

2021-2022

# PARENT/STUDENT HANDBOOK



## CONTACT

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www.yvcschool.org  
(925)798-3131

### **Preschool Location**

5353 Concord Blvd.  
Concord, CA 94521

### **Offices + K-8th Location**

1092 Alberta Way  
Concord, CA 94521

**FAITH. FAMILY.  
SERVANT LEADERSHIP.  
EXCELLENCE.**

*"Be strong and courageous.  
Do not fear or be in dread of them,  
for it is the Lord your God who goes with you.  
He will not leave you or forsake you."*

*Deuteronomy 31:6*

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## From the Principal...

On behalf of the Ygnacio Valley Christian School faculty and staff, welcome to our campus and the 2021-22 school year!

Whether you are new to the YVCS community or a returning family, we look forward to building a partnership between your family and the school that will last for many years. We are committed to making your student's years in school filled with positive and enriching experiences. Our staff is excited about working with your student and being, like you, an important advocate for your student and his/her learning. We seek to make our school a Christ centered, loving, supporting and joyful place for all our students and their families.

Please use this handbook throughout the school year as a reference. It should provide the answers to most questions, but feel free to contact us via email or phone or simply stop by the school office should you need more information. If you feel that there is information that needs to be included in this handbook, please let me know. This is a living document and serves as a guide for us as we set the course for the future of our school.

We believe that your student's success in school is dependent upon good communication between school and home. We encourage your participation and invite you to express your suggestions or concerns.

We are praying for your student's continued growth and success and for you as we partner in this journey together in "becoming followers of Christ, serving God in their homes, church and community."

Sincerely,

Ilyn Kagawan

Principal

## NOTICE

Due to the continued presence of COVID-19 in our community, the procedures in this Handbook may be altered to support the safety of students, families, and staff. Impacted procedures may include student supplies, lunch and lunch procedures, ASSET and extracurricular activities, and management of health-related needs. YVCS will make every attempt to notify families in a timely manner of any changes, but reserves the right to make such changes without advanced notice.

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# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>Page 5-10</b>
Statement of Cooperation	5
Staff Contacts	5
Teacher Contacts	6
Pillars	7
Purpose, Value and Vision	7
Statement of Faith	8
Statement of Belief on Marriage, Gender + Sexuality	8-9
Admissions	10
Tuition and Registration Fees	10
RenWeb + FACTS Portal	10
<b>GENERAL POLICIES</b>	<b>11-17</b>
AfterCare + Late Pickup	11
Birthday	11
Building Location and Hours	11-12
Calendar	12
Confidentiality	12
Dress Code	12-13
Drop off/Pick up	13-14
Fundraising Obligations	14
Holiday Observations	15
Hot Lunch	15
Lunch & Snacks	15
Meetings of the Board of Directors	15
Parent Communication	16
Parent Volunteer & Visitors	16
Parent SALT Program + Involvement	16
Photographs	17
Playground Rules	17
Sex Offender Notification	17
Smoking	17
Solicitation	17
<b>STUDENT HEALTH</b>	<b>18-22</b>
Emergency Contacts	18
Immunizations	18
Illness	18-19
Injury	19
Doctor's Excuse	19
Contagious + Chronic Disease	19-20
Prescription Medication	20
Epi-Pens	21
NonPrescription Medication	21
Allergies	21

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Student Administration of Medication	21-22
Diabetes	22
Sunscreen	22
Emergency Procedures	22
School Closings	22
<b><u>SCHOOL &amp; PERSONAL PROPERTY</u></b>	<b>23-24</b>
Use, Care & Respect for School & Personal Property	23
Electronic Devices	23
Bicycles	23
Search & Seizures	23-24
Lost & Found	24
<b><u>HUMAN DIGNITY &amp; ANTI-BULLYING POLICY</u></b>	<b>25-26</b>
Purpose	25
Definition	25-26
Prohibition	26
Reporting	26
<b><u>PRESCHOOL POLICY</u></b>	<b>27-29</b>
Philosophy	27
Goals	27
Communication	28
Contacting Preschool Teachers	28
School Supplies + Backup Clothing	28
Snack	28
Field Trips	28
Dress Code	28-29
Curriculum	29
<b><u>ELEMENTARY &amp; MIDDLE SCHOOL POLICIES</u></b>	<b>30-33</b>
Academics	30
Materials Policy	31
Academic Honesty	31
Educational Support Services	31-32
Report Cards	32
Parent-Teacher Conferences	33
Contacting Teachers	33
Standardized Testing	33
Homework	33
<b><u>ATTENDANCE &amp; TARDINESS POLICY</u></b>	<b>34-35</b>
Daily Schedule	34
Parent Communication of Absence/Tardiness	34
Excused Absence	34
Early PickUp Procedure	34
Request for Missed School Assignments	35
Tardiness	35
Unexcused Absence	35

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**SPIRITUAL FORMATION/ ENRICHMENT****36-37**

ASSET

**36**

Band

**36**

Chapel/Worship

**36**

Choir/ Special Performances

**36**

Field Trips

**36-37**

Science Camp / Outdoor Education Camp

**37**

Spirit Week

**37**

Student Leadership Academy

**37****ELEMENTARY & MIDDLE SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE****38-42**

Conflict Resolution Policy

**38**

Student Code of Conduct

**38-39**

Misconduct

**39**

Disciplinary Measures

**40**

Suspension Procedures

**41**

Expulsion Procedures

**41-42**

Dress Code Enforcement Policy

**42****PARKING LOT FLOW FOR PICKUP/DROP OFF****APPENDIX A**

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# INTRODUCTION

The purpose of this Handbook is to notify students and their parents of YVCS's policies and procedures and not to create a contractual relationship. The first section contains policies applicable to all students and parents. The following sections apply to high school, elementary school/middle school, and preschool, respectively. The Board of Directors and YVCS reserve the right to amend, modify, or delete, without prior notice, this Handbook and the school rules, policies, and procedures contained herein as may be needed for the routine operation of the school and to ensure continued compliance with federal, state, or local laws. YVCS will make every effort to timely notify students and parents of any changes. Not all behaviors can be specifically identified in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others. This Handbook, and the Board Policy Manual that govern the operation of YVCS are available from YVCS.

## **PARENT-STUDENT STATEMENT OF COOPERATION**

All parents shall acknowledge online at the time of registration that they have read, understand, and pledge to abide by the policies and procedures set forth in this Handbook and the Board Policy Manual, and that they have reviewed this Handbook with their student(s).

## **STAFF + TEACHER CONTACTS, WEBSITE & SOCIAL MEDIA**

Our website: [yvcschool.org](http://yvcschool.org)

Facebook: <https://www.facebook.com/yvcschool/>

Instagram: <https://www.instagram.com/yvcschool>

QuickLinks Page: [www.yvcschool.org/quicklinks](http://www.yvcschool.org/quicklinks)

Email Teachers can be contacted directly or through the ParentsWeb Page in the directory.

<b>YVCS Staff + Administration</b>		
<b>Name</b>	<b>Position</b>	<b>Email Address</b>
Mrs. Ilyn Kagawan	Principal	<a href="mailto:ikagawan@yvcschool.org">ikagawan@yvcschool.org</a>
Mr. Steve West	Campus Chaplin	<a href="mailto:swest@yvcschool.org">swest@yvcschool.org</a>
Mrs. Ari Navarrete	Office Coordinator	<a href="mailto:admin@yvcschool.org">admin@yvcschool.org</a>
Mrs. Charlotte Miller	Bookkeeper	<a href="mailto:bookkeeper@yvcschool.org">bookkeeper@yvcschool.org</a>
Mrs. Danica Dennis	Media Coordinator+ Fundraising	<a href="mailto:media@yvcschool.org">media@yvcschool.org</a>
Mrs. Tracy Dawson	Aide	<a href="mailto:tdawson@yvcschool.org">tdawson@yvcschool.org</a>
Board of Directors	Chair of the Board	<a href="mailto:boardchair@yvcschool.org">boardchair@yvcschool.org</a>

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<b>YVCS K-8 Teachers</b>		
Mrs. Kristy Nass	Kindergarten	<a href="mailto:knass@yvcschool.org">knass@yvcschool.org</a>
Ms. Kate O'Keefe	First Grade	<a href="mailto:kokeefe@yvcschool.org">kokeefe@yvcschool.org</a>
Ms. Idongesit "Idy" Umana	Second Grade	<a href="mailto:iumana@yvcschool.org">iumana@yvcschool.org</a>
Ms. Maria Lee	Third Grade	<a href="mailto:mlee@yvcschool.org">mlee@yvcschool.org</a>
Dr. Carmelita Nichols	Fourth + Fifth Grade	<a href="mailto:cnichols@yvcschool.org">cnichols@yvcschool.org</a>
Mr Kyle Popish	Sixth Grade	<a href="mailto:kpopish@yvcschool.org">kpopish@yvcschool.org</a>
Mrs. Marjorie Kerr	Seventh + Eighth Grades	<a href="mailto:mkerr@yvcschool.org">mkerr@yvcschool.org</a>
Mrs. Dina Sanchez	Preschool Director + K-8 Spanish Instructor	<a href="mailto:dsanchez@yvcschool.org">dsanchez@yvcschool.org</a>
Mrs. Patty Higuera	Yard Supervisor / Campus Care	<a href="mailto:phiguera@yvcschool.org">phiguera@yvcschool.org</a>
Mrs. Maritza Cardenas	AfterCare PM	<a href="#">Contact via Office Admin</a>
<b>YVCS Preschool</b>		
Mrs. Dina Sanchez	Preschool Director + K-8 Spanish Instructor	<a href="mailto:dsanchez@yvcschool.org">dsanchez@yvcschool.org</a>
Miss Amanda Casillas	Preschool Assistant	<a href="mailto:acasillas@yvcschool.org">acasillas@yvcschool.org</a>
Mrs. Ginny Pomponio	Preschool LunchBunch Assistant	<a href="mailto:gpomponio@yvcschool.org">gpomponio@yvcschool.org</a>
Mrs. Evelyn Vergara	Preschool Assistant	<a href="mailto:evergara@yvcschool.org">evergara@yvcschool.org</a>



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# PILLARS

At YVCS you will find more cultural diversity than many schools in the area, yet we are a non-denominational private school, independent of a church, with leadership and teachers are involved in various Christ-centered faith communities. Therefore we are a student body of Protestant, Catholic, Orthodox and non-denominational believers.

Faith: Belief in our Creator and Jesus as our Savior is the cornerstone of our education.

Family: We provide an environment that will serve Christian families by supporting parents in educating their children.

Servant Leadership: learn to lead by serving others, therefore, influencing the world for His glory.

Excellence: We expect students to do their best within their personal capabilities and encourage them toward personal excellence regardless of their peers.

## PURPOSE, VALUES, VISION + STAFF

### **PURPOSE**

For the glory of God, Ygnacio Valley Christian School exists to uphold Biblical truth, ignite academic growth, and inspire courageous leadership one student at a time.

### **VALUES**

1. Christ-centered
2. Biblically-rooted
3. Excellence-driven
4. Growth-oriented
5. Relationship-focused
6. Individually-customized
7. Leadership-minded
8. Opportunity-based
9. Collaboratively-supported

### **VISION**

Ygnacio Valley Christian School will develop life-long learners and servant leaders who fully live out their purpose in the world for Christ.

### **ORGANIZATIONAL VISION**

Excellence in Education: Maintain and hire unique, exemplary faculty and staff who are skilled in education and will contribute toward all students reaching personal excellence academically - measured individually - while demonstrating spiritual and social wisdom, admirable life choices and personal leadership.

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## STATEMENT OF FAITH

1. WE BELIEVE the Bible to be the full, infallible, verbally inspired, inerrant Word of God and the Scriptures in their original writings are wholly true in everything they teach, whether that teaching has to do with doctrine, history, science, geography or other disciplines of knowledge. Accordingly, we teach the creation account in the book of Genesis to be literally true. The creation account in Genesis shall constitute the basis for the school's teaching on the origin of all creation and man in particular. (II Tim. 3:16, II Pet. 1:19-21)
2. WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Ex. 20:2-3, Matt. 28:19)
3. WE BELIEVE in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father. (Heb. 1:2, Matt. 1:21-23, Col. 3:1) We believe in the second coming of Christ; (Matt. 24:30, Acts 1:11, Tit. 2:11-13, Rev. 1:7)
4. WE BELIEVE that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. This life is received by faith alone in the truth revealed in the Bible. (John 3:5, Eph. 2:8-9)
5. WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Rom. 8:14-27)
6. WE BELIEVE in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28, 1 Cor. 15:52-53, Rev. 20:12-15)
7. WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ. (1 Cor. 12:13)

## STATEMENT OF BELIEF ON MARRIAGE, GENDER, AND SEXUALITY

Ygnacio Valley Christian School believes that the term marriage refers to the uniting of one man and one woman in a single, exclusive, lifelong union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

YVCS believes that God wonderfully and immutably creates each person as male or female. These two complementary genders reflect the image and nature of God (Genesis 1:26-27). We acknowledge the reality that sin has distorted the image of God in men and women, and mourn anyone's willful rejection of God's image in them.

YVCS believes that moral misconduct includes, but is not limited to, violation of the unique, distinct roles of male and female (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5).

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YVCS believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of YVCS. We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Ygnacio Valley Christian School's faith, doctrine, practice, policy, and discipline, our school board or its designee is the final interpretive authority on the Bible's meaning and application.

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## ADMISSIONS

We accept students from Christian families and expect each student to live a life that reflects the Biblical teaching and principles, and appropriate personal and family relationships, conduct, and moral behavior. Personnel, students and parents will maintain a lifestyle based on the Biblical standards of conduct.

To be accepted as a student, and to remain in the school, the following criteria must be met:

- Parents of the student must support the goals of Christian education and the standards of the school.
- Students must have sufficient physical, mental ability and emotional maturity to function well in a classroom setting. Students must show reasonable growth in academic achievement.
- The student must practice good behavior, have a wholesome attitude and cooperate with the school staff.

Ygnacio Valley Christian School (YVCS) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. YVCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

### **TUITION & FEES**

For information about tuition and fees, please see the YVCS website or contact the office.

Tuition is paid either in full before the school year begins or by monthly payments using the FACTS online tuition fee program.

All families have the opportunity to select a FACTS monthly payment plan that suits their financial situation via the RenWeb Enrollment Packet. Your FACTS payment plan agreement is then “finalized” by our bookkeeper and includes any other school fees such as Before & After School Care, Band, depending on your student’s enrollment. YVCS will add any and all fees to your FACTS account unless other arrangements are made by contacting the bookkeeper. This helps every family keep track of all fees owed and paid.

Registration and consumables fees are not added to FACTS unless requested.

Log into your FACTS account: <https://online.factsmgmt.com> FACTS District Code: YVCS-ca

If you have any questions related to your FACTS account, please contact [bookkeeper@yvcschool.org](mailto:bookkeeper@yvcschool.org)

### **RENWEB PARENT PORTAL**

RenWeb is our on-line database portal. Parents establish a confidential password the first time they log into RenWeb and can view academic progress reports, view weekly lesson plans, access school directory, view calendar of events and email their student’s teacher. From your computer at home, you may go to [RenWeb.com](http://RenWeb.com) (for mobile phones or tablets you may download the RenWeb app (charges may apply) or use the url [m.renweb.com](http://m.renweb.com)). Click the Login button on the far right corner and select the ParentsWeb Login link to access the ParentsWeb Login screen. Our District Code is YVCS-CA. If you have not set up a username, you can click on the Create New ParentsWeb Account link to set up your username.

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# GENERAL POLICIES

## **AFTER CARE - EXTENDED CARE**

AfterCare, the YVCS care for extended hours, will be provided from 7:00-8:20 a.m. and 3:15-6:00 p.m. Schedules of fees may be obtained through the office. Children arriving without a parent before 8:20 a.m. must report to extended care for safety reasons.

### MORNINGS IN AFTERCARE

AfterCare before school will only be provided based on demand. If AfterCare before school is available, children can bring their breakfast to eat, play board games or fellowship with each other as they wait for the campus to open 15 minutes prior to the start of classes.

### AFTERNOONS IN AFTERCARE

Please pack extra snacks for the after school extended care.

After school, students are allowed time to play outside (weather permitting) and then come indoors to work on homework, play board games, etc.

### LATE PICK-UP FEES

After 6:00 p.m. late fees consisting of \$20.00 for every 15 minutes after closing will be billed to the student's account. Habitual lateness after 6:00 pm will result in being dropped from the AfterCare Program.

### HALF DAY AFTERCARE AND HOLIDAY

AfterCare is available on regularly scheduled school days and most half days (please see school calendar). **There will be no AfterCare on Holidays.**

## **BIRTHDAYS**

You may request permission from your child's teacher to celebrate a birthday at school. Teachers are generally open to setting aside a reasonable amount of class time to celebrate a student's birthday. With the teacher's permission you may provide treats for the students (please have a low sugar choice and no cupcakes with excessive frosting). Teachers will notify you of any allergies. We ask that class time not be used to replace a "Home Birthday Party." If the teacher approves a public acknowledgement of a birthday in class, there will be enough time for students to share a piece of cake or other treat and a drink. Please remember that class time is precious and needed to accomplish our school's academic goals.

Birthday party invitations may not be sent to school for delivery unless the entire class is invited to the party.

## **BUILDING LOCATION AND OFFICE HOURS**

Kindergarten - 8th Grade school and offices are located at 1092 Alberta Way., Concord, CA 94521. Our office is open between the hours of 8:20am to 3:00pm. Just as the servants of Matthew 25:14-30 were entrusted with talents, Holy Cross Lutheran Church (HCLC) has been entrusted with the property that the church is located on.

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They have graciously allowed us to use their property. We ask that parents and students alike respect the property and staff of HCLC, including their visitors and members.

Ygnacio Valley Christian Preschool and office is located at 5353 Concord Blvd. Concord, at the Crossroads Church and Hope Academy campus. The preschool office is open by appointment only.

## **CALENDAR**

The school calendar will be distributed to all families prior to the start of each school year and is available on the YVCS website. The school calendar is subject to change by the Board of Directors.

## **CONFIDENTIALITY & RELEASE OF STUDENT RECORDS**

YVCS respects all confidential information related to students. All personal records of students and families on file are kept in the strictest of confidence. Information pertaining to the admission, enrollment, academic progress, health, discipline, or disenrollment of a student will be kept confidential, unless the student's parent(s) has given written permission for disclosure or such disclosure is otherwise required by law. If a student's parent is to be denied access to student records and school-related information regarding the student, it is the responsibility of the student's other parent to provide a certified copy of the court order, parenting agreement or plan, or other documentation that specifically revokes these rights or prohibits access to the school office.

Upon graduation, transfer, or withdrawal from YVCS, only the student's transcript will be retained by YVCS. YVCS shall notify parents and students of the opportunity to pick up the student's cumulative school records upon graduation, transfer, or withdrawal, and at least ten (10) calendar days before destruction of the non-transcript portions of the student's school records.

## **DRESS CODE**

It is our desire that our dress code be representative of Biblical principles. A neat and properly attired student has a positive influence on an atmosphere which is conducive to study and good work.

To maintain an atmosphere conducive to learning, students are required to adhere to wear clothing that is hemmed and in good repair.

Clothing that has holes or frayed hems is not allowed.

Political statements or images, ideas and portrayals that are contrary to the school's statement of beliefs are strictly prohibited.

1. All clothes must fit properly and be in good condition as school wear.
2. Tops: length must reach the belt line and must cover shoulders
3. Bottoms: Must not be overly baggy or tight. Skirts, dresses, or shorts may be no shorter than 4 inches above the knee.
4. Shoes: must be worn at all times. For safety, shoes should allow for children to run and play on the black top or tanbark. No Flip Flops. Sneakers must be worn on P.E. days.
5. No hats may be worn inside classrooms.

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### P.E. Attire

All students are required to participate in our physical education program. Middle school will wear P.E. uniforms, grades Kindergarten-5th will participate in the clothes that are worn to school. All children must wear sneakers.

### **DROP OFF & PICK UP**

Please use great care when driving on and near the YVCS campus. Drop off begins at 8:30AM (for 8:45 start time) and pick up students at 3:30PM in the designated Loading Zone in front of the Church offices. Cars must park into

Pedestrians should avoid walking behind parked vehicles.

Students on the school grounds before or after school hours must be in the care of an adult at all times.

After 3:45PM, all students not participating in YVCS-sponsored after school activities, meeting with a teacher or school staff member, will be dismissed to AfterCare and the family charged for time in the extended care. Students enrolled in the YVCS AfterCare program will be moved to the designated AfterCare location of the day.

In the event that an unauthorized person (not on the Pick Up List) attempts to pick up a student from school, the student will be moved to a safe location in the school. The Principal will contact the custodial parent or emergency contact.

### Parking Lot

**Refer to the Map At the end of the book.** Enter and drive slowly; **5mph speed limit.** Beware when picking up your student after school. See diagram below. Cars in the Queue Lanes for loading, should remain in the 2 outermost Loading Lines, shown in Blue. 2 cars will be loading in the front of the Queue lines at a time. If your student is not loading, the left hand lane is designated as a drive-through lane marked in Green.

### **PLEASE DO:**

1. Please keep a positive tone and kind words for all of the parents/staff directing traffic.
2. Please be patient.
3. Please stay in your vehicle while in the Loading Line! Unattended vehicles hold up the flow of the drive through area. If you need to leave your vehicle, please park in the designated parking area.
4. When waiting for students, if the cars in front of you move, please pull as far forward as possible.
5. Once the line of cars stop, students may exit or enter cars onto the sidewalk.
6. Once students have entered or exited your car, move to the left lane and exit the drive.
7. If the car in front of you moves up or exits, please move up also.
8. The line must be kept moving until all children are dropped off/picked up or the car line has moved up.
9. Students must exit or enter cars on the passenger side of the car.
10. Be sure students are picked up no later than 3:45 pm.
11. Be respectful of the handicapped parking areas. We have parents, students and staff members and Holy Cross Members that utilize these spaces. If your car is not plated for handicapped parking, you are not invited to use these spaces (even if you are in the car).
12. Call the office in advance of pickup if your child will be riding home with someone not on their pick up list.

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**PLEASE DO NOT:**

1. Get out of your car in the Loading Line or park in the drive. If your student cannot open your car door, a parent helper or teacher will assist your child. If your children need to store items in the trunk of the car and/or need assistance getting in/out of the vehicle, please park in a designated area to safely help your child(ren).
2. Please do not stop your car in the Loading Line where your child is standing. Please stay in the line and move your car to the front. Your student may walk up to where your car has stopped.
3. Use the staff parking or parking spots that face Ygnacio Valley Road, use only parking spots in the center of the rear parking lot (Marked in Orange on the map).
4. Block the fire lanes.

**FUNDRAISING PARTICIPATION**

YOUR MONEY AND TIME ARE VALUABLE, and which is most valuable to each family can be different. Therefore, if you are short on time, at YVCS we provide an Opt-Out of the Parent Volunteer participation Hours. However, if you are short on financial resources, your participation in fundraising is vital!

Regardless of volunteer hours, we request each family's Fundraising support for the year. Typical fundraising includes 2 Main/large fundraisers per year plus 2 smaller fundraisers each semester. Please plan to participate in the following fundraisers:

**Large Fundraisers**

- Spring Jog-a-Thon
- 50th Anniversary Gala + Auction

**Smaller Fundraisers**

- Student Portrait Packages
- See's Candies at Christmas and Easter

These fundraising opportunities are held in addition to the SALT Program and are not only designed to help keep tuition costs as low as possible but also to allow Parents and Families to be involved in their child's education. For more information about parent involvement opportunities, please see the YVCS website and refer to the SALT portion of this manual.

**HOLIDAY OBSERVATION**

Because we are a Christian school dedicated to providing a biblically centered education, the holidays that we choose to celebrate will reflect that value.

Ygnacio Valley Christian School does not celebrate Halloween or allow Halloween-themed school parties; however, classes CAN participate in Fall and Harvest Parties.

At Christmas we acknowledge and celebrate the birth of our Lord Jesus Christ. We will steer conversations about Santa to Jesus' Birth or to St. Nick. Any gifts, parties, or other themed items should reflect this policy.

At Easter, Ygnacio Valley Christian School will only acknowledge the death and resurrection of our Lord Jesus Christ. We downplay the Easter Bunny and will steer conversations to Jesus' death and resurrection. Any gifts, parties, or themed items should reflect this policy.



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## **HOT LUNCH**

Hot lunch is provided several times a week, prices and menu items vary. A schedule and sign up is sent out regularly. Parent volunteers for the program are necessary for its success.

## **LUNCH & SNACKS**

All students have opportunities for recess, breaks, and snack time appropriate to their individual grade levels. During lunch, students are to eat in the designated area for their class in the courtyard, behave consistent with all school rules at all times, and clean up thoroughly before being dismissed.

SHARING OF FOOD IS NOT ALLOWED. Additionally, if a child is without lunch, a cup-o-noodle (or the equivalent) and other snacks will be provided for him/her at the price of \$5 billed to the family account.

## **Food Allergies**

At this time, only classrooms where a child with a known peanut allergy, are asked to not bring peanut containing foods to school. Classes with such a condition will be notified at the beginning of the school year or upon the enrollment of a student with such allergy. YVCS reserves the right to change this policy at any given time in order to ensure the safety of all students.

## **MEETINGS OF THE BOARD OF DIRECTORS**

All regular and special Board of Directors meetings are open to all YVCS families. Non-Board members may attend and be present during the open portion(s) of Board meetings. Non-Board members may address the Board during the time(s) on the agenda designated for Public comments unless granted special permission by the Board President or other presiding Board member. YVCS families who would like to address the Board must contact the admin prior to the scheduled Board meeting. The Admin will subsequently notify the Executive Committee of the Board for formal approval of the request. Additionally, the Board Chairman can be emailed at [boardchair@yvcschool.org](mailto:boardchair@yvcschool.org).

## **PARENT COMMUNICATION**

The school strives to keep parents informed. Teachers are expected to give regular updates through the Yellow Thursday Folders, YVCS website, social media, email, and/or letters home. If there is something to be communicated or completed online, check the [Quicklinks](#) page.

## **YELLOW THURSDAY FOLDERS**

For the 2021-2022 school year, we will be issuing a Thursday Folder, where all communication will be sent home with the children in that folder, to be checked by parents each week.

Parent-to-parent communications can be sent home through this Thursday Folder System as well. Parent volunteers for filing folders on Thursday mornings are appreciated.

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## **PARENT VOLUNTEERS & VISITORS**

Parents are an important part of YVCS and are welcome to volunteer at the school. Teachers will provide information about how parents may assist in class. Parents are encouraged to contact their student's teacher or the school office about volunteer opportunities. Volunteer hours need to be tracked by the parent using the school quick links.

Ygnacio Valley Christian School is a closed campus. All visitors and volunteers must check in at the school office and check out as they leave. Visitors and volunteers are welcome in the classroom as long as they do not cause any disruption. During the time visitors or volunteers are in the building, a nametag, which is available at the office, must be worn. Parents/Guardians are welcome to attend lunch and/or recess, but we ask that no other visitors join unless arranged ahead of time. Visitors, other than parents, will not be permitted on the playground during school hours.

For classroom observations, parents should schedule with the school admin at least one day in advance.

## **PARENT SUPPORT AND INVOLVEMENT**

Parent support and involvement is essential to every school. Parent involvement occurs through hospitality, teacher support, facility/ground improvement, and fundraising activities to build community and enhance resources. Parental involvement in the school will reinforce to your child your personal commitment to his/her education.

## **S.A.L.T. (SERVING AND LABORING TOGETHER)**

The SALT program at Ygnacio Valley Christian School (YVCS) is designed to meet the needs of our school, to keep costs down, and to give parents the opportunity to be actively involved in the total education process. Developing strong parent involvement at all grade levels has proven to be a crucial way to strengthen school programs and increase student achievement. When students see how much their parent's value school, it heightens their interest too.

We ask each full-time family to volunteer a minimum of 20 hours of school service during the year. Hours may be served between July 1 and May 31. The process begins with signing up for volunteer opportunities and areas of interest during Parent Orientation and Open House. Hours served in excess of 20 may be gifted to another family, with the consent of the Administration, and with a maximum of 10 gifted hours. There is no roll-over from year to year.

SALT hours are mandatory. While a deposit has been made of \$250, if the 20 hour requirement is not met by the end of May, families will be billed at a rate of \$25 per hour for any unserved hours. Payment is due by the end of the school year. All SALT monies raised are used for facilities upkeep and repair.

Each family is responsible for tracking and recording their hours served in the Google docs located in the QuickLinks page. School staff does not keep track of any volunteer hours for families. Any discrepancies at the end of the school year will be dealt with on a case-by-case basis.

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## **PHOTOGRAPHS**

YVCS staff may photograph, videotape, or audio-record participants enrolled or participating in YVCS programs, classes, events, or using the school's facilities. All photographs and digital images, videotapes, and sound recordings taken by authorized individuals on behalf of YVCS are for YVCS use and are the sole property of YVCS. These photographs and digital images, videotapes, and sound recordings may be used for YVCS publications, brochures, and other print and electronic communications. Parents must indicate in writing at the time of registration any limitation or refusal to grant such permission to YVCS. Names of students will only be used upon approval of such use.

## **RECESS RULES**

During recess students must stay on the playground and other areas as designated by the Yard Supervisor. As a safety precaution, students must request permission to use the restroom from the Yard Supervisor.

Slides: slide direction is down only, only one person on a slide at a time. Climbing up the slides or blocking the slide at the bottom or top is prohibited. Do not put objects on or slide them down the slide.

Balls: When throwing balls, please aim below the waist. Kicking balls against walls, buildings, on rooftops, walkways or on tanbark area (playground) is prohibited.

Contact Games: Keep physical contact in the context of supervised Physical Education activities or tag games only. Tag is a simple touch game, no pushing others to the ground, shoving, headlocks or table-topping. For football or soccer there is no wrestling, sitting on others, tackling, pushing, pulling, tripping, etc.

Jump Ropes: Jump ropes are to be used for jumping only. Tug-o-war, tying others up, etc. are STRICTLY prohibited.

General: Throwing objects or littering is prohibited. Students may not leave the playground unless using the restroom or water fountain with the permission of the Yard Supervisor. Only approved play equipment may be used in the playground. The Yard Supervisor is always the final word on any playground procedure or behavior. Play equipment is to be returned to the cart it came from at the end of recess.

## **SEX OFFENDER NOTIFICATION**

State law requires parent notification that information about sex offenders is available to the public. Parents may find the California Sex Offender Registry on the California State Police website at: [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

## **SMOKING**

All tobacco products, including smoking, are prohibited on school grounds.

## **SOLICITATION**

Students are prohibited from selling any merchandise or participating in individual fundraising activities on YVCS property except as expressly permitted by the Principal.

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## STUDENT HEALTH

New students who are admitted and enrolled after October 15 of the current school year shall have thirty (30) days following registration to comply with these health examination, immunization, dental examination, and eye examination requirements, as applicable.

Exemption requests must be submitted to YVCS by October 15 of the current school year with the required health examination and immunization forms. Information regarding exemptions is available from the school admin.

### **EMERGENCY CONTACT**

Parents shall complete the emergency information section online at the time of registration. The emergency information provided through the online form shall include the names of the student's doctor, parent contact information, and emergency contact information if a student's parent is not available. It is important that YVCS has current, complete, and accurate information for each student. Please update emergency contact information online.

### **IMMUNIZATIONS**

In accordance with CA state law, all students entering YVCS are required to submit proof of a health examination and proof of immunizations against, and screenings for, preventable communicable diseases no later than the first (1st) day of school. The vaccinations required are:

- Polio
- Diphtheria, Tetanus, and Pertussis (DTaP)
- Measles, Mumps, and Rubella (MMR)
- Hepatitis B
- Varicella (Chickenpox)

Students entering 7th Grade must also submit proof of immunization of:

- Tetanus, diphtheria, and pertussis booster (Tdap)
- Varicella (Chickenpox)

### **ILLNESS**

**As long as COVID-19 is present in the community, families are expected to abide by any additional guidelines given elsewhere. Please refer to the Health + Safety Publication for further details.**

To prevent the spread of illness, students exhibiting the following symptoms must be kept home until well, and the student's parents provide a doctor's note as to the student's good health or the school staff approves the student's return:

1. Fever of 100.4°F or higher within the past 24 hours;
2. Severe coughing, sore throat, or difficulty swallowing;
3. Diarrhea or vomiting within the past 24 hours;
4. Undiagnosed rash (student may return to school with a doctor's note that rash is not contagious);

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5. Discharge from eye (e.g., pinkeye) or ears, or profuse colored nasal discharge (student may return to school when discharge is clear or has been on antibiotics for 24-48 hours, according to doctor's instructions);
  6. Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside); or
  7. Evidence of a contagious or communicable disease.

Parents must err on the side of caution when deciding when a student who has been sick is ready to return to school. When in doubt, students should be kept home from school, in order to prevent the spread of illnesses. Parents must provide a physician's note if the student will be absent for an extended period of time due to illness.

If a student becomes ill during the school day, the student will be sent to the school office after obtaining permission from the student's classroom teacher. The Principal or designee will then make arrangements for proper care or contact the student's parent should the student need to go home.

## **INJURY**

If a student is injured during the school day, the student's teacher will tend to the student's needs and the Principal or designee will be summoned if necessary. First aid will be administered if needed. If the student's injury is minor and the student is able to resume classwork, the student will return to class. If the student requires medical attention or cannot resume classwork, the student will be sent to the school office and the Principal or designee will contact the student's parent. In the event that emergency action is necessary, the Principal or designee will call 911 and follow the instructions of the emergency personnel. The Principal or designee will contact the student's parent as soon as possible thereafter. For any injury beyond a minor injury, the student's teacher will complete an Accident Report Form.

## **DOCTOR'S EXCUSE**

Any injury that prohibits a student from functioning normally in the school setting must be medically addressed. Your student will need a doctor's excuse to come back to school if he/she had been injured in gym/sports/car accident, school accident, etc. that required him/her to be seen by a doctor.

- If your student has an injured ankle and cannot walk, injured shoulder and cannot move it, etc. they must be seen by their doctor to rule out a fracture or injury that could be aggravated in school.
- If they hit their head and are having headaches, or dizzy spells, they should be seen to rule out a concussion, etc.
- If your student is assigned crutches or a wheelchair, they must have a note from the doctor stating it is okay to be in school with them.
- If your student reports to the office and appears injured, you will be asked to pick them up, and have them evaluated by your family physician. A note from the physician will be required in order for your child to return to school.
- For all injuries a medical note is required to excuse your student from P.E. A note from the same physician is required to return your student to P.E. or activities.

## **CONTAGIOUS + CHRONIC INFECTIOUS DISEASE**

Parents must notify the school office if your student is diagnosed with a contagious or communicable disease or other contagious condition. Examples include, but are not limited to, strep throat, strep related diseases, chicken

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pox, measles, mumps, COVID, and pink eye (conjunctivitis). In the event that a student contracts an illness that is considered contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor to return to school. YVCS reserves the right to disclose necessary information regarding student health concerns to notify students and staff. Student health information will remain strictly confidential.

If a student's communicable or infectious disease affects his/her ability to participate in YVCS's educational programs, YVCS staff will convene a meeting with the student's parents and other necessary parties to determine the appropriate course of action.

## **PRESCRIPTION MEDICATION POLICY**

At no time should students have prescription medication in their possession on school grounds, in the school building, or at school-sponsored activities except as medically necessary pursuant to a doctor's written note and except as otherwise permitted by this Parent-Student Handbook.

If a student is required to take prescription medication during the school day, the following procedures apply:

1. The student's parent must email (or write) the school office [admin@yvcschool.org](mailto:admin@yvcschool.org) with information about medication.
2. All prescription medications must be in the original container and have a pharmacy label that includes the student's full name, doctor's name and telephone number, name of the medication, strength of the medication, and specific directions regarding the dosage and administration of the medication.
3. The Principal shall designate a staff member to administer prescription medication. All prescription medications will be kept in a secure location by the Principal or designee, to be accessible only by those individuals designated by the Principal.
4. When a student must take medication, a student's teacher will permit the student to do so at the times set forth in the instructions and/or when the student requests a pass from the student's teacher to go to the school office.
5. The student will be given medication by the Principal or designee. A written log of the prescription medications dispensed will be kept.
  - a. In the event a student fails or refuses to take medication, the school will not assume responsibility for dispensing the medication. If this occurs, the Principal or designee will contact the student's parent.
  - b. The student's parent must notify the school office of any changes in dosage or discontinuation of the prescription medication by submitting a revised email/ letter to the school office and a copy of the written prescription from a licensed physician.
  - c. The student's parent must pick up all medication at the end of the school year or upon discontinuation of use, whichever occurs first.

YVCS, its schools, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or an epinephrine auto-injector.

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## **EPI PENS**

Schools are permitted by law to voluntarily maintain a supply of undesignated epinephrine auto-injectors (e.g. EpiPens). Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the school. This undesignated medication is intended for emergency use in the event that a student or staff member demonstrates a medical emergency from an undiagnosed allergy. It is not meant to be used by students with known allergies and standing orders for epinephrine auto-injectors. Any trained employee may administer undesignated epinephrine to any student that he or she, in good faith, believes is having an anaphylactic reaction. If a parent/guardian does not wish for their student to receive this medication in case of emergency, a written request will be accepted. Please refer any questions to the school admin.

## **NON-PRESCRIPTION MEDICATION POLICY**

Students are permitted to have non-prescription medication in their possession for personal use. Students are prohibited from providing non-prescription medication to other students. The Principal or designee may give a student ibuprofen or acetaminophen provided the student's parent/guardian has notified the school office. A written log of the non-prescription medications dispensed will be kept. Other school staff shall not provide or dispense non-prescription medication to students.

## **ALLERGIES**

School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction, including a food-allergic reaction. It is the responsibility of parents and students to notify YVCS of any and all known allergies. YVCS is committed to reasonably accommodating students' allergies and strives to reduce the risk of exposure to allergens and provide timely treatment of allergic reactions. Please direct all questions or concerns regarding allergies to the Principal.

Parents are required to identify the student's allergies online at the time of registration, and must inform the Principal, the student's teacher(s), coaches, activity sponsors, etc. of any allergies.

Parents are encouraged to educate their student(s) in the self-management of allergies, including: hand washing, safe and unsafe foods and products, strategies for avoiding exposure to allergens, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem. Parents also are encouraged to consider providing a Medic Alert bracelet for the student.

Parents of a student with allergies should be available to chaperone field trips and to participate in other school-related activities if exposure to allergens is a concern.

To prevent exposure to allergens, students are not to trade food and are to wash hands or use hand wipes before and after eating.

## **STUDENT ADMINISTRATION OF MEDICATION**

A student may possess an epinephrine auto-injector (i.e., an EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent has completed any required forms. YVCS shall incur no

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liability, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or of an epinephrine auto-injector or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## **DIABETES**

For a student with diabetes, the student's parent must submit a diabetes care plan, signed by a student's parent, to the school office. The student's parent must submit a diabetes care plan for the student at the beginning of the school year, upon enrollment, as soon as possible following diagnosis, or when the student's care needs change during the school year. Parents are responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

## **SUNSCREEN**

A student may possess and self-apply a topical sunscreen product while on YVCS property or while attending a YVCS-sponsored activity or event without a physician's prescription or note, provided the topical sunscreen product has been approved by the United States Food and Drug Administration. YVCS staff are not responsible for the application of topical sunscreen products. YVCS is not responsible for the provision of topical sunscreen products.

## **EMERGENCY PROCEDURES**

YVCS has developed and practices a comprehensive safety and crisis management plan. Procedures and policies for any crisis or emergency are provided in every classroom, every area of the school building and outdoors. School evacuation, severe weather/fire, lockdown, and other emergency response drills will be conducted several times each school year to comply with state and local laws, and to ensure rapid and orderly implementation for student safety.

## **SCHOOL CLOSINGS**

Notification of school closings due to inclement weather or an emergency will be available on the YVCS website. Notification also will be sent to parents via text alert and posted on social media.

If YVCS experiences a problem with its facility that requires an emergency evacuation during the school day, students' parents will be contacted immediately via email and text alert to pick them up. Information also will be posted on the YVCS website. If the situation necessitates students being moved from the school facility to another location, students' parents will be contacted immediately via email and text alert and informed of the location from which they may pick up students. Information will also be posted on the YVCS website.



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# SCHOOL AND PERSONAL PROPERTY

## **USE, CARE, AND RESPECT OF SCHOOL AND PERSONAL PROPERTY**

Respect for school and personal property is always expected. Students should not, to the extent possible, bring personal belongings onto school grounds without the consent of the teacher. All belongings should be marked for easy identification. YVCS is not responsible for any personal property that is lost, damaged, stolen, or destroyed. Students should report lost items as soon as possible. No outside toys or gadgets (including slime) brought to school.

Students are responsible for school equipment and other materials that have been issued to them for their use. Students will be responsible for the repair or replacement cost of any school property issued to them. Appropriate costs will be determined by the Principal or designee.

Students may use special school rooms and equipment only with the permission of the faculty person responsible for that particular area or equipment.

## **ELECTRONIC DEVICES**

All electronic devices, including but not limited to cell phones and iPods, must be powered off, stored away, and not accessed during the school day. Electronic devices may be used during the school day only with the supervising teacher's or administrator's permission.

Violation of the policy will result in the student's electronic device being confiscated and kept in a secure location. In addition, the following consequences will apply:

1. 1st Offense: The electronic device will be returned to the student at the end of the school day with a warning.
2. 2nd Offense: The electronic device will be returned to the student at the end of the school day with a \$10 fine.
3. 3rd Offense: The electronic device will be returned to the student at the end of the school day with a \$25 fine.
4. 4th Offense: The electronic device will be returned at the end of the school day only to the student's parent, who must pick up the electronic device in person.

Continued violations of this policy also may result in discipline under the student discipline policy.

## **BICYCLES**

Students may ride bicycles to school. All bicycles must be locked up during school hours at the designated bicycle racks. Bicycles must be walked on school grounds.

## **SEARCH & SEIZURE**

In order to provide for the safety and supervision of students, to maintain discipline and order in the schools, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the Admin, teacher, or staff is

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authorized to conduct reasonable searches of property and equipment owned or controlled by YVCS, as well as of students and their personal effects while on YVCS property or at YVCS-sponsored events.

Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein.

School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **LOST AND FOUND**

Students should report lost articles as soon as possible. Any found items should be turned in to the school office. Lost items that are unmarked will be placed in the "lost and found box" in designated locations. Unclaimed items will be donated to charity at the end of each quarter/trimester.

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# HUMAN DIGNITY & ANTI-BULLYING POLICY

## **PURPOSE**

The purpose of this policy is to identify conduct that violates human dignity and provide a procedure for reporting and investigating such conduct so that YVCS students and employees may learn and work in an educational environment free from these offensive behaviors.

Bullying, physical, sexual, and emotional abuse, and harassment are contrary to God's will for his people, State law, and the policies of the Board. Bullying, physical, sexual, and emotional abuse, and harassment diminish students' ability to learn and YVCS's ability to educate. Preventing these harmful and disruptive behaviors is an important goal of YVCS. People are created to reflect God Himself and, therefore, are expected to treat each other with respect.

Students who engage in the misconduct identified in this policy are subject to discipline in accordance with the student discipline policy.

## **DEFINITIONS**

1. Bullying includes "cyber-bullying" and is defined as any severe or pervasive physical, verbal, or visual act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
  - a. Placing the student in reasonable fear of harm to the student's person or property.
  - b. Causing a substantially detrimental effect on the student's physical or mental health.
  - c. Substantially interfering with the student's academic performance.
  - d. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including, without limitation: harassment, intimidation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, isolation, hazing or inappropriate initiation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

2. Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this policy.

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3. Physical abuse means any intentional act or threat of an act that results or could result in physical pain or injury to another person.
  4. Sexual abuse means unwanted, unwelcome advances, and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact.
  5. Emotional abuse means any attempt to destroy another person's self-worth through harassment, threats, and deprivation, and control another person's life through words, threats, and fear.
  6. Harassment means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational environment whether occurring on or off YVCS property. The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.
  7. Sexual harassment means unwanted sexual advances, requests for sexual favors, and engaging in other verbal or physical contact of a sexual or sex-based nature that creates an intimidating, hostile, or offensive educational environment.

## **PROHIBITION**

Bullying, intimidation, harassment, and physical, sexual, or emotional abuse, are prohibited. Bullying on the basis of actual or perceived race, color, national or ethnic origin, gender, religion, age, disability, citizenship or immigration status, status of being homeless, association with a person or group with one or more of the aforementioned actual or perceived characteristics, any other distinguishing characteristic or any other protected status also is prohibited.

No student shall be subjected to bullying, intimidating, abusive, or harassing conduct.

## **REPORTING**

School staff, students, and parents shall promptly report all incidents of bullying behavior, intimidation, harassment, and physical, sexual, or emotional abuse, to the teacher and encourage students and parents to report such incidents to the Principal.

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## PRESCHOOL POLICIES

We are a play-based center, we seek to inspire creativity for children using a fun hands on learning approach, problem solving, social engagement and more. We also seek to provide a nurturing environment that compliments the Christian training that takes place at home. Learning takes place in the activities, discussions, experiments, and center play.

We are happy to offer two choices for enrollment this coming Fall. You may choose between the following:

- A. Half Day Program - Monday through Friday 8:30 to 11:30 a.m. Your choice for attending any two days a week, any three-day combination, any four-day combination or all five days. No Lunch Bunch option for this program.
- B. Full-Time Program - Monday through Friday 8:30 a.m. to 2:45 p.m. Your choice for attending any two days a week, any three-day combination, any four-day combination or all five days.
  - Lunch Bunch included in this program. We encourage our parents to provide a healthy balanced lunch for their children to enjoy (carbohydrates, protein, fruits & vegetables)
  - Nap/Quiet time - comfortable nap Mats will be provided for our preschoolers. We suggest that our families provide a flat sheet for self covering and a pair of slippers.

### **PHILOSOPHY OF YVCS PRESCHOOL**

The basis of education at Ygnacio Valley Christian Preschool is the Bible and a belief in the Triune God: God the Father, Creator of all; Jesus, our Savior; and the Holy Spirit, the Guide of our lives. God has commanded us to love Him, to love our neighbors as ourselves, and to rule and care for the earth.

We know from research that young students learn best about God's world through play, their senses, and their own experiences. Children learn more effectively when they experience positive interaction with peers and adults and when they have positive self-concepts. The potential for learning is determined during the early childhood years.

Children learn best:

1. Through play;
2. Using their own senses;
3. Through their own experiences;
4. In a safe, loving environment;
5. When they have positive self-images; and
6. When interaction with peers and adults is positive.

### **GOALS FOR PRESCHOOL**

We offer hands-on activities appropriate to each student's developmental level to encourage growth in the following areas:

1. Knowledge and love of God and a caring concern for others;
2. Independence and a positive self-concept; and
3. Curiosity, creativity, sense of responsibility, and thinking skills.

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## **COMMUNICATION WITH PRESCHOOL PARENTS**

Communication between the school and home is very important to our mutual success. YVCS believes that open communication between parents and teachers is necessary in order to provide the best possible education for the students. In addition to the below-listed forms of communication and others discussed throughout this handbook (such as parent-teacher conferences).

## **CONTACTING PRESCHOOL TEACHERS**

Parents may email their student's teacher at the teacher's YVCS email address (preferred), call the school and leave a message for the teacher, or send a note for the teacher. Teachers are expected to respond to parent emails or telephone calls within 24 hours. Parents are discouraged from contacting teachers via their personal telephone numbers or email addresses. Parents also are discouraged from asking last-minute questions or requesting last-minute conferences in the morning and at dismissal when teachers are focused on students. Teachers are not typically available to answer questions during student-contact time.

## **SCHOOL SUPPLIES**

Pre-School supplies are provided by YVCS. A supply fee is assessed for each student enrolled in the Preschool.

In event of an emergency or potty accident, please provide Zip Lock bag of an extra change of clothes with a water bottle and sealed snack. In addition, please bring a clean pair of shoes for your child to be used for Indoor and Classroom use only. Children will be changing from their playground shoes into classroom shoes each day. Classroom shoes will remain at school throughout the year.

## **SNACK**

Snack is an important part of our day. A basic snack is provided by one student/parent for all classmates according to a predetermined, rotating schedule. Teachers will create a snack schedule and distribute it to parents. We encourage good nutrition and ask parents to send healthy snacks such as fruits, vegetables, cheese, or crackers. Homemade snacks are not permitted. Snack items must be purchased at the store and in their original packaging. Fresh fruits and vegetables must be sent to school whole and in separate packaging; teachers will wash and cut fresh fruits and vegetables for the students.

## **FIELD TRIPS**

Prior to each field trip, specific information regarding the date, time, and place of the field trip, specific field trip protocols, and a permission slip will be sent home by the teacher(s). Parents are required to turn in a signed permission slip before the student may go on a field trip.

Parents accompany students on field trips. Teachers will provide parent-chaperones with all necessary field trip information in advance of the field trip. Proof of insurance and current driver's license is required to drive other students.

## **DRESS CODE- Preschool**

Students should be dressed for play. Students go outside on the playground frequently in good weather, and use paint or other art media daily. These activities are more enjoyable if students do not have to worry about keeping their clothes clean. Please label all outer clothing (coats, boots, etc.) for easy identification.

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Students may use the washroom at any time. However, accidents do happen. Students shall keep a change of clothing at school in a labeled bag.

Furthermore, in order to maintain the cleanliness of the facility, children are asked to keep an extra pair of shoes at the school for indoor use and will change shoes for outdoors/indoors.

## **PRESCHOOL CURRICULUM**

The following subject areas are incorporated during free choice and large and small group times throughout the year and are integrated around the weekly theme.

Art	Music
Drawing and painting	Singing
Gluing and construction	Building a song repertoire
Manipulating	Responding to rhythm
Problem solving	Creating motions, rhythms, & responses
Bible	Movement
Awareness that the Bible is God's Word	Walking and running
Learning Bible stories	Jumping and hopping
Learning about God's love and care	Galloping and climbing
Joyfully praising God	Throwing and catching
Showing our love for Jesus	Balancing
Health and Nutrition	Developing body awareness
Developing good habits	Developing spatial perception
Language	Cooperating in games
Listening	Science
Speaking in a group	Observing
Reading and writing readiness	Problem solving
Interest in stories and books	Comparing
Mathematics	Experimenting
Classifying	Predicting
Comparing	Social Science
Measuring	Cooperating
Problem solving	Interacting
Counting	Developing concern for others and God's creation
Developing vocabulary: shapes, sizes, colors	

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# ELEMENTARY & MIDDLE SCHOOL POLICIES

## **ACADEMICS**

Whenever teachers at Ygnacio Valley Christian School choose material for curricular use, they consider several important, foundational principles. Some of the principles used and articulated in the following policy include the questions that follow. Is the material consistent with the reformed Christian perspective on culture in which YVCS stands? Is the material aesthetically and academically excellent? Is the material developmentally appropriate for the intended age group? This introduction considers the first question and presents a context for material selection which is rooted in a reformed Christian perspective on a Christian's relationship to culture.

We believe Christian education delights in God's creation. It takes its cue from the Creator God who encourages his people to discover, uncover, and investigate. All truth is God's truth, and it may come our way through the work and insights of believers and unbelievers. Our curiosity about God's creation and human culture should be boundless.

We believe Christian education says that the most important thing to seek is wisdom, and wisdom from God. Without wisdom, intelligence is ultimately insignificant, and students in Christian education are encouraged to develop wise discernment through guided exposure to culture.

Christian education views curriculum as the roadmap to learning about God, his world, and our place in it. It attempts to show that God has a design for the universe that can be seen in the study of many things. It also attempts to show there is a relationship between these different things. It separates for study and integrates so that students see wholeness. Along the way, Christian education shows students where sin has distorted systems, relationships, and human thought, so that they can engage culture in redemptive ways for the sake of Christ's kingdom.

We believe reformed Christian education does not shelter or isolate its students from the world. As God's children, we are in the world but not of it, made different in Christ to make a difference in the world for Christ. Christian education does not shield students from the realities of life. It provides a context of honesty, love, and wisdom in which to confront and engage it. Christian educators, therefore, view their work in selecting materials as a partnership of trust with parents in how we view students and treat them: as God's image bearers. Our students belong to God, are made to be in a relationship with him, and are creative like him. They are the present and future transformers of culture in obedient response to God.

Material selection at Ygnacio Valley Christian School, at all grade levels, is, therefore, a concrete exercise in fulfilling our mission: For the glory of God, Ygnacio Valley Christian School exists to uphold Biblical truth, ignite academic growth, and inspire courageous leadership one student at a time. Our policy enables teachers and students to reflect and apply God's timeless truths to the wide range of life's challenges.



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## **MATERIALS POLICY**

All textbooks, books, and other instructional materials distributed to and used by an entire class must be approved by the faculty and/or a faculty committee, the administration, and the Education Committee.

Instructional materials for individual and/or occasional use need not receive formal approval, but should be defensible and follow the principles outlined below. Materials could include, but are not limited to, books, pamphlets, articles, films and videos. These materials will be made available to parents upon request.

The instructional materials selected according to this policy must be listed on the course curriculum map and be evaluated on an ongoing basis as to their effectiveness.

## **ACADEMIC HONESTY**

Cheating and plagiarizing are not tolerated at YVCS . Our objective is to create a school environment that is supportive and fair to all students, and one that promotes goal setting in accomplishing a personal best for each individual. Any offense will be reported on the student's permanent record and parents will be notified.

### **Academic honesty is:**

1. Using the Internet and other research materials for insight and research; and rewording and rephrasing facts, with proper documentation;
2. Working together and discussing an assignment with classmates to develop ideas, however, writing papers and completing assignments independently;
3. Studying for the test with notes; and sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test; and
4. Saying, "I do not know what is on the test," or "I'm not sharing test information."

### **Cheating is:**

1. Copying word for word phrases/sentences from any source, such as Internet, text sources, or study guides; and not documenting information taken from sources;
2. Copying, exactly, or rephrasing any portion of a classmate's paper, notes, projects, lab notes, essays, worksheets, or any other assigned material that can assist them in cheating;
3. Using any type of aid during a test that is not allowed by the teacher including, but not limited to cheat sheets, crib notes, formulas/calculations, text messaging, wandering eye, and talking during a quiz/test; and
4. Sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz or test.

A student who cheats will receive a failing grade for the assignment or test and will not be permitted to make up the assignment or test. The student will be referred to the principal's office, and the teacher will notify the student's parent. A student who allows another student to cheat off his/her work also will receive disciplinary consequences. Continued instances of cheating will result in further discipline consistent with the student discipline policy, up to and including suspension and/or expulsion.

## **EDUCATIONAL SUPPORT SERVICES**

For most students with formally identified needs, YVCS will endeavor to provide the accommodations, modifications, support and instruction needed to allow the student to be successful. While public schools are mandated by federal and state laws to provide Individualized Education Programs for students identified with a

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need for Special Education and 504 Plans for students with a disability that limits a major life activity, private schools do not have the same legal obligations. As much as YVCS would like to accommodate all students with disabilities, there are circumstances under which YVCS does not have the capability or resources to do so. However, as part of YVCS's mission to serve diverse learners who possess a range of abilities, YVCS provides Individual Service Plans and Accommodation Plans that serve a similar purpose as IEPs and 504 Plans.

Some of these plans may require a monthly fee for participating students, parents will have an option to opt out of such plan, where appropriate, or student may need to seek alternative support services outside of YVCS.

## **REPORT CARDS**

Grades for students are available in FACTS. Students are formally graded each quarter (9 weeks). Mid-quarter updates are also given via progress reports accessible via ParentsWeb. First quarter report cards are issued at parent teacher conferences. Other quarters' report cards will be sent via email and accessible via ParentsWeb. The school expects parents to confer with the teacher as often as necessary. Extra credit work is at the teacher's discretion.

Fourth Quarter Report Cards will be mailed pending verification of any outstanding balances.

### Grading Scale for Kindergarten through 2nd Grade

A simple three-letter system is assigned to each subject based on the student's level. At this age, if a child is not at the Satisfactory level, then Teachers want to see that there is progress being made in this subject area. If the student is improving, then a "I" will be given; however, if the student is not making progress, Needs Improvement ("N") is given..

S - Satisfactory level

I - Student is Improving

N - Needs active Improvement

### Grading Scale for 3rd through 8th Grade:

Teachers assign letter grades according to the following scale:

90-100% ..... A

80-89% ..... B

70-79% ..... C

60-69% ..... D

Below 59% .....F

Parents will be able to access their student's grade via the FACTS portal and final semester grades will be posted there at the end of semester.

Teachers are required to update and post grades, at the least, every two weeks. Report cards are issued three (4) times each year at the end of each grading period.

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## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held over a two-day period in the fall and spring. Dates for parent-teacher conferences will be listed on the school calendar. Parents will be notified in advance to schedule fall conferences.

Both parents are requested to attend conferences. We consider the conferences our major communication during the year, at which we present an evaluation and report card for the parents. We encourage additional conferences with your child's teachers, if needed, on an appointment basis. Drop-in conferences are often hurried and lack privacy and preparation.

## **CONTACTING TEACHERS**

If parents have questions or concerns that they would like to discuss with their student's teacher, parents may pre-arrange a meeting directly with the teacher before or after school. Parents may call the school and leave a message for the teacher, send a note for the teacher, or email the teacher at the teacher's YVCS email address. Staff contact information is available on the YVCS website. Parents are discouraged from asking last-minute questions or requesting last-minute conferences in the morning and at dismissal when teachers are focused on students.

## **STANDARDIZED TESTING**

Standardized testing is administered to all students in Kindergarten through 8th Grade each school year. Test results will be distributed to parents.

## **HOMEWORK**

At YVCS a differentiated approach is taken to homework. For example, some students may be given homework that other students do not receive, and some activities may be optional to meet the varying needs and interests of students and families. YVCS teachers continuously review their practice to ensure that any homework assigned is effective for YVCS students and consistent with best practice.

Homework is a good way to help students review and reinforce the day's lessons. Although homework is assigned to and to be completed by students (not parents), it is helpful when parents ask students daily if they have homework, to show interest in their schooling and ensure that they complete it. A daily, scheduled homework time and a quiet, comfortable, well-lit place to study will help students succeed.

Each incomplete or missing assignment will be recorded by the student's classroom teacher and communicated to the rest of the grade-level team. Whether and how the assignment may be made up is at the discretion of each teacher.

## **MIDDLE SCHOOL ONLY**

Missing or incomplete assignments can result in after-school detention at the expense of the student for \$10/hour.

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## ATTENDANCE & TARDINESS POLICY

Attendance at school is crucial to academic success. YVCS encourages families to make attendance at school a priority and to limit disruptions and absences as much as possible. As a general rule, students are expected to attend school daily for the entire school term, unless an absence occurs as a result of illness or injury.

### **DAILY SCHEDULE**

#### **MONDAY - THURSDAY**

School begins at 8:45AM and dismisses at 3:30PM. YVCS school buildings are open to students at 8:15AM. Students should be in their designated seat and ready to learn by 8:45AM.

#### **FRIDAY**

School begins at 8:45AM and dismisses at 2:15PM. YVCS school buildings are open to students at 8:15AM. Students should be in their designated seat and ready to learn by 8:45AM.

### **PARENT COMMUNICATION OF ABSENCE / TARDINESS**

On any day that a student is or will be absent from or late to school, the student's parent must call the YVCS school office at (925)798-3131 or email [admin@yvcschool.org](mailto:admin@yvcschool.org) within 30 minutes after the school day begins. If the absence is due to a contagious or communicable illness, the parent must identify the type of illness (e.g., strep throat). Failure to notify YVCS of a student's absence will result in an unexcused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused. Students who arrive to school late must first report to the school office and from there the student will be directed to the classroom. The school office will contact a student's parent if notice of the student's absence is not received by 9:00 a.m. Instances of excessive absences will be dealt with on an individual basis, and the student may be subject to disciplinary action.

### **EXCUSED ABSENCE**

Illness, Bereavement and Medical/Dental appointments are considered "Excused". Medical and Dental appointments should be made after school, if possible. If this is not possible, the last part of the day is best.

Instances of excessive absences will be dealt with on an individual basis, and the student's grade may be affected.

### **EARLY PICKUP PROCEDURE**

If it is necessary for a student to leave school during the school day, the student's parent must call the YVCS school office at (925)798-3131 or email [admin@yvcschool.org](mailto:admin@yvcschool.org) at least 24 hours in advance.

At the time of early departure

1. Notify office and teacher 24 hours in advance of early pickup. Leaving a message with the office voicemail is a sufficient notification.
2. Call office when on campus. In event of no answer in the office, you may go to the teacher's room and knock on their door. Then proceed to the office to check out your child.
3. Wait for student in the Pickup/Drop off zone - refer to map.

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## **REQUEST FOR SCHOOL ASSIGNMENTS MISSED**

Students are responsible for making up any missed school assignments as a result of an absence from school, including illness and excused absences. Parents are responsible for ensuring that students complete any missed assignments. Ordinarily, missed assignments must be made up within a period equal to the number of days absent.

Parents may request assignments from their student's teacher when the student is or will be absent from school. For pre-arranged absences, parents must contact the school office. Parents are encouraged to submit requests five (5) school days prior to the pre-arranged absence to give school staff enough time to compile the student's assignments. For pre-arranged absences longer than five (5) school days, the student's teacher(s) will not be expected to provide advance work beyond the 5th day of the absence. Please contact the Principal if your student will be absent for more than five (5) school days.

Students and their parents are responsible for making arrangements to pick up the assignments from the teacher or school office.

## **TARDINESS**

It is important for students to be present every day and on time to school. Tardiness constitutes a disruption to the entire class and jeopardizes the student's chance of successful academic achievement. Students arriving to school after start time are considered tardy and must report to the school office, and from there the student will obtain a tardy slip to allow them to enter class.

When a student accumulates five (5) tardies or more during the trimester, the Principal or designee will contact the student's parent. When a student is tardy for a 10th time during a trimester, the Principal or designee will contact the student's parent. If a student accumulates 15 or more tardies during a trimester, the student will be assigned to serve a detention. Instances of excessive tardiness will be dealt with on an individual basis, and the student may be subject to further disciplinary action. Tardiness due to an excused tardy (as noted by the school office) are not counted.

## **UNEXCUSED ABSENCES**

A student who skips class, or is unexcused from school for a full day, will not be permitted to make up any school assignment missed. In addition, a student who skips class will be subject to disciplinary action up to and including suspension.

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# SPIRITUAL FORMATION/ ENRICHMENT

## **ASSET**

Students are provided the opportunity to explore interests and abilities beyond the regular curriculum through after school clubs called ASSET. Activity, times, days and pricing vary and a list of current ASSET classes will be made available at a minimum of 2 weeks before the beginning of each ASSET session.

## **BAND**

YVCS band programs may be available for students in 4th grade and above. Practices are held two (2) times each week, and a schedule will be distributed to participants. Concerts are held during the school year and will be included on the schedule. Participants are expected to practice at home and are encouraged to take additional private or group lessons as well.

## **CHOIR/ SPECIAL PERFORMANCES**

Music is an important aspect of YVCS culture. Choir and special performances are available to all grades, with special parts designated as required. These performances are a great opportunity to invite friends and family!

**Special Performances** may include the Preschool and Kindergarten classes performing at the Christmas and Spring performances and also the 8th Grade Graduation. We request the attendance of all students willing to participate.

## **CHAPEL/WORSHIP**

School Chapel is held every Friday at the beginning of the day (8:30a.m.-9:10a.m.). Chapel is a time of corporate worship and meditation for students and attendees. It includes singing, prayer, praise, special music, speakers, student participation, and audio visual presentations. Each year a general Chapel theme is developed and introduced at the beginning of the year and effectively reinforced throughout the year.

Every YVCS family as well as to families involved in the YVCS Homeschool Partnership Program are welcome to attend Chapel.

## **FIELD TRIPS**

To provide supplemental, first-hand knowledge of subject material studied during the school year, multiple field trips are taken at each grade level to various places . Parents must complete a permission slip prior to students attending field trips. Prior to each field trip, specific information regarding the date, time, and place of the field trip, and specific field trip protocols will be provided by the teacher(s). Information regarding additional costs for optional field trips also will be provided in advance of the field trip. Students may be required to turn in a signed parent permission slip before the student may go on a field trip.

Parents may be asked to chaperone field trips. Teachers will provide parent chaperones with all necessary field trip information in advance of the field trip. Field trips are scheduled throughout the year as an adjunct experience to the materials studied in class.

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All drivers must present their current driver's license and car insurance policy listing the coverage to be kept on file in the school office. Please update this information in advance. All volunteers will be given instructions on how to properly supervise the children in their care during a field trip.

### **SCIENCE CAMP \ OUTDOOR EDUCATION for SLA**

Each school year, the middle school students attend a compulsory science camp at Hume Lake Christian Camps for their [Outdoor Education](#) Program. The camp stresses daily Bible study, team-building, and leadership skills, while enhancing our science curriculum. Cost for students is included in tuition. Announcements regarding dates and costs for chaperones will be sent home as soon as they are available.

\*In event of cancellation, an alternate date and/or activity will be chosen.

### **SPIRIT WEEK**

Please note that the students will be able to dress up for fun during our themed Spirit Week. The choice of outfits should be school dress code appropriate, no weapons and offensive attire will be allowed on school campus. Makeup may be worn, however we ask that it stays classy and moderate.

### **STUDENT LEADERSHIP ACADEMY (SLA)**

Students in 6th-8th grade leaders in our school. These leaders will be challenged to grow spiritually, emotionally, socially, academically, and be leaders in following Christ. The SLA are expected to assist in Chapel, Music, Special Performances, Community Projects, School Spirit, and Outreach.

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# ELEMENTARY & MIDDLE SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE

## **CONFLICT RESOLUTION POLICY**

WE PRACTICE THE MATTHEW 18 PRINCIPLE AT OUR SCHOOL! Refer to Matthew 18:15-16 for further reference. Parents who have questions or concerns relating to staff members, students, or other parents should discuss issues directly with the persons involved and not bring grievances to other parents, faculty or students. Issues remaining unresolved should then be discussed with the principal who will schedule a conference with all three, parent, staff and principal. Issues unresolved at this level, may be brought to the attention of the Chairman of the School Board by email: [boardchair@yvcschool.org](mailto:boardchair@yvcschool.org).

## **STUDENT CODE OF CONDUCT**

As an expression of YVCS' mission, we strive to foster a climate of acceptance, encouragement, and curiosity, while we maintain a place of comfort and safety. The YVCS Code of Conduct is intended to support the discipleship process for students, to serve as a reflection of Jesus Christ, and to provide support to parents by serving as an extension of the home.

Teachers work hard to motivate students to perform their very best, to challenge them with a variety of tasks and activities, to hold them up to high standards of behavior, and to disciple them through example and words. Students, too, should serve one another and our Christian school by giving their best in every area of school-life, by demanding Christ-like behavior of their friends, and by honoring our Lord Jesus Christ, our teachers, and their peers.

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments well and on time) and respecting authority.
- Respect for self, YVCS, and its employees, parents, and students, and the property of others.
- Courtesy extended in all relationships – student to student; student to teacher; and student to staff.
- Stewardship of the property, supplies, and equipment of YVCS, as well as the wise stewardship of personal items.
- Preparation for class and readiness to learn.
- Reconciliation through appropriate repentance and forgiveness when offenses have been committed or received.

Christian courtesy requires that we treat one another with dignity:

- Address teachers respectfully, using their proper title when talking to them and talking about them. Honor them by listening to their words and following their instructions.
- Treat everyone at school politely, welcome visitors, and greet classmates. Serve one another in small ways: paying compliments, holding doors, tidying hallways.



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- Use language that glorifies God and respects others. Swearing, obscene or inappropriate language, obscene gestures, and using the Lord's name in vain dishonor Him and reflect negatively on us.
  - Harassment and bullying, either verbal or physical, is not tolerated and will be punished.
  - Do not send threatening, disrespectful, or hurtful messages to students or staff via cell phone or post to social networking sites. This has serious consequences, and YVCS will take disciplinary action.

## **MISCONDUCT**

Generally, misconduct is any activity, on or off campus, during or outside of school hours, that interferes with, disrupts, or adversely affects the school, its personnel or other students. Misconduct will result in disciplinary action.

Misconduct includes, but is not limited to, the following types of conduct:

1. Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes.
2. Fighting, including any assault of school personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.
3. Exhibition of aggressive behavior, including bullying.
4. Intimidation of, or any attempt to intimidate or instill fear in, school personnel or other students.
5. Insubordination to school personnel, including failure to follow directions.
6. Verbal abuse of school personnel or other students.
7. Use of vulgar or profane language and gestures.
8. Engaging in disruptive behavior or conduct.
9. Stealing, damaging, or misusing the school's or another person's property.
10. Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event.

The term "possession" for the purposes of this provision), may include when a student is (a) aware of, (b) in the proximity of or has access to, and (c) fails to promptly remove him/herself from the premises where the alcohol, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product is present or being used, distributed, purchased, or sold by a minor.

11. Truancy and attendance violations.
12. Inappropriate displays of affection.
13. Entering or loitering in an unauthorized area.
14. Lying or deception, including forgery or cheating.
15. Disrespect shown towards school personnel or another student.
16. Leaving the campus without permission before the end of the day.
17. Continued lack of academic preparedness.
18. Gambling of any sort.
19. Displaying or demonstrating any type of gang affiliation or participating in gang, gang-like or gang-related activities.
20. Unauthorized possession or use of an electronic device.

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21. Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
  22. Violation of the Dress Code.
  23. Repeated incidents of misconduct, including repeated refusal to comply with school rules.
  24. Any other acts that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
  25. Any other acts that violate the law or school rules.

## **DISCIPLINARY MEASURES**

A student may be disciplined for misconduct that occurs on or within sight of school grounds; traveling to or from school or a school event; off school grounds at a school event or activity reasonably related to school; or before, during or after school hours. A student also may be disciplined for misconduct that occurs anywhere or anytime, if the conduct interferes with, disrupts or adversely affects the school, the school environment, school operations or processes, school personnel, another student or an educational function.

The following disciplinary measures may be implemented:

1. Redirection or instruction.
2. Verbal warning.
3. Notification of parent.
4. Meeting with the teacher and/or administrator.
5. Dismissal from Classroom - The dismissed student must report immediately to the principal's office for the remainder of that period.
6. Escalation for Repeated Detentions:
  - a. Detention 1: Students will serve a recess detention.
  - b. Detention 2: Students will serve a recess detention and meet with the Principal.
  - c. Detention 3: The student will serve a recess detention and the Principal will schedule a conference with the student's parent, and provide notice of the student's third detention and a summary of the meeting to the teacher and family and a copy will be kept in the student record.
  - d. Detention 4: The student will serve a suspension of at least one (1) day. The Principal may require the student's parent to attend a grade-level meeting. The student will be ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics as determined by the Principal. The Principal will provide notice to the Board Chairman.
  - e. Detention 5: The student will serve an out-of-school suspension of one (1) week or more, as determined by the Principal. The Principal may require the student's parent to attend a grade-level meeting. The student will be ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics as determined by the Principal. The Principal will provide notice to the Board Chairman.
  - f. Detention 6: The Principal will recommend to the Board of Directors that the student be expelled from school.
7. Out-of-School Suspension - A student may be suspended in accordance with the Suspension Procedures provided below.
8. Expulsion - Upon the recommendation of the Principal, or designee, a student may be expelled for misconduct in accordance with the Expulsion Procedures provided below.

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## **SUSPENSION PROCEDURES**

The Principal or designee is authorized to suspend a student for up to ten (10) school days, or longer pending consideration by the teacher. The Principal or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference with the Principal or designee during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference (see #1) is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported to the student's parent(s) within one (1) school day. A written notice of the suspension shall state the reasons for the suspension, including any Board Policy or school rule that was violated. The suspension notice shall be sent to the student's parent(s) via email. A copy of the notice shall be given to the Principal.
4. The student's parent(s) may request a review of the suspension, but such request will not stay the suspension. During the suspension review process, the student shall continue to serve the suspension. The parent(s)' request for review must be made within five (5) calendar days of receipt of the suspension notice. The review shall be conducted by the Principal or designee. At the review, the student's parent(s) may appear and discuss the suspension with the Principal or designee and may be accompanied by a representative of their choice at their own cost. Following the suspension review meeting, the Principal or designee shall make his/her decision regarding the suspension. The decision of the Principal or designee shall be final.

At the discretion of the Principal, he/she may consult with the Board Chairman or designee to determine if the suspension review should be considered by the Board Members. If the Board reviews the suspension, the Board's decision shall be final.

A student who is suspended may make up and receive equivalent credit for work missed during the period of suspension. It is the student's responsibility to make arrangements with the student's teachers to make up missed school work. A suspended student is prohibited from being on school grounds and attending any school functions during the suspension.

## **EXPULSION PROCEDURES**

The Principal or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Prior to a student's expulsion, the student and his/her parent(s) shall be invited to meet with the School Board. The written request shall be sent to the student's parent(s) via email, in person, and/or other means of communication. A copy of the written request shall be given to the Principal and the Board of Directors. The written request should include:
  - a. The reasons for the proposed expulsion as well as the Board Policy or school rule(s) the student is charged with violating;
  - b. The time, date, and place for the meeting;

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- c. A short description of what will happen during the meeting;
    - d. A statement indicating that the Board of Directors may expel a student for a definite period of time or indefinitely, as determined on a case by case basis; and
    - e. A request that the student or parent(s) inform the principal or designee if the student will be accompanied by a representative (of their choice and at their own cost) at the meeting and, if so, the representative's name.
  2. Unless the student and parent(s) indicate that they do not want a meeting or fail to appear at the designated time and place, the meeting will proceed. The meeting shall be conducted by a hearing officer appointed by it.
  3. During the meeting, the hearing officer shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and his/her parent(s) may be accompanied by a representative of their choice at their own cost, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Executive Committee shall make its recommendation regarding expulsion to the Board of Directors. The decision of the Board of Directors shall be final.

A student who is suspended pending expulsion is prohibited from being on school grounds and attending any school functions. A student who is expelled is prohibited from being on school grounds and attending any school functions after being expelled.

### **DRESS CODE ENFORCEMENT POLICY**

If a student's dress is not in compliance with the dress code, the student will be withheld from class until the student's clothing is in compliance, and the student's parent will be notified.

In addition, middle school students will receive a detention for the third infraction and each one thereafter.



# YVCS PICKUP/DROP OFF

- MOVING TRAFFIC LANE - NO STOPPING
- NO PARKING DURING PICKUP/DROP OFF
- ONE-WAY LOADING/UNLOADING QUEUE
- PARKING AREA DURING PICKUP/DROP OFF

ACTIVE LOADING VEHICLES

