

# York Preparatory Academy



## Parent / Student Handbook

### **Mission Statement:**

*York Preparatory Academy exists in order that its students possess the knowledge, skills, character, and determination necessary to excel in their chosen post-secondary pursuits and in life.*

#### **General Definitions**

*The policies, regulations, procedures, and fees in this catalog are subject to change without prior notice, if necessary, to keep York Preparatory Academy policies in compliance with State and Federal laws and/or with rules and regulations of the York Preparatory Academy Board of Directors.*

*YPA reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students. The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, or faculty member and YPA or its Board of Directors.*

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - a) School officials with legitimate educational interest;
  - b) Other schools to which a student is transferring;
  - c) Specified officials for audit or evaluation purposes;
  - d) Appropriate parties in connection with financial aid to a student;
  - e) Organizations conducting certain studies for or on behalf of the school;
  - f) Accrediting organizations;
  - g) To comply with a judicial order or lawfully issued subpoena;
  - h) Appropriate officials in cases of health and safety emergencies; and
  - i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **York Preparatory Academy Phone Numbers and Address**

### **Elementary School**

**Street Address:** 1113 Golden Gate Ct., Rock Hill, SC 29732

**Office Hours:** 7:45am – 3:30pm

**Phone Number:** (803) 324-4400, ext. 4101

**Fax Number:** (866) 496-2083

### **Middle/Intermediate School**

**Street Address:** 1065 Golden Gate Ct., Rock Hill, SC 29732

**Office Hours:** 7:45am – 3:30pm

**Phone Number:** (803) 324-4400, ext. 3107

**Fax Number:** (866) 496-2083

### **High School**

**Street Address:** 1055 Golden Gate Ct., Rock Hill, SC 29732

**Office Hours:** 7:45am – 3:30pm

**Phone Number:** (803) 324-4400, ext. 5001

**Fax Number:** (866) 496-2083

### **Student Union**

**Street Address:** 1047 Golden Gate Ct., Rock Hill, SC 29732

**Office Hours:** 7:45am – 3:45pm

**Phone Number:** (803) 324-4400, ext. 1227

**Fax Number:** (866) 496-2083

### **ADMINISTRATION**

*Managing Director: Mr. Brian Myrup*

*Chief Financial Officer: Mrs. Kim Taylor*

*Director of Special Services: Mr. Scott Barr*

*Director of Operations: Dr. TK Kennedy*

*Middle School Principal: Mr. Ryan Bridges*

*Elementary Principal: Mrs. Jennifer McGugan*

*High School Principal: Mr. Richard Shepherd*

*Athletic Director: Mr. Michael Drummond*

*Director, Patriots Promise Before/After School Care: Mrs. Debra Blanchett*

*Head Nurse: Mrs. Amanda Ballard*

### **Policies (in alphabetical order)**

#### **Administering of Medicines Policy**

Injuries or health concerns that occur outside of school should be treated at home or by students' health care provider. The school nurse cannot diagnose or prescribe medications. Medicine should be given at home if at all possible. If the doctor's orders indicate that medicine must be given during school hours, it will be given by the school nurse (or a staff member designated by the nurse). Before the school nurse will administer or

assist a student with medication, the parent must submit a signed, dated "Permission for Medication" form to the school nurse for each new or changed medication. The nurse can provide this form. By the approved request of the SC Board of Nursing, a healthcare provider's original signature (not a stamped signature) will be required for prescribed medication administered at York Preparatory Academy. The School Nurse will NOT give the first dose of ANY medication that the student has never received before.

One permission slip per year will suffice for medications that will be given on a long-term basis or those medications which must be administered in case of exposure to allergens, for example: adrenalin for bee stings. Medications will be administered by the school nurse.

The school retains the discretion to reject requests for assisting students with medication. Neither the school district nor its personnel will be responsible for the occurrence of any adverse drug reaction when the medication has been given in the manner prescribed.

### **Prescription Medicines/equipment**

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

**Crutches/ Wheelchair policy:** If your child requires use of crutches or a wheelchair at school, a medical note is required. This will also allow the student to use the elevator while using the crutches or wheelchair. A designated student assigned by each teacher, will assist with transporting book bag and students will be allowed to leave 5 minutes early from class.

A doctor's written authorization is required for the following:

- Prescription medicine that is to be given daily on a long term basis
- Emergency medicine such as bee sting kits or epi-pens
- Self-administration of certain medicines (such as an inhaler for asthma)
- Usage of any medical equipment (such as wheelchair, crutches, etc.)

### **Over-the-Counter Medicines:**

- The parent/guardian must bring the medicine to the Health Room and sign a form authorizing the nurse (or a staff member designated by the nurse) to administer the medicine.
- All medicine must be in the original package with the full label intact.
- Only the dose listed on the package as appropriate will be given.

Students found to be in possession of medicine at school will be subject to the discipline code.

Parents should complete and return the health update sheet as soon as possible. A new update should be filled out each year. Parents/Guardians should call the school nurse if their child's health status changes during the school year.

## **Advertising on School Grounds Policy**

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

## **Allergies and Other Dietary Restrictions Policy**

### **Guidelines for Managing Students with Severe Allergies or other Conditions**

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

### **Family Responsibility:**

Educate the child in self-management of his/her severe allergy or health condition including:

- a. Safe and unsafe foods
  - b. Strategies for avoiding exposure to unsafe foods or allergens
  - c. Symptoms of reactions
  - d. Knowledge as to how and when to tell an adult or responsible friend they may be having an allergy-related problem
  - e. Proper way to read food labels
  - f. Provision of emergency medicine needed to treat the severe allergic reaction on or before the first day of school, or the next day of school after a child first learns of their severe allergy
  - g. Awareness of the guidelines/procedures by the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred
- Notify the school nurse and/or principal of the child's allergy or health condition.
  - Work with the school nurse to develop a plan that accommodates the child's needs in his or her environment throughout the school day, including the classroom, cafeteria, after-school care, school-sponsored activities, and on the school bus/carpool. Parents should also provide a Severe Allergy Emergency Action Plan.
  - Provide a medication permission form completed by the physician.
  - Provide a medical note by a physician stating that it is medically necessary for a classroom to be peanut-free if that is the case for your child.
  - Provide the school with emergency contact information.
  - Provide the school with up-to-date emergency medications to be stored in a secure location as decided by the school nurse and/or school allergy team and parents.

### **Student's Responsibilities:**

- Learn to recognize symptoms and take them seriously in early stages of reaction.
- Take as much responsibility for avoiding allergens as possible, based on developmental level, including participation in planning the allergy action plan.
- Learn to read labels.
- Do not share or trade foods.
- Wash hands before and after eating.
- Promptly inform an adult if you suspect that you have contacted an allergen.

- Develop trusting friendships with peers and ask them for help if needed.
- Report teasing or harassment immediately.

**School's Responsibility:**

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

*Because it is impossible to create an allergen-free school, YPA cannot guarantee a student will not be exposed to allergens. Therefore, YPA is not responsible for a student's exposure to allergens on or off campus; before, during, or after school hours; or otherwise. Enrollment at YPA waives any and all liability to YPA; its Board of Directors, including all committees and subcommittees; its employees; or other personnel assigned to a student, the student's family, or any third party acting on behalf of the student or the student's family or otherwise, as the result of exposure to an allergen.*

## Attendance Policy and Procedures

Daily attendance and active participation in each class is a critical part of the learning process. Policies and procedures established at York Preparatory Academy are designed to help students learn responsibility and increase their potential for success.

### Absences

YPA believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, YPA recognizes that some absences are unavoidable.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian, or the medical professional who treated the child. **No more than 3 days per semester will be excused with parent/legal guardian signed note.** Excuses must be presented to school officials no later than the student's 3rd day back at school and must contain student's full name, specific dates and class periods of absence, reason for the absence, and the signature of the parent/guardian or doctor, along with daytime telephone numbers for home or work. If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the teacher will refer the student to the school administration for appropriate action.

In accordance with *State Board Regulation 43-274*, YPA will consider students **lawfully** absent under the following circumstances.

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Students are participating in activities that have received prior approval by the principal.

YPA will consider students **unlawfully** absent under the following circumstances.

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian (family vacations are considered unlawful absences).

Suspension is not to be counted as an unlawful absence for truancy purposes.

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

YPA students may lose academic credit for courses if more than five (5) unlawful absences occur within a semester. Students will need to make arrangements to make up seat time according to the seat time recovery schedule. Please be reminded that failure to do so will result in the student failing the course, despite the current grade.

Ten (10) consecutive days of unlawful absences will result in a student being dropped from school.

## Truancy

If a student ages 6 to 17 years who misses 3 full-day consecutive unlawful days and/or misses a total of 5 or more full-day unlawful absences, then the student is considered truant (*South Carolina State Board Regulation 43-274*). Once a student is determined to be truant, parents/guardians will receive a letter requesting a conference so that an Attendance Intervention Plan (AIP) can be put into place. It is imperative that the school and family collaborate in order to ensure the student's attendance improves. In the event of continued unlawful absences after the AIP has been held, the child/family may be referred to Family Court.

## Chronic Absenteeism

In accordance with the Office of Civil Rights (OCR), schools are now required to capture the exact amount of instructional time that a student is missing throughout the day. The OCR deems a student to be defined as "chronically absent" when meeting the following:

- Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10% or more of the enrollment period
- ANY and ALL absences contribute to chronic absenteeism (lawful, unlawful, or suspensions)

## Early Dismissals

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

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

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

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

## Driving and leaving campus:

Students with a valid South Carolina driver's license may drive to school with a copy of a completed Alive at 25 endorsement or a copy of a completed certificate from an official driver's training program. **ATTENTION: 1. NO student may leave campus without a signed letter from a parent on file at the front desk. 2. NO students may take another student off campus without that student's parent permission and the permission of the driver's parent.** See York Prep application for parking permit decal for details. If any



student who violate these request or any other parking rules, are subject to their driving privileges beginning revoked.

### **Tardiness**

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

**Elementary and Middle School students are considered tardy at 8:00am. High School students are considered tardy at the time that classes begin. Students need to be in their classrooms ready to begin instruction prior to those times.**

### **Middle School Tardies:**

Repeated Tardiness to school will result in the following action:

- Tardy 3 will result in a Verbal Warning.
- Tardy 4 through 6 will result in one Lunch detention for each offense.
- Tardies 7 and above can result in an attendance meeting with guidance counselor or administrator

### **High School Tardies:**

If a student accumulates an excessive amount of tardiness. Students who are locked out of class should report to the front desk or administration office. After the student is processed by administration student maybe subject to work detail for the block or sent to class. All students will receive a discipline referral before returning to class. The tardy count will start over each semester.

1<sup>st</sup> offense- locked out warning and parent contact

2nd offense-locked out (work detail), parent contact, tardy contract, and lunch detention

3rd offense- locked out (work detail), parent contact, and after school detention

4<sup>th</sup> offense- locked out (work detail), sent home with a parent and/or OSS

5th offense- locked out (work detail), sent home with a parent and/or OSS.

6<sup>th</sup> offense- locked out –Recommendation for expulsion for defiant behavior.

## **Behavior Policy**

### **Behavior Policies and Procedures**

YPA will require good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability, and responsibility from all students, staff, parents, and community participants. We believe that teachers have a right to teach, and students have a right to learn. We fully expect the focus on ethics and decision-making to lead to an environment where good character is important to all.

YPA has adopted a description of violations defined as Class I, II, or III offenses. The school has determined that students who exhibit any Class I offense will be subject to primarily school-based action yet may receive a 1 day out-of-school suspension for offenses that are repeated. A Class II violation may result in a modification of the school day including up to temporary suspension from YPA for up to 10 days. To re-enter

the school, the student must show evidence that indicates that he or she is now focused on academic, motivational, and behavioral aspects of his or her life. **Any student receiving a total of three (3) out-of-school suspensions within a current academic year, or committing any Class III offense, may be expelled from the school and may not be eligible for re-application.**

Day-to-day application of the discipline code will be the responsibility of the teacher and Administration. Disciplinary issues will be evaluated on a case-by-case basis, and an appeal procedure will be available for consideration by the Managing Director and the YPA Board.

## **CLASS I OFFENSES**

### **Rule 1: Attendance Violations**

Unless a lawful excuse is presented, a student must attend every class every day. In addition to any administrative response, the student may be required to comply with YPA's recovery procedures.

### **Rule 2: Littering**

Students will not willfully, with or without malice, participate individually or with others to litter.

### **Rule 3: Chronic Unpreparedness**

Students are expected to bring all materials related to their education on a consistent basis.

### **Rule 4: Dress Code Violation** (see section on Dress code for specifics)

Students will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities, including but not limited to, gang articles of clothing.

## **CLASS II OFFENSES**

### **Rule 5: Honor Code Violations**

Students will be honest and submit his/her own work.

**Altering Report Cards or Notes:** Tampering with report cards, official passes, notes, or other school documents in any manner including changing grades or forging names to excuses, is prohibited.

**False Information:** Making false statements, written or oral, to anyone in authority is prohibited.

**Cheating:** Includes, but is not limited to, talking to other students during individual testing, plagiarism or copying another student's test or assignment is prohibited. The Managing Director has the discretion to pursue violations of this rule as Class III if the student's actions have a serious detrimental effect on other students or staff.

**\*\*Students deemed to be cheating will receive loss of credit for assignment/test as well as appropriate disciplinary action.**

### **Rule 6: General Disruptive Behavior**

Students will maintain appropriate behavior so as to refrain from disrupting the class, school, or bus activity and be prepared for instruction at all times. Students shall not talk out in class or move from their assigned seat/area without permission, throw objects (except as directed by staff for an instructional purpose), horseplay, harass, tease, or make rude noises. This includes challenges by students that could be harmful to self or others. **Repeated violations of this rule may be punished as a Tier III infraction.**

### **Rule 7: Insubordination**

Students will obey the lawful direction of any authorized staff member while in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner. This

includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner, and completing all assigned work.

**Rule 8: Inappropriate language and or obscene gestures**

Students will use appropriate conduct and language at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing written materials, or electronic text and/or images that convey an offensive, racial, derogatory, bullying, or obscene message to another person (including, but not limited to, references to race, color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, and/or physical or sensory disability, physical appearance, or making offensive statements or gestures).

**Rule 9: Leaving designated areas without the proper permission**

Violations of this rule include tardiness, cutting school or class, and excessive absences.

**Rule 10: Personal Property**

Students will only bring or possess objects that have an educational purpose and will not distract from teaching or learning. Students will sell items on campus only as part of an approved school activity. (All other items will be confiscated and returned to the parent at a mutually agreeable time, not to exceed one calendar week.) The following are among the list of prohibited items:

- **Cellular Telephones:** Possession of cellular telephones is permitted; however, for K-8<sup>th</sup> grades, phones must be turned off and concealed while riding the bus and throughout the instructional day. High school students are allowed use of cell phones at lunch and other times approved by school administration. Violations of any other rule in the *YPA Parent and Student Handbook* with a cellular telephone, including insubordination or multiple violations of this rule will be addressed by losing the privilege to possess the cellular telephone on school property and the consequences outlined under the specific rule violated.
  - Consequences:
    - *1st offense:* cell phone is confiscated, sent to office, and returned at end of the day
    - *2nd offense:* cell phone is confiscated until parent/guardian picks it up from office.
    - *3rd offense:* cell phone is confiscated, parents are contacted, phone is not allowed on campus for the rest of the school year
- **Toys, games, pagers and electronic equipment:** Possession of these or any similar devices, without permission of the administration, is prohibited. Such items include, but are not limited to, IPODs and other MP3 Players, and PDAs and other electronic devices capable of peer-to-peer communication and record-ing audio and/or video/still images, except when being used as a part of instruction.
- **Smart Watches-** Students are permitted to wear smart watches at school. When testing, students may be asked to remove them to ensure test security. Students deemed to be using watches in inappropriate manner will have them confiscated and returned according to cell phone policy

\*\*Administration reserves the right to give school consequences up to and including ISS, OSS, or expulsion for repeated violations.

**Rule 11: Stealing or possessing stolen property (≤ \$100)**

Students will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.

**Rule 12: Vandalism (≤ \$100)**

Students will not willfully, with or without malice, participate with others to litter, damage, or destroy property of another, including property belonging to the school, district, staff, students, or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

**Rule 13: Inappropriate public displays of affection**

Different people have different opinions on what constitutes appropriate behavior of affection. Differences in cultural morals are also a source of different ideas about what constitutes appropriate behavior. YPA has determined that inappropriate public displays of affection include, but are not limited to, kissing on the lips, hugging from behind, sitting on laps, and licking.

**Rule 14: Tobacco**

Students shall not use, sell, distribute, or possess any kind of tobacco product, vaping materials, or associated paraphernalia on school property or at a school function. Violations of this rule will be Class II or III infractions. Possession of rolling papers will be treated as a violation of Class III Drug Offense.

**CLASS III OFFENSES**

**Rule 15: Threatening /Intimidation**

Students shall not threaten to strike, attack, or harm any person or cause another person to become fearful by intimidation, through any medium, including threats made in person, on the telephone and/or in writing, that pose a safety risk to the school environment. The class offense will be determined by the level of risk presented by the threat, whether the threat could reasonably be carried out and whether the threatened person is made fearful. This rule violation could be considered a Class I, II or III Offense based on the facts of the case.

**Rule 16: Stealing or possessing stolen property (≥\$100)**

Students will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.

**Rule 17: Violation of local laws and ordinances:**

- **Burglary:** A student will not unlawfully enter any district property with the intent of committing a felony, to steal and/or take and carry away the property of another, or to attempt to commit the taking of property.
- **Robbery:** A student will not take or attempt to take another person's property by force or violence.
- **Extortion:** A student will not take, threaten or attempt to take the property (including but not limited to money) of others through intimidation.
- **Drugs:** A student will not engage in behaviors that involve illegal drugs that are in violation of local, state, or federal laws and ordinances.
- **Sexual Offense:** A student will not engage in sexual behavior that results in the violation of local laws and ordinances.

**Rule 18: Vandalism (≥\$100)**

Students will not willfully, with or without malice, participate with others to litter, damage, or destroy property of another, including property belonging to the school, district, staff, students or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

### **Rule 19: Repeated Class I and/or Class II Offenses**

Repeated incidents of generally disruptive behavior will result in Student Success Meetings where behavior will be discussed and a plan for success will be instituted. Following the Discipline System, as referrals increase more student success meetings are triggered. If Student reaches 10 referrals, student can be recommended for expulsion based on their behavior.

### **Rule 20: Sexual Behavior**

Students shall not engage in any sexual behavior on school property or at a school-sponsored activity.

- **Offensive Touching:** A student shall not engage in unwanted touching of an offensive or sexual nature. (This may be a Class I, II or III infraction based on the facts of the case.)
- **Sexual Harassment:** A student shall not engage in unwanted verbal or physical (e.g. gesturing) conduct of a sexual nature which may reasonably be regarded as intimidating, hostile, or offensive. (This may be a Class II or III infraction based on the facts of the case.)
- **Indecent Exposure:** A student shall not intentionally expose private body parts, including but not limited to, the display of the buttocks (mooning). (This may be a Class I, II or III infraction based on the facts of the case.)
- **Consensual Sexual Activity:** A student shall not engage in consensual sexual activity. (For elementary students, this may be a Class I, II, or III infraction based on the facts of the case.) "Consensual" means all parties are willing participants in the activity.
- **Sexual Battery:** A student shall not attempt to engage in sexual activity against another person by force, threat, or fear.

### **Rule 21: Weapons or Dangerous Items**

Students will not possess, handle, trans-port, or use any weapon, object that can be reasonably considered a weapon, dangerous object, or substance that could cause harm or irritation to another individual on school property or at any school function. All items will be confiscated and will not be returned except with the mutual agreement of school and law enforcement. This rule does not apply to school supplies (i.e., pencil, laser pointer) unless used as a weapon. Note: any object thrown from a school bus will be treated as a weapon.

**Special Note: See the Safe Harbor Provision. Prohibited items include, but are not limited to the following:**

- Toy knife or look-a-like knife
- Weapon not capable of propelling a missile
- Knife
- Box cutter/razor blade
- Camouflaged weapon
- Object thrown from a bus
- Ammunition
- Fireworks
- Bomb (includes destructive devices such as an explosive, incendiary or poison gas, grenade, rocket having a propellant charge of more than 4 ounces, missile with an explosive charge of more than 1/4 ounce, mine, or similar device)
- Air soft gun, BB gun, pellet gun
- Any object or substance that could cause injury including, but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, Bowie knives, dirks, daggers, lead canes, switchblade knives, clubs, stun guns, starter pistols, BB guns, flare guns, air rifles, air pistols, air soft pellet guns or paint ball guns, mace, fire extinguishers, and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury

### **Rule 22: Aggressive Verbal and Physical Action**

Students shall not exhibit any form of aggressive physical or verbal action against another student, staff member, or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking, or throwing objects at a student or adult may be a Class I or II infraction.

- **Verbal Confrontation/Provocation:** A student shall not approach another person in a confrontational, provocative, or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression. (This may also be a Class II infraction.)
- **Fighting:** The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. (The first violation of this rule may be a Tier II infraction so long as it does not involve a weapon or result in injury or disruption to the educational environment, and will result in no more than an out-of-school suspension of five days. Subsequent violations, or those that cause injury or disruption, shall be a Class III infraction.) A student who is physically attacked may act in self-defense without consequence. **Self-defense** is defined as the act by a nonaggressive victim using reasonable force to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.
- **Inciting to Riot/Chaos:** A student shall not engage in behavior of a violent or aggressive nature in a highly volatile area that could result in a riot, widespread chaos, or aggressive actions (verbal and/or physical) by students witnessing or involved in the incident.
- **Refusing to Disperse:** A student who witnesses an incident under this rule shall disperse at the request of staff members.
- **Participation in a Civil Demonstration:** A student shall not disrupt the school day by participating in a civil demonstration, including leaving campus without permission.

### **Rule 23: Drugs/Illegal Substances, Alcohol, Prescription Drugs**

Students shall not use, purchase, sell, distribute, be under the influence of, or possess any kind of tobacco, alcoholic beverage, controlled substance (as defined by state law), illegal or counterfeit substance.

- **ALCOHOL:** Students shall not possess, use, distribute, or be under the influence of alcohol on school property or at a school function.
- **DRUGS/ILLEGAL SUBSTANCES, COUNTERFEIT DRUGS AND PARAPHERNALIA:**
  - **Use, Influence, or Possession of Drugs/Paraphernalia:** Students shall not use or be under the influence of illegal or controlled substances or possess illegal, counterfeit, or controlled substances (including prescription drugs without a doctor's order filed with the school), or drug paraphernalia on school property or at a school function.
  - **Sale/Distribution (Attempt or Actual):** Students shall not distribute, sell, attempt to sell, or possess with intent to sell any illegal, counterfeit, or controlled substance. Possession of a large amount of, or more than one individually wrapped package of, a controlled or illegal substance will be considered evidence that the student intended to sell or distribute the product.

**Expulsions:** When a student is alleged to have committed a violation of the Behavior Policy that could subject them to expulsion the Managing Director shall oversee a preliminary investigation to determine if there is cause to pursue an expulsion. The student will be suspended from YPA pending completion of the investigation.

Following the investigation, if the MD decides to recommend the student's expulsion to the Board of Directors, a conference will be held with the student and their parent/guardian. At the conference the MD

will explain that they are being recommended for expulsion, the basis for that recommendation, that the student will continue to be suspended pending the expulsion hearing, and the procedures set forth in the charter for that hearing. The process will then proceed following the procedures in the charter.

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

### **Searches**

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

### **Sexual Harassment and Bullying**

YPA prohibits unlawful sexual harassment of any student or other person. Prohibited sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct and inappropriate touching. YPA believes bullying is a form of harassment. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within school. The above allegations are to be reported to the teacher and the guidance counselor. All allegations are then investigated and reported to the proper authorities, including but not limited to, parents and local law enforcement. Retaliation for the reporting of sexual harassment or bullying will be met with additional disciplinary consequences. \*\*Cyberbullying or harassment through Social Media accounts can also be grounds for suspension or expulsion.

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

### **Students with Disabilities**

Students who have been identified as children with a disability are not exempt from the rules regarding behavior as outlined above. All disciplinary action involving these students will be addressed in accordance with state and federal law. YPA's policy on suspension and expulsion of students with disabilities will conform to the specific procedures for disciplinary actions that involve students with disabilities as outlined in the IDEA 2004 Amendments and Section 504 of the Rehabilitation Act.

## **Daily Schedules**

### **Elementary School (Kindergarten-4<sup>th</sup> Grade)**

#### **Monday-Thursday**

8:00 AM – 2:35 PM

#### **Friday**

8:00 AM – 1:00 PM

**Middle School (5<sup>th</sup> Grade-8<sup>th</sup> Grade)**

**Monday-Thursday**

8:00 AM – 2:55 PM

**Friday**

8:00 AM – 1:20 PM

**High School (9<sup>th</sup> Grade-12<sup>th</sup> Grade)**

**Monday-Thursday**

8:15 AM – 3:07 PM

**Friday**

8:15 AM – 1:32 PM



## **Celebrations /Deliveries/ Special Activities Policy**

For all celebrations and special activities/events, homemade or home baked foods cannot be distributed to students within the classroom or in an applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item.

### **Celebrating Student Birthdays**

Students in elementary grades may bring a snack to share with their class. Prior communication with teacher is required. Goody bags and gifts are not permitted. Should deliveries of flowers or other gift items be sent, it will be held in the school office until the end of the day, at which time they may be collected by a parent. Parents are welcome to come at lunch and eat with students. We ask that you exit the classroom once lunch is over so instruction can resume.

## **Communication Policy**

Communication between school staff and parent/students is crucial for overall school success. Every Wednesday, students in grades K-4 will receive a folder filled with all the written communication for that week. This may include, but is not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, and homework. Parents should look for the envelope each week, read the contents, sign any documents needing to be returned, and send it back. Whenever papers are sent home, parents are expected to read them carefully.

### **Teacher Conferences**

Parent/Teacher conferences are scheduled throughout the year. Arrangements for a *Student Success Meeting* may be made with your child's teacher before or after school hours at additional times when more support is needed/desired.

## **Dress Code Policy**

York Prep students should display themselves with a neat and clean appearance. York Prep believes that student dress has a direct correlation with the academic environment and affects the student's "Patriot DNA." YPA has a set of general standards that all students will adhere to however the school reserves the right to determine what may be disruptive to the learning environment.

### **YPA students will not**

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

### **Specific standard of dress at YPA includes:**

#### **K-5 Dress Code**

##### **Shirts:**

- T-shirts are allowed within guidelines regarding avoidance of all inappropriate symbols as stated above.
- When student's arms are raised overhead, the shirt must cover both the front and rear of the pant or skirt waistband. Abdomen, chest, and back must be covered at all times.

- Any display of cleavage is unacceptable.
- Tops cannot be see-through, backless, sideless, or worn off the shoulder. Appropriate sleeveless dresses/tops are allowed. No spaghetti straps.
- Shirts, though recommended to be tucked in, can be un-tucked as long as the shirt does not extend below the lower hip.
- Children should take caution when wearing hoodies or shirts with drawstrings around the neck area while on the playground. These drawstrings may contribute to entanglement or strangulation when playing on playground equipment.

**Pants:**

- Pajama pants/bottoms are prohibited.
- Back pockets must be at hip level.
- Pants should not drag on the floor.
- Leather pants (or skirts), oversized pants, and tight form fitting pants of any kind are unacceptable.

**Skirts, dress hems, and shorts:**

- Skirts and dress hems should reach the top of the knees.
- Shorts should be no higher than 2 *inches* above the knee.

**Skirts, dress hems, and shorts, etc.:**

- Spandex leggings are not to be worn as pants.
- Spandex leggings may only be worn under skirts in alignment with the skirt rule.
- No fishnet/mesh material.

**Shoes:**

- Most shoes are acceptable as long as they are regular street-wear with no more than 1 ½ inch heels.
- No flip-flops, cleats, or shoes with built-in rollers.
- Shoes must be properly buckled or tied where applicable. All sandals need to have a back strap.
- Closed-toe shoes are required for Physical Education, recess, and Science lab for safety reasons.
- No bedroom slippers are to be worn.

**Coats and hats:**

- No hats, headgear of any type, hoods, or sunglasses are to be worn inside the building.
- Coats are not to be worn in class.
- Children should take caution when wearing coats or hats with drawstrings around the neck area while on the playground. These drawstrings may contribute to entanglement or strangulation when playing on playground equipment.

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

- Uniforms may be worn on meeting days.

**Hair:**

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

**Piercing and jewelry:**

- Piercing must be limited to the earlobes with no more than 2 sets of earrings.
- Any other piercing jewelry must not be visible.
- No chains are to be worn. Spiked collars, wristbands, or belts are prohibited. **No tattoos are to be seen.**

**Grade 6-12 Dress Code**

**Shirts:**

- Buttoned shirts must be buttoned within 2 buttons to the top. T-shirts are allowed within guidelines regarding avoidance of all inappropriate symbols as stated above.
- When student's arms are raised overhead, the shirt must cover both the front and rear of the pant or skirt waistband. Abdomen, chest, and back must be covered at all times.
- Any display of cleavage is unacceptable.

- Tops cannot be see-through, backless, sideless, worn off the shoulder, or sleeveless (tank tops). All tops must have long, short, or cap sleeves.
- Shirts, though recommended to be tucked in, can be un-tucked as long as the shirt does not extend below the lower hip.

**Pants:(No holes allowed)**

- Pajama pants/bottoms are prohibited.
- Waist line must be at waist level; back pockets should be at hip level.
- Pants should not drag floor.
- Leather pants (or skirts), oversized pants, and tight knit pants are unacceptable.
- Overalls are not to be worn.

**Skirts, dress hems, and shorts:**

- Skirts and dress hems should reach the top of the knees.
- Shorts should be no higher than 2 *inches* above the knee.
- Spandex leggings/jeggings are not to be worn as pants.
- Spandex leggings/jeggings may only be worn under skirts in alignment with the skirt rule.
- No fishnet/mesh material.

**Shoes:**

- Most shoes are acceptable as long as they are regular street-wear with no more than 1 ½ inch heels.
- No shower style flip-flops, cleats, or shoes with built-in rollers.
- Shoes must be properly buckled or tied where applicable.
- Closed-toe shoes are required for Physical Education, recess, and Science lab for safety reasons.
- No bedroom slippers are to be worn.

**Coats and hats:**

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

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

- Uniforms may be worn on meeting days.

**Hair:**

- Hair is to be neat and well groomed. (No Mohawks, Designs, or Names can be worn as a hairstyle)
- Hair must not draw excessive attention thereby disrupting the focus on learning. (i.e. mohawks, designs, names, etc)
- No rollers, combs, or picks to be worn in a student's hair.
- Hair color must be natural to human beings.

**Piercing and jewelry:**

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

**No tattoos are to be seen.**

Violations of school dress code will result in parent phone calls to bring change of clothes. Repeated violations of the dress code will end up with school consequences up to and including In School Suspension and Out of School Suspension

**Drop-off and Pick-up Policy and Procedures**

**Cell phone use is prohibited during drop-off and pick-up for the safety of all students and staff.**

**Students should be picked up on time when participating in after-school programs, activities, or athletics.**

**For safety reasons (K-8), if your child is late to school for any reason, an adult must come inside the school to sign the student in. Do not drop your child off at the office doors.**

I. Morning Procedures:

- No drop off before 7:30
- Students should stay in their cars until staff members come out at 7:30.
- The front parking lot will be blocked off during morning drop off unless you are dropping off larger items and/or you have a scheduled appointment with a staff member.
- Drop off only within the area with the black gate. Cars behind the black gate should stay have students remain in the car until the next load

The Middle School and Student Union buildings are open at 7:30am and students may be dropped off at this time. Students are to report to the designated classrooms in each building. (5<sup>th</sup>-8<sup>th</sup> grade students can be dropped off in elementary drop off line and walk up to their buildings using crosswalks).

- The High School opens at 7:30am and students may be dropped off at this time. Students are to report to the Commons Area. High School students may enter their classrooms at 8:00am and are considered tardy at 8:16am.

II. Dismissal Times:

- Elementary School -2:35pm
- Middle School-2:55pm
- High School- 3:07pm

III. Dismissal Procedures:

Elementary – Each vehicle must display the YPA Car Tag. If a Car Tag is not visible or produced, drivers will be directed to circle the building, park, and walk into the building to pick up their students upon proof of identification. Additional tags are available in the front office.

Students not picked up by 3:05pm (Elementary) and 3:30pm (Middle), will meet with the appropriate building administrator.

5<sup>th</sup>-8<sup>th</sup> grade students need to be picked up from their respective buildings. High School students need to pick up their student union and middle school siblings in the car rider lines for their buildings.

IV. Traffic Flow

Parents are encouraged not to line up for pick up until the following times:

- Elementary – 2:00pm
- Middle – 2:30pm
- High – 2:30pm

**Reminder: Golden Gate Road is a public road and therefore should not have stopped traffic at any time.**

This will be avoided by adhering to the traffic flow policy above to not arrive for pick up before the suggested times.

V. Express Carpool

Drivers, picking up 5 or more students or 3 families carpooling together, may be eligible for Express Pick Up at the elementary and/or middle school buildings. Drivers must complete the necessary paperwork, abide by the guidelines set forth, arrive 20 minutes before the starting dismissal time and display an Express Tag at all times during pick up. Administration will determine the number of Express tags available each year in conjunction with busing and auxiliary transportation. Parents and students failing to comply with the

established guidelines may lose their Express Pick Up Privileges. Express vehicles will be given a designated parking space in the north Student Union parking lot. Elementary students will be walked to the lot each day. Middle school express students will be dismissed at 2:55 PM M-TH and 1:20 PM on Friday.

#### VI. Student Walker

Families living within a close proximity of the YPA campus may have the privilege to walk to and from school upon completion of the necessary paperwork. Only students in 6th-12<sup>th</sup> grades are allowed to walk home. Parents must complete the necessary paperwork and obtain prior approval before the student is permitted to walk to and from school. Students must abide by the rules set forth or walking privileges may be revoked. Should a parent elect to pick up their child via automobile, the parent will follow pick up procedures through the car rider line. At no time, should the parent park on campus and walk to pick up their child, unless prior administrative approval has been obtained.

5<sup>th</sup>-8<sup>th</sup> grade students are not allowed to walk to other buildings to be picked up without prior permission from administration.

#### VII. Busing

York Preparatory Academy offers limited busing services with buses serving several cluster stops. All riders/parents must complete the necessary paperwork, a policy acknowledgement form, and receive a seat assignment before busing services begin. Should a seat not be available, students will be placed on a waiting list. Due to limited seating, at no time is a guest rider eligible to ride the YPA bus. To help ensure safe and efficient transportation, students and parents who fail to comply with the established rules will lose the privilege to ride the YPA bus. Busing privileges may be revoked at any time by a school administrator or transportation representative.

#### VIII. Early Dismissal

YPA encourages parents/guardians to schedule their child's doctor and dental appointments around school hours. If this is not possible, the parent/guardians must come to the office first to sign his/her child out. If someone other than the parent/guardian signs the child out, that person must be listed on emergency contact forms before the child will be permitted to leave the building. All arrangements for changes in end-of-the-day transportation should be communicated in writing.

For safety reasons, if parents/guardians have an emergency that necessitates changing their child's transportation after the child is already in school for the day, they must call the office by 2:00pm to ensure the child will receive the information about dismissal changes. Due to dismissal procedures, parents/guardians should not come into the office for dismissal after 2:00pm at the Elementary building, and 2:30pm at the Middle and High school buildings. After this time, there will be NO early dismissal from the office unless there is a family emergency or prior approval is received from administration. Efforts should be made to arrange outside appointments to accommodate these times.

Additionally, YPA values every minute of instructional time. Parents/guardians should not call the office and request that the school have their child waiting in the office upon arrival to pick him/her up. We ask that you plan ahead to get to scheduled appointments with little loss of instructional time.

Frequent early dismissals will be addressed by the Attendance Office and may result in an Attendance Intervention Meeting. At the high school level, frequent early dismissals may contribute to a loss of seat time and the necessity of seat time recovery.

#### IX. Late Pick Up

YPA encourages all parents to pick up their children on time each day. It is the responsibility of all parents to arrange pick up for their students each day. Should a problem with repeated late pick up arise, the family may be referred to DSS or the student may be placed in an afterschool program for which a charge will be placed on their account.

York Preparatory Academy offers an after-school enrichment program, Patriots Promise. Parents are encouraged to register their children for this program for the purpose of homework assistance, enrichment programming, and physical recreational activities. If interested in this program, parents/guardians should contact Debra Blanchett or call 803-324-4400 ext 1105.

## **Electronic Use Policy**

York Preparatory Academy (hereafter 'YPA' or the 'school') offers access to our own electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the York Preparatory Academy electronic network. The York Preparatory Academy electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities, including homework.

The York Preparatory Academy electronic network has not been established as a public access service or a public forum. York Preparatory Academy has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

Parent/guardian permission is required for access by all students under the age of 18. Access is a privilege — not a right.

It is presumed that students will honor this agreement they and their parent/guardian have signed. YPA is not responsible for the actions of students who violate the rules of access beyond the clarification of standards outlined in this policy.

The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.

Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the York Preparatory Academy electronic network.

## **Children's Internet Protection Act**

It is the policy of York Preparatory Academy to (a) prevent users of its computer network, access to or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors and (d) comply with the **Children's Internet Protection Act** [Pub. L. No. 106-554 and 47USC 254(h)].

## **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To practical extent, technology protection measures (or Internet filters) will be used to block or filter the access to inappropriate information from Internet or other forms of electronic communications.

Specifically, as required by the **Children's Internet Protection Act**, blocking will be applied to visual depictions of material deemed to be obscene, or to be child pornography, or to any material deemed to be harmful to

minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To practical extent, steps will be taken to promote the safety and security of users of the York Preparatory Academy's online computer network when using electronic mail, chat rooms, instant messaging and other forms of electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, supervision and monitoring**

It shall be the responsibility of all members of the York Preparatory Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.

### **General Unacceptable Behavior**

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

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

### **E-Mail**

Students may be provided with e-mail accounts for specific educational projects or activities.

Students will not establish or access Web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the individual school.

Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.

Students will not post private information about another person.

### **World Wide Web**

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

### **Real-time, Interactive Communication Areas**

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

### **Web Sites**

Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.

Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.

All student Web pages should have a link back to the home page of the classroom, school or school district, as appropriate.

### **Personal Safety While on the Internet**

Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.

Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.

Students will not agree to meet with someone they have met online.

Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.



### **System Security**

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Students will not attempt to gain unauthorized access to any portion of the York Preparatory Academy electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.

Users will not use sniffing or remote access technology to monitor the network or other user's activity.

### **Software and File**

Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.

A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.

Files stored on the network and on individual computers are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the York Preparatory Academy electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

### **Technology Hardware**

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

### **Vandalism**

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

### **Plagiarism and Copyright Infringement**

Students will not plagiarize works found on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were the students').

School policies on copyright will govern the use of material accessed and used through the school system.

Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

### **Student Rights**

Students' right to free speech applies to communication on the Internet. The York Preparatory Academy electronic network is considered a limited forum, similar to the school newspaper, and therefore the school

may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

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

### **Due Process**

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

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

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

### **Violations of this Acceptable Use Policy**

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

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

## **Emergency Policy**

### **School/Home Communication & Student Reunification**

In the event of a school emergency it is important for both the school and each family to have a plan in place for communication as well as to safely reunite children with their families. In such situations, it is the school's first priority to ensure the safety of all students. After all students are safe and accounted for, the school will work with local responding agencies to facilitate communication to parents about picking up students.

### **What are My Responsibilities as a Parent/Guardian?**

- Ensure all contact information remains updated.
- The number listed as your “HOME” phone on our information forms is the one that will be called with instructions in an emergency.
- Include as an emergency contact ANYONE who might pick up your child from school. (Students WILL ONLY be released to people who are on our list)
- Wait for an official communication from the school before coming on site.
- Once on site, be patient and follow the directions of emergency personnel.

### **Communication From The School**

- Communication from the school to parents/guardians in an emergency situation will first come through our automated parent contact system.
- Our automated phone system will call your primary “home” phone number listed in Powerschool. If you would like to update your contact information so that a different number is listed in this field, please contact us.
- After the original message is sent, a repeat call will go out 15 minutes later. These messages will contain directions only.
- Once all students have been accounted for and safely picked up, an informational statement will be released in conjunction with responding authorities containing more information about the incident itself.
- It is important for parents/guardians to note that during an emergency, school personnel will not be at their desks. This means that there will not be anyone available to answer the phone. All information that will be needed to guide you in the process of coming to pick up your child will be contained in the automated messages.

### **Reunification**

- Parents/Guardians will wait to receive instructions on how to proceed to the area that they will pick up their student before coming on site. Depending on the emergency, it may be a site other than the school.
- Emergency personnel will be at each entry to the school. It is imperative that their instructions be followed.
- Only people listed as emergency contacts on each student’s information in Powerschool will be able to pick up those students.
- Please be patient, 100% safety and successful reunification is our goal. Speed is not.

### **Nuclear Power Plant Emergency**

- If time permits, students and staff will be instructed to return to homeroom by an intercom announcement.
- Classes will be called to the bus lot to load buses for evacuation to the location designated by the Catawba Nuclear Center.
- Parents will be notified to pick up their child at South Side Baptist Church, our designated pick up zone.
- Children not picked up within 4 hours of evacuation will go to the Reception Center (Lancaster High School).
- Teachers will remain with their students and must take staff notebook with red/green cards, roll book, and student information sheets.
- Elective teachers (or teachers on planning), guidance personnel, custodians, food services coordinator, and all other staff who do not have students to supervise, should report to the main office for instructions and duty assignments.

- No staff or students should attempt to contact anyone (parents, spouses, etc.) until directed to do so by the administration.
- Front office secretaries, school nurses, and Administrators will bring health cards, medications, and emergency kits, and contact transportation, etc. The Executive Secretary will make all other necessary phone calls.
- Administrators will monitor movement and the Secretary will keep logs of which classes are on which buses. Parents will not be allowed to pick up students at the school.

### **Inclement Weather and Emergency School Closing**

If school is closed for inclement weather or any emergency, notifications will be given to local radio stations for public announcement and will be posted on the school website. The Managing Director must authorize school closings. YPA will follow Rock Hill School District closings for inclement weather.

### **Field Trip Policy**

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

#### Guidelines for Field Trips

- All field trips must be approved by the Managing Director or designee.
- All field trips must have curricular relevance and are considered part of the school day.
- The school faculty or staff member (i.e. the trip director) designated to be in charge of a field trip has the responsibility to enforce compliance with school policy by all persons participating in the field trip.
- The trip director is responsible for ensuring that all students are accounted for on departure, arrival at destination(s), and on return.
- The parent or guardian of each student participant must sign a Field Trip Permission Slip.
- No student is allowed to leave before the termination of the field trip without notifying the director first.
- When a bus is required, all students must ride on the school bus.
- Younger siblings may not accompany parent chaperones on field trips, as they may distract attention away from the supervision of students.
- Students who have had multiple or severe behavior problems may have certain restrictions in regards to participation in Field Trip activities.

### **Hall Pass Policy**

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

### **Homework, Make-up Work, and Grading Policy**

Becoming a competent reader is critical to being a good student and is the first step to being able to explore the world. Parents and Guardians should make sure that their child is reading at home, that they are directly contributing to his/her education. By reading to one's child and participating in this process, the parent/guardian is encouraging the child's growth and strengthening family ties. By reading in front of one's children, good habits are modeled and will reinforce expectations.

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

Homework is a fundamental part of our general academic program. Homework's immediate educational purpose is as follows:

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

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

In addition to regular homework assignments discussed above, we expect each child to read, or be read to at least three times a week and preferably every day. The amount of reading homework varies for each grade. Teachers will inform students what is expected for their grade level.

### **Make-up work**

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up within five (5) school days following the student's return to school unless the teacher or an administrator determines that extenuating circumstances might support an extension of time. **The student is responsible for finding out which assignments, quizzes, and exams were missed and completing them within the specified time period. No homework assignments will given out prior to a student's pre-planned absence(i.e. trips).**

Students who are absent due to suspension from school will be provided an opportunity to complete work and take any examinations missed.

### **Grades K-2**

YPA students in grades K-2 will receive report cards every nine weeks. The following scale is used to assess Kindergarten – Grade 2:

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

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

**E=Exceeds:** Mastery is above grade level standards

**Related Arts are not graded K-5<sup>th</sup> grade**

### **Grades 3-11**

YPA students in grades 3-11 will earn numerical grades. A student's numerical average is determined by considering each unit grade along with semester and/or final exams and projects as a certain percentage of the overall course grade. Following are performance levels of York Preparatory Academy's grading scale:

- A:** 90-100 denotes excellent progress
- B:** 80-89 denotes above average progress
- C:** 70-79 denotes average progress
- D:** 60-69 denotes below average progress
- F:** Below 60 denotes unsatisfactory progress

High School credit courses with either an End-of-Course (EOC) exam or final exam will have their final grades calculated as follows:

- 40% - First Quarter grade
- 40% - Second Quarter grade
- 20% - EOC or final exam

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

### **Health Plans and Illness Policy**

Regular school attendance is expected. However; if a student is ill, he/she should not attend school. The school must be notified if a student has a contagious condition such as, but not limited to, chicken pox, head lice, or pink eye. Parents/guardians will be called and expected to pick-up their child when the preceding symptoms are present at school. Please keep a student home in the morning if any of the following symptoms are present:

- A fever of 100 degrees or higher
- Vomiting or diarrhea
- Evidence of a severe head cold, persistent cough, or sore throat
- Evidence of a suspicious rash or other contagious condition (e.g., pink eye, head lice)
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)

**\*Students must be symptom-free and/or properly treated for 24 hours (and/or medically cleared by your healthcare provider) before returning to school.**

**\*If your child is sent home from school for any of the above reasons, a doctor's note must be provided if he/she returns to school in less than 24 hours from being sent home sick. If not, you will be called to come back and get your child.**

Parents/guardians will be called and expected to pick-up their child within **30 minutes** of being notified when the preceding symptoms are present at school.

Parents must notify the school if a student has a contagious condition such as, but not limited to, chicken pox, head lice, or pink eye. This can be done via email or phone.

### **Head Lice**

Students with crawling lice or with nits (eggs) 1/4 inch or closer to the scalp may be sent home from school.

The child may return with a parent note after the first treatment with an approved lice removal product. Upon their return to school they will be checked to be sure that there are no active lice crawling on the child's head.

Seven days after the first treatment, the school will re-check your child's scalp for any newly hatched lice. If any are present, your child will need to begin the treatment cycle again before coming back to school. Students with recurring cases may be kept out of school until there are no nits present.

### **Individual Health Care Plan (IHP)**

Students may be authorized to self-monitor and self-administer medication as prescribed by the student's health care provider with written authorization from the parent/legal guardian for the student to self-administer medication as well as a written statement from the student's health care provider verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-medication or both.

Receipt of the written statement will authorize a student to possess and administer medication while in the classroom or on school grounds, at a school-sponsored activity, in transit to and from school or school-sponsored activities, or during, before, or after-school activities on school-operated property.

The student's IHP will contain components as required by the state department of education and will be developed with input from and approval of the following individuals:

- Student's healthcare provider,
- Parent/legal guardian,
- Student, if appropriate, and
- School nurse or other designated school staff member.

The school may revoke a student's permission to self-monitor or self-administer if the student endangers him/herself or others through misuse of the monitoring device or medication.

### **SERVICES FOR STUDENTS REQUIRING HOMEBOUND INSTRUCTION**

York Preparatory provides instruction to children unable to attend school because of physical disabilities or special health problems. It is important to note that although it is called homebound services, rarely are the services actually provided in the home. Services are generally provided at the school, public library or another community site.

#### **Medical Homebound**

Students with special health problems, temporary illnesses, or injuries that prevent their attendance in school shall be provided with instruction in the home, in the hospital, or at another site as determined by the school. Homebound instruction shall be provided for students who:

- Have an injury that will require absence for more than 5 consecutive school days.
- Have a chronic illness that causes the student to miss a total of 5 consecutive instructional days over the period of the school year.

#### **Guidelines**

- The student must be enrolled at York Prep Academy. The student has to have a temporary illness or injury that will require the student's absence from school for a minimum of five (5) consecutive instructional days. One hour of homebound per one day of instruction missed by the student.

- A Medical Referral for Homebound Instruction form must be completed, signed by a medical doctor and submitted to the Special Services Department. Forms are available from the Special Services Department or from the Attendance office.

The physician's statement must show the following:

(A)The student has an illness or injury that will require the student's absence from school for a minimum of five (5) consecutive instructional days prior to the end of the year and the student needs instruction to meet graduation requirements, they physician's statement must indicate the student will be unable to attend school through the end of the current school year.

\*\*\*Intermittent Homebound will be looked at on a case by case basis

The student has a chronic illness or other medical condition that will require the student's absence for an aggregate of at least five (5) instructional days over the period of the school year.

- The parent must provide YPA with a written statement (medical release) from a physician with an unlimited license to practice medicine prior to the students return to school.

### **General Education**

If the student is not identified as a student with an IEP, please contact the Special Services Dept. at (803) 324-4400.

- The Special Services Department will determine if a staff member at the school is interested in providing the homebound services.

### **Special Education**

If the request for Homebound Services is being made for a student with an IEP, a conference should be convened, which includes all appropriate members. A Special IEP Review must be held before Homebound can start.

### **Non-Medical Homebound**

Homebound Instruction for Students with Disabilities

YPA shall provide special education instruction to a student identified as eligible for special education services in an alternative setting if it is considered by the IEP team to be the least restrictive environment in which to provide the student a free and appropriate public education. The IEP Team must include in the IEP:

- The reason(s) the student is not attending school;
- Other options tried or considered;
- Why those options are not appropriate.

The IEP Team must reconvene at least every forty-five (45) school days to review the individualized education program. The type, intensity, and duration of the special education and related services provided to the student on homebound instruction shall be determined by the case conference committee.

- If a student is placed on homebound after May 1st, the IEP Team must provide the homebound teacher from May 1st of each school year until the end of the current school year.
- Parents must contact the homebound instructor if the student will not attend a session. Failure to attend three (3) consecutive sessions will result in the suspension of the homebound instruction until the IEP Team can reconvene.

## **Immunizations Policy**



A record of current immunizations is required by law for all students **within 30 days of enrollment** at YPA. Failure to present this record will result in the student's **suspension** until the record is presented to the school. This is ultimately the parent's responsibility to provide to YPA. A schedule of required immunizations can be obtained at the SC DHEC website as well as the Health Department or one's health care provider. YPA school nurses can also provide this information.

**\*Kindergarteners must have all 4 year old immunizations prior to starting school\***

## **Incontinence Policy**

All children attending YPA are expected to be potty trained before starting kindergarten. However, it is understood that accidents sometimes happen. Parents/guardians should send a change of clothes with the child in case of "accidents." If a child accidentally urinates on himself/herself while at school, he/she can change clothes and return to class. If the child accidentally has a bowel movement on himself/herself, then he/she will be cleaned up as best as possible, as well as change his/her clothes. However, he/she will have to be sent home in order to be cleaned properly in order to prevent infection.

## **Locker Policy**

Students who are assigned a locker during the course of the school year must adhere to the following rules: Students should only use the locker to which they are assigned.

Students are expected to keep lockers neat and orderly.

Nothing should be affixed to the outside of lockers.

Students may neatly decorate the interior of their lockers, but the following guidelines for decorating must be observed:

- Should be positive and uplifting, not negative or degrading to others,
- Should not undermine authority in any way,
- Should not make references to illegal substances (ex. Tobacco, alcohol, drugs, etc...),
- Should not be representative of the drug or gang culture,
- Should contain no sexual references or innuendos,
- Should have no references to violence,
- Should not include stickers,
- Should not include writing, and
- Should not cause any permanent damage.

School administration reserves the right to search lockers and revoke locker privileges See *Searches Policy* in the behavior section of the handbook.

## **Parking Policy, Student**

Parking on school property is a privilege extended to students who possess a valid driver's license and who do not owe fees or fines. A fee of \$25 if the student can present a current certificate from the "Alive at 25" program or proof from another certified training program. Permission to park on school property may be rescinded by the administration for any person who does not observe regulations.

Student parking is not allowed in areas designated for visitors, faculty or handicapped. Students with debts to schools cannot register for parking. If debt occurs during first semester before receiving a parking pass, driving privileges will be revoked second semester until debt is paid in full.

## **DRIVING RULES AND REGULATIONS**

To drive a car on campus the following rules and regulations must be obeyed:

- All drivers must meet the following requirements:
- Valid SC driver's license
- Vehicle registration
- Proof of Insurance
- YPA Student Parking Agreement Form signed by student and parent/legal guardian, and
- Maintain a 2.5 GPA on their 1<sup>st</sup> Semester report card as of the end of the 1st Semester and each semester thereafter except in special circumstances as determined by administration.
- Vehicles must be operated on campus in a safe manner and not exceed a speed of 10mph.
- Student vehicles must have a valid hang tag and **be properly displayed** on the rear view mirror in order to park on campus.
- All vehicles should be locked and no valuables left inside. YPA assumes no responsibility for a vehicle or its contents.
- Any theft or damage should be reported immediately to the front office.
- The parking lot is off-limits during the school day. All students must leave the parking area immediately after parking their vehicle, and not return until after school. After school, students must leave school property immediately, unless involved in extracurricular activities.
- Once a student arrives on school grounds, he/she may not leave campus without first reporting to the office to get permission to leave. He/she must then sign out. (1st Offense: 1-week driving suspension; 2nd Offense:
- 2-week driving suspension; 3rd Offense: Driving privileges revoked for the remainder of the school year. This is in addition to possible disciplinary consequences for cutting.)
- Students may not park their cars at an angle taking up more than one parking space.
- Students must park in the designated area only.
- No non-authorized student may park in the handicap parking at any time; violators are subject to lose driving privileges for the remainder of the school year as well as suffer consequences given by law enforcement.
- No student may register a car and then give or sell his/her parking permit to another student. If this occurs, parking privileges are revoked for both students.
- Students must provide the parking office with change of vehicle information as soon as it is known. All vehicles parked on campus must be registered with the parking office. It is the students' responsibility to inform school of changes. Failure to do so will be subject to a first offense. Failure to follow this rule may result in any or all of the penalties of outlined in parking agreement.
- All students will pay \$45 for their initial parking tag. If a parking tag is not available to be displayed, another parking tag must be purchased by the student.
- Students who have had their parking tags lost or stolen may get a temporary for one week only. If it is not recovered, the student will need to purchase a replacement.
- Students must submit a written request with their signature and a parent's signature to request a replacement hang tag. No request will be honored without this documentation. The cost of replacing original hang tag is \$15.00.
- Students providing false information on the application will have parking privileges revoked for the year.
- Stereo volume must not disrupt the school atmosphere before, during, or after school hours as determined by the administration.
- All parking permit transactions must be done Monday–Thursday between 8:00am and 8:20am or 3:15pm and 3:45pm or Fridays between 7:30am and 8:00am only. NO EXCEPTIONS.
- Failure to follow parking rules and regulations may result in any or all of the following actions: Warning, Suspension of driving privileges, driving privileges REVOKED, and/or vehicle will be towed at owner's expense.

## PERMISSION TO LEAVE CAMPUS

Students are not allowed to leave campus without written permission from a parent or legal guardian and the approval from school personnel. If a student violates this policy, driving privileges will be suspended or lost. In addition, the student may be subject to a school disciplinary action.

During the morning arrival on campus, students will **not** be allowed to leave campus prior to the start of school day without the approval from school personnel and written communication from a parent/legal guardian.

If a student is not in good academic standing, failing or more two classes, driving and/or the option to leave campus will be suspended or lost.

If a student has 5 discipline referrals, driving and/or leaving campus will be suspended or lost.

If a student is caught driving recklessly or has 3 parking lot offenses, driving and/or leaving campus will be suspended or lost.

## **Patriots Promise---Before and After School Care**

York Prep is happy to offer before and after school programs that enhance academics, build character, and help students develop into responsible adults. The options may include but aren't limited to homework time, team building, physical fitness, literacy, and a variety of other fun activities.

The before school program runs from 7:00 a.m. until 7:45 a.m. at which time students will be taken to their appropriate building. The cost for this program is \$20 per week. The After-school program runs from dismissal until 6:00 p.m. The cost is \$65 per week.

Registration and payment is required before attending either program. Please contact the Enrichment Coordinator at 803-324-4400 ext 1105.

## **Playing on School Sports Teams**

In accordance with Title IX, York Prep Academy offers equal opportunities to participate in school sponsored sports teams for all students. In order to qualify for participation, students may be required to maintain certain levels of behavior, attendance, and academic performance. In addition, students must be registered students of the school. York Prep, as a charter school, is exempt from general state statute (Section 59-63-100) regarding the participation of home school students.

## **Retention Policy**

### **5<sup>th</sup>-8<sup>th</sup> grade**

The following information is intended to identify those students who are not performing at their current grade level. If ANY of the following criteria are NOT met, a team that includes the student's teachers, parents, and administration will **consider** retention of the student.

**1-Attendance**-Absences that number 20 or greater for the academic year will put a student in consideration for retention.

**2-Academic Success In Core Classes**-All students must pass Language Arts, Math, Science, and Social Studies. The student's yearly score in each class must be 60 or above to be considered passing.

**3-Academic Success in Elective Classes**-Students must pass at least 50% of their elective classes for the academic year.

- The final decision on retention rests with the Managing Director or his admin designee.

- Teachers will discuss retention with parents in the event that a student is being considered for retention throughout the school year. If such discussions have taken place, teachers will schedule a student success meeting at the end of 3rd nine weeks to make decisions about retention.

## **Right to Know**

York Prep believes in the impact that a great teacher can have in the classroom. The school's hiring practices and teacher on-boarding processes are designed to have each teacher well prepared to help students achieve our unique goals. As parents, you always have the right to know the license and degree qualifications of your child's teacher(s). Should you have questions regarding the qualifications of your child's teacher(s), please contact the Managing Director at the Student Union.

## **Service Animals**

### **A. Service Animal Uses:**

Service animals are animals that are individually trained to perform tasks for people with disabilities, as specified by the federal Americans with Disabilities Act (ADA) and the Office of Civil Rights. Examples of functions performed by service animals include guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure or performing other special tasks. Service animals are working animals, not pets. An animal whose sole function is to provide comfort, emotional support or companionship does not qualify as a service animal.

Use of a service animal by a student with a disability will be allowed in school as required by the ADA and Section 504 of the Rehabilitation Act of 1973.

Use of a service animal by an employee with a disability will be allowed (1) in portions of District property open to the public, or (2) when such use is necessary as a reasonable accommodation under the ADA and/or SLAD to enable the employee to perform the essential functions of his or her job or to access benefits of employment provided to all employees in the same job classification.

Use of service animals by any person with a disability will be allowed in places of public accommodation in areas open to the general public, such as stadiums and auditoriums.

The use of a service animal by an individual with a disability will not be conditioned on the payment of a fee, security deposit or surcharge.

### **B. Requirements for Service Animal Access:**

Before a service animal for a student or employee will be permitted in school, on District property or at school-sponsored events, the student's parent or the employee requesting access for the service animal must provide a description of the task(s) the service animal is expected to perform in assisting the person with a disability.

In order to be allowed access to District facilities, the District requires that a service animal is housebroken; free of disease and parasites; has a harness, leash or tether so it cannot run free and is under the control of the person with a disability. A service animal must also be licensed or in training with release for work and immunized in accordance with the laws, regulations and ordinances of the City of Rock Hill, York County, and the State of South Carolina. The Managing Director or a School Administrator will request proof of license and immunization at least annually.

### **C. Parents or Animal Handlers:**

Parents or animal handlers who will be present in school for the purpose of assisting a student with his/her service animal are required to submit to a sex offender registry and criminal background check. In addition, parents and handlers must comply with all standards of conduct that apply to school employees and volunteers.

**D. Removal or Exclusion of a Service Animal from School or School Property:**

The Managing Director, building principal or other site administrator may request an individual with a disability to remove a service animal from school, a school-sponsored activity or District property if the animal is out of control and the animal's handler does not take effective action to control the animal. Examples of the animal being out of control include, but are not limited to, the following:

1. The presence of the animal poses a direct threat to the health and/or safety of any person;
2. The animal materially disrupts or interferes with the instructional program, school activities or student learning. However, annoyance on the part of the others is not an unreasonable risk to property or others to justify the removal of a service animal;
3. The presence of the animal would result in a fundamental alteration of any school program;
4. The individual in control of the animal fails to appropriately care for the animal, including feeding, exercising, taking it outside for performance of excretory functions and cleaning up after the animal;
5. The animal is ill; or
6. The animal is not housebroken.

If the school excludes a service animal, it will provide the individual with a disability the opportunity to participate in the service, program or activity without having the service animal on the premises.

**E. Service Animals at District-Sponsored Events:**

Individuals with disabilities may be accompanied by their service animals to events or activities open to the public that are held in schools or on District property.

A building principal or site administrator may revoke or exclude such a service animal for the reasons set forth in Section D, above.

**F. Responsibility/Liability.**

1. Neither the SC Public Charter School District, York Preparatory Academy, nor its employees, are responsible for the cost, care, or supervision of a service animal except as required by law. (*See Service Animal Policy, Education of Students with Disabilities, and, Education of Students with Disabilities Under Section 504, for responsibility for related services.*)
2. A service animal must be under the control of its handler. A service animal must have a harness, leash or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of the harness, leash or other tether would interfere with the service animal's safe and effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals or other effective means).
3. The owner/handler of the service animal is responsible for any and all damage caused by the service animal at school, on District premises, or at school activities. This responsibility includes cleaning any areas of the school or District premises where the service animal performed its excretory functions. In addition, the owner of any dog used as a service animal that bites any person will be liable for damages as suffered by the person bitten in accordance with state law.

**G. Allergic Reactions**

An allergy is not a valid reason to deny access or refuse service to a person using a service animal. When a person who is allergic to an animal and a student or employee who uses a service animal must spend time in

the same room or building, they both should be accommodated by assigning them, if possible, to different locations in the room or different rooms in the building. The school will work with the parents of affected students and with affected employees to develop appropriate accommodations for the service animal and the person with allergies.

#### **H. Appeals.**

A person whose service animal has been excluded or removed may appeal the decision to the Managing Director or designee in writing. The Managing Director or designee will respond in writing within five (5) business days, stating whether the animal will be allowed and the rationale for that decision. If dissatisfied with the decision of the Managing Director or designee, the person may use the procedure outlined as formal grievance. Nothing in this procedure will prohibit a person who believes that he or she may have been subjected to disability discrimination to utilize the District's Section 504 grievance procedures, found in the procedure for students and employees, and/or to pursue a complaint with the federal Office for Civil Rights.

### **Smoking Policy**

Smoking is prohibited on school property. This includes while on school property for drop-off and pick-up.

### **Student Records Policy**

Parents must submit a request for school records to the Executive Secretary. This includes a request for medical records from the school nurse. The Executive Secretary will then obtain the records requested from the appropriate parties and provide them to the parent.

### **Student Services**

York Preparatory Academy utilizes a Student Intervention Team (SIT) problem-solving Response to Intervention (RTI) approach to provide individual interventions and assistance to students who may be struggling academically or experiencing behavioral or emotional difficulties. The SIT team provides assistance to the teacher in developing intervention strategies and identifying data collection instruments.

When classroom data continues to show a lack of positive student results, the teacher requests additional assistance from the Student Intervention team. The SIT team, including the teacher, may also consult with representatives of the special education department or others who may have special areas of expertise for suggestions or input in the review of the data. After the SIT team reviews the interventions attempted and the student performance in relation to those interventions, additional or revised interventions may be recommended with increased frequency or intensity. Frequent progress monitoring provides the SIT team with information concerning the effectiveness of those interventions.

### **Teacher Conference Policy**

Parent/Teacher conferences are scheduled at various times throughout the year. Arrangements for additional conferences may be made with the child's teacher before or after school hours. Parents wishing to have a conference with teachers must set up an appointment with the teacher(s). If parents have immediate concerns, they may also speak with an available administrator.

### **Textbooks Policy**

Textbooks are loaned free of charge to students. Each student issued a textbook has the responsibility to return it in the same condition as when it was issued, less normal wear. Students are encouraged to place a protective cover on each textbook issued. Some academic courses will require calculators. Students need to

purchase their own calculators (please refer to each course's required supply/materials list) and book bags. Reimbursement for lost or damaged textbooks, computer software, library books, or other school property is charged to the student using current replacement costs. The year-end report card will be withheld until the school's business office receives reimbursement monies. Fines will be charged for lost and/or damaged books, up to the purchase price.

## **Volunteers/Volunteer Guidelines Policy**

School volunteer programs succeed when teachers and volunteers form an effective, cooperative education team and function as co-workers. YPA welcomes and encourages volunteers in our school. Parents and community supporters may volunteer for committees and numerous other activities. In order for this to remain a positive experience for the volunteers, the students, and the faculty and staff of YPA, volunteers are asked to adhere to the guidelines set forth by YPA. Volunteers must always check in at the front office upon arrival and receive a printed identification tag which must be worn while on campus. We also ask all volunteers to respect the integrity of the classroom and arrange in advance with your child's teacher regarding days/times to volunteer.

### **Confidentiality**

As a matter of professional ethics, volunteers do not discuss teacher, student, or school affairs with other people. It is extremely important that confidentiality be upheld at all times and this does extend to public (social) media formats such as Facebook and Twitter.

### **Dependability**

Teachers and staff members rely on the services performed by volunteers. If a volunteer is unable to volunteer on his/her scheduled day or time, it is important to contact York Preparatory Academy at (803)324-4400 so other arrangements can be made.

### **Emergency Drills**

Volunteers must follow the same procedures as staff, including leaving the building. In case of a real emergency, office staff will give the sign-in sheets to the emergency crews, so volunteers should remember to sign out upon leaving for the day.

### **Learning Environment**

Maintaining a focused and productive learning environment is paramount to the goals of York Preparatory Academy. We ask that volunteers respect the learning environment and do not perform any activities during instruction time that detract from the learning of our students. These activities include the following:

Meeting with other volunteers,

Using cell phone (see No Cell-Zone),

Creating or re-decorating Bulletin Boards/classroom,

Any other activities that could distract our students.

Always review your activities prior to the day or class with that classroom's teacher.

### **No Cell Zone**

Remember to turn your cell phone off to avoid distractions.

### **Student Discipline**

Adult volunteers have a responsibility to inform staff if there is a problem. Volunteers should not discipline a child including laying hands on the child. They should notify the supervising staff member or a teacher of any inappropriate student behavior and allow the staff to handle as trained.

**Volunteer Dress & Behavior**

Dress appropriately—please refer to the YPA Dress Code.

Bringing younger siblings is not recommended while volunteering.

When volunteering for a specific academic purpose, volunteers should remember not to use this time to personally monitor your own child's performance or to discuss personal matters with your child's teacher.



## Parent / Student Signature of Understanding and Acknowledgement

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

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

Parent Name (Print) Parent

\_\_\_\_\_

Date \_\_\_\_\_

Parent Signature

\_\_\_\_\_

Student Name (Print)

\_\_\_\_\_

Date \_\_\_\_\_

Student Signature

\_\_\_\_\_