

York Adventist Christian School

A Co-educational Seventh-Day Adventist Day School for Pre-Kindergarten through Eighth Grade

Accredited by:

The Association of Seventh-Day Adventist Schools, Colleges,
and Universities

Approved by:

The Commonwealth of Pennsylvania

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YACS Commitment to Our Students and Families:

The York Adventist Christian School Faculty and Staff are committed to providing our students with a nurturing environment to learn and thrive. We promise to care for, and protect each child spiritually, physically, emotionally and academically. We rely on the strength of God and the example of Jesus to do so. We ask for your continued prayers and your patience, as we renew this commitment each day with our parents, church members and volunteers.

The York Adventist Christian School is operated in harmony with the guidance and direction of the Office of Education of the North American Division of the Seventh-day Adventist Church.

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Our History

York Adventist Christian School was established in 1950 under the name York Seventh-day Adventist Christian Day School. The school was located on Cottage Avenue in York, Pennsylvania. Its purpose was to provide Christ-centered education for the children of the York/Hanover Seventh-day Adventist Churches.

Later, in 1962, the Seventh-day Adventist Church in York purchased seven acres of land for a new church on Roosevelt Avenue (the current location).. Members were so committed to Christian education for their young people that they constructed the school portion of the building before labor on the church began. York Seventh-day Adventist School became the name of the school in its new facility.

The school's name was changed to York Adventist Christian School (YACS) in 2011 to more accurately reflect its commitment to the community.

Our Mission

To provide a strong academic curriculum and learning environment where Christ is the focus and foundation, and character and community are integral parts of educating our students.

Our Vision

York Adventist Christian School (YACS) exists to *show* children Jesus, *nurture* their love for Him and others, *teach* them to think, and *empower* them to serve.

Our Philosophy

The York Adventist Christian School is operated by the Seventh-day Adventist Church to provide a spiritually-oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the whole person; including the spiritual, mental, emotional, and physical well-being of each student. To achieve this goal, we encourage each student to develop a personal relationship with God and his fellow men, master academic skills, value labor, (physical and mental), as the blessing God intended, cultivate physical fitness, mental ability, and moral purity.

ADMISSION PROCEDURES

York Adventist Christian School strives to maintain a reasonable student-teacher ratio in order to offer quality instruction. Acceptance into any class is dependent upon whether or not the class size has reached capacity. YACS admits students of any race, national origin, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, faith, sex, physical handicap, or national origin in the administration of its educational and admission policies, scholarship, or other school-administered programs. Parents seeking admission for their children into the school agree to respect and honor the religious principles on which this school is founded, and to comply with all school policies. Admission into YACS is a privilege and not a right, and may be withheld or withdrawn by the school at its discretion. YACS does follow the PA Conference Individuals with Disabilities Education Act as mentioned below:

Individuals with Disabilities Education Act (IDEA): York Adventist Christian School offers limited support for students with learning, behavior, or language challenges. YACS does NOT have necessary equipment or staff to meet all potential needs of students who exhibit serious academic, physical, social or language learning acquisition needs. Therefore students who have serious academic, physical, social, or language needs may not be accepted at YACS.

Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in accessing services through the local intermediate unit such as student testing, implementation of an IEP or ISP, or intervention by the intermediate unit. If the child's discovered needs are unable to be met, YACS reserves the right to request or require the student to be transferred to a school or program where assistance is available.

Application Process

A student who has an unpaid balance from the previous school year will not be permitted to re-enroll until satisfactory arrangements have been made. It is the school board policy that no student will be allowed to enroll who maintains an outstanding balance in YACS or any other school, unless prior arrangements have been made with that school (or YACS) and verified with the York Adventist Christian School Finance Committee.

A prospective student must submit a formal application. All PK - 8 applicants are thoroughly reviewed by the Admissions Committee for approval. All returning students must complete a re-application form each year. A transfer student must submit satisfactory academic

recommendations, and at the discretion of YACS, may be interviewed by the principal and/or Academic Committee before action will be taken on the application.

Placement testing may be requested upon review of the student's academic record.

New applicant(s) must complete the following before the application is processed:

- Completion of application (*available online or from the school office*) - submitted with current application fee
- Receipt of two letters of recommendation from present educators
- Submissions of any applicable individual education plans, or specialized learning diagnoses
- Submit current medical and immunization records
- Complete physical examination by a physician. Complete any placement screening or testing (upon request)
- Copy of latest report card

–Then–

- Admissions Committee approves or denies the application

All returning students must complete a re-application form(s) each year. No student may begin the new school year unless the previous year's bill has been paid in full.

Pre-Kindergarten, Kindergarten, and First Grade Enrollment

York Adventist Christian School embraces the philosophy of developmental readiness for school entrance and follows the regulations set by the state of Pennsylvania which state the age of eligibility for each of those grades. A student admitted into pre-kindergarten must be four years old or older on/by August 30 of the school year in which the student applies for entrance. Similarly, a student must be five years of age by August 30 to be eligible for entry into kindergarten, and six years of age by August 30 to be eligible for entry into first grade.

Note: children turning five during the summer months often benefit from waiting until the following September for kindergarten enrollment. Pre-K through 1st grade applicants must submit a copy of birth certificate and social security number.

New Student Admission

A student's application will be considered by the Admissions Committee only when all of the following have been completed and received by the school office:

- School and Health Applications
- Medical Examination Form
- Medical Records of all transfer students

- Cumulative Folder or transcripts
- Financial Clearance from the York Adventist Christian School Treasurer
- Interview with administration or classroom teacher

Returning Students

All returning students must complete a re-application form(s) each year. No student may begin the new school year unless the previous school year's bill has been paid in full.

The Admissions Committee will notify each student regarding their re-admission status. It is a privilege, not a right, to attend York Adventist Christian School. This privilege may be withheld at the discretion of the school Admissions Committee.

Preschool

Our preschool is located in the York Adventist Christian School building. This program operates as a full-day program. The preschool is closed during the summer months. A child who is registering for the preschool program must be between the ages of four (as of August 30 of the current year) and five years old.

Kindergarten

The chronological age may or may not correspond to a child's developmental readiness for school. Screening is normally conducted in June and July. Parents may make appointments through the kindergarten teacher. Late applicants (in August or after school begins) will not be admitted to the classroom program until the screening and/or parent conferencing has been completed. Each child's screening results will be reviewed by the admissions committee, who will decide appropriate grade placement for the child. Potential kindergarten students will only be screened if they are at least five years of age by not later than August 30 of the current year. Kindergartners and first graders are required to show proof of date of birth. Subsequently, a potential first grader should be six years old by August 30. It should be noted: children turning five during the summer months often benefit from waiting until the following September for Kindergarten entrance.

Medical Examinations

Physical Examinations of Students

1. A physical examination is required for all new students. A physical examination is also required for all students when entering grades one and six.
2. The physical examination must be dated within six months from the date of the entrance to school and must be signed by a physician.

3. The medical examination report is to be kept in the school office and is part of the student's cumulative record folder. Health forms can be obtained from the school office.

Vaccine Information

Up-to-date immunization records must be supplied and kept with a student's application.

Children in all grades will need the following:

4 doses of tetanus, diphtheria, and acellular pertussis* (one dose on or after the fourth birthday)

4 doses of polio (4th dose on or after 4th birthday and at least 6 months after the previous dose)**

2 doses of measles, mumps, and rubella ***

3 doses of hepatitis B

2 doses of varicella (chickenpox) vaccine or history of the disease

*Usually given as DTP or DTaP or DT or Td

** A fourth dose is not necessary if the third dose was administered at age 4 or older and at least 6 months after the previous dose

*** Usually given as MMR

Children entering seventh grade will need the following:

1 dose of tetanus, diphtheria, and acellular pertussis (Tdap) on the first day of 7th grade

1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

+If a child does not have all the doses listed above, needs additional doses and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

+The medical plan must be followed or risk exclusion.

These requirements allow for medical and/or religious beliefs. In this case, a waiver must be completed and on file in the student's records in the school office. If your child is exempt from immunizations, he/she may be removed from school during an outbreak. Pennsylvania's school immunization requirements may be found in 28 PA Code CH 23 (school immunization).

FINANCIAL INFORMATION

Application Fee

A one-time application fee must be submitted for each new student. It must be paid when the application is submitted.

Pre-Registration

A discount will be provided for those who complete registration during the early registration session. A discount of \$25.00 for any student who pays for registration by May 28.

Registration Fee

A non-refundable fee will be charged regardless of when the student may enter school.

Tuition Payments

Each student has a school account with a payment plan. The standard plan is developed for ten monthly payments. Full tuition will be charged for a student who registers late, is absent during the school year, or needs to make up work missed prior to registration.

A discount is allowed for a student who pays a full year's tuition. Arrangements may be made for semester payments.

Constituent Rate Eligibility

The York Seventh-day Adventist Church provides a subsidy for the operation of the York Adventist Christian School. The members of this church form the constituency of the York Adventist Christian School. The subsidy this church pays to the school allows their church members to be eligible for the constituent rate.

Family Discount

A multi-student discount of \$35.00 is given to each additional sibling (the eldest child is full price.)

Delinquent Accounts

A late charge of \$10.00 per student is charged whenever a payment is not received by the 15th of the month. The student's bill must be cleared before re-enrollment for the following school year.

Textbooks

Textbooks and workbooks for Kindergarten through eighth grade are covered in the registration fee. A parent understands that if a textbook assigned to his/her child becomes damaged, misused beyond normal wear and tear, or is lost that he/she will pay the school for the replacement of the book.

Transfers and Withdrawals

For a student who transfers from another school, tuition is pro-rated based on the number of days the student attends York Adventist Christian School.

A student will be charged tuition for the days they attend York Adventist Christian School. The date of the withdrawal will be the date on which the Principal receives notification in writing. If the student withdraws after registration, but prior to the first day of school, a full tuition refund will be made. A written withdrawal form must be completed prior to the release of transcripts or report cards.

Suspensions

Students who are suspended will not receive any refund of school fees. No refund will be given for any regular school vacations or emergency closings. Refunds other than those stated above will be made only at the discretion of the York Adventist Christian School Finance Committee.

Please allow thirty days (30) for any refund due after withdrawing from YACS

Financial Responsibility

All final grades, quarterly report cards, student information, and transcripts will be held by the school until the balance due on the account has been paid in full. Participation will not be permitted on class trips, outdoor education, and end-of-the-year activities; and eighth graders will not be permitted to participate in graduation if the account is not paid.

Medical Care and Accident Insurance

York Adventist Christian School has purchased Mutual of Omaha Insurance Company, through the conference, which provides coverage for the hours and days when school is in session, and while attending school-sponsored and supervised activities.

Financial Aid

Financial aid is available through the local church for qualifying students. Parents seeking assistance through York Adventist Christian School should make their requests through their local school board or admissions committee.

ACADEMICS

Grading Standard

Grades should indicate actual achievement in a subject. The conduct of students in class, the amount of time they spend on their work, and their attitude toward school, as well as their attendance, will affect their achievement.

The following letter grades are used at York Adventist Christian School.

Kindergarten Grading System:

I – Achieves objectives and performs skills independently

P – Progressing towards achieving objectives and skills

NT – Needs more time to develop

Grades 1-2 Grading System:

These grades may include a minus or a plus to help indicate the level of work within the grade.

E – Excellent

S – Satisfactory

N – Needs improvement

Grades 3-8 Grading System:

A – Excellent

B – Above Average

C – Average

D – Below Average

F – Failing

I – Incomplete

NC – No credit due to absences

Incomplete Grade

An incomplete grade will be given only when circumstances such as illness have made it impossible for a student to finish classwork in the time allotted. A student must submit a

request to the administration to receive a conditional grade at least one week before the end of the quarter. After a reasonable amount of time, the grade automatically becomes an “F”.

Retaking a Class

A student who fails a class will need to retake the class in order to receive credit. The course grade for the class repeated will replace the original grade except in the case of summer school classes. In the latter case, the original grade will be averaged with the summer school grade. Students must submit a completed academic exception form to the administration prior to enrolling in correspondence courses or summer school.

Eighth Grade Graduation Requirements

1. A student who fails two or more core subjects will not be promoted to the ninth grade.
2. A student who is not promoted due to failing a class may remove the failing grade by attending summer school or taking the courses by home study. Upon satisfactory completion of the course(s), the student may/will be promoted.
3. The student’s final statement of account must be paid in full before he/she will receive his/her diploma. Students must receive financial clearance before being allowed to participate in graduation exercises. (Appeals may be made to the Finance Committee)

School Climate

The York Adventist Christian School has certain standards by which all students are expected to abide. When these principles are accepted and practiced by the students, this school becomes in a truer sense the school that God wants it to be.

Morning Worship

Teachers and students begin each day in their classroom with Jesus. This worship consists of a spiritual devotional and prayer time. This helps them grow the student’s relationship with God and sets a positive atmosphere at YACS.

Daily Classes

It is our goal to make Christ a part of all our classes. We want to help maintain each student’s relationship with their God and Savior.

Chapel

Pre-kindergarten, grades 1-4, and grades 5-8 meet regularly for a special worship service. The York Adventist Christian School pastor arranges and conducts enthusiastic Christ-centered

services. Our chapel time encourages student participation and leadership. Students look forward to this worship time together.

Week of Prayer

Two weeks are set aside each year for special spiritual emphasis. Guest speakers (including our Pastor) are featured. The focus of the week of prayers is on individual student's spiritual growth.

Service Outreach Activities

Students take part in a variety of age-appropriate missionary activities or projects each year such as nursing home visitation, neighborhood projects, card ministry, chapel activities, fundraising for charitable causes, etc. We aim to address the needs of our families, school, church community, and the world.

ATTENDANCE

School Hours

School hours for pre-kindergarten through eighth are Monday-Friday 8:00 a.m. – 3:00 p.m. Students are to arrive no earlier than 7:45 AM and leave no later than 3:15 PM unless other arrangements have been made with a staff member prior to that day.

Arrival/Dismissal

During the 3:00 P.M. - 3:15 P.M. time slot all parents, siblings, and visitors will be asked to remain outside the school building. The hallways must remain open as possible for the safety of our children and staff. We are asking you to understand that the teacher's classroom duty is not completed until 3:15 P.M. If you need to speak with your child's teacher, please make an appointment outside of the hours of 7:45 A.M. to 3:15 P.M. This time is specifically set aside for teacher/student focus. Our ability to effectively serve depends on everyone's cooperation with school guidelines and procedures. The safety and care of your child(ren) is our number one concern.

Penalty is \$10.00 after 3:15 P.M.

Inclement Weather Procedures

After 6:30 a.m. listen to or go online for weather-related school cancellations or delays. Look for York Adventist Christian School or follow the West York Area School District postings. Be sure to stay tuned to hear of any further updates. Please do not call the teachers, administrators, or staff.

1. Television channel: WGAL
2. Internet: www.wgal.com
3. Facebook: York Adventist Christian School

Attendance Policy

All students are expected to attend school on a regular basis. York Adventist Christian School adheres to and is in full compliance with the laws of the Commonwealth of Pennsylvania. The Pennsylvania Conference of Seventh-day Adventists Student Attendance Policy (see following) is the detailed document for the YACS attendance policy.

Non-Public School Transportation

If your child rides a public school bus, they are entitled to the same rights and privileges as public school students. The routes must be planned so your child arrives at the school on time and has ample time to catch the bus after school. Problems with non-public school transportation should be settled by the parents, not the school. Parents are to contact the following persons should they encounter transportation problems:

1. Contact the Supervisor of Non-Public Transportation in the school district in which you reside.
2. Contact the State Department of Education at (717) 783-5146.

Riding the school bus is a privilege, not a right. The school's general student behavior rules are in effect for all students on school buses. Students that do not comply with those rules will have their transportation privileges revoked. Each school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow rules for waiting at a school bus stop and rules for riding on a school bus. Rules regarding bus conduct and school behavior apply at the bus stop as well as on the bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop at least five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop
- Keep your arms, legs, and belongings to yourself
- Use appropriate language
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus

- After getting off the bus, move away from the bus
- If you must cross the street, always cross in front of the bus where the driver can see you
- Wait for the driver to signal to you before crossing the street
- No fighting, harassment, intimidation, or horseplay
- No use of alcohol, tobacco, or drugs

While riding the school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times
- Remain seated facing forward while the bus is in motion
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep arms, legs, and belongings to yourself and out of the aisle
- No fighting, harassment, intimidation, or horseplay
- Do not throw any objects while on the bus
- No eating, drinking, or use of alcohol, tobacco, or drugs
- Do not bring any weapons or dangerous objects on the school bus
- Do not damage the school bus

Bus Consequences

Consequences for school bus/bus stop misconduct will be imposed by York Adventist Christian School. All school bus/bus stop misconduct will be reported to the school via the bus driver or the transportation safety director.

While on the bus a student may be verbally warned by the bus driver, a bus driver and student conference may be held, and the student may be assigned a designated seat if needed. A written report may also be given to the student.

1st Report: Parent contacted, student conference with principal or teacher, and a report is sent home.

2nd Report: Parent contacted, student conference, assigned seat, a report is sent home

3rd Report: Parent contacted, student conference, one-day bus suspension may occur, report sent home.

4th Report: Parent contacted, student conference, two- four-day bus suspension may occur, report sent home.

5th Report: Parent is contacted, student conference, possible suspension of bus riding privileges for the remaining portion of the year.

After the loss of bus privileges, parents will then be responsible for providing transportation to and from school for their child. A severe infraction may result in an immediate suspension from bus riding and may also be reported to local law enforcement.

PA CONFERENCE EDUCATION: STUDENT ATTENDANCE POLICY

The Pennsylvania Conference education system and its schools are classified by the Pennsylvania Department of Education as nonpublic schools. Each nonpublic school must adopt a written attendance policy that applies to both day schools and boarding schools. This policy may differ from the policy of the school district in which the child resides but must comply with compulsory attendance laws. The following policy will apply to all the schools within the Pennsylvania Conference education system.

Copies of the attendance policy must be distributed to parents at the beginning of each school year and to new enrollees upon enrollment. The attendance policy should be translated when there are large populations of non-English speaking parents/families. It is recommended that parents sign a form acknowledging their understanding of the policy.

Excused (Lawful) Absences

- Excused (lawful) absences include illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and court appointments that involve the child.
- Written documentation is required within 3 days of the student's return to school, or the absence will remain unexcused regardless of the reason.
- 24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan of the PA Department of Education allows for a maximum of 10 days of cumulative lawful absences, verified by parental notification during a school year.
- A maximum of 5 days of pre-planned absences can be considered excused but are included in the maximum number of lawful absences. Additional days over the 5 maximum days will be recorded as unexcused (unlawful) absences. Written requests for pre-planned absences (see addendums for form) must be completed a minimum of 5 school days in advance and require principal pre-approval. Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion.

- Inclement weather-related absences that do not allow the student to be brought to school safely or public school closures due to inclement weather that affects the student's transportation to and from school will be excused with written documentation.
- In the case of documented chronic medical conditions, illnesses reported by parents with doctors note do not count towards the 10 days of excused absence mentioned above.
- It is understood that a one-time, unforeseen emergency may occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of the Pennsylvania Conference education administration. Details about the nature of the emergency must be included in the written communication to the school.

Unexcused (Unlawful) Absences

- Absences that do not qualify for one of the reasons above will be recorded as unexcused (unlawful). Examples may include but are not limited to:
 - No parent/guardian written communication about the student's absence
 - Students kept out of school to support the needs of parents/guardians or other family members (i.e. babysitting, doing errands, chores, the convenience of picking up early, appointments for siblings or parents, etc.)
 - Oversleeping or not sleeping well (student or parent/guardian)
 - Missing the bus
 - Birthday celebrations
 - Staying home to finish schoolwork
 - Family coming to visit, out late the night before, special occasions
 - Work or job hunting
 - Not reporting pre-planned absence within required time
 - Unexcused (unlawful) absences include absences without prior approval or more than 5 days of preplanned absences
 - More than 3 days of absence without physician's note
- It is recommended that the teacher or principal notify the parents/guardians after every incident of an unexcused absence (see addendums for letter to parents/guardians).
- Students who are absent from the school for 10 consecutive school days shall be dropped from the active enrollment unless the school is provided with evidence the absence is lawful.
- As a general policy, unexcused/unlawful absences will not permit make-up work privileges; however, the administration may give consideration to extenuating circumstances beyond the student's control.

Partial Day Attendance and Early Dismissal

- Students who arrive after 9:45 am will be marked as half-day absent.
- Students who arrive after 11:45 am will be marked as full-day absent and will not be allowed to participate in

any extra-curricular activities or field trips for that day.

- Students dismissed prior to 11:45 am will be marked as full-day absent.
- Students dismissed between 11:45 am and 1:30 pm will be marked as half-day absences.
- Students dismissed after 1:30 pm will be marked as an early dismissal.
- For students dismissed mid-school day and returned to school: Students missing more than 2 hours will be marked as half-day absent; 3.5 hours or more will be marked as full-day absent.
- A note from the doctor or dentist must accompany the student back to school in order for the absence to be recorded as excused.

If a student must be excused from school prior to the end of the school day, the request must be completed via email to the teacher or principal. It is understood that early dismissals should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. Permission will generally not be granted for early dismissal in order for a student to attend private instructional lessons, tutoring, and/or non-medical appointment, etc. A note from the doctor's or dentist's office must accompany the student back to school upon return to school.

Excessive Absences

- A doctor's note is required if the student is absent longer than 3 days due to any illness. Students may not be permitted to attend school until a doctor's note is received. If the student is absent due to illness and visited the doctor, a note should be turned in to the office so proper documentation of the absence as "excused by doctor's note" is recorded. Absences excused by a doctor's note are recorded differently and are not calculated into the 10-day threshold of absences allowed per school year.

- Pennsylvania Compulsory Attendance Statutes require that every teacher or principal must report to the superintendent or school board when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse. The rationale of such reporting is to actively respond to habitual truancy in an appropriate manner. The need for early intervention is crucial to truancy issues. Research demonstrates that a comprehensive approach that brings together the family, child, and other interested parties to create specific intervention strategies and plans is typically the most effective. This comprehensive approach will include a Student

Attendance Improvement Conference (SAIC) with the student's parents/guardians, the student, other interested parties, and the principal to determine the student's academic status and develop a Student Attendance Improvement Plan (SAIP). See addendum for SAIP form.

- o The purpose of the SAIC is to discuss the root cause(s) of non-attendance and to develop a mutually agreed-upon plan to facilitate regular school attendance. The SAIC provides all parties with the opportunity to identify, understand, and explore all issues contributing to the student's non-attending behavior.

o The following individuals are to be invited to the conference:

- Student
- Student's parent or person in parental relation
- Individuals identified by the person in parental relation who may be a resource
- Appropriate school personnel
- Recommended service providers

o An SAIC may be held even if parents/guardians decline to attend

o Issues to be addressed at the SAIC should include but are not limited to:

- Appropriateness of the student's educational environment
- Possible elements of the school environment that inhibit student success
- Student's current academic level and needs
- Social, emotional, physical, mental, and behavioral health issues
- Issues concerning family and home environment
- Any other issues affecting the student's attendance

o The participants in the SAIC should work collaboratively to conduct a holistic assessment to determine the reason(s) the student is exhibiting truant behavior. Every member should have a vested interest in, and responsibility for, determining an appropriate plan to assist the student toward success both socially and academically. This SAIC also provides an opportunity to ensure that both the student and the family clearly understand the legal ramifications of not adhering to compulsory attendance requirements.

o The primary goal of the SAIC is the development of a comprehensive School Attendance Improvement Plan (SAIP) that is understood by, agreed upon, and supported by the student, parent, or person in parental relation, school representatives, and all other conference participants.

o The SAIP substantiates efforts made by the school, the family, and other vested parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of support and services provides documentation of the "good faith" effort between the school and the student's family should future action be required (e.g., citation to the magisterial district judge and referral to the county children and youth agency upon the sixth unexcused absence.)

- Students having more than 3 unexcused absences are considered truant per the PA Compulsory School

Attendance statutes and the school is to report these students to their local school district. Records of the SAIC and SAIP will be given to the local school district.

- If the student is subsequently, unlawfully absent at any point within the school year after the SAIP is in place, an official notice of the unexcused absence will be sent to the parents/guardians to inform them that the SAIP has been violated and that further action will be initiated by the local school district.

- Absences of 15 or more days within a school year may affect promotion to the next grade level.

Habitual truancy negatively impacts a child's school performance and increases the likelihood of juvenile delinquency. An intensive and timely response to truancy is critical in those cases where a clear pattern of habitual truancy is evident. The local school district is required by Pennsylvania Compulsory Attendance Statutes to follow a reporting procedure that includes the local magisterial district judge. Parents/guardians who fail to comply with the provisions of the compulsory attendance law may be required to pay a fine plus court costs. Where it is evident that a parent's actions or inactions directly impact their child's attendance, a referral to the county children and youth agency may be considered when exhaustive efforts to engage a habitually truant child and family have failed.

Educational success for the student can only be achieved when there is mutual cooperation between parents/guardians and the school. "No other work committed to us is so important as the training of the youth, and every outlay demanded its right accomplishment is means well spent." – Education, page 218.

Addendums

- Student Absence Form
- Student Pre-Planned Absence Form
- Sample Letter to Parent of Absent/Truant Student – first unlawful absence
- Sample Letter to Parent of Absent/Truant Student – second unlawful absence
- Official Notice of Child's Unlawful Absence – third unlawful absence

Student Absence Form

School Name: _____ Date: _____

Parent/Guardian First Name: _____

Parent/Guardian Last Name: _____

Absent Student(s) First Name(s): _____

Absent Student(s) Last Name(s): _____

What day (or days) was the student(s) out? _____

Reason for Absence:

Student Illness Medical Appointment* Dental Appointment* Other – please specify

*Requires a note from a doctor or physician.

Other:

(For Illness ONLY) Please give us some details on how your student was ill:

The student(s) was/will be: Out All Day Late Leaving Early

What date can we expect the student to return? _____

(For partial day absentees ONLY), what estimated time will the student(s) return or need to leave? _____

Other:

Pre-Planned Absences Request Form

School Name: _____ Date: _____

Pre-Planned Student Absence Form

• The Pennsylvania Conference Schools allow a maximum of 5 school days per school year for pre-planned absences.

Additional days over the 5 maximum will be recorded as unexcused days.

• The required form must be completed a minimum of 5 school days in advance and requires Principal pre-approval.

Absences taken without the required notice will be recorded as unexcused days.

• Pre-planned absences can include vacations, traveling, etc.

• Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion.

STUDENT NAME: _____ GRADE: _____

Dates requested: _____

Prior number of excused days for educational trips during the current school year*: _____

**Policy: A maximum of five (5) days per school year will be approved for pre-planned absences. Any days requested beyond the five (5) approved cumulative days will be coded as unexcused/unlawful. Three (3) or more unlawful absences during the school year is considered habitually truant under definitions set forth by the Pennsylvania Department of Education.*

Name of adult accompanying student: _____

Relationship of adult accompanying student: _____

PARENT NAME PRINTED

SIGNATURE OF PARENT

DATE

THIS SECTION FOR SCHOOL USE ONLY:

Date Completed Form Received: _____

Approved Denied Principal's Signature: _____

Parents/Guardians Notified Teachers Notified Recorded in Attendance

Office Notes:

First Unlawful Absence Letter to parent of Absent/Truant Student

(all letters should be on school letterhead and dated)

Parent/Guardian Name

Address

City, PA Zip Code

Dear <PARENT/GUARDIAN'S NAME>:

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania law and school policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty for your child.

This letter is sent to make you aware of <STUDENT NAME>'s unlawful absence on <DATE>. As the attached School Attendance Policy states, all absences are counted as unlawful until the school administrator receives a written excuse explaining the reason for absence. If a written excuse is not received within three school days, the absence will permanently be added to the student's file as unlawful. This letter serves as our first communication regarding <STUDENT'S NAME>'s unlawful absences. The attached policy will also describe the process that will be used should any further unlawful absences occur.

The York Adventist Christian School and you as [parent(s)/guardian(s)] share a common goal to ensure that your child reaches [his/her] full potential. If you have any questions, please call my office at <PHONE> so that we may work together to ensure <STUDENT'S NAME>'s educational success.

Sincerely,

<PRINCIPAL>

Second Unlawful Absence Letter to parent of Absent/Truant Student

(all letters should be on school letterhead and dated)

Parent/Guardian Name

Address

City, PA Zip Code

Dear <PARENT/GUARDIAN'S NAME>:

This letter is sent to make you aware that <STUDENT NAME> was absent unlawfully from school on <DATE>. This is the second unlawful absence recorded this year. Attendance requirements are meant to benefit your child's educational experience. I appreciate your cooperation in trying to improve your child's school attendance. You may request a school attendance improvement conference at this time to explore possible solutions to your child's unlawful absences.

If you have any questions, please call my office at <PHONE>.

Sincerely,

<PRINCIPAL>

Campus Conduct

Students are expected to:

- Treat each other with respect
- Treat school property and the property of others with care
- Arrive on time and be prepared with assignments completed and all materials for optimal learning.
- Accept responsibility for themselves and their actions
- Be at the appropriate place at the appropriate time
- Abstain from using the Lord's name in vain
- Abstain from vulgar language and/or gestures

Campus Security/Campus Guests

1. School and class activities on/off campus are open only to students enrolled at the York Adventist Christian School. For some occasions, student guests may be invited under the following guidelines:
 - a. Obtain permission from the school office
 - b. Maintain the same standards of dress and conduct as York Adventist Christian School students
2. All parents and other guests must report to the school office upon arrival on the school grounds. All messages or student items are to be given to the school office to keep interruptions of class instruction to a minimum.

Closed Campus

Students may not leave the school grounds during the day without written permission from their parents/guardian and the approval of the principal. In no circumstance will a student be allowed to leave the school campus without being accompanied by their parent or approved family member or adult.

Physical Violence & Verbal Abuse:

Physical or verbal attack of one person or a group of persons is forbidden at York Adventist Christian School. This includes menacing or threatening behavior towards another person.

Sexual Harassment & Hazing:

Each person is to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of action or words that make another student feel uncomfortable or insecure. This includes sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.) Hazing: any

conduct or method initiation in any school organization, club or activity which could willfully endanger a person's physical and/or mental health, intimidation, bullying, disrespect and any other verbal, social, physical, or other expression that might undermine the well-being of another.

“York Adventist Christian School, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church. Regarding human sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the Church on sexual orientation and behavior. York Adventist Christian School does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct, or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgment of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of York Adventist Christian School and the Seventh-day Adventist Church.”

Substance Use: Alcohol, Drugs, and Tobacco

York Adventist Christian School does not tolerate the transportation, use, possession, distribution (the act of giving or selling any such substances to another) and/or sale of alcohol, tobacco, drugs, or drug paraphernalia (including look-a-like drugs) or distribution of any substance not labeled in accordance with the FDA on school property, or at any school activity.

Weapons, Dangerous Objects, and Explosive Devices

York Adventist Christian School has a zero-tolerance policy for the use, sale possession of, or furnishing of any illegal weapons. Firearms, explosives, or other devices that may be considered weapons are also prohibited. Legal authorities will be contacted as required by law.

Arson

Arson is the willful destruction of property by fire. The use of devices that may cause a fire to occur whether deliberate or accidental, such as cigarette lighters or matches are prohibited. Legal authorities will be contacted as required by law.

Fire Drills, Alarms & Extinguishers

Fire drills will be held monthly and other emergency drills will be held periodically during the school year. When the fire alarm sounds, students should proceed quickly and quietly to the nearest fire exits as instructed. Anyone who sets off a false fire alarm or uses the fire extinguisher(s) for other than their intended purpose will be disciplined.

Property Damage

Any attempt to damage school property whether by carelessness, misuse, willful destruction or objects or materials belonging to the school, will be assessed and charged to the student. This includes but is not limited to writing on desks, furniture or walls.

Discipline

When a student exhibits inappropriate behaviors, counseling and redemptive measures will be employed whenever possible. There may be times, however, when the school cannot adequately meet the needs of the student. In such cases, the student will be asked to withdraw from the school. In every case, individual situations will be considered. “The true object of reproof is gained only when the wrongdoer himself is led to see his fault and his will is enlisted for its correction. When this is accomplished, point him to the source of pardon and power. Seek to preserve his self-respect and to inspire him with courage and hope.” – Ellen White, Education pg. 291-292

Principles That Guide Our Disciplinary Decisions

1. We believe that students should be guided and expected to solve the problems they create without creating problems for everyone else.
2. We believe that school personnel should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
3. We believe that the students should see a reasonable connection between their actions and the consequences that follow.
4. We believe that students should be given opportunities to make decisions and live with the consequences, be they good or bad.
5. We believe that the adult’s emphasis should be placed on helping students learn to problem-solve and adopt new behaviors, instead of making students “pay” for past misdeeds.
6. We believe that students should have an opportunity to invoke a simple “due process” meeting if they believe that the consequences are unfair.

Level One Offenses:

Students in a Christian school will act with courtesy and Christian decorum. This includes quietness in the classroom so others may study without interference, keeping hands to oneself, walking rather than running in the building, and keeping the desk and belongings clean and neat.

Examples: Tussling; slang; littering; chewing gum; running in the building; rude behavior; overly loud, boisterous, and disruptive behavior. **Level One Consequences*:** If a rule is broken, the teacher will speak with the student about the rule, the disobedience, and the consequence. With a repeat offense, the teacher may call the parent to discuss the behavior and additional consequences.

Level Two Offenses:

Students will treat others and their belongings with respect and honesty, taking care of school property. They should speak with truth and respect, recognizing the importance of prompt and regular attendance at class. They will not encourage others to break school rules and will respect the rights of all individuals.

Examples: Aggressive behavior; minor vandalism; inappropriate language, body, or hand gestures; forging signatures; disrespect; bullying or teasing others, urging/helping a student to do something against a school rule or the law; using materials without permission, lying, and cheating.

Consequences*: A disobedient student may be removed from the classroom and sent to the principal for disciplinary action. When a student breaks a level two rule, the student will receive an appropriate consequence as assigned, the parents will be notified, and a phone call with a paper copy of the behavior sent to the parents. Students who do not return their disciplinary notes the next school day may face additional consequences. *Receiving consequences from a second level one or level two offense means the student is subject to suspension. In cases of possible suspension, the student may need to meet with his/her parents and the School Administration to determine his/her status at YACS. The suspended student will receive unexcused absences.

Level Three Offenses:

Students will behave in a manner that will not endanger themselves or others.

Examples: Theft; insubordination or use of abusive language; improper or suggestive conduct; acts of physical affection with the opposite sex; bullying; possession of obscene materials; actions that endanger the health or safety of others; leaving the school building without permission; breaking and entering the school; and failure to fulfill an agreement or assignment made because of behavior.

Consequences: A student must be sent to the principal for breaking a Level Three rule. He/she receives immediate consequences appropriate to the offense. This may be determined by a disciplinary committee. The discipline committee may consist of the Principal, School Board Chairman, and Pastor, or at least two of the three. The parents will be contacted immediately. The student could face expulsion and must meet with his/her parents and the Disciplinary Committee to determine his/ her status at YACS. The suspended student will receive unexcused absences.

Level Four Offenses:

Students will refrain from participating in acts that are unlawful. Students will abide by the laws in Pennsylvania and the United States of America.

Examples: • **SUBSTANCES:** Possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances. • **FIGHTING OR ASSAULT:** Violent bodily contact that does or has the potential to hurt physically or emotionally. • **VANDALISM:** Destruction of or permanently damaging school or student property. School property includes property owned by school

employees or loaned for school use. It also includes graffiti, sprayed paint, etc. • **DANGEROUS MATERIALS:** The use, or possession, of materials that are dangerous to the health and safety of students, faculty, and guests of the school. This would include fire-producing materials, fireworks and sparklers, dangerous chemicals, firearms, knives, chains, etc. The use of dangerous materials for science and other educational programs needs approval from the administration. (The necessary materials for these programs will be provided by the teacher.) Before readmission can be considered, the student and his/her parents must meet with the School Administration. • **SEXTING:** The use of any digital technology, or other device, to send, disseminate, or forward any image containing sexually-explicit photos, videos, or other imagery, or distribution by such means of any indecent language or material, is strictly forbidden.

Level Four Consequences: A student will be immediately expelled from school for breaking a Level Four offense!

Cheating/Dishonesty/Extortion: Cheating consists of receiving unauthorized assistance on a quiz, exam, or assignment; offering such assistance, using hidden material to aid in test taking, practicing deception of any kind, including plagiarism in the completion of school assignments will not be tolerated. Dishonesty consists of practicing deception of any kind and being untruthful in any matter, written or verbal. Dishonesty will not be tolerated. Extortion is the solicitation of money, or something of value, from another person in exchange for protection or connection with a threat to inflict harm or robbery. Extortion will not be tolerated.

General Information

Volunteers: Background Checks

All school volunteers (including those chaperoning/driving for field trips) must receive the online Shield the Vulnerable training and submit a background check. Please see the school office for directions on completing this course. The training will be valid each continuous year the volunteer remains active.

Volunteer Drivers

Volunteer drivers for field trips and other school activities must have a valid driver's license and are encouraged to have \$250,000/\$500,000 limits on their insurance policy. Drivers must have a signed Field Trip guideline form and a copy of the volunteer driver's insurance on file in the school office.

Medications/Illness

All students who need prescription(s) (including inhalers) during school hours (on a daily or as-needed basis) must do the following:

- Present a written consent signed by a physician
- Complete the medication parent/guardian consent form obtained from the school office.

Medications must be brought to the school office in the original prescription and properly labeled by a registered pharmacist as prescribed by law. Medication is not permitted in the classroom with the exception of inhalers/peak flow which are needed on an immediate basis.

Our school policy states that you should not send your child to school if he/she has:

1. Fever (Temp > 100.4°F) in the past 24 hours. (If your child has a fever, please do not send them to school until their temperature is back to normal for a minimum of 24 hours without use of medications). Should your child become ill or have a fever while at school, you will be asked to come and get them right away.
2. Vomiting and/or diarrhea in the past 24 hours.
3. Chills.
4. Sore throat.
5. Strep Throat. (Your child must have been taking an antibiotic for at least 24 hours before returning to school).
6. Runny nose.
7. Severe Coughing or Whooping Cough.
8. Head lice. (Your child must complete treatment according to the doctor's instructions before returning).
9. Conjunctivitis (Eyes that appear red, runny, or have drainage in them in the morning or throughout the day)

A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. We suggest making a plan for childcare ahead of time so you will not be caught without a comforting place for your child to stay if he/she is ill. A student will be marked absent if he/she spends the majority of the day in the sick room.

Field Trips

Field trips and outings will occasionally be scheduled for grades K-8. A signed permission slip from the parent is required for each field trip (verbal authorization cannot be accepted). Field trips are a part of the curriculum and students are expected to participate. Any students who are absent for unexcused reasons are subject to loss of curriculum points for the day. Local field trips will be approved by the school administration per Columbia Union School Board guidelines. Overnight field trips require school board approval and Pennsylvania Conference of Seventh-day Adventist approval.

Teacher Conferences

Two formal parent-teacher conferences are scheduled during the year. However, if you wish to conference with your student's teacher on some other date, you may email or call to make an appointment. Teachers are unable to conference with parents during the school day.

School Lunches

On the home front, parents' supervision is particularly important with regard to breakfast. Studies show that without a good breakfast, students demonstrate less energy, lower test scores, increased behavior problems, and less attentiveness.

There are many benefits of a low-fat, high-fiber, vegetarian diet (no meat, fish, or fowl). Our school has adopted a vegetarian policy for all functions at York Adventist Christian School. Parents are requested to provide wholesome, nutritious lunches, free from caffeine, excessive sugar, pork, or shellfish.

While microwaves will be available to our students, parents are asked to send items that can be reheated in the microwave in under two minutes. As much as possible, lunches should be self-contained (not in need of refrigeration or reheating) including any utensils needed.

Hot lunch options may be offered during the school year.

Dress Code

Rationale – York Adventist Christian School expects students to be dressed and groomed in such a way as to not disrupt or distract from instructional procedures or classroom decorum. Parents have the primary responsibility for making certain their children are dressed appropriately. Appropriateness to the occasion, the activity, and the time should always be the guide. Students should choose their clothing based on the principles of cleanliness, neatness, modesty, and appropriateness. Due to a wide range of values and beliefs associated with modesty, neatness, and appropriateness, the following dress code is to be followed during all school days and when participating in any school activity unless otherwise stated:

Shirts: White, light blue, or dark blue polo. Shirts must be the traditional style polo shirt with collar and working buttons and may be short or long-sleeved.

There is to be no adjustment/alteration to the original cut/style. Shirts must extend 5" over the top of the pants and must be properly fit or loose fitting (not oversized) A light blue school logo shirt is to be worn on Fridays for chapel days and when participating in any group school activity or field trip unless otherwise instructed. Uniform shirts may be ordered through the school office and are to be paid for at the time of order.

Pants, Shorts, Skirts, and Skorts: Navy blue or tan Docker or khaki style pants, shorts, skirts, or skorts are appropriate. Materials not permitted: Spandex, sweatshirt, fleece, flannel, or exercise pant materials. The fit must be properly sized, not baggy or skintight. There must never be any underwear showing. Shorts, skorts, and skirt length must be no more than 3" above the back of the knee. There must be no ragged edges, unsightly patches, or holes in the pants.

Sweaters/Outerwear: Only sweatshirts with the school logo are permitted. Sweaters must be white, light blue, or dark blue and must extend 5” over the top of the pants, skirts, etc. They must be modest and must be worn with a dress code shirt underneath. Must not be tight, form-fitting, oversized, or sloppy. No hoods permitted.

Turtlenecks: If turtlenecks are worn, they must be worn under a dress code-appropriate shirt at all times. They must adhere to the school colors of white, light blue, or dark blue.

Footwear: Dress/casual shoes or athletic/tennis shoes are required. Socks or tights (for girls) must be worn with shoes. Open-toed shoes, sandals, flip flops, and heeled shoes are not permitted.

Headwear: No hats, bandanas, hoods, scarves, etc. are permitted inside the building. These may be worn outside the building during cold or inclement weather.

All clothing must be neat, clean, and in good repair. Tight-fitting, low-cut pants or skirts, and oversized clothing is not acceptable. No stretchy, spandex, or tight-fitting materials.

Other: Swimsuits worn for a swimming class need to be modest, trunks for boys and one piece for girls.

Nail polish and make-up should be natural looking, neither harsh nor gaudy.

No ornamental jewelry is allowed. Examples of jewelry include rings, bracelets, earrings, and necklaces.

Hair should always be neat and well-groomed.

If abuses in the dress code occur, the teacher may notify the parents and they may be asked to bring appropriate clothing to the school or take the child home.

Lockers: Lockers are the property of York Adventist Christian School and should be treated carefully and kept closed, locked, and clean. The school is not responsible for items stored in the lockers. Students may put a lock on their locker. Locks must have two keys one for the student’s use and one for the teacher.

Entrepreneurship: Selling of items may be done at the York Adventist Christian School campus only after specific permission has been obtained from the administration. Any selling on campus is to be for the express benefit of the school and/or its entities. This is true for all – including classes, organizations, students, and staff.

Toys: We encourage students to leave their toys at home. This also includes any type of playing cards or trading cards. Toys brought to school should be approved by the teacher and used only after school. YACS is not responsible for broken or lost toys.

Computers/Electronic Devices/Cell Phones: All school and personal computers are for school-related work only. Students who violate this agreement will lose their computer privileges. The use of computers is a privilege and not a right. All students and parents are required to read and sign the “Acceptable Internet Use Policy” contract. Use of electronic devices is not permitted during school hours including, but not limited to cell phones, iPods, MP3 players, and

gaming systems. Electronics not specifically designed for scholastic use should not be used or visible on campus during school hours. Teachers have the right to confiscate a student's electronic device if seen or heard during the school day. The device will be held by the teacher and can be retrieved at the end of the school day on the first offense. Future offenses will require the parent to retrieve the device. Students and parents are requested to make contact with each other through the school office telephone for emergencies only. The class will not be interrupted to deliver a non-emergency phone call or message to a student.

Library

The library strives to provide YACS with a wide range of materials on appropriate levels that will encourage growth, knowledge and establish a love of reading to foster information and literacy skills. It is the expectation of the librarians that all students respect and follow the rules. Students may check out a book for one week. If students are still working on the material at the end of the week, you should return it to school and re-check the book(s). Students who lose or damage a book must pay the replacement cost for the book. In the case of a lost book, if it should be found and returned undamaged, the money will be refunded.

Confiscation Policy

Should a student bring an object that is not in compliance with school rules, the following confiscation procedures will be followed:

First Occasion: The object will be taken from the student and returned to the student at the end of the school day with a warning.

Second Occasion: The object will be taken from the student and returned to the parent with a written notice.

Third Occasion: The object will be taken from the student and may be kept until the end of the semester or school year.

List of Attachments

- Parent Pledge
- Parent/Guardian MEDICATION Consent Form
- PERMISSION SLIP for FIELD TRIPS
- Parent Permission FOR DESIGNATED PERSONS TO PICK UP CHILDREN FROM SCHOOL
- Acceptable Internet Use Policy Form
- Pennsylvania Conference of Seventh-day Adventist Forms
 - Individuals with Disabilities Education Act (IDEA)
 - Student Absence Forms
 - Student Pre-planned Absence Forms
 - Sample letter to parents for truant student, 1st Offense
 - Sample letter to parents for truant student, 2nd Offense
 - Official Notice of Child's Unlawful Absence

York Adventist Christian School

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Handbook Revised 2023.

Information in this handbook may be revised at any time by the administration or school board. New procedures when printed in our announcements by the principal and/or teachers to the student body will become effective immediately and take precedence over statements made in this handbook. New policies enacted by the school board and communicated as outlined above will also become effective immediately and replace policies stated in this handbook.