at YCS. Students in 7th-12th grade must leave school at the 3:00 dismissal time unless participating in an after school activity or special arrangements are

made with administration approval. It is only available on the days that school is open. **ASP accounts must be paid in full each week.** Any student not picked up at YCS by 3:15 p.m. will be taken directly to ASP and charged \$6.00. ASP begins at 3:15 p.m. and ends promptly at 6:00 p.m. All children must be picked up by 6:00 p.m. There will be a late charge of \$10.00 per every 15 minutes that the child is not picked up after 6:00 p.m.

Charges will be posted the first day of the week following the week the child has stayed. ASP charges must be paid weekly. Please call our office to inquire about balances. Failure to pay fees each week will result in the child being withdrawn from the program

WITHDRAWAL FROM SCHOOL

In order for a student to be withdrawn from school, the parent must come to the office and personally withdraw the student from school. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges will continue until the bookkeeper has obtained the necessary forms and signatures. There will be no refund of registration fees when a student withdraws even if the school year has not yet begun. **A WITHDRAWAL FEE OF \$300.00 WILL ALSO BE CHARGED.** The student's locker must be emptied, and all materials belonging to the school must be returned. A student will be dismissed from school (expelled) when he/she is found to be out of harmony with the rules and policies of YCS. Students who are dismissed from YCS will not be considered for re-enrollment during the current school year. Parents must meet with the Pastor and Principal before re-enrollment will be considered. A waiting period of two semesters is generally required before re-enrollment may be considered.

TRANSPORTATION

Parents are responsible for their student's transportation. All student drivers must abide by the High School Disciplinary Procedures.

ACADEMIC INFORMATION

At YCS, we believe that the Lord Jesus Christ should come first in every believer's life. Because of this high standard, every Christian should strive to do their best in every thing they do, and they should "do **all** to the glory of God." We strive to train the young person to do everything in the honor and the glory of the Lord, whether it is in extra-curricular activities or in the classroom. We utilize the A Beka Curriculum for grades K-3 through 12th. The Bob Jones University Press Math curriculum and some other subject area materials are used in our high school department.

GRADING SYSTEM

The following grading scale is used at YCS for all subjects. Our grading scale is in accordance with the Cobb County School System.

A	90-100
B	80-89
C	74-79
D	70-73
F	0-69
I	INCOMPLETE
E	EXCELLENT
S	SATISFACTORY
N	NEEDS IMPROVEMENT
U	UNSATISFACTORY

YCS will send report cards home every 9 weeks. A progress report will be sent home halfway through each grading period. Both progress reports and report cards are to be signed by the parents and returned to school the following day. (See school calendar for dates.)

PROMOTION AND RETENTION

Elementary (1st-6th):

The last report card will contain a notation as to whether the student has been retained or promoted. Students receiving 3 D's in academic subjects will be promoted on probationary terms and are **strongly encouraged** to attend summer school session at YCS. Students who fail one subject **must** attend the summer school session for the subject failed in order to be promoted to the next grade. Students who receive an "F" in two academic subjects, including reading, language, and math, are automatically retained. Students will not be retained twice in the same grade.

Middle School (7th-8th)

Students who receive "D's" both semesters in 3 academic subjects will be promoted on probationary terms and are strongly encouraged to attend summer school at YCS. Students who fail either math or English, or who earned "D's" both semesters, must attend summer school for that subject (math or English) in order to be promoted. Students who receive an "F" both semesters in 3 or more subjects are automatically retained.

High School (9th-12th)

High school students will be earning credits for graduation. Any student who receives an "F" 1st or 2nd semester in a required subject must take the course again during summer school. Summer school will be offered on an as-needed basis. Other options for summer study may be available as well. Students who fail both semesters of two or more required courses will remain in the same grade level for the next school year.

CREDIT REQUIREMENTS

A minimum of 25 credits/units is required to graduate. Students receive 1/2 credit for each semester of work passed. The subjects and unit requirements are as follows:

<u>SUBJECT</u>	<u>YCS REQUIREMENT</u>
Bible	4 units (1 each year)-Required each year a student attends YCS
English	4 units
Mathematics	4 units (Algebra I, II, Geometry, Pre-Calculus)
Science	3 units (Beginning with Class of 2008, 4 units required)
Social Studies	3.5 units
Foreign Languages	2 units
Physical Education/Health	1 unit
Computer Technology	1 unit
Fine Arts	1 unit
Electives	<u>1.5 units</u> (SAT Prep, Mentoring, others)
	25 units

ACADEMIC HONORS

A student who makes outstanding grades for academics, as well as conduct at the end of the 9 weeks will be placed on the honor roll. The honor roll is determined by the following criteria:

Star Roll - The student must have “A’s” in all subjects.

Honor Roll - The student must have “A’s” and “B’s” in all subjects.

Please note excessive unexcused tardies and absences can result in the loss of a Star or Honor Roll status.

ACADEMIC AWARDS/AWARDS DAY

The last day of school each year is our “Awards Day.” The teachers in elementary and high school distribute award certificates for various things such as highest grade point average, most improved student, etc. Awards will be given for each subject. Students who made the honor roll for all four quarters will be recognized. Graduating seniors can be awarded on their efforts for all four years in high school. At the end of their high school career, the student will receive a classroom total grade point average (GPA) for their four years in high school. If a student earns all “A’s” during the course of his/her high school years, his/her respective GPA would be 4.0. Students graduating with a GPA of 3.75 or higher will graduate with “Highest Honors”; with a GPA of 3.25 to 3.49 will

graduate with “Honors.” Please note: Transfer students must attend the YCS High School two consecutive years in order to be eligible for Valedictorian and Salutatorian honors upon graduation.

DRESS CODE/UNIFORM POLICY

It is the desire of YCS that our students live and conduct themselves in a way that is pleasing to God. Our appearance is important, and the Bible teaches us to dress modestly. Specific dress regulations are as follows:

- A. All students (K-5 through 12th grade) are expected to adhere to the uniform regulations found on the school requirement sheets. Both boys and girls are expected to be in uniform when sent to school. The uniform list is located in the office.

NO FRAYED OR TORN UNIFORMS ARE ALLOWED

- B. All shirttails and blouses are to be tucked in at all times.
- C. Girls jumpers, skirts and culottes are to be no shorter than the middle of the knee.
- D. All shorts are to be no shorter than the top of the knee.
- E. All clothing should be neat, clean and of good repair (pants that are ragged or cut on the bottom are not allowed).
- F. Clothing is to be neither too tight nor too loose fitting. Pants are not to be worn pulled down below the hips (sagging). Clothes that are too revealing are not acceptable.
- G. Tennis shoes, hiking boots, sandals, platform shoes, backless shoes (slip-ons), and shoes with thick soles are not allowed. All shoes with shoestrings must be tied at all times. Tennis shoes are for P.E. only.
- H. A belt is to be worn at all times on pants, shorts, and skirts that require one.
- I. Crew or dress socks for boys, and crew socks, knee socks, tights or hose for girls are to be worn at all times. **Ankle socks are prohibited.**
- J. Moderate jewelry is allowed for girls. Two earrings maximum per ear for girls. Boys are not allowed to wear earrings or necklaces. Watches, class rings, and senior jewelry are acceptable.
- K. Caps or hats of any kind are not to be worn in the building.
- L. Pullovers, hoodies, etc. are not to be worn over uniforms. Only YCS jackets, sweaters, hoodies and sweatshirts may be worn in the school buildings.
- M. No tattoos or body piercing of any kind is allowed.
- N. Long sleeve T-shirts are not to be worn under short- sleeve uniform shirts. Also, no T-shirts with writing are to be worn under uniform shirts.

If the uniform policy is violated, parents will be called immediately to bring the child the appropriate uniform. If items that are not allowed are taken up, they will be held until the end of the year.

HAIR CODE

Each boy's hair is to be clean and neatly combed. Hair should be off the eyebrows in the front, off the collar in the back, and off the ears on the sides. Mohawks, rat-tails, spiking, shaved heads, or any other bizarre hairstyle is not allowed. Artificial hair coloring is unacceptable. Sideburns should be kept neat and trimmed to the middle of the ear. Beards and mustaches are not allowed. Each girl's hair must be neat, clean and properly combed.

DISCIPLINE EXPECTATIONS

We expect the students to act in a manner that honors the Lord. We should always conduct ourselves in a timely and orderly fashion. With proper conduct, the student can get the most out of what the Lord is trying to teach him/her. Proper conduct at school includes, but is not limited to, the following:

- * Giving the teacher full attention
- * Remaining seated at all appropriate times
- * Working quietly
- * Always being respectful to teachers and administrators
- * Coming to class prepared
- * Avoiding horseplay
- * Using proper and kind speech that is Christ-honoring
- * Keeping food and drink in the lunchroom unless told otherwise
- * Taking proper care of books and school property (Students will be responsible for the cost of repair for damages and replacement)

CONDUCT GRADES

As Christians, we are ambassadors of the Lord Jesus Christ, and we must uphold ourselves to the highest possible standard. Our testimony is very important. Conduct is very important not only at YCS but also in the everyday life of a Christian. Each student will be graded by each of his/her teachers on his/her behavior. The conduct grades for the kindergarten and elementary are as follows:

E EXCELLENT

S SATISFACTORY

N NEEDS IMPROVEMENT

U UNSATISFACTORY

The conduct grades for high school (7-12 grades) are as follows:

- 1 Excellent**
- 2 Good**
- 3 Fair**
- 4 Poor**
- 5 Lack of Effort**
- 6 Lack of Cooperation**
- 7 Lack of Attention**

This grade is to be taken seriously by ALL parents and students. Disruptions made by a student not only affect the teacher but all the students in the classroom who are trying to learn.

BEHAVIORAL PROCEDURES

Our Lord calls every believer to lead a disciplined life. As Christians, we should discipline our own lives in accordance to the guidelines of the Word of God. It is the goal of YCS to help develop a disciplined life for the students. Even though it does not appear as a subject, discipline is a definite part of the teacher's responsibility. The correct attitude toward discipline will make the school a more effective place of learning.

Discipline is not only reprimanding a wrongdoing, but it is also being obedient to the specifications of authority. YCS has set rules for the well being of the student and for the betterment of society. We believe these rules to be Christ-honoring and expect all teachers to enforce them and all students to abide by them. Discipline is the process of changing a student's wrong behavior into the right behavior. All discipline administered at YCS should be motivated by love (Proverbs 3:12, Hebrews 12:6) with the goal of drawing each student into a closer relationship with the Lord.

Disciplinary Procedures for Kindergarten and Elementary Students

YCS's discipline consists of both positive and negative reinforcement: rewards such as small treats, praise, or extra privileges for proper behavior or correction such as time-out or loss of privileges for wrong behavior. Disruptions occurring in the classroom hinder the learning environment. YCS's standard of procedure is outlines below: (some infractions such as disrespect to teacher, outright willful disobedience, fighting, cheating, etc. would call for more serious consequences)

1. Teacher's displeasure (frown or facial expression) or verbal warning.
2. Time out (based on age)
3. Discipline notice to parents
4. Parental phone call the 2nd incident. A parent may be called to pick up a child who continuously misbehaves.
5. Parent Conference-After a parent has been called twice, a conference will be set up with the child's teacher, the administrator, and both parents to discuss the situation.
6. Dismissal-If after the parent conference, the discipline problems continue, dismissal from school will be considered, recognizing that the individual needs of the child cannot be met.

Playground

The following guidelines should be observed in K3 - 6th grade recess:

Students are not allowed to enter the building while the class is at recess
Students are to remain on YCS property during recess
Teachers carefully supervise ALL playground activities

Courteous behavior is expected at all times both in and out of the classroom. All areas are to be kept as clean as possible.

Disciplinary Procedures for High School (Grades 7 - 12)

The procedures below are merely suggested plans for handling the situations and subject to administrative discretion. Good common sense and discretion must always be considered in dealing with student discipline issues. The administration reserves the right to evaluate every situation on a case-by-case basis, especially regarding issues of morality and participation in certain activities.

Cheating.....	Zero for grade, phone call to parents 2 nd Offense - 3 day suspension
Destruction of school property.....	Detention, pay for damages or repairs
Disrespect.....	Detention
Disrupting class.....	Warning, phone call, then detention
Drugs, alcohol or pornography.....	ISS, OSS, Expulsion
Failure to keep hands off another's belongings (includes stealing).....	Detention
Fighting.....	One to three day suspension - 1 st offense Three to five day suspension - 2 nd offense
Food or drink outside cafeteria.....	Confiscation - 1 st offense Detention - 2 nd offense
Chewing gum.....	Confiscation - 1 st offense Detention - 2 nd offense
Foul language (including suggestive language/signs).....	One to three day suspension
Improper conduct with the same or opposite sex (includes unreasonable contact).....	One day suspension - 1 st offense Two day suspension - 2 nd offense
Leaving school property without permission.....	ISS or OSS
Lying.....	Detention - 1 st offense One day suspension - 2 nd offense
Tobacco on school property.....	One day suspension - 1 st offense Three day suspension - 2 nd offense Expulsion - 3 rd offense
Vehicle infraction (loud music, squealing tires, speeding).....	Warning - 1 st offense Loss of driving privileges for one week - 2 nd offense
Weapon on school property (gun, knife, etc.).....	OSS, Expulsion
Three detentions in one quarter.....	ISS, OSS

Youth Christian School does not administer corporal punishment nor do we allow corporal punishment to be administered on our premises.

ISS, OSS, DETENTION, and EXPULSION DEFINED

OSS – Out of School Suspension results in a student receiving “0” for all work missed. Students will be given the assignments to complete, but the work will not count. The completion of the work will help the student in continuing assignments and tasks upon return to school. A student who is given **OSS CAN NOT** participate in any extracurricular activity during the time of suspension. For instance, if a student is suspended at mid-day on Monday for the remainder of the day and 2 more days, he/she may not participate in Monday, Tuesday, or Wednesday activities. Participation, including practices, may resume **AFTER** the first full day back at school (in the illustration, on Thursday).

ISS – In-School Suspension allows a student to serve in the school setting. All work must be completed during the time in ISS (no extra time). Tests or quizzes may be administered, if possible to be given by the administration or designee. A student who is given **ISS CAN NOT** participate in any extracurricular activity during the time of suspension. For instance, if a student is suspended at mid-day on Monday for the remainder of the day and 2 more days, he/she may not participate in Monday, Tuesday, or Wednesday activities. Participation, including practices, may resume **AFTER** the first full day back in regular school classes (in the illustration, on Thursday).

Detention - Detention will be held on days designated by the administration. There will be a \$5.00 charge due the day of detention. If a student “skips” detention, he/she is assigned a day of ISS. Absence from detention is only excused if the student is absent from school for an “excused” reason, or if the parent notifies us that he/she has a conflict with transportation and the detention can be rescheduled. It is the parent’s responsibility to provide transportation home after detention. Students must be picked up no later than 4:00 p.m.

Expulsion – Expulsion results in the student being removed/banned from school. He/she will not be eligible to return to YCS for a minimum of one calendar year.

LIBRARY

YCS is fortunate to have a library on site. The library has fiction, non-fiction, and other reference books for all ages and levels. Periodicals and newspapers are available as well. The library is staffed during the mornings, and some afternoons, by parents and friends of YCS. Books are checked out to students. A late or lost fee is assessed for materials that are not returned.

LUNCHROOM

The lunchroom provides food choices from outside vendors. Menus are sent home for the upcoming week. Parents may choose to purchase lunches or send a lunch from home. Lunches brought from home that need to be warmed must be labeled with the child's name, grade, and warming instructions (unless they are pre-printed on the box or container). See Discipline section for behavior expectations. Elementary students do not talk during lunch times. This helps to assure that students have the opportunity to actually eat their lunches. A "talk-time" is allowed after the lunch break.

MEDICATION POLICY

All prescription medications must be stored in the original container. The original container must include the doctor directions and be accompanied by a MEDICATIONS FORM from the child's parent or guardian. All such medications will be administered and logged in the presence of a staff member. Forms may be picked up in the office.

Any student requiring non-prescription medications should bring these from home accompanied by a MEDICATIONS FORM with directions from the child's parent or guardian. These will be stored, dispensed, and logged by a staff member according to parent directions.

PROHIBITED ARTICLES

Certain articles are not conducive to an educational environment. Cigarettes, cigars, smokeless tobacco, pornographic materials, alcoholic beverages, drugs, firecrackers, weapons of any kind, chains, lighters, matches, magazines, pagers, radios, cameras, laptops, GameBoys, Walkman, tapes or CD's, CD players, pets, water guns, video games and any other article that is not related to learning material is prohibited from campus.

Cell phone policy- Since some students drive or do not go home with parents directly after school, we will allow cell phones, however, students are not allowed to take the cell phone out of their bookbags/purse while on school property. Cell phones must be turned off while on school property. The first violation of this policy will result in the permanent loss of any cell phone privileges for the student.

Laptop Policy- The laptop is a wonderful educational tool to use in classrooms. YCS now has wireless Internet services available to teachers and students. This can also present a problem with students who abuse this service. It will be to the discretion of each individual teacher if a laptop will be permitted for use in the classroom. Internet access cannot and will not be accessed unless monitored by a teacher. Abuse of this policy will result in the permanent loss of any laptop privileges.

PARENT/TEACHER CONFERENCES

Communication between the parent and teacher is a **MUST** for the well being of the student, teacher and parent. Teachers will send home a folder with each student every Monday. The folder will contain school notes, newsletter, flyers of upcoming events, quizzes, tests, and other important information. Parents should examine the folder, sign appropriate forms, and return it to school the next day. This information keeps the parents informed of the students progress and pertinent information.

Occasionally, parents and teachers need to get together to discuss student progress and concerns. Scheduled parent/teacher conferences occur during the school year. Consult your school calendar for dates and times. These are important meetings, so parents should make every effort to attend. The parent or teacher may feel it necessary to schedule an appointment on an unassigned date. Appointments may be made in the following manner:

- Sending a note home with the student asking the parent to return the gesture to confirm a time
- Calling the school office to request a conference with the teacher returning the phone call to confirm the appointment
- Calling the other party at home

Such parent/teacher conferences should be scheduled during the week. Discussions should be in private and never with the student present.

ATHLETIC and EXTRACURRICULAR PROGRAMS

YCS offers a sports program for boys and girls in the elementary and high school level consisting of basketball, football, track, softball, cheerleading, and volleyball. Students are encouraged to maintain a good testimony and are taught to honor and glorify God in their respective sport. Students must maintain a “C” average and good conduct marks in order to be eligible to participate in the sports program at YCS.

Other activities available for students include band, piano lessons, and clubs. YCS plans to expand the club offerings for students.

TECHNOLOGY EQUIPMENT and USAGE

Students are expected to follow policies listed below as well as those given orally by any faculty or staff member. Students are expected to demonstrate responsible and ethical behavior when using the computer equipment at YCS. Each student is responsible for adhering to these policies. Students are **NOT** to use **ANY** computer on school premises without the permission and presence of a faculty or staff member.

A. Educational Purpose

The computers are provided to enhance learning and are limited to educational purposes. This includes classroom activities, career development, and classroom-based research.

- Students should not save or download files, pictures, programs, etc., that are not related to classroom activities.
- B. Student Internet Access
The Internet is available to high school students and teachers in the library and some office areas. Supervision is necessary to access the Internet. All computer activity can be monitored. Be sure to follow your teacher's directions and visit only appropriate sites. In the event of a problem, notify your teacher at once.

VISITOR POLICY

All visitors must check in at the school office and get an official badge. They should sign out when leaving.

DISCLAIMER

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation.

As new policies or regulations are developed by the school administration, the State, or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

STUDENT AND PARENTAL COOPERATION

I have completely read Youth Christian School's Student Handbook. I understand and will abide by the policies stated therein.

4th – 12th students must sign here:

Student's Name (Print)_____

Student's Signature_____

Grade_____

We have completely read Youth Christian School's Student Handbook and agree to fully cooperate with the standards and guidelines therein.

Date_____

Student's Name _____

Student's Grade _____

Parent's Signature:_____