

York Preparatory Academy



2010-2011 Parent / Student Handbook

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York Preparatory Academy Overview

Street Address: 505 University Drive, Rock Hill, SC 29730
Mailing Address: PO Box 2505, Rock Hill, SC 29732
Office Hours: 8:00am – 4:00pm
Phone Number: (803) 324-4400
Fax Number: (803) 324-9925

Faculty:

Managing Director: Corey Helgesen
Academic Director: Tara Huechtker
Athletic Director: John Guion
Guidance Counselor: John Benton
Media Center Spec: Jason Jones

Department Chairs

Language Arts: Marsha Murdock
Mathematics: Monica Vanscoy
Science: Lyn Monteith
Social Studies: Ray Tyler
Special Ed: Samantha Sloan

Listed by Grade:

K Savannah Marie Copeland
Asst Amy Stevenson
K Dena McCloskey (**Lead K-1**)
Asst Mary Little
K Rachael Williams
Asst Lupe Harris

1st Kaitlyn Farrell
1st Monique Kirk
1st Lindsey Rice

2nd Hannah Hughes
2nd Amanda Potter
2nd Grace Young

3rd Stacy Carland
3rd Heather Coccia (**Lead 2-3**)
3rd Vincent Marino

4th Susan Hargrove (**Lead 4-5**)
4th Tiffany Hudson
4th Crystal Lake

5th Kenneth Cheney
5th Janet Custer

5th Carresa Gerhart
6th William Bruno (**Lead 6-8**)
6th Jennifer Schultz
6th - -
7th / 8th Lyn Monteith (SC / ALG)
7th / 8th Marsha Murdock (LA)
7th / 8th Ray Tyler (SS)
7th / 8th Monica Vanscoy (MA / SC)

Electives:

K – 5th Art	Brittany Moore
K – 5th Computer	Curtis Mark Mitcham
K – 5th Music	Samantha Hughes
K – 5th PE / MC	Curtis Mark Mitcham
6th – 8th Art / Drama	Victoria Franklin
6th – 8th Band	Jason Jones
6th – 8th Computer	Jason Jones
6th – 8th Health	John Guion
6th – 8th PE	John Guion

Special Ed
Special Ed

Samantha Sloan
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Special Ed --

General Information

(Topics arranged in alphabetical order)

Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved must be so noted via a method approved by the Managing Director. Any unapproved materials will be removed or confiscated.

Attendance Policies and Procedures

Daily attendance and active participation in each class is a critical part of the learning process. Policies and procedures established at York Preparatory Academy are designed to help students learn responsibility and increase their potential for success. A significant role of today's school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents/guardians.

Behavior

YPA will require good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability, and responsibility from all students, staff, parents and community participants. We fully expect the focus on ethics and decision-making to lead to an environment where good character is important to all. YPA's intention is to praise rather than to reprimand whenever possible. However, if redirection is necessary due to disruptions to others' learning experiences, offense guidelines will be enforced.

Celebrations /special activities

Celebrating student birthdays--students in elementary grades may bring a snack to share with their class. Prior communication with teacher is required. Goody bags and gifts are not permitted. Deliveries to students at school—no deliveries of any kind addressed to students will be accepted at school. Please do not send balloons, flowers or any other type of delivery to the school for a student.

Cell Phones

No cell phone use is allowed by any students on school grounds from opening bell to closing bell of the school day. Cell phones are to be turned off and not visible during the school day, including school bus rides to and from school.

Consequences:

- 1st offense: cell phone is confiscated and parent/guardian may pick up at the end of day.
- 2nd offense: cell phone is confiscated and parent/guardian must schedule an appointment with the school leadership to pick up the phone on the following Monday. Detention will be issued.
- 3rd offense: cell phone is confiscated and parent/guardian must schedule an appointment with the school leadership to pick up the phone on the following Monday. Detention will be issued and continued offenses after the 3rd may result in suspension(s).

Communication

Communication between school staff and parent/students is crucial for overall school success. Every Monday, students in grades K-6 will receive a large envelope or folder filled with all the written communication for that week. This may include, but is not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, and homework. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and send it back. Whenever papers are sent home, parents are expected to read them carefully.

Dress-code

YPA students should display themselves neat and clean in appearance. YPA believes that the manner by which students dress has the potential to avoid unnecessary distractions in the academic environment and

reflect a positive attitude in academic pursuits. YPA has a set of general standards that all students will adhere to.

YPA students will not

- wear clothing that is grunge, ripped, torn, bleach spotted, or see-through
- have undergarments visible
- wear clothing that is not size appropriate (excessively large or baggy or unduly tight/formfitting)
- wear clothing that promotes gang affiliation, alcoholic beverages, tobacco, the use of controlled substances, depicts violence, has obscene designs or language, or is of a sexual or disruptive nature

Specific standard of dress at YPA includes:

Shirts:

- Buttoned shirts must be buttoned within 2 buttons to the top. Neat T-shirts are also allowed within guidelines regarding avoidance of all inappropriate symbols as stated above.
- When student's arms are raised overhead, the shirt must cover both the front and rear of the pant or skirt waistband. Abdomen, chest, and back must be covered at all times.
- Any display of cleavage is unacceptable.
- Tops cannot be see-through, backless, sideless, worn off the shoulder, or sleeveless. All tops must have long, short, or cap sleeves.
- Shirts, though recommended to be tucked in, can be un-tucked as long as the shirt does not extend below the lower hip.

Pants:

- Wind pants or sweat pants are not to be worn as regular school attire. (Exceptions allowed during Physical Education when approved by the teacher.)
- Back pockets must be at hip level.
- Pants should not drag floor.
- Leather pants (or skirts), oversized pants, and tight knit pants are unacceptable.
- Overalls are not to be worn by middle school students.

Skirts, dress hems, and shorts:

- Skirts and dress hems should reach the top of the knees.
- Shorts should be no higher than 4 inches above the knee.
- Leggings are not to be worn as pants.
- Leggings may only be worn under skirts in alignment with the skirt rule.
- No fishnet/mesh material.

Shoes:

- Most shoes are acceptable as long as they are regular street-wear with no more than 1 ½ inch heels.
- No flip-flops, cleats, or shoes with built-in rollers.
- Shoes must be properly buckled or tied where applicable.
- Appropriate shoes are required for Physical Education and recess.
- No bedroom slippers (or pajamas) are to be worn.

Coats and hats:

- No hats, headgear of any type, hoods, or sunglasses are to be worn inside the building.
- Coats are not to be worn in class.

Girl Scout, Boy Scout, 4-H, etc:

- Uniforms may be worn on meeting days.

Hair:

- Hair is to be neat and well groomed.
- Hair must not draw excessive attention thereby disrupting the focus on learning.
- No rollers, combs, or picks to be worn in a student's hair.
- Hair color must be natural to human beings.

Piercing and jewelry:

- For girls, body piercing must be limited to the earlobes with no more than 2 sets of earrings.
- Boys are not to wear earrings.
- Any other piercing jewelry must not be visible.
- No chains are to be worn. Spiked collars, wristbands, or belts are prohibited.

No tattoos are to be seen.

Students are to dress gender appropriate.

If the student's dress is such that it constitutes a threat to health or safety or otherwise creates a disruption in the school environment in the considered discretion of the Managing Director, the Managing Director or his/her designee may require the student and the student's parents or guardians to take appropriate action to remedy the situation.

Remember in choosing dress as well as in behavior the prudence in following this one rule: *Don't do anything that would embarrass you, your family, your value system, or your school.*

Drop Off and Pick-up Procedures

Morning Procedures:

The school opens at 7:20 AM and students may be dropped off at this time. Students arriving before 7:30 AM will report to the gym. Students enrolled in morning clubs will be released at 7:30 AM. If a student involved in club activities arrives after 7:30 AM, they are to report directly to their designated club location. The gym will continue to serve as a structured silent study area for students not registered for morning clubs until 8AM. YPA students may enter their *classrooms* at 8:00 AM and are considered tardy at 8:15 AM.

Afternoon Procedures:

Dismissal begins at 3:15 PM. All parents should plan to be in line to pick up their children at this time if their children are not enrolled in the after school programs. Students will be escorted to vehicles by teachers and safety patrol.

Electronic Devices and Network Use

A computer acceptable use policy, procedures, and permission form must be signed by students and parents/guardians and be on file before computer access is given to York Preparatory students. Computer resources include hardware, software, and the Internet. Such resources are to be used as learning tools for academic research and growth. Inappropriate or unethical use of computer resources and the Internet is strictly prohibited. Students are expected to abide by all York Preparatory lab and technology user rules as well as state and national laws regarding use. Violation of rules or laws will result in immediate disciplinary action.

Field Trips

York Preparatory Academy recognizes the importance of out-of-classroom experiences for students. Each of our classes may take field trips during the year. In this discussion, field trip means a journey or excursion away from school grounds, involving two or more persons that is organized and/or sponsored by the school or by an authorized employee of the school, for curricular relevance.

Guidelines for K-6 Field Trips

- All field trips must be approved by the Managing Director.
- All field trips must have curricular relevance and are considered part of the school day.
- The school faculty or staff member (i.e. the trip director) designated to be in charge of a field trip has the responsibility to enforce compliance with school policy by all persons participating in the field trip.
- Parents and guardians may only transport their own children in a personal vehicle.
- The trip director is responsible for ensuring that all students are accounted for on departure, arrival at destination(s) and on return, except those brought by their own parents.
- The parent or guardian of each student participant must sign a Field Trip Permission Slip.
- No student is allowed to leave before the termination of the field trip without notifying the director first.
- When a bus is required, all students must ride on the school bus or with their own parent.
- Siblings will not be allowed to ride on a charter bus. It is up to the teacher's discretion to determine the number of chaperones and siblings allowed on each field trip.
- All drivers must provide proof of current insurance and valid South Carolina driver's license.

Guidelines for Managing Students with Severe Allergies or other Conditions

Severe allergies or other health conditions can be life threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergies and other health conditions. It is impossible to create a peanut-free or allergen-free environment. To create the illusion that the school environment is free of allergens would be misleading and potentially harmful. We would like most importantly that our school is an Allergy Aware school: A place that children with food allergy (or other dietary restrictions) and parents can feel safe. These guidelines have been designed to increase

awareness and communication, to prevent possible exposure to known allergens, and to create an emergency procedure for allergic reactions. (Please see the full policy in the policy section for more detail.)

Hall Pass Policy

Students who are not present in their designated classes during class time must have in their possession a valid hall pass. Teachers shall maintain a log of students who leave the room during class. Students who choose to violate this guideline will be considered skipping and subject to disciplinary action

Health and Safety

Parents/guardians should ensure that information on file is correct and complete (please include cell phone and pager numbers) to enable the school to reach you in case your child is hurt or ill.

Prescribed medication may be distributed by authorized school staff as outlined below and in the policy section.

Homework

Homework is a fundamental part of our general academic program. It prepares students for high school and college, and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills. Homework's immediate educational purpose is:

1. To reinforce skills and concepts learned in class
2. To develop study skills and habits
3. To practice skills and knowledge in ways not readily accomplished in the classroom
4. To inform parents of what is being taught in the classroom

Illness

Regular school attendance is expected. However, if a student is ill he/she should not attend school. Please keep a student home in the morning if any of the following symptoms are present:

1. a fever of 100 degrees or higher
2. vomiting or diarrhea
3. there is evidence of a severe head cold, persistent cough, or sore throat
4. there is evidence of a suspicious rash or other contagious condition (i.e. pink eye, head lice)

*Students must be symptom free for 24 hours before returning to school.

The school must be notified if a student has a contagious condition such as, but not limited to, chicken pox, head lice, or pink eye. Parents/guardians will be called and expected to pick-up their child when the preceding symptoms are present at school.

Immunizations

A record of current immunizations is required by law for all students within 30 days of enrollment at YPA. Failure to present this record will result in the student's suspension until the record is presented to the school.

A schedule of required immunizations can be obtained at the SC DHEC website as well as the Health Department or your health care provider. Our school nurses can also provide you with this information.

Nutrition

YPA is committed to providing an environment that enhances the development of lifelong wellness practices and ensures that all students are fit, healthy and ready to learn. We recognize our responsibility in promoting healthy eating habits and fitness in students. We do this through our curriculum and by reminding the students the importance of eating healthy and nutritious meals and snacks during the school day.

Therefore, we are recommending that the beverages that students drink on campus reflect YPA's commitment to life long wellness. We recommend that students drink low fat or non-fat milk, flavored or unflavored water, and 100% juice with no added sweeteners for lunch and snack. Due to individual dietary restrictions, students at YPA are not to share food or drink items with others.

Locker Policy

Students 6th – 8th grade will be assigned a locker with a combination during the course of the school year.

- Students should only use the lockers to which they are assigned.
- Students are expected to keep lockers neat and orderly.
- Students may neatly decorate their lockers, but the following must be adhered to:
 - Should be positive and uplifting, not negative or degrading to others
 - Should not undermine authority in any way
 - Should not make references to illegal substances (ex. Tobacco, alcohol, drugs, etc...)
 - Nothing representing of the drug or gang culture allowed
 - No sexual references or innuendos
 - Should have no references to violence
 - Stickers not allowed on lockers
 - Writing not allowed on lockers

School administration reserves the right to search lockers and revoke locker privileges.

Medication

If a student's health requires medication, medication should be administered by a parent before or after school. A signed Parent Request and Physician's Order Form must be completed in order for medications to be administered at school.

If prescribed medication must be administered during the school day, it must be sent to school in a sealed, original container labeled with the following information.

1. the student's name and grade
2. the name of the medication
3. the amount of the medication to be taken
4. the time the child is to take the medication

Medication will be administered by authorized school staff only. Students are responsible for going to the office at the appropriate time to receive his/her medication.

Progress/Mid-Term Reports and Report Cards

YPA students in grades K-3 will receive weekly progress reports in their communication folder. The K-3 Progress Report is used by teachers in evaluating the ongoing growth and development of their students. Mid-Term Reports are sent home halfway through each quarter for YPA upper grade students. Student Report Cards are completed at the end of each quarter. They will be sent home with students or mailed. Final Report Cards for all grades will be mailed home approximately one week after school is out.

Teacher Conferences

Parent/Teacher conferences are scheduled in the fall and spring. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

Textbooks

Textbooks are loaned free of charge to students. Each student issued a textbook has the responsibility to return it in the same condition as when it was issued, less normal wear. Students are encouraged to place a protective cover on each textbook issued. Some academic courses will require calculators. Students need to purchase their own calculators (please refer to each course's required supply/materials list) and book bags. Reimbursement for lost or damaged textbooks, computer software, library books, or other school property is charged to the student using current replacement costs. The year-end report card will be withheld until the school's business office receives reimbursement monies.

Fines for lost and/or damaged books are as follows:

- New book: full cost of book
- 1 year old: 80% of original cost
- 2 years old and greater than two years old: 50% of original cost.

Volunteers / Volunteer Statement

YPA welcomes parent and community volunteers. Parents may volunteer for committees and numerous other activities. Interested parents should contact the school office or teacher in order to be put in contact with the appropriate person. **All parents must submit to a background check in order to become a school volunteer or chaperone.**

Administration of Medicine Policy

Medicine should be given at home if at all possible. If the doctor's orders indicate that medicine must be given during school hours it will be given by the school nurse (or a staff member designated by the nurse).

Prescription Medicines

All prescription medications must be in the original prescription bottle and labeled with the student's name, date, name of medicine, dose and time it is to be given. A parent/guardian must bring the medicine to school and sign a form authorizing the nurse to administer the medicine. If a student is found with prescription medicine on their person, the medicine will be confiscated and held in the office until a parent or guardian can come pick up the medicine or sign a permission form for the medicine to be dispensed at school. The student may not carry controlled substances such as prescription pain medicine, Ritalin, Adderall and others to school. Parents must bring these to the nurse and sign permission for them to be given. There are serious legal consequences for students who are carrying these kinds of medicines at school.

A doctor's written authorization may be required for the following:

1. Prescription medicine that is to be given daily on a long term basis
2. Emergency medicine such as bee sting kits or epi-pens
3. Self-administration of certain medicines (such as an inhaler for asthma)

Over-the-Counter Medicines:

1. The parent/guardian must bring the medicine to the Health Room and sign a form authorizing the nurse (or a staff member designated by the nurse) to give the medicine
2. All medicine must be in the original package with the full label intact
3. Only the dose listed on the package as appropriate will be given
4. A doctor's authorization may be required

Students found to be in possession of medicine at school will be subject to the discipline code. Parents should complete and return the health update sheet as soon as possible. A new update should be filled out each year. Please call the school nurse if your child's health changes during the

Allergies and Other Dietary Restrictions

We can only imagine the fear and anxiety parents of a child with life threatening food allergies encounter on a daily basis. The most common of these allergies are to peanuts, tree nuts, soy, fish, shellfish, eggs, corn, milk, and wheat. Peanut and tree nuts account for 92% of severe and fatal reactions, along with fish and shellfish. The CDC reported that food allergies result in over 300,000 ambulance-care visits a year among children. Every child's allergy is specific to each child. Most Anaphylactic reactions may begin with itching and a metallic taste in the mouth. Symptoms may include hives, wheezing, or difficulty breathing, coughing, vomiting, diarrhea, loss of consciousness or drop of blood pressure. These symptoms may begin minutes after to two hours after exposure. Life threatening reactions may become worse over several hours. When two or more symptoms are present, an EpiPen should be used.

The oiliness and consistency of nut products makes it difficult for children that are allergic to these products to avoid its residue. Hand sanitizer does not wash away peanut protein, only soap and water does. Classrooms, gyms, and bathrooms are used by many. Candy, baked goods, and sandwiches with peanuts or tree nuts are extremely difficult to monitor. Strict avoidance of the allergy causing food is the only way to avoid a reaction.

The school allergy team may contact you concerning special needs of individual students in your child's classroom. We may ask for your cooperation in providing only appropriate items in those specific situations to have during daily snack, lunch time, and holiday parties or other special occasions. Please do not send food to share in any classroom unless it has been discussed with the teacher. We also ask that students do not share food items with others at any time during the school day or on the way to and from school. This will reduce risk to students who have dietary restrictions of any kind.

We welcome your non-food ideas to make special events an exciting time. It is extremely difficult to provide you with a list of safe foods as ingredients can change without notice. Please read labels carefully and watch for manufacturer's allergy warnings when considering a snack. This is a great way to include your children in teaching them about the safety and concern of others. Mental note: Food Allergies are an increasing problem among our children and adults. We are grateful for your understanding and willingness to help provide a safe environment for everyone. For more information visit:

www.foodallergy.org / www.parentsofallergicchildren.org / <http://www.youtube.com/user/faiusa>

Guidelines for Managing Students with Severe Allergies or other Conditions

Severe allergies or other health conditions can be life threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergies and other health conditions. It is impossible to create a peanut-free or allergen-free environment. To create the illusion that the school environment is free of allergens would be misleading and potentially harmful. We would like most importantly that our school is an Allergy Aware school: A place that children with food allergy (or other dietary restrictions) and parents can feel safe. These guidelines have been designed to increase awareness and communication, to prevent possible exposure to known allergens, and to create an emergency procedure for allergic reactions.

Family Responsibility:

- Notify the school nurse and/or principal of the child's allergy or health condition
- Work with the school allergy team and/or school nurse to develop a plan that accommodates the child's needs throughout the school day including the classroom, cafeteria, after-school care, school sponsored activities, on the school bus/car pool, as well as a Severe Allergy Emergency Action Plan
- Volunteer to assist or lead in teaching the class or school about child's health condition or Allergy Awareness and the "Be A Pal" program
- Provide the school with emergency contact information
- Provide written medical documentation, and medications as directed by a physician

- Provide the school with up-to-date emergency medications to be stored in a secure location as decided by the school nurse and/or school allergy team and parents
- Educate the child in self-management of their severe allergy or health condition including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods or allergens
 - Symptoms of reactions
 - How and when to tell an adult or responsible friend they may be having an allergy-related problem
- How to read food labels
- Review the guidelines/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

School's Responsibility:

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any SC laws or district policies or guidelines that apply
- Review the health records submitted by parents and physicians
- Identify a school allergy team of, but not limited to, the school nurse, teacher and principal to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote allergy/health management should be made with school allergy team's participation
- Implement the "Be A Pal" program during the first day or week of school
- Include students with food allergy or health condition in school activities. Students should not be excluded from school activities solely based on their severe allergy or health condition.
- Instill confidence in student by demonstrating awareness and understanding of seriousness of food allergy or health condition. Do not define the student by his/her food allergy(s) or health condition(s); rather, take the allergy or health condition into consideration when applicable.
- Assure that all teachers understand the allergy, can recognize symptoms, know what to do in an emergency, and work with other staff to reduce the risk of exposure of allergens in the student with food allergy's meals, educational tools, arts and craft projects, or incentives.
- Review the Severe Food or Sting Emergency Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan
- Coordinate with the school nurse to be sure that emergency medications (provided by the parent) are ordered by a physician and stored properly. The epinephrine or other medications will be stored in location(s) agreed upon by the school nurse, school allergy team and parents, with appropriate photo identification. Students with food allergies are allowed to carry their own epinephrine or emergency medications, if age appropriate, after approval from the student's physician, parent, and school nurse.
- Designated school personnel will be properly trained to administer medications in accordance with the SC Nursing and Good Samaritan Laws governing the administration of emergency medications
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, school bus, and/or after school care/activities.
- (If buses are used) Make sure all school bus drivers training includes symptom awareness and what to do if a reaction occurs
- (If buses are used) When applicable, enforce a "no eating" policy on school buses with exceptions made to accommodate special needs under federal and state law (Students with Diabetes would be allowed to eat if blood sugar was low)
- Discuss field trips with the family of the student with food allergy to decide appropriate strategies for managing the allergy
- Follow federal/state/district laws and regulations regarding sharing medical information about the student

Student's Responsibilities:

- Learn to recognize symptoms and take them seriously in early stages of reaction
- Take as much responsibility for avoiding allergens as possible, based on developmental level, including participation in planning the allergy action plan
- Learn to read labels
- Do not share or trade foods
- Wash hands before and after eating
- Promptly inform an adult if you suspect that you have contacted an allergen
- Develop trusting friendships with peers and ask them for help if needed
- Report teasing or harassment immediately
- Carry own Epinephrine and demonstrate competency, if age appropriate

Because it is impossible to create an allergen-free school, YPA cannot guarantee a student will not be exposed to allergens. As such, YPA is not responsible for a student that has been exposed to allergens on

or off campus; before, during, or after school hours; or otherwise. Enrollment at YPA waives any and all liability YPA; its Board of Directors, including all committees and subcommittees; its employees; or its assigns may have to a student, the student's family, or any third party acting on behalf of the student or the student's family or otherwise, as the result of exposure to an allergen.

Attendance Policy

Attendance Policies and Procedures

Daily attendance and active participation in each class is a critical part of the learning process. Policies and procedures established at York Preparatory Academy are designed to help students learn responsibility and increase their potential for success. A significant role of today's school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents/guardians.

Absences

Excused Absences

To be excused all absences require written documentation that has been signed by the parent/guardian or medical professional and submitted within 3 school days of the absence. All written absences are kept on file. Excused Absences are defined as absences that occur because of one or more of the following:

- Illness
- Medical/dental related, including appointments (verification needed)
- School sanctioned activities
- Absences related to the legal system
- Family emergencies
- Bereavement/funerals
- Religious observances
- Pre-arranged absences (must be approved by administration)
- Corporate shadowing
- Short-term suspensions resulting in absences

It is the student's responsibility to request all make-up assignments from teachers on the day the student returns to class following an absence. If the student will be absent for more than three days they may contact YPA to obtain missing assignments. Work should be submitted and tests made up no later than one week after the excused absence.

Unexcused Absences

An absence from school is unexcused if it does not meet the above mentioned criteria. A student whose absences are unexcused may be expected to make up work. It is the student's responsibility to request all make-up assignments. An unexcused absence is also defined as "truancy." South Carolina State Law requires a minimum class attendance of 170 days during the academic school year for a student to receive credit. Any absence that exceeds 5 days in a semester class and 10 days in a yearlong class must be medically necessary and documented by a physician. Any YPA student that obtains 5 absences in a semester or 10 in a yearlong class may not earn credit for that course. Medical excuses must be submitted to the Attendance Office within 5 days after returning to school. Ten (10) consecutive days of absences will result in a student being dropped from school.

Pre-Arranged Absences

A written note signed by the parent/guardian indicating the dates the student will be absent must be included in the request. Absences have a detrimental effect on student accomplishment and progress. This negative effect should be considered prior to requesting an absence contract. Extended absences could result in loss of credit for classes.

A student's academic grade and credit in a particular course may be adversely affected by absences and/or tardiness because attendance and participation is directly related to the achievement of instructional objectives and goals.

Step-by-Step Procedures Following an Absence

1. Absences must be cleared within three days of return by submitting a written excuse signed by a parent/guardian/doctor. A student's absence is considered excused only when verified by a parent/guardian/doctor. Reminder: any absences over 5 days in a semester class and 10 days in a yearlong class require a physician's note.
2. If absences are not cleared, the student will receive an "unexcused absence." Students must remember that it is their responsibility to have their parents/guardians prepare and send documentation to verify excuses for absences on time.
3. Falsely representing a parent/guardian's documentation in any way will result in disciplinary action.
4. Re-admittance notes (excuses) must contain the following: student's full name, student number, specific dates and class periods of absence, reason for the absence, and signature of the parent/guardian or doctor, along with daytime telephone numbers for home or work.

Early Dismissals

Early dismissals for appointments or illness must be arranged prior to departure. The Administration will accept notes only in advance of an early dismissal." A written note must contain a parent/guardian contact number as well as the name of the adult who is picking up the student. Any student 15 years of age or younger must be picked up by a parent/guardian or other designated adult. Students are not to leave school grounds without permission. **In order to receive credit for a class/day, a student must be present 51% of the class/day.**

In order to ensure students' safety, the Managing Director maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released into the custody of any individual who is not the custodial parent or guardian of the student unless the individual's name appears on the authorization list.

A parent/guardian may submit a list of individuals authorized to obtain the release of their child from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders of divorce decrees provided by the custodial parent/guardian, which restrict another parent's/guardian's ability to seek the release of the child, shall also be maintained in the Administrative Office.

If anyone seeks the release of a student from school, he/she must report to the Office and present satisfactory identification.

Tardiness

Students are expected to arrive at school on time and are also expected to get to individual classes on time throughout the day. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. YPA believes it is important to ensure students are attending class and are arriving on time. Arriving on time is an essential aspect of ensuring an orderly learning environment. The only acceptable excuse for tardiness to school is when there has been an unusual emergency and the school has been notified by the parent/guardian.

Three unexcused tardies are allowed per semester. Three (3) such tardies constitute one (1) absence. YPA students may lose academic credit for courses if more than five (5) unexcused absences occur within a semester.

Withdrawal from School

Students must follow withdrawal procedures through the Administrative office

Behavior Policy

YPA will require good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability, and responsibility from all students, staff, parents and community participants. We fully expect the focus on ethics and decision-making to lead to an environment where good character is important to all. YPA's intention is to praise rather than to reprimand whenever possible. However, if redirection is necessary due to disruptions to others' learning experiences, offense guidelines will be enforced.

YPA has adopted a description of violations defined as Class I, II, or III offenses. The school has determined that students who exhibit any Class I offense may receive a 1 day out-of-school suspension. A Class II violation may result in temporary suspension from YPA for up to 5 days. To re-enter the school, the student must show evidence that indicates that he or she is now focused on academic, motivational and behavioral aspects of his or her life. Any student accumulating 10 days or more of out-of-school suspension or committing any Class III offenses will be expelled from the school and may not re-apply.

Day to day application of the discipline code will be the responsibility of the teacher, Grade Leader and Managing Director. Disciplinary issues will be evaluated on a case by case basis and an appeal procedure will be available for consideration by the Managing Director and the YPA Board. All Class III offenses will be automatically appealed.

Class I Offenses

1. Repeated tardiness to school and or class
2. Failure to attend assigned classes without a valid excuse
3. Littering and or defacing school property
4. Repeatedly refusing to complete assignments
5. Repeatedly refusing to bring learning materials to class
6. Repeated non-compliance with the school dress code

Class II Offenses

1. Deliberately disrupting the normal educational process in the classroom
2. Use of inappropriate language and or obscene gestures
3. Lying to a teacher or deliberately deceiving a staff member
4. Leaving designated areas without the teacher's permission
5. Deliberately failing to respond to a reasonable request by a school official
6. Use of an electronic pager or a cellular phone at inappropriate times (see cell phone policy)
7. Stealing or possessing stolen property valued at less than \$100
8. Defacing or vandalizing school property when resulting damages no not exceed \$100
9. Leaving school grounds without permission
10. Inappropriate public displays of affection

Class III Offenses

1. Threatening or committing harm upon any person at school or on any school function for any reason
2. Knowingly possessing and/ or using tobacco products at school
3. Committing repeated Class I and or Class II Offenses
4. Touching anyone in an inappropriate manner
5. Creating a disturbance or encouraging other students to join in a disturbance resulting in the disruption of normal school operations
6. Possessing and or using any item in a dangerous manner
7. Committing any act in violation of local laws and ordinances

Note: Any student who inadvertently possesses or finds a weapon or substance, which may subject the student to a possible expulsion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of or has knowledge about the weapon or substance.

Searches

The YPA Board reserves the right to authorize the Managing Director to search a student's belongings, including if an imminent danger to the student or others is suspected. At the time of the search, only the student and involved personnel will be present so as to maintain the student's privacy. Parents of any involved students will be notified as soon as possible if such actions are required.

Communication Policy

Communication Folders

Communication between school staff and parent/students is crucial for overall school success. Every Monday, students in grades K-6 will receive a large envelope or folder filled with all the written communication for that week. This may include, but not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, and homework. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and send it back. Whenever papers are sent home, parents are expected to read them carefully.

Teacher Conferences

Parent/Teacher conferences are scheduled in the fall and spring. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

Electronic Use Policy

York Preparatory Academy (hereafter 'YPA' or the 'school') offers access to our own electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the York Preparatory Academy electronic network.

- The York Preparatory Academy electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities, including homework.
- The York Preparatory Academy electronic network has not been established as a public access service or a public forum. York Preparatory Academy has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. YPA is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the York Preparatory Academy electronic network.

General Unacceptable Behavior

While utilizing any portion of the York Preparatory Academy electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not play games, use IM, email, listen to music or any other activities, applications or functions during class time, unless expressly approved by a teacher for the educational goals of that particular course and during that particular class.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the York Preparatory Academy electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the York Preparatory Academy electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.

- Students will not use of any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not tamper, alter or delete any of the software that YPA installs on the student's computer until such time as the license expires or the student received express permission to do so.

E-Mail

- Students may be provided with e-mail accounts for specific educational projects or activities.
- Students will not establish or access Web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

World Wide Web

Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by YPA administration and staff.

Real-time, Interactive Communication Areas

Students may not use chat or instant messaging unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the YPA Managing Director.

Web Sites

- Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the home page of the classroom, school or school, as appropriate.

Personal Safety While on the Internet

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the York Preparatory Academy electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and File

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network and on individual computers are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the York Preparatory Academy electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Technology Hardware

Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

Vandalism

Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were the students').
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Student Rights

Students' right to free speech applies to communication on the Internet. The York Preparatory Academy electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of computer use, loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The Director or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Emergency Policy

Emergency Information

Emergency numbers are kept on file in the Administrative Office.

Emergency Evacuation

In the event of an emergency or emergency drill, students will evacuate buildings under the direction of their teacher, line-up for roll call, and then be given further instructions. Fire and crisis drills help prevent injuries and deaths in case of an emergency evacuation.

Inclement Weather and Emergency School Closing

If school is closed for inclement weather or any emergency, listen to local radio stations or check the school website. The Managing Director must authorize school closings. YPA will follow Rock Hill School District closings for inclement weather.

Homework and Grading Policy

Homework is a fundamental part of our general academic program. It prepares students for high school and college, and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills. Homework's immediate educational purpose is:

1. To reinforce skills and concepts learned in class
2. To develop study skills and habits
3. To practice skills and knowledge in ways not readily accomplished in the classroom
4. To inform parents of what is being taught in the classroom

Homework assignments should be expected Monday through Thursday of each week and on some weekends. The amount of time required to complete homework assignments is approximately 10 minutes per grade level per night, e.g. 30 minutes for 3rd grade students, 60 minutes for 6th grade students, etc.

In addition to regular homework assignments discussed above, we expect each child to read, or be read to, at least three times a week and preferably every day. The amount of reading homework varies for each grade. Teachers will inform students what is expected for their grade level. As cited in *A Nation at Risk*, "the single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a destination point for all, but becoming a life-long learner probably should be, if one hopes to remain competitive throughout one's lifetime.

We believe becoming a competent reader is critical to being a good student, and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his/her education. By reading to your child and participating in this process as a parent, you encourage your child's growth and strengthen family ties. By reading in front of your children, you model good habits and reinforce your expectations.

York Preparatory Academy is proud to have a challenging, rigorous curriculum. This is one of the many things that make YPA a great school. With such a rich and rigorous curriculum, the students need time to work at home. We are aware that the student is involved with other interests and activities outside of school. The staff and administration will attempt to coordinate their schedules and calendars so the students are not inundated with work on the same day. It is understood that homework will be given and will vary depending on the work assigned on a given day, the student's organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their free time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honor classes may require additional homework time.

Make-up work

It is extremely important that students make up any and all class work or homework missed due to absence. All students should check with their teacher for missed assignments. Students who are absent one day will take previously announced quizzes and tests and hand in previously assigned work the day they return to class. Assignments made and/or quizzes/tests given in their absence should be made up upon returning to school.

Students who are absent for three or more days will be afforded the opportunity to make-up the work in coordination with their teachers and the administration of YPA. The student is responsible for conferring with the teacher to arrange a make-up schedule. Again, work previously assigned is due the day of the student's return. (If long-term assignments carry a deadline, as opposed to a due date, students are expected to send the assignment to school if they are absent.) In the case of pre-arranged absences, students will deliver to teachers all previously assigned work due during their absence the day they return. Under extenuating circumstances, at the discretion of the teacher, an extension may be granted for any of these different conditions. Students have the responsibility for discussing these extenuating circumstances with the teacher.

Progress/Mid-Term Reports and Report Cards

YPA students in grades K-3 will receive weekly progress reports in their communication folder. The K-3 Progress Report is used by teachers in evaluating the ongoing growth and development of their students. Mid-Term Reports are sent home halfway through each quarter for YPA upper grade students. Student

Report Cards are completed at the end of each quarter. They will be sent home with students or mailed. Final Report Cards for all grades will be mailed home approximately one week after school is out.

Grades: K-1

YPA students in grades K-1 will receive report cards every nine weeks. The following scale is used to assess K – grade 1:

B= Beginning: Limited mastery of standard. Requires assistance and extended time in applying knowledge and skills.

D= Developing: Partial mastery of standard. Demonstrates partial success in tasks using this knowledge or skill.

M=Meeting: Mastery of standard. Demonstrates competency of subject matter knowledge.

E=Exceeding: Performs above standard. Applies knowledge and skills to develop new understandings and solutions.

Grades: 2-8

YPA students in grades 2-8 will earn numerical grades. A student's numerical average is determined by considering each Unit grade along with semester and/or final exams and projects as a certain percentage of the overall course grade. Following are performance levels of York Preparatory Academy's grading scale:

- A** 93 and above excellent progress
- B** 85%-92% above average progress
- C** 77%-84% average progress
- D** 70%-76% below average progress
- U** Below 70% unsatisfactory progress

To receive credit for a course a student must complete instructional requirements in a satisfactory manner and also must be in compliance with the attendance policy. A student who fails to comply will not receive credit for a course.

Parent / Student Signature of Understanding and Acknowledgement

(Please print this page, sign and return to the front office.)

I acknowledge that I have read, understand and will comply with the York Preparatory Academy Handbook policies and procedures and will seek clarification from the school administration should I have any questions or need further explanation.

Parent Name (Print)

Parent Signature

Date

Student Name (Print)

Student Signature

Date

Electronic Policy

I have read and understand the above YPA Electronic Use policy and will obey it in full.

Student Name (Printed)

Student Signature

Date

I have read and understand the above YPA Electronic Use policy and will help my student adhere to it in full.

Parent Name (Print)

Parent Signature

Date
