

**PARENT/STUDENT HANDBOOK  
(Grades K-12)  
2021-2022 School Year**

Christian School of York  
907 Greenbriar Road  
York, PA 17404

717-767-6842

[www.csyonline.com](http://www.csyonline.com)



Dear CSY Parents and Students,

Thank you for being a part of the CSY family. This handbook provides you with a ready reference on CSY school procedures. It is designed to answer routine questions and/or give direction in circumstances that may arise throughout the school year.

If, at any time, there are questions regarding interpretation or understanding, please do not hesitate to ask us. It is good communication and a willingness to dialogue that makes our school the best it can be.

In Him,

CSY Administration

### **Welcome from the CSY Board of Trustees**

On behalf of the CSY Board of Trustees, I am pleased to introduce you to the Parent/Student Handbook of the Christian School of York. We are very blessed to begin another new year at CSY. God has been faithful to provide a continued place of Christian education for the children of the many families who have chosen CSY.

The CSY administration and the Board of Trustees encourage you to become familiar with this handbook. We trust that it will provide you material that will be clear and informative, and that it will help enable you and your family to have the highest degree of success in your children's endeavors at CSY.

We believe that Christian education serves as one of the three pillars that are instrumental in building Christ followers, the other two being the Christian family circle and a Christian church. As CSY's Mission Statement says, *"Equipping students through academic rigor and uncompromising Biblical truth to impact the world for Christ."* We pray that the policies and guidelines contained herein will help you and your family as you seek the Lord and grow in His Spirit through your experiences at CSY.

"Whatever you do, do all to the glory of God." I Corinthians 10:31

Paul Schwane, Chairman

Christian School of York Board of Trustees



### **Mission Statement**

Equipping students through academic rigor and uncompromising Biblical truth to impact the world for Christ.

### **Vision Statement**

CSY provides every student with the spiritual, social, emotional and cognitive tools from a Biblical worldview to be an impactful servant leader in the world today.

### **Core Values**

1. Fostering a Biblical Worldview
2. Pursuing Godly Character
3. Cultivating Community
4. Engaging in Service to Others
5. Developing Academic Excellence

### **Basis of Faith**

We believe:

1. The Bible to be the inspired, the only infallible authoritative Word of God (2 Peter 1:20, 21; Timothy 3:15-16).
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory ( Philippians 2:6-11, I Peter 3:18, Hebrews 2:9, Romans 5:9, Acts 2:23,24, Hebrews 8:1, Matthew 26:64).
4. That for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Titus 3:4-7).
5. In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation ( I Corinthians 15:20-23, John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Ephesians 1:22-23, Matthew 28:19-20, Acts 2:41-47).



## CONTACT INFORMATION

Admissions Office (ext 269)	<a href="mailto:admissions@csyonline.com">admissions@csyonline.com</a>
Athletics Department	<a href="mailto:athletics@csyonline.com">athletics@csyonline.com</a>
Attendance Office - K-12	<a href="mailto:attendance@csyonline.com">attendance@csyonline.com</a>
Attendance Office - Preschool	<a href="mailto:PSoffice@csyonline.com">PSoffice@csyonline.com</a>
Business Office	<a href="mailto:accountspayable@csyonline.com">accountspayable@csyonline.com</a> <a href="mailto:accountsreceivable@csyonline.com">accountsreceivable@csyonline.com</a>
Donations	<a href="mailto:give@csyonline.com">give@csyonline.com</a>
Employment	<a href="mailto:jobs@csyonline.com">jobs@csyonline.com</a>
Extended Care	<a href="mailto:extendedcare@csyonline.com">extendedcare@csyonline.com</a>
Forms for Parents	<a href="https://www.csyonline.com/forms">https://www.csyonline.com/forms</a>
Fundraising Events	<a href="mailto:CSYevents@csyonline.com">CSYevents@csyonline.com</a>
General Inquiries:	<a href="mailto:office@csyonline.com">office@csyonline.com</a>
IT Support	<a href="mailto:ITsupport@csyonline.com">ITsupport@csyonline.com</a>
Library	<a href="mailto:library@csyonline.com">library@csyonline.com</a>
Lower School Office (ext 235)	<a href="mailto:loweroffice@csyonline.com">loweroffice@csyonline.com</a>
Lunch Ordering/Cafeteria	Questions: <a href="mailto:lunch@csyonline.com">lunch@csyonline.com</a> Instructions: <a href="https://www.csyonline.com/meal-plans">https://www.csyonline.com/meal-plans</a>
Middle School Office (ext 235)	<a href="mailto:middleoffice@csyonline.com">middleoffice@csyonline.com</a>
Preschool Office (ext 244)	<a href="mailto:PSoffice@csyonline.com">PSoffice@csyonline.com</a>
Transportation Changes/Busing	<a href="mailto:transportation@csyonline.com">transportation@csyonline.com</a>
Tuition Account Questions	<a href="mailto:tuition@csyonline.com">tuition@csyonline.com</a>
Upper School Office (ext 221)	<a href="mailto:office@csyonline.com">office@csyonline.com</a>
Volunteering at CSY	<a href="mailto:volunteer@csyonline.com">volunteer@csyonline.com</a>

**Christian School of York**  
 Phone: 717-767-6842  
 Fax: 717-767-4904  
[www.csyonline.com](http://www.csyonline.com)

**ALCOHOL, TOBACCO, AND NICOTINE POLICY**

Alcohol, tobacco, nicotine, any nicotine delivery products, vaping, and/or illegal substances are prohibited in the school building, on school property, in school vehicles (buses, vans, etc.) and/or at any school-sponsored activities that are held off school property.

**ANNOUNCEMENTS**

Announcements will take place during homeroom, over lunch or at the end of the day. All student announcements must be approved by an administrator. When announcements are given, the room is to be QUIET and students are to be in their seats. No one is to leave until dismissed by the teacher or the person making the announcement.

**ARRIVAL PROCEDURES**

**The school building will not open for students to enter until 7:45 am.** This arrival time includes both bus riders and private car students. Students are to wait in their vehicles or buses until the doors open at 7:45 am. At no time are students allowed to be dropped off and/or left unattended outside of the school prior to 7:45 am.

Morning Extended Care is available for a fee for K-5 students from 7:00 am to 7:45 am. Morning Extended Care requires pre-registration on a monthly basis. See the Extended Care handbook for additional information.

When dropping off students, all cars and buses will use the loop in front of the school to discharge their passengers. Students may exit the vehicles along any area of the sidewalk in the loop as it is not necessary to wait until the vehicle is at the beginning of the line for the children to disembark. Students should exit vehicles in an orderly manner as quickly as possible, in courtesy to others waiting in line. Vehicles may NOT be left unattended in the loop. If it is necessary for the driver to leave the vehicle, the vehicle must be in a parking space since all public buildings must have open access at all times for emergency vehicles.

Middle School and Upper School students are to enter the building at the main entrances and report to the gymnasium (7:45 am to 8:05 am) or homeroom (8:05 am or after). Lower School students are to enter the building at the Lower School entrance and report immediately to their assigned locations (homeroom, outdoor recess, etc). Weather permitting, Lower School students may have outside morning recess and should be dressed appropriately for this.

If a student is due to arrive at school early for a school function or field trip, only that student may enter the building early to meet their group. If there are additional students/siblings in the family, parents are required to wait until the arrival time of 7:45 am to drop off the additional students (or pre-register and pay for Extended Care if the students are in K-5 grades).

All students are expected to be in their homerooms, seated, quiet and ready for morning announcements and attendance by the 8:15 am bell, which begins the school day. Students who arrive at homeroom after 8:15 am are considered tardy.

**ATTENDANCE and TARDINESS POLICIES****Attendance – General Information**

- Regular attendance for the entire school day (8:15 am to 3:00 pm) is expected of all students. **We recommend that students enter the building by 8:05 am at the latest to be prepared for the start of school.** Students who arrive to homeroom after 8:15 am are considered tardy.
- Pennsylvania's Compulsory School Attendance Code requires all excuse notes to be in writing (note, email, etc).
- **All absences and/or tardies because of medical/dental appointments require a written note from the doctor's office upon the student's return to school or the student will receive an unexcused absence or tardy. Students attending virtual appointments are not exempt from this requirement and must request a doctor's note to be faxed or emailed to the school.**
- Absences should be reported to the attendance office by 8:30 am each day. All absences must be reported within three school days of the student's return to school, or the absence will be marked and remain unexcused regardless of the reason.
- **Reason for an absence is required in order for the absence to be properly recorded. Absences reported without a reason will be considered unexcused.**
- Reporting attendance to only your child's homeroom teacher or principal does not meet the required notification standards and will be marked unexcused. All reporting must be reported directly to the attendance office.
- Absences longer than 3 consecutive days due to any illness require a doctor's note releasing the child back to school.

**How to Report Student Attendance**

- Email: [attendance@csyonline.com](mailto:attendance@csyonline.com)
- Online Form: [CSY's Attendance Reporting: Absence, Tardy or Early Dismissal](#)
- Phone: 717-767-6842 ext 221 (Upper) or ext 235 (Lower and Middle) (phone calls must be followed up with a written excuse to be excused)
- Fax: 717-767-4904
- **Reminder: Reporting attendance to only your child's homeroom teacher or principal does not meet the required notification standards and will be marked unexcused.**

**Attendance Details**

- **We recommend that students enter the building by 8:05 am *at the latest* to be prepared for the start of school.** Students who arrive to homeroom after 8:15 am are considered tardy.
- Students who arrive after 8:15 am but before 9:45 am will be marked tardy.
- Students who arrive after 9:45 am will be marked as half-day absent.
- Students who arrive after 11:45 am will be marked as full-day absent.
- Students dismissed prior to 11:45 am will be marked as full-day absent.
- Students dismissed between 11:45 am and 1:30 pm will be marked as half-day absent.
- Students dismissed after 1:30 pm will be marked as an early dismissal.
- For students dismissed mid-school day and returned to school: Students missing more than 2 hours will be marked as half-day absent, 3.5 hours or more will be marked as full-day absent. A note from the doctor or dentist must accompany the student back to school in order for the absence to be recorded as excused.

**Attendance - Excused (Lawful) - versus Unexcused (Unlawful)**

Excused: Absences or tardies must fall into one of the "Lawful Absences" list below in order to be lawful and/or excused. These limited categories are: student illness, doctor/dental appointments, death in the immediate family, weather related absences, college visits, education trips.

Unexcused: All other reasons (some examples: oversleeping, missing the bus, staying home to finish school work, family coming to visit, leaving early for a family trip, leaving early for rec sports, babysitting, household chores, work, being out late the night before, not sleeping well) will be considered unlawful or unexcused.

Other than the above "Lawful Absences" list, all other absences and tardies are considered unlawful/unexcused, even with a written note. A student having three (3) or more unlawful absences during the school year is considered habitually truant under definitions set forth by the Pennsylvania Department of Education. If the student continues to incur additional unlawful absences, a School Attendance Improvement Conference (SAIC) may be required by administration. The outcome of the SAIC will be documented in a written School Attendance Improvement Plan (SAIP). If the student is subsequently, unlawfully absent at any point within the school year after the SAIP is in place, an official notice of the unexcused absence will be sent to the parents/guardians to inform them that the SAIP has been violated and that further action will be initiated. Parents/guardians who fail to comply with the provisions of the compulsory attendance law may, on summary conviction thereof, be required to pay a fine plus court costs.

**College Visits**

College visits must be reported to the attendance office ([attendance@csyonline.com](mailto:attendance@csyonline.com)) for pre-approval as soon as the visit is scheduled. College visits requiring travel and absence of two or more days require an Education Trip form to be completed and pre-approved by Administration (see "Educational Trips" below for additional information). The attendance office will notify the teachers of the approved absence in order for make-up work to be assigned.

College visits will not be approved for the first five (5) school days of the school year or the final five (5) days of each semester.

**Early Dismissal**

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

Education Trips

**Parents are asked to plan all family trips and/or college visits during summer months or those periods in which school is not in session.** CSY allows Educational Trips limited to five (5) days per school year. Any days requested beyond the 5 approved cumulative days will be coded as unexcused/unlawful. If it is not possible to plan trips outside of school days, proper documentation (Educational Trip Request Form) must be submitted a minimum of five (5) school days in advance. (Find the form here: <https://www.csyonline.com/forms>). The mere fact that the student is traveling is not enough supportive evidence to warrant approval.

If approved by Administration, the attendance office will notify the family and teachers of the approved absence in order for make-up work to be assigned.

**Educational trips not requested five (5) school days in advance and/or trips taken without pre-approval will result in unexcused absences and no credit will be given for make-up work.**

Educational Trips will not be approved for the first five (5) school days of the school year or the final five (5) days of each semester.

Excessive Absences

- **Absences longer than 3 consecutive days due to any illness require a doctor's note releasing the child back to school.** If a student is going to be absent for an extended period of illness, parents should contact the main office of the school. Arrangements for homework should be made through the Principal's office.
- Absences due to certain illnesses (see list below) require a doctor's note releasing the child back to school, regardless of the number of days absent. Flu/Influenza, COVID-19, Pink Eye, Chicken Pox, Fifth's Disease, Measles, Rubella (German Measles), Pertussis (Whooping Cough), Hand-Foot and Mouth or any other condition for which administration and/or Central School nurse deems a doctor's note necessary
- Absences of 3 or more unlawful absences within a school year is considered habitually truant under definitions set forth by the Pennsylvania Department of Education. These types of absences will require the student's parents/guardians to meet with the Principal to determine the student's academic status. A Student Attendance Improvement Conference (SAIC) may be required by the administration and a Student Attendance Improvement Plan (SAIP) developed. If the student is subsequently, unlawfully absent at any point within the school year after the SAIP is in place, an official notice of the unexcused absence will be sent to the parents/guardians to inform them that the SAIP has been violated and that further action will be initiated. Parents/guardians who fail to comply with the provisions of the compulsory attendance law may, on summary conviction thereof, be required to pay a fine plus court costs.
- Absences of 5 or more days within a semester (lawful or unlawful) may require the student's parents/guardians to conference with the Principal to determine the student's academic status.
- **Absences of 10 or more days within a school year will require a doctor's note for all subsequent absences.** In addition, a Student Attendance Improvement Conference (SAIC) may be required by the administration and a Student Attendance Improvement Plan (SAIP) developed.
- Absences of 15 or more days within a school year may affect promotion to the next grade level.
- Absences of 15 or more days in one marking period may be in jeopardy of losing credit for that marking period.

Extra-Curricular Activities

**A student who arrives at school after 9:45 am because of an unexcused/unlawful absence may not participate in any practices, games or performances that day/evening.** A pre-scheduled absence (doctor's appointment, etc.) does not disqualify a student from participating in such activities as long as proper documentation from the doctor's office accompanies the student to school.

Make-Up Work

In the case of excused absences, the student will be expected to make up assignments or tests that may have been missed and for this purpose will be granted a period of time equal to the length of the absence. **As a general policy, unexcused/unlawful absences will not permit make-up privileges; however, administration may give consideration to extenuating circumstances beyond the student's control.**

**Tardies:**

Students who arrive to their homeroom after 8:15 am are considered to be tardy. Students who accumulate unexcused tardies will be subject to disciplinary action according to the following schedule per marking period:

1 <sup>st</sup> and 2 <sup>nd</sup> tardy:	K-12 Students: Warning (Email to parents/guardians)
3 <sup>rd</sup> tardy:	K-5 Students: Parents will be required to serve 1 hour of Tardy Work Hours with their student 6-12 Students: Students will be required to serve 1 hour of Tardy Work Hours
4 <sup>th</sup> and 5 <sup>th</sup> tardy:	K-12 Students: Warning (Email to parents/guardians)
6 <sup>th</sup> tardy:	K-5 Students: Parents will be required to serve an additional 2 hours of Tardy Work Hours with their student 6-12 Students: Students will be required to serve an additional 2 hours of Tardy Work Hours
7 <sup>th</sup> and 8 <sup>th</sup> tardy:	K-12 Students: Warning (Email to parents/guardians)
9 <sup>th</sup> tardy:	K-5 Students: Parents will be required to serve an additional 3 hours of Tardy Work Hours with their student 6-12 Students: Students will be required to serve an additional 3 hours of Tardy Work Hours
10 <sup>th</sup> tardy:	Parents will be required to attend a Student Attendance Improvement Conference (SAIC) with administration

Tardy Work Hours will be served after regular school hours. Tardy Work Hours are separate from the required family volunteer hours and/or student service hours.

**BIBLE QUIZZING**

CSY participates in a Bible quizzing program for Middle School & Upper School (5-12) students through the Mid-Atlantic Christian Schools Association (MACSA). The quiz season begins in October and extends into March. Students try out for the quiz team. Bible quizzing events include three MACSA quiz-a-thons, and the annual two-day Bible quiz retreat.

**BIBLES**

All students are to have a Bible for Bible class and chapel.

- Lower School: CSY will provide Lower School students with "The Adventure Bible" to utilize during the school day. These Bibles will stay at school.
- Middle and Upper School: Teachers in Middle and Upper School will be utilizing the [Quest Study Bible](#). We highly recommend that each student purchases their own copy for class. If you are unable to purchase the Quest Study Bible for your student, we recommend students have an NIV Bible.

**BOY-GIRL RELATIONSHIPS**

Healthy friendships between boys and girls are acceptable and allowed; however, students are to refrain from public displays of affection during the school day or during any school function where the student is under CSY supervision (including, but not limited to, field trips, school retreats, athletic events, dances, representing CSY, etc.).

**BULLYING and HARASSMENT**

Bullying is unwanted, repetitive, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is **repeated** over time. Kids who are bullied and who bully others may have serious, lasting problems. CSY participates in the Safe To Say Something (S2SS) program as mandated by the State of Pennsylvania.

**Reporting Bullying/Harassment:**

- a. Students: Students must report immediately to a teacher or an adult.
- b. Parents: Parent(s) need(s) to report the accusation to administration immediately.
- c. Staff: Staff members should stop the situation and report it to a teacher immediately.
- d. Teachers:
  1. If a teacher sees a student being bullied, that teacher should stop the situation immediately in a calm, yet firm way.
  2. The teacher should then document the situation and report the incident to his/her administrator.
  3. If the teacher receives reports of bullying, the teacher should record notes and report incident(s) to his/her administrator.
  4. The administrator and teacher will discuss consequences for the bullying student.



**BUS CONDUCT**

Buses will use the loop in front of the school to discharge and board their passengers. Lower School students will enter and be dismissed from the Lower School entrance. Middle and Upper School students will enter and be dismissed from the main entrance.

The following rules apply to students riding CSY buses (This includes all off-site and sports activities):

1. Students are to be at the bus stop when the bus arrives.
2. Students are to abide by the driver's regulations and directions at all times.
3. Students must be seated and facing the front of the bus while it is in motion, and conversation between passengers must be kept at a low pitch. Students are to sit in assigned seats if requested to do so by the driver.
4. No gum chewing, loud talking, commotion, or throwing objects is allowed on buses. Students are not to eat on the bus unless the bus driver grants permission.
5. Windows on the bus are to be operated only at the discretion of the driver. Students are to refrain from extending their head, arms, or objects out of the bus windows.
6. Students are not to litter on the bus.
7. If there is disobedience to the driver's authority, the driver will issue a warning to the student. If disobedience continues, the situation will be referred to the administration, and the student may lose the privilege of riding the bus.
8. If a bus should break down en route, the driver will report this to the appropriate school official. In the case of CSY buses, parents will be notified to transport students the remaining distance.
9. Only students who are registered to ride CSY buses will be permitted to ride the CSY buses.

Students who ride public school buses are expected to obey the bus rules of the school districts on whose buses they ride. School districts only allow the students who live in their districts and have a registered transportation form on file with the school district to ride the bus. Visitors and/or non-registered students are not permitted to ride.

If there is disobedience to the driver's authority, CSY or School District, the following steps will be taken:

1. 1<sup>st</sup> Offense - The Principal will confer with the student reported for misconduct by the bus driver or bus company. A letter from the Principal and a bus infraction notice will be sent to the parents.
2. 2<sup>nd</sup> Offense - The Principal will conference with the student. A letter from the Principal and a bus infraction notice will be sent to the parents and a copy to the bus company.
3. 3<sup>rd</sup> Offense - The student reported for misconduct on the bus will be suspended from the bus for a minimum of 3 days. Parents and the bus company will be notified of the suspension.
4. Any major offenses or repeated offenses will be dealt with by the Principal. District rules may cause a student to be suspended from school bus use if a student has violated the district's rules. The parent is responsible to transport that student to and from school if that is the case, and the cost of transportation is the parent's responsibility.

**CAMPUS CLEANLINESS**

CSY has a tradition of providing excellent facilities. Therefore, all persons should practice good stewardship of the facilities. Good stewardship includes, but is not limited to, keeping lockers, desks, hallways, classrooms, bathrooms, locker rooms, outside grounds and all other areas neat and clean. Students may be asked to disinfect and/or sanitize their work areas. **Food and drinks are not to be kept/left in lockers (except for daily lunch or packaged snacks brought to school).**

**CELL PHONES/ELECTRONICS/EARBUDS**

Cell phones and electronic devices (pagers, beepers, music players, radios, lasers, laser pens, non-CSY laptops or tablets, gaming devices, etc) are not to be seen or heard during the school day. Students are encouraged to turn their cell phones and devices into the office at the start of the school day. If items are not turned into the office, cell phones and devices must be kept in the student's locker or backpack. Cell phones and devices are not permitted to be kept "on the person". Smart watches may be worn but if used inappropriately, restrictions may be instituted on an individual basis. Earbuds, AirPods, headphones and the like are not to be worn during the school day without individual teacher permission.

Consequences will be issued according to the CSY PBIS and devices will be confiscated and turned into the main office until the end of the school day. CSY is not responsible for loss or damage to any cell phone or electronic device.

**During the school day, communication between parents and students must be conducted through the school offices.**

**CHANGE OF ADDRESS OR INFORMATION**

Parents are responsible to ensure we have up-to-date contact information throughout the year. Parents can notify the school of changes to mailing addresses, email addresses, phone numbers by emailing [office@csyonline.com](mailto:office@csyonline.com). Certain changes such as name changes will require official documentation.

**CHAPEL**

All chapels will be held on Wednesdays, typically in the gymnasium. Chapel format is varied to include special speakers, singing, learning activities, etc.

Parents and families are invited to attend chapel. All parents are required to sign in at the main office and provide ID verification.

Lower School Chapel - held each Wednesday from 8:30 am to 9:00 am

Middle School and Upper School Chapel - held each Wednesday from 2:17 pm to 2:55 pm

To celebrate being a part of the CSY community, all students and employees are required to wear a CSY top (shirt, sweatshirt, etc.) every Wednesday. If a student forgets to wear a CSY top, one will be provided to the student to borrow.

**CHEATING**

Any student caught cheating may receive a zero on the work involved and may be referred to administration. Original work is expected for all work assigned by a teacher. Students must be given special permission to work in groups for part of or for the entire assignment. Students must realize that the one who gives illicit answers is just as guilty of cheating as the student who receives them. Students in positions of leadership may be asked to relinquish their positions as a consequence of cheating.

Plagiarism is using someone else's words or ideas without giving proper credit to the person who devised them. It is wrong to plagiarize, whether you do it deliberately or thoughtlessly. The most blatant kind of plagiarism is submitting another person's paper or someone else's writing as your own. Letting a reader think you did work that you really did not do is cheating.

A more subtle kind of plagiarism is to let your reader think that certain words, phrases or ideas are your own when they are, in fact, the property of other people you failed to acknowledge. Paraphrases and summaries, as well as individual groups of words - facts, opinions or ideas - may be plagiarized. Changing a word here and there or changing singular to plural will not protect you from the concept of plagiarism. Even presenting common knowledge (meaning: can it be found in 100+ sources or books) in somebody else's words, without credit, is plagiarism. Plagiarism is a form of cheating and will be dealt with as such.

**CHURCH ATTENDANCE**

As the Christian School of York unites the goals and convictions of our families and area churches, each student is encouraged to regularly attend church each week. Parents are strongly encouraged to attend as well. As the home, church, and school contribute to the nurture and training of the child, strong Biblical foundations are solidified in the heart and mind of the child.

**CLOSINGS AND DELAYS - WINTER WEATHER INFORMATION**

Closings and delays are reported to families via parent text alerts, email notifications and posts to the CSY Facebook page. We also report to the following television stations: WGAL 8, ABC 27.

*Two Hour Delay Information – All Students:*

Extended Care morning program will open at 9:00 am (instead of 7:00 am).

The building will open for students at 9:45 am (instead of 7:45 am).

Classes will begin at 10:15 am (for all students).

Preschool - Half-day students are picked up at regular pick-up time of 11:15 am.

*Closings/Severe Weather During the School Day:*

If your local school district closes before CSY, please know that we will follow that school district's schedule and your student will be placed on the bus unless you call the office and speak with someone to give parental approval for other arrangements. Please note that we do NOT send out alerts if school districts dismiss early since your school district should have a plan in place to notify families in their districts of a change to their schedules.

If CSY is closing early, we will notify you via a parent text alert and an email notification (as well as posting the information to all sources listed above). If CSY dismisses before your local school district dismisses, you are responsible for picking up your student within 20 minutes of the CSY dismissal time. As early dismissal times may vary, we will give clear pick-up times for students in the text and email notifications. (Example: Early dismissal is at 11:30 am today. All students must be picked up by 11:50 am.) In order for our staff and faculty to also leave in a timely and safe manner, CSY will not be remaining open beyond the pick-up time. Extended Care will not be available on these early dismissal days.


If your student is a private car rider, you may pick up your student at any time due to inclement weather conditions as long as your student is picked-up before the pick-up deadline sent out in the parent text alerts and email notifications.

If your student rides a CSY bus/van, those routes follow the school districts shown below for delays, closings and/or early dismissals:  
 Hanover – follow Southwestern School District (not Hanover School District)  
 Southern – follow Southern York County School District


If your student rides one of these CSY bus/van routes and your local school district is closed for the day, our CSY bus/van will NOT pick-up students for school that day.

### **CODE OF CONDUCT (NEW for 2021/2022)**

The environment of our school is planned, orderly, and rich with activity. Children are taught the love of Christ as they are loved by those who follow Him. Our faculty and staff are committed to providing a positive, safe learning environment for all students; therefore, beginning in the 2021-22 school year, we are implementing a Positive Behavior Interventions and Supports (PBIS) system for all K-12 students and staff. The goal of our PBIS system is to create an age appropriate value system that fosters Christ-like interactions and nurtures a God-honoring, safe, fun, and encouraging learning-community. Each division - Lower, Middle, and Upper School - will be governed by five virtues, indicated by the ARMOR acronym, which tie to scriptural truth. Each member of our Christ-centered community is expected to follow these biblical principles. Students will participate in lessons at the beginning of the school year, so they clearly understand each of the ARMOR expectations.

 <h2>CHRISTIAN SCHOOL OF YORK</h2>				
A	R	M	O	R
Appreciation	Respect	Motivation	Obedience	Responsibility
<p>So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.</p> <p>- Matthew 7:12</p>	<p>Be devoted to one another in love. Honor one another above yourselves.</p> <p>- Romans 12:10</p>	<p>Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.</p> <p>- Colossians 3:23-24</p>	<p>Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.</p> <p>- Hebrews 13:17</p>	<p>Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much.</p> <p>- Luke 16:10</p>

*School-wide Behavior Expectation Matrix:* The school-wide ARMOR matrix, shown below, provides guidance to what ARMOR expectations look like in various settings in the school.

	Bus/ Vans	Classroom	Hallway/ Lockers	Lunchroom	Bathroom/ Locker Room	Recess/ Outdoors/ Special Events	Chapel/ Assemblies
	<ul style="list-style-type: none"> <li>Be kind</li> <li>Share seats</li> <li>Wait your turn to get on and off the bus</li> </ul>	<ul style="list-style-type: none"> <li>Listen and be open to others' ideas</li> <li>Listen to the teacher</li> <li>Stop, think, decide before you speak or act</li> <li>Accept others' learning styles and needs</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn in the hallway</li> <li>Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledge and follow directions of staff/teacher</li> <li>Invite others to join you</li> <li>Include friends and others in your conversation</li> </ul>	<ul style="list-style-type: none"> <li>Be mindful of others' need for privacy</li> <li>Offer encouragement before and after games/events</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Listen to each other's thoughts</li> <li>Follow directions of staff/teacher the first time</li> <li>Go to someone on the buddy bench</li> </ul>	<ul style="list-style-type: none"> <li>Actively participate</li> <li>Listen to the staff and/or teachers</li> </ul>
<b>A</b> Appreciation	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Be considerate</li> <li>Quiet voices</li> <li>Use God-honoring speech</li> <li>Keep hands, feet and belongings to self and in bus</li> <li>Keep aisles clear</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Be considerate of others</li> <li>Use God-honoring speech</li> <li>Honor others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Be considerate of others working</li> <li>Use inside voice</li> <li>Only enter your own locker</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions first time</li> <li>Be considerate of others</li> <li>Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Actively listen</li> <li>Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Actively listen</li> <li>Be considerate of others</li> </ul>
<b>R</b> Respect	<ul style="list-style-type: none"> <li>Treat others the way you would want to be treated</li> <li>Stay in your assigned seat</li> <li>Face forward</li> <li>Keep headphones at a reasonable volume</li> </ul>	<ul style="list-style-type: none"> <li>Press on, even when something is hard</li> <li>Take pride in your work</li> <li>Ask questions when you don't understand</li> </ul>	<ul style="list-style-type: none"> <li>Use time to get books or supplies</li> <li>Walk safely</li> <li>Stay with group and/or teacher</li> </ul>	<ul style="list-style-type: none"> <li>Eat in a timely manner</li> <li>Eat first, talk second</li> <li>Let teacher know if you don't have lunch</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely and appropriately</li> <li>Practice good hygiene</li> <li>Get back to class</li> <li>Leave things better than the way you found them</li> </ul>	<ul style="list-style-type: none"> <li>Interact with others</li> <li>Get rid of your energy</li> <li>Leave things better than the way you found them</li> </ul>	<ul style="list-style-type: none"> <li>Come with an open heart and open mind</li> <li>Encourage the speaker</li> <li>Be ready to engage</li> </ul>
<b>M</b> Motivation	<ul style="list-style-type: none"> <li>Take care of school property (class materials, electronics/laptops, etc.)</li> <li>Take care of your belongings (instrument, sporting equipment, electronics, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Produce quality work to the best of your ability</li> <li>Keep space organized and clean</li> <li>Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>Keep lockers organized and clean</li> <li>Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>Throw away trash</li> <li>Clean tables</li> <li>Clean floor below table</li> <li>Proper use of microwaves</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after self</li> <li>Take care of school property</li> <li>Leave things better than the way you found them</li> </ul>	<ul style="list-style-type: none"> <li>Take care of school property</li> <li>Dress appropriately for the weather</li> <li>Leave things better than the way you found them</li> </ul>	<ul style="list-style-type: none"> <li>Take care of school property</li> <li>Come with an open heart and open mind</li> </ul>
<b>O</b> Obedience	<ul style="list-style-type: none"> <li>Arrive on time for your bus</li> <li>Have all belongings</li> <li>Clean up</li> <li>Close windows</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared with supplies</li> <li>Submit completed work on time</li> <li>Be conscientious and proactive about completing make up work</li> </ul>	<ul style="list-style-type: none"> <li>Walk in the hallway</li> <li>Walk directly to your destination with permission</li> </ul>	<ul style="list-style-type: none"> <li>Eat before socializing</li> <li>Use appropriate volume</li> <li>Have food and utensils</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Flush</li> <li>Throw away trash</li> <li>Keep water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace (clean up trash, food, playground equipment)</li> </ul>	<ul style="list-style-type: none"> <li>Bring Bible</li> <li>Wear appropriate chapel attire</li> </ul>
<b>R</b> Responsibility							

**Acknowledgement System:** The culture in K-12 will be one in which students are acknowledged for their behavior that meets and exceeds the K-12 ARMOR expectations. When students exhibit ARMOR behaviors, they may earn a "Defender Dollar". Students are able to save up their "dollars" in order to "purchase" various incentives from the Defender Store on a weekly basis, or enter a "dollar" into a drawing, which will be held once per month per division, in which they could win various other incentives, such as CSY spirit wear, stuffed animals, fun toys, etc. Divisional and/or school-wide incentives - such as spirit days, kickball games, movie and popcorn, ice cream parties, etc. - may also be held on a quarterly basis in order to celebrate our students' successes.

**Violation of ARMOR Expectations, Progressive Consequences and SWIS System:** Faculty/staff recognize that certain types of misbehavior occur at certain ages, and different students have different abilities and needs. Our discipline policies incorporate vital knowledge of child development, while fully reflecting God's Word in handling conflicts that arise. Discipline has its roots in the word "disciple" which means "to teach." We believe strongly that each discipline moment must teach the child to reflect the character of Jesus Christ. When students engage in inappropriate behaviors or fail to meet the ARMOR expectations, the inappropriate behaviors along with the students' responses and attitudes will be considered to determine acceptable consequences. However, the focus on inappropriate behaviors should not cause the students to miss out on the goal to develop desired behaviors. The culture in K-12 should be one in which students and staff are safe, celebrated, respected, and behaviors that do not fulfill the ARMOR expectations are addressed and modified.

Violations of the ARMOR Expectations will be dealt with by the teachers, staff, and/or administration and may result in the possible consequences listed in the tables below. An incident involving multiple violations may result in a single consequence. Teachers, staff, and administration reserve the right to accelerate the progression of consequences.

Level I - Violation of ARMOR Rules: Handled by the Classroom Teacher		
Problem Behavior	Definition	Possible Consequences to Behavior (including but not limited to)
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back. (i.e. Not following ARMOR/classroom rules; Refusing to do work and follow directions; Not turning in assignments or homework; Refusing to participate in classroom activities; Leaving class without permission; loitering/wandering)	K-2: 3 warnings before a consequence 3-8: 2 warnings before a consequence 9-12: 1 warning before a consequence *After 3 offenses with consequences, move to Level 2 Consequences
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students. (i.e. Disrespectful or inappropriate words, tone, body language and behavior; peer taunting, teasing, or unkindness; gossip or spreading rumors)	<ul style="list-style-type: none"> <li>Teacher redirection/re-teaching</li> <li>Time away from group/activity (ex: time out, calm down corner, walk it out) or student moved in classroom</li> <li>Parent notification</li> <li>Writing assignment/Behavior Reflection Sheet</li> <li>Silent lunch</li> <li>Silent recess</li> <li>Office lunch detention</li> <li>Parent conference</li> <li>Restorative measures or apology letters</li> </ul>
Disruption	Student engages in a low-intensity, but inappropriate disruption. (i.e. Disruptive or distracting behavior in class, chapel, lunch, or recess - including, excessive talking/noise, running in hallways/classroom, horseplay, eating in class, not staying in assigned spot, any other act that disrupts classroom or interrupts the operation of the class, etc.)	
Property Misuse	Student engages in low-intensity misuse of property. (i.e. Touching or not respecting others' property or school property; Failure to bring required classroom materials; Leaving books/bags/supplies outside the locker)	
Inappropriate Language	Student engages in a low-intensity instance of inappropriate language. (i.e. Inappropriate words, tone, body language and behavior)	
Dress Code Violation	Students wear clothing that is near, but not within, the dress code guidelines defined in the Parent/Student handbook.	
Physical Contact/Aggression	Student engages in non-serious, but inappropriate contact. (i.e. Not keeping hands or body to self; Public displays of affection)	
Technology Violation	Student engages in non-serious, but inappropriate use of technology. (i.e. Violation of cell phone or electronic use policy, including smart watches, earbuds, tablets, school chromebooks or laptops, etc.)	
Other	Student engages in any other minor problem behaviors that do not fall within the above categories. (i.e. Failure to deliver or return written communications between home and school)	

Level II – Violation (or continued violation) of ARMOR Rules: Potential Administrative Intervention		
Problem Behavior	Definition	Possible Consequences to Behavior (including but not limited to)
Repeated Level 1 Behavior	Repeated Level 1 infraction after Level 1 consequence	<p>*After 1 offense with consequences, move to Level 3 Consequences</p> <ul style="list-style-type: none"> <li>● Parent notification (required)</li> <li>● Parent conference with administration</li> <li>● Time away from group/activity (ex: time out, calm down corner, walk it out) or student sent to office</li> <li>● Writing assignment/Behavior Reflection Sheet with administration involvement</li> <li>● Office lunch detention</li> <li>● After school detention</li> <li>● Restorative measures or apology letters</li> <li>● Possible grade reduction or re-completion of work where minor/unintentional cheating was involved</li> <li>● Creation of behavior management plan with teacher, administration, and family input</li> <li>● Disciplinary probation</li> </ul>
Abusive Language/ Inappropriate language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. [i.e. Inappropriate language; Use of profanity, vulgar language or obscene gestures; Obscene jokes (sexual in nature, racial, gender, defames Christ, etc...)]	
Tardy	Student is consistently late to class or the start of the school day. (i.e. Chronic unexcused tardiness to class)	
Inappropriate Location/Out of Bounds Area	Student is in an area that is outside school boundaries without permission. (i.e. Leaving school building or grounds without permission/signing out - for example, senior lunch privilege)	
Lying/ Cheating	Student delivers message that is untrue and/or deliberately violates rules. (i.e. Lying, slander, gossip, misleading a teacher/staff or classmates; Cheating or the appearance of cheating; Working with others without permission)	
Skippping Class	Student leaves or misses class without permission. (i.e. Chronic cutting class or skipping school)	
Technology Violation	Student engages in inappropriate use of technology. (i.e. Watching inappropriate videos and/or movies; Accessing internet sites prohibited by CSY; Sending or forwarding inappropriate emails, etc.)	
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur. (i.e. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)	
Disrespect	Student delivers socially rude or dismissive messages to adults or students. (i.e. Display of blatant disrespect toward school personnel, campus visitors, or other students)	
Disruption	Student engages in a behavior causing an interruption in a class, activity, or bus. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained/persistent out-of-seat or disruptive behavior.	
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.	



<b>Level III – Violation of ARMOR Rules: Mandatory Administrative Intervention &amp; Potential Law Enforcement Involvement</b>		
<b>Problem Behavior</b>	<b>Definition</b>	<b>Possible Consequences to Behavior</b> (including but not limited to)
Repeated Level 1 and Level 2 Offenses	Repeated Level 1 and Level 2 Offenses	<ul style="list-style-type: none"> <li>● Parent notification (required)</li> <li>● Parent conference with administration</li> <li>● Out of school hours detention or multiple detentions</li> <li>● Failure of any assignment where cheating or plagiarism took place</li> <li>● Financial or monetary restorative process</li> <li>● Loss of bus privileges</li> <li>● Law enforcement notification</li> <li>● Disciplinary probation</li> <li>● ISS (in-school suspension)</li> <li>● OSS (out-of-school suspension)</li> <li>● Expulsion</li> </ul>
Property Damage/Vandalism	Student participates in an activity that results in a destruction or disfigurement (physical damage) of property.	
Fighting	Student is involved in mutual participation in an incident involving physical violence. (i.e. Initiating, participating in or the appearance of fighting)	
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (i.e. matches, lighters, firecrackers, gasoline, lighter fluid, pepper spray, mace).	
Use/Possession of Weapons	Students in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm (i.e. pocket knife, laser pens/pointers, live ammunition or bullets, electric stun guns, replicas of guns or drug paraphernalia).	
Use/Possession of Alcohol or Use/ Possession of Drugs or Use/Possession of Tobacco	Student is in possession of, or is using or distributing alcohol, illegal drugs/substances or imitations, or tobacco. (i.e. Possession or distribution of any illegal or inappropriate substances or using substances inappropriately on school property or at school approved events (including and not limited to vapes, alcohol, narcotics, tobacco); Possession or use of prescription or nonprescription medication in violation with the Guidelines for Dispensing Medications at School).	
Forgery/ Theft/ Plagiarism	<ul style="list-style-type: none"> <li>● Student has signed a person's name without that person's permission.</li> <li>● Student has changed school records or documents.</li> <li>● Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.</li> <li>● Student claims someone else's work as their own.</li> </ul>	
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling. (i.e. Continued Bullying or Cyberbullying)	
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, etc. (i.e. Verbal harassment, including racial or homophobic slurs; Continual acts of intimidation, taunting, etc.)	
Sexual Immorality	<ul style="list-style-type: none"> <li>● Sexting / Assault / Sexual Immorality</li> <li>● Possession of, showing, or distribution of pornography</li> </ul>	
Violation of Enrollment Agreement	Failure to adhere to the terms of continued enrollment developed by the administrative team (i.e. not following agreed upon behavioral management plan, misconduct during 30, 60, and 90 day probation period.)	
Unauthorized Sale	Selling material not authorized by Administration on school property	
Computer Security Violation	Student engages in inappropriate use of technology. (i.e. Use of technology to tamper with CSY records or "hacking" or breaching computer security)	
False Accusations	Knowingly making a false report against a staff member	
Felony	Felony conduct	

*Detention:* If a student is assigned detention, a parent/guardian will be sent an email via FACTS SIS (previously called RenWeb) notifying them of the assigned detention (lunch or after-school). Detentions will be rescheduled only in extreme cases in which the parents make arrangements with the Principal or Academic Leadership Team at least a day in advance. Failure to report for detention on the assigned date will result in a rescheduled detention plus an additional detention.

*Lunch Detention:* Lunch detention is detention given to a student by a classroom teacher or Principal during the school day. Lunch detentions can be held in the office or in a classroom with supervision. Parents/guardians will be notified of lunch detention by the classroom teacher or Principal..

*After-School Detention:* Detention day and time will be determined by the classroom teacher or the Principal. Parents are responsible for transportation at the beginning/end of the detention period.

*Suspension (Out-of-School or In-School):* The Principal may place a student on suspension for repeated or serious violation of school rules. Students involved in the use, possession or peddling of drugs or alcohol, or possession of a weapon, may be turned over to the proper authorities.

During an out-of-school suspension (OSS) period the student is excluded from all school events including after-school activities and must keep up with all the schoolwork. All assigned schoolwork is due upon return to school.

The guidelines for in-school suspension (ISS) are as follows:

- Students assigned to ISS will report to the appropriate office upon arrival at school. They are not to report to their homerooms/classrooms.
- Teachers and Principals will provide assignments for the student to complete during the day.
- Computer usage will not be allowed.
- Sleeping will not be allowed.
- There will be no contact with other students for the duration of ISS.
- Lunch will be eaten in an assigned room under adult supervision.

*Expulsion:* Expulsion is the responsibility of the Superintendent. Students placed on suspension, repeated suspensions or disciplinary probation may be recommended for expulsion by the Administration. The Superintendent will apprise the Board concerning students who are being considered for expulsion. Any involvement with alcohol, threats (i.e., bullying which may be verbal or physically intimidating), tobacco, drugs, weapons (including threatening use of weapons), involvement in sexual activity, or other serious offenses, whether on or off campus, may be grounds for expulsion.

*Disciplinary Probation:*

Disciplinary probation is designed to alert the student and his/her parents/guardians to specific areas of his/her life that need immediate attention. The administration will place a student on disciplinary probation for a specified time period and will restrict the student from participating in extracurricular activities. While on probation, the student will be periodically evaluated. If there is insufficient progress in attitude or behavior, the student will be asked to withdraw from the school or be recommended for expulsion. Disciplinary probation is intended to be an intermediate step to help the student avoid expulsion.

## **COMMUNICATION TOOLS**

Believing that communication is a vital component of a strong relationship, CSY communicates with the following methods of communication:

- FACTS SIS (previously called RenWeb) - internet access to your student's homework summary, grades, report cards, discipline, attendance, etc. Parents/guardians of students in 1st through 12th grades will receive a weekly progress report via email.
- Google Classroom - internet access to classroom resources, newsletters, pictures, etc.
- Email - we ask that parents/guardians check their email daily. Parents/guardians are responsible to ensure we have up-to-date contact information throughout the year.
- The Week Ahead - our weekly newsletter emailed each week throughout the school year.
- In-Person Communication - we value in-person conversation greatly. All appointments with teachers should be scheduled in advance with the teacher. All appointments with administration should be scheduled through the division offices.
- Social Media and Parent Text Alert - we will utilize social media and text alerts to share weather announcements and other important school updates.



**COMPUTER ACCEPTABLE USE POLICY**

Internet access is available to students, teachers and staff at Christian School of York. Our goal in providing this service is two-fold: first, to teach students about the internet and how to use it, due to its rapid growth as a research and communications tool; and second, to promote educational excellence by providing access to information which may be exclusively or more easily found on the internet.

No form of technology, however beneficial, can be considered perfect, and every innovation presents problems, which must be managed carefully. The ability to communicate with others and to have access to information raises the possibility that users of the internet may be exposed (intentionally or not) to material that may not be of educational value in a school setting. We continue to take precautions to restrict access to undesirable materials by teaching students about responsible use and by implementing reasonable controls, including filtering software, to limit student access to inappropriate materials.

The equipment software and network capabilities provided through the CSY computer network are the property of the school. All users of the computer equipment and network are expected to conduct themselves in a proper fashion, befitting the Christian foundation of the school. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as discipline of financial, legal or other consequences.

Before being given access to the internet through the CSY network, students will learn about the proper use of the network and to review the terms of this Acceptable Use Policy and the types of activities that are not permitted during the class meetings during the first few days of school. The use of the network and internet access will also be reviewed and monitored periodically; however, the school cannot be responsible for direct supervision of each student.

Examples of unacceptable uses of these computer resources include, but are not limited to, those uses which violate the law, or the endangering of the integrity of security of any network connected to the internet. Some unacceptable practices include:

1. The transmission of any material in violation of any United States or state law, including but not limited to: threatening, harassing, pornographic, or obscene material or information connected with any other illegal act. The transmission of copyrighted materials without the written permission of the author or creator in violation of U.S. copyright law.
2. Network resources used in a manner which is disruptive to the work or educational environment.
3. The use of computer resources for personal financial gain. You may not offer, provide or purchase products or services through the CSY computer system, except for school-sanctioned fundraising projects.
4. Reading, copying, stealing, deleting or modifying e-mail messages, files or other data belonging to other users.
5. The willful destruction of computer hardware or software, or any attempt to exceed or to modify the limits of the system. This includes the creation, propagation or use of degenerative computer codes, including but not limited to, viruses, worms or bombs.
6. The use of obscene, threatening or disrespectful language. You are expected to demonstrate the same level of appropriate conduct as is required in face-to-face or written communications. The use of anonymous messages, or messages which you attempt to attribute to another person, will also be treated as a violation of this policy.
7. Plagiarism is prohibited. Plagiarism is the taking of ideas or writings of others and presenting them as if they were yours.

The responsible use of the CSY computer system and internet access requires the following:

1. Students should safeguard personal information about themselves or others, including address, telephone number, school address, work address, and the like.
2. Students are responsible for their individual computer files and should take reasonable precautions to prevent unauthorized access to them. Under no conditions should students provide their password to another person.
3. Students should use the system only for educational activities related to their studies at CSY. Downloading movies and accessing any streaming services are not permitted. Playing online games without teacher permission is not permitted.
4. Students should respect the resource limits of the CSY computer system. If it is necessary for students to download a large file, they should do so at a time when the system is not being heavily used.
5. If students access inappropriate information by mistake, they should immediately tell a teacher or another person responsible for the operation and supervision of the CSY computer network.
6. All statements on behalf of CSY or a CSY related activity must be communicated only on the CSY web page and require approval by CSY staff before inclusion on the CSY web page.

7. Students must ask permission from their teachers to print to the student printer. Color printing is not available to students.

The school does not guarantee that the information or services provided through the system will be error-free. The school will not be liable for damage you may suffer, including but not limited to loss of data or interruption of service. The school will not be responsible for financial obligations arising from the unauthorized use of the system. The school is not responsible for backing up student files.

The decision of the school regarding inappropriate use of computer technology and resources is final. Monetary remuneration will be sought for any damage requiring replacement or repair of equipment, as well as reimbursement for any costs incurred in seeking or obtaining reimbursement, including but not limited to reasonable attorneys' fees, court costs, and any other expenses related thereto.

In the event the violation of this policy subjects the Christian School of York to liability for damages or penalties sought by any person or other entity, the responsible person or persons, as determined by the school, or his or her parents or guardians, if a minor, shall indemnify and hold the school completely harmless from damages, costs, expenses or losses of any kind.

#### *Middle School Device Program*

Each Middle School classroom will be assigned 3 to 4 laptops, which may be signed-out by students for use during that class period. In addition to these classroom laptops, the **Middle School staff and students will have access to a new mobile cart of Chromebooks. To provide accountability and promote proper care, a student from each grade (6-8) will be assigned a Chromebook.** When a Middle School teacher utilizes the Chromebook cart in his/her classroom, students will have the ability to sign-out their assigned Chromebook for that period. The student will be required to enter the date and the time signed out and in. Students will only be accessing their assigned Chromebook in a classroom with a teacher present; thus, they will be supervised when removing the Chromebooks from the cart and when returning them to the cart. Teachers can ensure the Chromebooks are being handled correctly and returned properly with care. **Students will be held responsible for their assigned Chromebook.** Property damage is a Level 3 violation of the Code of Conduct that will be strictly enforced. If necessary, the school would initiate a financial/monetary restorative procedure.

#### *Upper School Device Program*

CSY's one-to-one device program provides your Upper School student with a dedicated Chromebook (or laptop for those in some upper grades) for use in the classroom as well as at home.

All students are required to turn in their devices at the end of each school year as the warranty does not cover the devices over summer break (they must remain on school property). Students must return all parts of the device - including, but not limited to, the power cord. Students not returning their power cord with the device will be charged for a replacement power cord (approximate cost is \$25.00).

Graduating students who have attended CSY for their entire 4 years of Upper School will be allowed to take their devices at the end of school as long as all tuition payments are up-to-date.

#### For those Upper School students under the "Chromebook Laptop Program":

Students who are issued a Chromebook laptop will have a warranty that extends to cover the replacement of one Chromebook laptop in the event of hardware failure over the course of their 4 years of Upper School.

What is covered with the Chromebook warranty?

- Replacement of the unit one time in the event of hardware failure

What is NOT covered with the laptop warranty?

- Intentional damage
- Normal wear
- Cosmetic damage
- Fire damage
- Consumable parts (ex. Charger & Battery)
- Theft or loss of the device

Students will be responsible for the current replacement cost (i.e. the current market costs of a comparable Chromebook) if their device is intentionally damaged, lost or stolen, or a second warranty device is needed in the course of their 4 years of upper school.

For those Upper School students under the "Laptop Program"

Due to the hardware warranty covering a single laptop screen (LCD) replacement, in the event a student breaks the LCD more than a single occurrence, you will be responsible for the repair cost. If after exhausting the single LCD replacement covered by the warranty the student chooses to leave CSY before their senior year, the student will be required to pay the buyout cost of the laptop.

The largest cost, other than the laptop itself, is the upgrade from the 1-Year Parts Warranty to a 4-year Parts and Labor Warranty, as well as an additional Physical Damage Warranty, to assure the laptop will last your student all four years. Neither of these warranties will cover the laptops' battery or charger.

Students will be responsible for the current replacement cost (i.e. the current market costs of a comparable laptop plus a prorated portion of the 4 year warranty, software licensing) if their device is intentionally damaged, lost or stolen, or a second warranty device is needed in the course of their 4 years of Upper school.

What is covered with the laptop (not Chromebook) warranty?

- Liquid spilled on or in unit
- Drops, falls, and other collisions
- Electrical surge
- Damaged or broken LCD due to a drop or fall is covered one time per laptop

What is NOT covered with the laptop warranty?

- Intentional damage
- Normal wear
- Cosmetic damage
- Fire damage
- Consumable parts (ex. Charger & Battery)
- Theft or loss of the device

### **CONFLICT RESOLUTION**

**The Biblical model offered in Matthew 18 is the expected pattern for conflict resolution.** If a parent is offended by the words or actions of a teacher, administrator or staff member, the parent should go first to that individual in a timely manner. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to the employee's immediate supervisor for resolution of the problem. If this process fails, the problem may be taken to the Superintendent and finally the Board.

Avoid gossip by not talking with others about your concerns. Follow the Biblical pattern and talk to the appropriate person about your concerns. (Refer to the "Parent's Pledge" in the enrollment application.)

### **CRISIS MANAGEMENT PLAN**

The objective of Christian School of York is to protect and care for each student entrusted to our care. Their safety and wellbeing is of primary importance to us. Our faculty and staff have been instructed in emergency procedures. The nature of the emergency situation will determine the plan that is activated. In view of current national events and the need for national security, the school has initiated the following guidelines in case of an emergency:

Announcements relating to an emergency dismissal will be communicated via a text alert and/or email.

If the emergency is such that the building would need to be evacuated, students may be transported by Christian School of York buses/vans to a secure location. Local authorities will be involved in the management of such an event.

### **CUSTODY**

In situations where both parents in a divorced/separated family have requested pertinent student information from Christian School of York, the following procedure will be in effect:

- One parent-teacher conference will be scheduled to discuss the child's progress and both parents will be notified of the appointment date and time. Parents will then decide who will be in attendance at the conference. The

only exception to the policy is a court order specifying other directives. If there are exceptions, the school must have a copy of the court order on file.

- CSY will not become involved in domestic disputes/issues between parents. Our responsibility is to the education and well-being of the child, and our involvement will be to that end.
- A copy of the court order outlining custody arrangements must be submitted to the office.
- Transportation arrangements that vary (i.e. one week with one parent and the next week with the other parent) must be given on a calendar to the office (email [transportation@csyonline.com](mailto:transportation@csyonline.com)).

### **DISMISSAL PROCEDURES (and Transportation)**

#### *Regular Dismissal*

- Bus Dismissal - 3:00 pm
- Student Driver Dismissal - 3:05 pm
- Private Car Students Dismissal - 3:08 pm
- All students must be picked up by 3:25 pm

#### *Half-Day Dismissal*

- Preschool Private Car Pick-Up - 11:15 am
- Student Driver Dismissal - 11:25 am
- Lower, Middle and/or Upper School Private Car Dismissal - 11:30 am
- Bus Dismissal - 11:40 am

Upper School and Middle School students must remain quietly in their classrooms until their bus or family name is called. Upper School and Middle School students are dismissed through their respective exits through the main lobby. **Upper School and Middle School students are 100% responsible for catching their assigned bus/van.**

Lower School students must remain quietly in their assigned areas (homeroom or other assigned areas). Lower School students are dismissed through the Lower School lobby.

Regular dismissal is completed by 3:25 pm. Any Lower School students remaining after 3:25 pm will be taken to Extended Care in the Preschool. If an emergency arises and you know you are going to be later than 3:25 pm, please call the office as soon as possible. **Fees do apply for Extended Care.** Please read our Extended Care Handbook for important information.

#### *Private Car Dismissal – Middle School and Upper School Students*

Middle School and/or Upper School students without younger siblings in Preschool and/or Lower School are NOT to be picked up through the private car line. Parents/guardians should wait for their student in a parking space.

Middle and/or Upper School students with younger siblings in Preschool and/or Lower School can be picked up through the private car line. *See instructions below.*

#### *Private Car Dismissal – Preschool and Lower School*

**To facilitate private car dismissal, parents/guardians are required to place the 8.5"x11" car sign provided by the school where it can be seen by all school personnel working with dismissal.** We recommend that the sign be hung from the rear view mirror or be placed on the passenger side sun visor (to be seen when the visor is placed in the down position). Signs placed on the dash board are not visible to the school personnel working with dismissal.



The person on duty will radio the names to the inside teachers on duty and students will be dismissed to exit through the Lower School lobby. Please pull all the way up to the next available spot in the "circle" to ensure as many cars can pull up as possible. Vehicles may NOT be left unattended in the loop. If it is necessary for the driver to leave the vehicle the vehicle must be in a parking space since all public buildings must have open access at all times for emergency vehicles. Safety is of vital importance because of the number of buses and cars entering and exiting at this time. We ask that you are VERY careful as you drive through our parking lot, to keep our CSY family safe. Also, please use the crosswalks to the parking area. Do not walk in front of or between buses and cars.

Students are not to remain at school unless they are involved in an approved activity under adult supervision, i.e., sports, detention, yearbook, special practices, or pre-arranged conferences. Doors to the Middle School and Upper School wings will be locked after 4:00 pm.

Students are expected to wear clothing that is within dress code when leaving the building to go home on buses or private cars at dismissal time.

#### *Transportation Changes:*

If at any time you would find it necessary to change your student's transportation for a specific day, it is imperative that you contact the office with that change as soon as possible.

Examples of a transportation change?

- Change from riding bus/van to private car
- Changing from private car to riding the bus/van
- Change from staying for sports to needing to ride the bus home
- Early dismissal request when leaving for the rest of the day
- Change in who will be picking up the student
- Change in student staying/not staying for Extended Care

#### *How to notify the school of a transportation change:*

1. Email [transportation@csyonline.com](mailto:transportation@csyonline.com) and the student's homeroom teacher with the transportation change no later than 1 pm. If you don't receive a confirmation within 15 minutes of when your email was sent, please call and speak with the office secretary to ensure the change was received and processed.

Preschool – ext 244

Lower School and Middle School – ext 235

Upper School/Main Office – ext 221

2. If you have an emergency transportation change after 1 pm, you must call and speak with the office secretary. If you get voicemail for the divisional secretary, please call the main office. Please do not rely on leaving a voicemail message or sending an email for last minute changes.

Preschool – ext 244

Lower School and Middle School – ext 235

Upper School/Main Office – ext 221

3. In addition to notifying CSY, please text the bus/van driver of the change.

If you have handed in an Extended Care registration for the month and then make any changes, please notify [transportation@csyonline.com](mailto:transportation@csyonline.com) of this change in addition to notifying Extended Care.

Please don't hesitate to email us the information even if you aren't certain if it qualifies as a transportation change. We would rather have too much information than not enough.

#### *Long Term Transportation Changes:*

If at any time throughout the school year you find it necessary to make a long term change to your child's transportation (change from bus rider to private car, private car to bus rider and/or change districts for busing), please notify [transportation@csyonline.com](mailto:transportation@csyonline.com). Arranging busing through the school districts requires parents/guardians to complete the school district's specific form and then it can take up to a full school week or longer for that transportation to be planned and scheduled.

*Car Pooling:*

If parents/guardians would like their child to be transported by another family, arrangements must be made between the two parties and the school notified with written permission from the two parties at least 24 hours prior to the scheduled activity. See "Who Can Ride Buses/Vans" below for rules on visitors and busing.

*Who Can Ride Buses/Vans?*

CSY transportation: Only students who are registered to ride CSY buses/vans will be permitted to ride the CSY buses/vans.

School District transportation: School districts only allow students who live in their districts and have a registered transportation form on file with the school district to ride the bus/van. If the district has more than one bus/van that services CSY, students are only allowed to ride the specific bus/van that they are registered to ride. Visitors and/or non-registered students are not permitted to ride. Even if the bus/van driver would give permission, it is against the district's rules and CSY will not allow any non-registered students to get on that bus/van.

**DRESS CODE**

Our desire at CSY is for all students to dress in a Christ-honoring manner. Students are expected to dress appropriately for school with proper attention given to personal cleanliness, grooming and neatness. If personal attire, accessories, or grooming distracts the attention of other students or teachers from their school work, students will be required to make the necessary alterations to such attire or grooming before entering the classroom or they may be sent home.

Apparel or accessories that violate the dress code, disrupts educational activities and processes of the school, or is a potential safety hazard, may result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student.

The administrative team will be the final judge about whether a student's clothing is appropriate for school, creates a climate that is distracting to learning, or is a potential safety hazard. **For any dress code violation, parents may be contacted for a change of clothing, or the student may be provided with an alternative outfit to sign-out and borrow.**

**Defender Days (Wednesdays):**

- To celebrate being a part of the CSY community, all students and employees are required to wear a CSY top (shirt, sweatshirt, etc) every Wednesday. If a student forgets to wear a CSY top, one will be provided to the student to borrow.

**Physical Education Uniforms:**

- A Physical Education (PE) uniform is required for Middle and Upper School students. The uniform consists of a gray CSY t-shirt and navy blue CSY athletic shorts. Uniforms must be purchased through the school store. Sweatshirts and sweatpants may be worn if the class is going outside during the colder months.
- Students must also have athletic shoes with non-marking soles.
- Students are required to wear the uniform during PE and Fitness Training classes. Students who do not have their uniform for class will participate; however, their grade will be negatively impacted. The enforcement of the PE uniform dress code will be handled by the PE teacher.
- Students who have PE or Fitness Training classes during the first block of the school day may arrive to school in their PE uniform, but are expected to change out of their PE uniform at the end of the class.

**Pants, Jeans, Shorts, Skirts:**

- Pants and jeans are allowed. Jeans that are manufactured with rips, tears, or frays may be worn; however, skin may not be showing (students must wear spandex, leggings or tights underneath the ripped pants).
- For Middle and Upper School Students: Tights, leggings, jeggings, yoga pants or clothing made from materials such as spandex or Lycra must have an over garment (i.e. skirt, shorts or tunic-length top) that covers the entire rear end. Garments such as sweatshirts tied around the waist are not considered an acceptable over garment.
- Shorts are to be a reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down - or - have a 5" or greater inseam) while sitting properly at the waist.
- Skirts must be an appropriate length (defined as maximum of three inches above the top of the knee when standing) while sitting properly at the waist. Lower School girls must wear tights or shorts under skirts.
- Loose fitting sweatpants and joggers are permitted.

- Cutoff pants, shorts, or skirts are not permitted.
- PJ pants are not permitted. Exceptions may be made for Spirit Weeks only.

Dresses:

- Dresses must be an appropriate length (defined as maximum of three inches above the top of the knee when standing), must cover the entire back, and cannot be low cut in the front.
- Dresses that are spandex, strapless or have spaghetti straps (less than two inches wide) are not permitted.
- Lower School girls must wear tights or shorts under dresses.

Tops:

- Tank tops with a minimum of two inch straps are permitted.
- Blouses and tops must cover the entire front and back and cannot be low-cut.
- Tops or crop tops that are not long enough to tuck into the waistband must have a tee or tank top worn underneath.
- No see through shirts are to be worn unless a tee or tank top with a minimum of two inch straps is worn underneath.
- All undergarments must be covered for male and female students.

Footwear:

- Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to skate shoes, and bedroom slippers. High heels are not recommended.
- **For Lower School students, flip flops, sliders and/or shoes with heels higher than 1" are not permitted. For safety reasons, Lower School students must wear closed toe shoes with a strap on the back.**

Jewelry, Accessories, Hairstyles:

- Ear and nose (small stud) piercings are permitted; however, gauges, spacers, nose rings, septum piercings or any other facial piercings are NOT permitted.
- Hairstyles or cosmetics that distract from or impede the educational process are not permitted (discretion of the school administration). This includes hair colors, tips, or highlights that are unnatural (jet black, orange, blue, green, purple, pink, etc.). Exceptions for temporary colors may be made for Spirit Weeks only (must be able to be washed out in one wash).
- Hats, visors, **sweatshirt hoods**, bandannas, sunglasses or other head apparel are not permitted during the school day unless necessary for safety or medical purposes. These items may be worn during transportation to/from school, during outdoor classes, field trips and during elementary recess. Sunglasses must be put away and kept out of sight during the rest of the school day.
- Tattoos with obscene images, innuendo or language may not be visible.

General:

- Any clothing with frays, holes, cuts or slits that expose skin is not permitted. (See note for allowances for jeans with layers worn underneath.)
- Any clothing, accessory, or jewelry that may be considered disruptive to the learning environment (discretion of the school administration), incorporates drug-related phrases, has alcohol or tobacco references, or has innuendo, double meaning, obscene language or inappropriate images is not permitted.
- Images/wording on clothing and accessories cannot contradict the mission of CSY.
- Any clothing, accessory, or jewelry that can be used as a weapon is not permitted.

### **DRESS CODE - SPECIAL EVENTS**

Concerts - Middle School and Upper School Students:

- Female Students: Long, loose fitting black skirt or mid-calf black skirt, or black dress pants. White blouse or sweater. No plunging necklines, no slits in dresses or skirts that are longer than six inches in length, no low-cut backs, or displays of midriff. A slip if the outfit requires it. Black or neutral nylons or stockings. Black shoes (no flip flops or stilettos). No excessive jewelry. No sequins or sparkles.
- Male Students: Long sleeve, white button-down shirt. Black dress pants. Black socks and black dress shoes and a dark tie of your choice.
- General: No jeans. No flip flops. No stilettos. No sneakers.

**Graduation:**

- Seniors must follow the following dress code for graduation: Male students must wear collared dress shirts with tie or bow tie, dress pants with dress shoes. Female students must wear dresses (must meet dress code) or blouses with dress pants and dress shoes.
- No t-shirts or sneakers are to be worn.

**Homecoming and Prom Attire:**

- Dress code is formal for homecoming and prom.
- Females attending (student or guest) shall dress in formal attire that is cut for a woman and adheres to high standards of modesty and respectability. Dress expectations for young ladies include: No cut-outs (where skin is showing), Dresses must reach mid-thigh (please keep in mind length can be impacted by high heels and height of female), No back exposure below the bra line, No cleavage showing.
- Males attending (student or guest) shall dress to high standards of modesty and respectability in apparel ranging from semi-formal attire (includes dress pants, a dress shirt, tie), to formal (i.e., a tuxedo or dress blues). Shirts must be tucked in at all times. Pants must be worn at the waist. No jeans, sweats or t-shirts.
- If parents or students are unsure if a dress or outfit meets dress code guidelines, please email a picture or bring the dress to Mrs. Huffman, Mr. Carpenter or Mrs. Kemper.
- Any student or guest found to be in violation of the prom dress code will not be granted admission to the event and will not be issued a refund for the cost of their ticket.
- Guests are required to follow the same dress code as students.

**DUAL ENROLLMENT/COLLEGE IN THE CLASSROOM**

Dual enrollment is when a student receives college credit by taking a college course at CSY, online or on a college campus.

College in the Classroom is when a student receives high school and college credit by taking a college course taught by CSY faculty at CSY.

Honors classes are offered to students in grades 10-12 and the grades are weighted. Honors are only offered in select classes.

***Credits/Grades***

The student will receive one Upper School credit for a 3-credit college course. The grade will be indicated both on a student's Upper School report card and transcript. The grade will also be factored into the student's Upper School grade point average.

***Payment***

See Administration and/or the Business Office for details on costs and billing for these programs. Additional cost for college courses will be billed through the family Simple Tuition Solutions account. A form is required to be signed by parents during scheduling to confirm the cost prior to enrollment.

In order to enroll in these courses, the family's tuition account must be paid up-to-date. The fee associated with these courses is required to be paid in full a minimum of one week prior to the start of the course.

Additional costs may be charged by the college.

**EARLY DISMISSAL**

See the "Early Dismissal" portion of the "ATTENDANCE" portion of the handbook for information.

How to report an early dismissal request to the attendance office:

- Email: [attendance@csyonline.com](mailto:attendance@csyonline.com)
- Online Form: [CSY's Attendance Reporting: Absence, Tardy or Early Dismissal](#)

**EXTENDED CARE (Preschool, K through 5<sup>th</sup> Grade Students)**

We offer a before and after school program which is held in our Preschool G.R.E.A.T. Room. Parents/guardians are to pre-schedule before and after school care on a monthly basis. Additionally, students not picked up by 3:25 PM will be taken to Extended Care. Being on campus unsupervised is not an option for students up through 5<sup>th</sup> grade. In addition to before and after school, Extended Care will be available on most early dismissal days. Fees will follow the regular price schedule.



### *Extended Care Registrations*

- Registrations for the upcoming month will be made available around the middle of each month.
- The new form must be returned *by the due date* in order to ensure proper billing, scheduling, and staffing. *Return dates vary from month to month; be sure to check your registration form.*
- If you want to sign your child up for afternoon Extended Care on the same day the care is needed, you must call Amy Hilton at 717-767-6842 ext 221 to check on availability.

### *Changes to Extended Care*

- All changes to Extended Care schedule must be communicated with Amy Hilton at 767-6842 x221 or [ahilton@csyonline.com](mailto:ahilton@csyonline.com).
- Please note that changes made after the Wednesday of the week before will incur late charges.
- Do not communicate changes via email to teachers during the day.

### *Morning Extended Care*

- Morning Extended Care is available from 7:00am – 7:40am.
- Children are to be dropped off at the Preschool front doors. When you drop your child off, he/she should ring the WHITE doorbell and wait for someone to come. **\*\*Please make sure your child is through the SECOND set of glass doors before you drive away\*\***
- Cost for Morning Extended Care is billed for 1 block of time, regardless of drop off time.

### *Afternoon Extended Care Fees*

- Afternoon Extended Care is available from 3:25 pm to 4:30 pm.
- Costs are billed in "blocks" of 30 minutes. Afternoon time blocks are 3:25-4:00, 4:00-4:30

### *Fees and Financial Policy*

- Cost billed per block is \$5.00 if scheduled by Wednesday of the previous calendar week.
- Cost billed per block is \$7.00 if scheduled any time after the Wednesday of the previous calendar week.
- Cost billed per block is \$10.00 if scheduled on the same day that extended care is needed.
- Charges will be billed to you through a separate invoice to your STS tuition account at the end of each month.

### *Pick-Up Procedure and Policy*

- When you arrive at Preschool for pick-up, please ring the GRAY doorbell first
- If there is no response, please use the phone number listed on the preschool door
- Someone will open the door for you, and you will pick your child up from the preschool lobby, and sign him/her out. *For the safety of our children, on your way out, please do not open the door for someone you do not recognize.*
- The staff member may ask you to identify yourself for the safety and security of our students:
  - If someone other than parent arrives for pickup, they will be asked to show ID.
  - If someone unfamiliar to staff arrives for pickup, the parent will receive a call asking to verify pickup person.
  - Parents may be asked to show ID on first pickup if unfamiliar to staff
  - Please have your driver's license or another picture ID handy.

### *Late Pick-Up Charges*

If a child is scheduled for Extended Care and is picked up later than his/her scheduled pick-up time, the following will be assessed:

- If a phone call is made to Extended Care, there will be a \$7.00/half hour fee.
- If no phone call is made to Extended Care, there will be a \$10/half hour fee.
- If you call before 4:30pm to say that you will arrive after 4:30pm, you will be charged \$10.00 per child per 15 minutes that you are late.
- If you do not call before 4:30 pm to say that you will arrive after 4:30 pm, you will be charged \$20.00 per child per 15 minutes that you are late.
- If your child is not picked up by 4:30 pm, and we have not received a phone call from you, the staff person in charge will attempt to reach you or an emergency contact.
- Consistent lateness may result in the suspension of your ability to use the Extended Care program.

**Payments**

- Charges will be assessed through a separate invoice your STS tuition accounts.
- Payments will be due one week from the billing date.
- Charges will be billed to you through a separate invoice to your STS tuition account at the end of each month.

**Snacks and Drinks**

- Please send a snack for your child if s/he will be in Extended Care.
- Create a plan with your child so this snack is NOT eaten during the regular school day (i.e. – labeling it “E.C.” or always putting it in a different area of the child’s backpack than his/her food for the school day).
- NO CANDY please – these are empty calories and will not benefit your child
- Please provide a water bottle for your child with PLAIN WATER to use during Extended Care - this is especially important for warm days when we are playing outside.

**FIELD TRIPS**

Field trips are any off-site experiences related to the classroom curriculum, off-site service opportunities, competitions, award ceremonies, etc. A permission slip with details of the trip will be sent to each parent/guardian. The signed permission form must be returned to the teacher before the trip. Verbal permission will not be accepted. Students may NOT go on the trip if a signed permission form is not returned. Appropriate dress will be announced.

The following guidelines apply to off-site activities:

- Chaperones must meet required standards.
- Most field trip costs are covered in tuition costs.
- School vehicles will be used to transport students. Any exception of the use of school vehicles would require signed Administration approval and signed parent/guardian permission.
- If parents/guardians choose to drive their own students in their own vehicle, liability for any incident would fall solely on the parent/guardian and their insurance and not on CSY insurance.
- No students may drive for field trips.
- CSY’s medication policies apply to field trips.
- Students not participating in field trips are to remain at home and will be marked as absent.

**FIELD TRIP CHAPERONE**

Please refer to the Volunteer section of the Handbook for additional details regarding clearances, expectations, dress code, etc. In order to ensure the safety of our students:

- ALL chaperones must have the PA mandated clearances on file-see Volunteering sections of this handbook for additional information.
- Chaperones driving CSY owned vehicles must be at least 21 years of age or older and have a copy of their driver’s license and a motor vehicle report (MVR) on file with the main office. Currently, CSY utilizes PennDot’s online system for obtaining these reports. MVRs must show the driver to have a current license with a clean driving background. Approval of drivers with any past infractions is at the discretion of the administration. Chaperones are not permitted to drive personal vehicles to transport students other than their own children.
- The number of chaperones needed will be determined by the teacher or administration. Parents who are chaperones on field trips have been given authority by the administration and teachers and should exercise that authority appropriately while supervising the students. Chaperones have the authority to correct any unsatisfactory behavior, including noise or rudeness. The teacher in charge is to be informed regarding any student who fails to respond promptly and politely to correction.
- The primary responsibility of the chaperone is to care for the assigned student group unless directed otherwise by the teacher in charge. Students are to be supervised at all times. Do not leave any location without having accounted for ALL students.
- Because of the seriousness of this responsibility, younger children or siblings from other classes are NOT to accompany parents on any field trips.
- When returning to campus, chaperones are to remain with the students until the teacher in charge has resumed full responsibility for the class.
- Chaperones for any school function must adhere to Christian School of York’s dress and conduct standards, including refraining from using alcohol, tobacco/nicotine, illegal substances and inappropriate language.

**FOOD AND DRINK - INCLUDING ALLERGIES**

Food brought from home may only be eaten by students before school, during designated break time, at lunch and after school. Food and drink may not be consumed in the hallway. Christian School of York promotes good nutrition and strongly encourages the packing of healthy snacks. Students will be expected to follow articulated lunch line and lunchroom procedures. Students may not share food at lunch due to allergy concerns. **No outside food may be ordered for delivery by students in grades K-12.**

***Senior Lunch Privilege***

With parental permission, seniors are permitted to sign out from the main office and leave campus during their lunch period. All students are expected to eat their lunch during their assigned lunch period.

Seniors may not bring food back into the school with the intention of eating lunch during their third block classes. Seniors are not permitted to bring food back for other students. Seniors may eat in the mezzanine, outside or in the student lounge.

***Allergies***

Parents/Guardians must notify the school of any allergies. Food allergies should be accompanied with an Allergy Action Plan if severe. It is recommended that parents/guardians leave a selection of acceptable snacks with their student's teacher in the event that the class has special events and/or celebrations.

***Birthday Celebrations and/or Classroom Parties***

Birthday celebrations should be coordinated with the teacher in advance. Individual items (i.e. cupcakes) are preferred. Homemade items are permitted with an ingredients list. It is recommended that parents/guardians of students with allergies leave a selection of acceptable snacks with their student's teacher in the event that the class has special events and/or celebrations.

***Snacks***

A brief snack time will be provided around the morning recess for Lower School students. Fruit, cheese, vegetables, and other nutritional snacks are recommended. The purpose of this snack time is to fuel students' bodies so that their minds can remain engaged for instruction and junk food or sugary snacks impede this process.

***Water Bottles***

Each student is to have a refillable water bottle with the following guidelines:

- For Lower School students, water bottles are to contain water only.
- The student's name needs to be clearly marked on the bottle.
- Teachers will discuss with the student (and notify parents as needed) if a student's water bottle becomes a distraction in the classroom.
- Glass bottles are not permitted.
- Bottles may be confiscated or inspected by Administration at any time.

**FORMS FOR PARENTS**

Parents can find forms on our website at: <https://www.csyonline.com/forms>

Forms include:

- [CSY's Attendance Reporting: Absence, Tardy or Early Dismissal](#)
- [Parent/Guardian Authorization for OTC Medications \(K-12\)](#)
- Educational Trip Form, Request for Student Driver Permit Form and other forms

**GRADING SYSTEM - LOWER SCHOOL**

In order to keep Lower School parents/guardians informed on a continual basis, parents/guardians may view their student's grades on FACTS SIS (previously called RenWeb) at any point. Parents/guardians of students in 1st through 5th grades will receive a weekly progress report via email. Should parents/guardians have any concerns regarding grades, please contact the classroom teacher.

Academic evaluation will be made as follows:

- Students in grades K-5 will receive an evaluation by means of a report card four times a year at the end of each marking period.
- A parent-teacher conference will be held for every student at the end of the first marking period (mandatory). Communication between school and home is of vital importance. Additionally conferences may be scheduled throughout the school year at the initiative of parents/guardians, teachers, or administration.
- Report cards will be provided to the parents/guardians electronically.

*Homework and Projects*

Homework is a necessary part of education. All work is to be turned in on time and properly labeled as directed by the teacher. Penmanship, neatness, completion of the assignment in a timely manner, and general high quality are expected. Unexcused late work will be penalized 10% per day. The student will have five (5) school days to turn in unexcused late homework in order to receive any late credit unless prior arrangements have been made with the teacher. Beyond five (5) school days (i.e. on the 6th day or after), the student will receive an incomplete (equal to 0%) for that work. If work is assigned before a planned absence, it should be turned in as directed by the teacher, i.e., before the student leaves or immediately upon their return. Students are encouraged to do their homework the day it is assigned. They are also encouraged to get the missed assignments the day they return.

- 1 Day Late - 10% deduction
- 2 Days Late - 20% deduction
- 3 Days Late - 30% deduction
- 4 Days Late - 40% deduction
- 5 Days Late - 50% deduction
- 6 or more Days Late - 0%

In order to emphasize the importance of punctuality, when a student is absent from school, all missed work is to be completed promptly. (Usually a maximum of one (1) day is allowed for each day missed.) Students should try to keep up with classroom work and even complete work ahead of time for anticipated absences.

Homeschool Hybrid Homework assignments must be turned in the day they are due in order to avoid a 20% penalty per school day. The higher penalty in the Homeschool Hybrid program helps to emphasize the critical nature of the timely submission of satellite work as assigned. Incomplete homework will hurt a student's progress in this model as the satellite classroom is an extension of the instruction and activities happening on campus. Timely completion of satellite assignments supports the new concepts presented on the central days and is crucial for success.

*Promotion/Retention*

The goal of our school is to enhance the learning process which would minimize the need for retention. The teachers make a strong effort to evaluate each student developmentally, physically, emotionally and academically. Communication between home and school is vital in reducing the potential for retention. The procedure for possible retention is as follows:

1. If a teacher determines that a student is not prepared to be promoted to the next grade level, the teacher will recommend to the Principal that the child be retained. This recommendation would be made as early as possible and by the end of the first semester.
2. Any student who fails two major subjects shall be considered for retention.
3. The Principal will schedule a parent conference to discuss a child's retention in order to gain input from the parents/guardians.
4. The administration will make the final decision whether a child is to be promoted or retained.

*Summer Remediation*

Summer remediation may be required for grade promotion if a student has not met grade-level requirements. Parents will be required to pay for this.

## **GRADING SYSTEM - MIDDLE SCHOOL AND UPPER SCHOOL**

In order to keep Middle School and Upper School parents/guardians informed on a continual basis, parents/guardians may view their student's grades at any point on FACTS SIS (previously RenWeb). Parents/guardians of students in 6th through 12th grades will receive a weekly progress report via email. Should parents/guardians have any concerns regarding grades, please contact the classroom teacher.

Numeric grades are used with the following letter and GPA equivalents:

A+	97-100 (4.0)
A	93-96 (4.0)
A-	90-92 (3.67)
B+	87-89 (3.33)
B	83-86 (3.0)
B-	80-82 (2.67)
C+	77-79 (2.33)
C	73-76 (2.0)
C-	70-72 (1.67)
D+	67-69 (1.33)
D	63-66 (1.0)
D-	60-62 (.67)
F	0-59 (0)

The determination of grades is the responsibility of the teacher of the course. A grade shall be changed only with the consent of the teacher of the course. In cases of absence of the instructor or of a palpable injustice, a grade adjustment may be made by the Principal. Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.
- The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.
- The grading decision was based on an unreasonable departure from previously articulated standards.

Only a final course grade may be appealed and the appeal of a final grade must be of a substantive nature. Concerns regarding individual assignments such as examinations, term projects/papers, lab grades, etc., are to be handled between the teacher and the student.

### *Homework and Projects*

Homework is a necessary part of education. All work is to be turned in on time and properly labeled as directed by the teacher. Penmanship, neatness, completion of the assignment in a timely manner, and general high quality are expected. Unexcused late work will be penalized 10% per day. The student will have five (5) school days to turn in unexcused late homework in order to receive any late credit unless prior arrangements have been made with the teacher. Beyond five (5) school days (i.e. on the 6th day or after), the student will receive an incomplete (equal to 0%) for that work. If work is assigned before a planned absence, it should be turned in as directed by the teacher, i.e., before the student leaves or immediately upon their return. Students are encouraged to do their homework the day it is assigned. They are also encouraged to get the missed assignments the day they return.

- 1 Day Late - 10% deduction
- 2 Days Late - 20% deduction
- 3 Days Late - 30% deduction
- 4 Days Late - 40% deduction
- 5 Days Late - 50% deduction
- 6 or more Days Late - 0%

In order to emphasize the importance of punctuality, when a student is absent from school, all missed work is to be completed promptly. (Usually a maximum of one (1) day is allowed for each day missed.) Students should try to keep up with classroom work and even complete work ahead of time for anticipated absences.

#### *Grade Point Average*

Administration oversees the running record of the grade point average (GPA) using the student's total weighted percentage grade. Factored into a student's GPA are all courses from the freshman year through the senior year. *A student's final numerical average determines his/her class rank (see below).*

GPA (Grade Point Average) is a way of measuring academic achievement in high school. It's a numeric value that correlates with a student's grades. Each letter grade that a student earns is worth a certain number of grade points depending on how high it is and, in some cases, the level of the class where it was earned.

#### *Numerical Average*

- Assignment grades are recorded as points.
- The value of each assignment is determined by its maximum points.
- The numerical average is determined by adding all the points earned and dividing by the total possible points.

#### *Weighted Grades*

Honors and Dual Enrollment courses are weighted in comparison to all other courses. The weight for Dual Enrollment and Honors courses is equal to 1.05% of the assigned grade. For example, a 91% in an Honors Course is recorded as a 96% ( $91 \times 1.05 = 95.55$ ) in FACTS SIS (formerly called RenWeb).

#### *Honor Rolls - for Middle School and Upper School students*

Distinguished Honors will be granted to students receiving all grades 90 and above.

Honor Roll status will be awarded to students receiving all grades 80 and above.

#### *Incomplete*

Incompletes are generally only listed on the report card for cases of illness or other extenuating circumstances. The required work for any grade shown as incomplete on the report card must be completed within two weeks from the end of the marking period or the grade becomes a zero, unless special arrangements have been made. Report cards will be provided to parents electronically.

#### *Promotion/Retention - Middle School*

The goal of our school is to enhance the learning process which would minimize the need for retention. The teachers make a strong effort to evaluate each student developmentally, physically, emotionally and academically. Communication between the home and school is vital in reducing the potential for retention. The procedure for possible retention is as follows:

1. In cases where a student has failed one class, the student will be required to repeat the class during the summer.
2. Any student who fails two or more major subjects will be required to complete summer school or shall be considered for retention.
3. The Principal will schedule a parent conference to discuss a child's retention in order to gain input from the parents.
4. The administration will make the final decision whether a child is to be promoted or retained.

#### *Summer School*

Parents/guardians will need to pre-pay for summer school or a pre-approved online course (i.e. Sevenstar) prior to the beginning of the course.

### **GRADING SYSTEM - PROBATION/RESTRICTED ACTIVITY**

Students will be evaluated weekly by an evaluation team that consists of the Academic Leadership Team. Any student with a grade of "D" will be given a warning notice or will meet with a member of administration to discuss why the grade was achieved. If a student has an "F" in any class, the student will be put on a one week restriction from games or practices depending on the outcome of the evaluation process. This restriction will run a full week of Saturday to Saturday regardless if the student's grade is raised to "D" or above during the week.

Students who receive a warning notice will not have activities restricted unless deemed appropriate by the parents and/or the evaluation team. The warning notice is designed to alert the student, parents, teachers and coaches to the student's academic status.

**Students on the Restricted Activity List may not participate in any during school or after school practice, game, special event, drama event, concert, performance or field trip.** Students on the Restricted Activity list may not attend sectionals during classes in which they are failing, be excused from class or study hall to be involved in a special practice or sale or use the library for anything other than research work. Students must have a pass from the teacher who assigned the reference work in order to use the library.

Students with incomplete grades on their report card will be added to the Restricted Activity List beginning the week after report cards are issued. These students will be governed by the normal regulations for Academic Restriction until they complete the work for the previous marking period. They may be removed from Academic Restriction by the Academic Leadership Team when notified by the teacher that the work has been completed.

In cases of extenuating circumstances, the Academic Leadership Team may solicit input from the appropriate teacher(s) and make exceptions to the above guidelines.

### **GRADUATION RECOGNITIONS**

Valedictorian and Salutatorian are selected by Administration based upon Numerical Average, community service, and spiritual leadership. In order for a student to qualify for Valedictorian or Salutatorian, they must have been a CSY Upper School student for over two years.

CSY honors Seniors with the following recognitions at the graduation ceremony:

- Valedictorian and Salutatorian - Medals
- Distinguished Honors (3.6 GPA or higher) - Gold Honor Cords
- NHS Member - White NHS Stole
- Student Council Member - White Honor Cords
- Student Service Recognition (150+ hours) - Light Blue Honor Cords

Seniors are issued caps and gowns that the Seniors are to keep.

Valedictorian and Salutatorian are to keep their medals.

Honor Cords are awarded to the Seniors and are not to be returned to the school.

NHS stoles are loaned to the Senior and are to be returned to the office after graduation.

Administration reserves the right to add additional recognitions as needed.

### **GRADUATION REQUIREMENTS**

All 9-12 grade students need 27 credits for graduation. (Beginning with the class of 2025, students would be required to earn 28 credits for graduation.) Students, including Seniors, are required to successfully complete a minimum of 6 credits a year. **CSY does not provide for early graduation or part-time enrollment status.**

A student may fail to meet the graduation requirements of CSY for academic deficiencies or behavioral problems.

- *Academic and Service Requirements:* The student will not receive a diploma until such requirements are met. In cases where a senior is lacking more than one full credit or two half credits, participation in the graduation exercises may be denied.
- *Behavioral Problems:* Participation in the graduation exercises may be denied.

Graduation Requirements by Subject:

Categories	Credit Requirement	CSY Required Courses
Bible	4 Credits	One class for each year of attendance
English Language Arts	4 Credits	Introduction to Literature, World Literature*, and American Literature

Math	3 Credits	Algebra I and Geometry
Science	3 Credits	Biology and Chemistry
Social Studies	3 Credits	U.S. History, World History, and Government
Health/PE	1 Credit	
Electives	4.5 Credits	
Arts/Humanities	2 Credits	
Foreign Language	2 Credits	
Technology	0.5 Credit	Computer App and Design or Yearbook

\*Students will not receive credit for a class if the final average is below 60%. Students may be required to make up course work during the summer if credits are needed for graduation.

### **GYMNASIUM AND MEZZANINE USE**

Balls are not to be thrown or kicked at the ceiling tiles. Students breaking a tile will be charged a fee to replace it.

Students participating in athletic activity, recess and PE in the gym must wear shoes with non-marking soles.

Due to the possibility of physical injury to students and damage to the equipment, students may not jump up, grab or hang onto basketball nets or hoops.

The public address system in the gymnasium is never to be handled by students unless they are trained and have permission to operate it. The control system, microphones, and cords are off limits.

No construction or painting is allowed in the gymnasium, the mezzanine, or on carpeted areas of the school without the permission of the Superintendent.

### **HOME SCHOOL HYBRID PROGRAM (HSH)**

The Home School Hybrid program is available for students in Kindergarten through 5th grade. HSH students are onsite at CSY each Monday, Wednesday and Thursday with satellite days at home each Tuesday and Friday. Satellite day lesson plans are provided by the classroom teacher and an adult family member is responsible for leading the instruction at home. Communication between the teachers and parents is essential for success. For an additional fee, parents may register their child to participate in enrichment classes offered on satellite days.

Enrollment in the HSH program is optional and does have a reduced tuition cost; therefore, HSH students are not to be on campus on non-HSH school days unless registered for enrichment classes. Students registered for enrichment classes are only to be on campus for the scheduled time of the enrichment class.

Teachers typically schedule special events and/or field trips for HSH days to allow HSH students to participate; however, due to scheduling and availability of field trip venues, there may be events or field trips that are scheduled on satellite days. Fees may be applied to participation in school related activities on satellite days.



**ILLNESS/INJURIES**

Parents know their children best and need to carefully weigh the decision to keep them home from school for illness; however, in the best interest of other students and families, your student cannot attend school if he/she has:

- ✓ A temperature of 100.4 degrees or more (oral temperature) within the last 24 hours. NOTE: Students must be fever free for a full 24 hours WITHOUT medication to return to school.
- ✓ Thick nasal mucous discharge that he/she is unable to maintain.
- ✓ A persistent cough that we feel will hinder his/her ability to function within the classroom setting, or will impede the educational process for the other students in the class.
- ✓ An unidentified rash that is not explained by a doctor's note as non-communicable (discretion of administration).
- ✓ Experienced more than one episode of diarrhea/irregular bowel activity in the past 24 hours.
- ✓ Vomited within the past 24 hours.
- ✓ Pink/red itchy eyes with sticky/yellowish discharge (unless doctor has established in writing that it is not contagious).
- ✓ Lice – students must be treated and be free of live lice and nits in order to return to school.
- ✓ He/she has ANY communicable disease. Examples, including but not limited to: Influenza, COVID-19, Pink Eye, Chicken Pox, Fifth Disease, Measles, Rubella, Pertussis, Hand-Foot and Mouth, etc.
- ✓ He/she is being tested or has a household member being tested for COVID-19.

The following require a doctor's note for students to be allowed to return to school:

- ✓ Influenza
- ✓ COVID-19
- ✓ Pink Eye
- ✓ Chicken Pox
- ✓ Fifth Disease
- ✓ Measles or Rubella (German Measles)
- ✓ Pertussis (Whooping Cough)
- ✓ Hand-Foot and Mouth
- ✓ Any other condition for which administration and/or Central School nurse deems a doctor's note necessary

Parents acknowledge the risk for exposure to any of the above-mentioned illnesses is a possibility during attendance at Christian School of York and assume responsibility for those outcomes associated with ordinary and reasonable risks of attendance.

**PLEASE help us by responding immediately when we call you if your child is ill at school. Students should be picked up within one hour of notification of illness.** We love your children and will care for them until your arrival; however, we are not set up to care for sick children during the school day and having them stay at school only increases the likelihood of others getting sick.

Please note that students with minor illness (allergies, headache, etc.) will only be allowed to stay in the nurse's room or office for a maximum of 15 minutes before they will be returned to class and/or a parent is called to come and pick them up. (Students will not be returned to class if they are sick with fever, upset stomach, etc.)

Students who require any type of restrictions due to injuries and/or surgeries must have a written doctor's note on file in the office specifying the type of restriction needed and the length of the restriction. Students with casts, splints, slings, etc. will stay with their class (at recess/gym) but be restricted to activity as dictated by a doctor's note. The office is unable to accommodate children in the office for extended periods of time (i.e. a child with a cast will be able to go outside during recess or gym to get fresh air, but only be as active as the doctor permits). Exceptions can be made at the discretion of the administration.

**COVID-19:**

In the event that a student would come into contact with someone who is showing symptoms and/or being tested for COVID-19, the family should contact their primary care physician (PCP) for guidance. If a student is required to quarantine, parents/guardians must notify school administration immediately so a return to school plan can be developed for the student(s).

In the event that a student would test positive for COVID-19, the family should follow the guidance of their primary care physician. The family must provide a return to school note for their student from their primary care physician.

**IMMUNIZATIONS and PHYSICAL EXAMINATIONS - PENNSYLVANIA STUDENT REQUIREMENTS**

Pennsylvania requires students to have certain immunizations and/or examinations for attendance in Pennsylvania schools.

For Entrance to School:

- Medical/Physical Exam
- Dental Exam
- Immunization record showing:
  - 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4th birthday)
  - 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)\*\*
  - 2 doses of MMR (measles, mumps, rubella)
  - 3 doses of hepatitis B
  - 2 doses of varicella(chickenpox) vaccine or evidence of immunity

\*Usually given as DTP or DTaP or if medically advisable, DT or Td

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

3<sup>rd</sup> Grade: Dental Exam

6<sup>th</sup> Grade: Medical/Physical Exam

7<sup>th</sup> Grade:

- Dental Exam
- Updated immunization records showing:
  - 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
  - 1 dose of meningococcal conjugate vaccine (MCV)

11<sup>th</sup> Grade: Medical/Physical Exam

12<sup>th</sup> Grade:

- Students entering 12<sup>th</sup> grade will be asked to provide updated vaccination records prior to the start of their senior year if the required dose of the Meningococcal conjugate vaccine (MCV) (to be given on or after their 16th birthday) does not appear on their 11th grade physical form.

Students must have these records on file within five (5) days of starting school. After five days, parents will be asked to keep their students home until such records are furnished. If you have any questions, please contact the main office.

Newly enrolled students will be asked to provide copies of all the above medical records/physical examinations as part of their admissions process. If you have any questions, please contact the Director of Admissions.

Pennsylvania allows for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Parental signature is required to be on file for any exemptions. Parents/guardians must understand that even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of a vaccine preventable disease.

The most up-to-date information on immunization requirements can be found [here](#).

Students participating in Middle and Upper School athletic programs must have a [PIAA CIPPE physical form](#) on file prior to the first official practice date. (Sections 1 - 7 must be completed.)

**INSTRUMENTAL MUSIC PROGRAM**

Instrumental lessons, as a component of the CSY music program, will be offered through the school day for students; however, there may be a rental fee for the instrument. The classroom teacher has the right to state a student cannot be pulled for a lesson if it interferes with academic learning times. Please contact the Fine Arts Department for additional information on this program.

**KITCHEN USE**

The kitchen is not allowed to be used by outside groups or individuals due to food service rules and regulations. If permission is given to a group within the school by the Superintendent, those who use the kitchen are responsible to abide by the rules posted. Children under the age of 16 are not permitted in the kitchen.

The refrigerator and freezer/coolers are cleaned out regularly. It is important that food is not left in the kitchen or in the refrigerators/freezers by anyone other than the kitchen personnel.

### **LIBRARY/MEDIA CENTER**

The library will be available when the librarian is on duty or a teacher brings his/her class for reading or research. The library will be open only as indicated on the library schedule.

The school realizes that library materials may have educational value and yet contain information that may or may not be in agreement with a Christian perspective. In order to meet certain academic standards, CSY must of necessity have different types of materials in its collection.

Please keep these rules of courtesy in mind when using the library:

- There is to be no loud talking in the library. Whispering in low tones is permissible unless specified otherwise
- Students are admitted to the library during class periods by pass only (except when brought by a teacher). Students having library passes have permission to go only to the library and may not go to their locker or to the restroom on the way.
- Library equipment usage is by permission only.
- All books are checked out and returned at the circulation desk.

Students with an overdue book may not be permitted to check out another book. Students with overdue books at the end of the school year will be charged for the replacement cost of the book. Charges will be added to the family STS tuition account.

### **LOCKER ROOM SECURITY**

The lockers in the locker rooms off the gymnasium are for use during PE classes and/or athletics only. Valuables are to be given to a PE teacher. The school cannot be responsible for stolen or lost items (including money). Students who are required to change for PE classes and/or athletic activities should do so in the locker room only. The restrooms are not designated as storage or general changing areas.

### **LOCKERS AND LOCKER USE**

The school provides two lockers (side-by-side) for each Middle and Upper School student. These will be assigned and recorded by the office. A student is NOT permitted to use or open any other locker than the ones that are assigned to him/her. Sharing of lockers is NOT permitted. Students should not store valuables (including money) in their lockers. The school cannot be responsible for stolen or lost items. These lockers are the possession of the school, so the school reserves the right to inspect any locker without a student's permission, as well as have regular locker inspections. A student will be required to remove any objectionable items.

Locks are available to rent from the office for \$2.00 per lock per school year. No personal locks are permitted.

No stickers of any kind may ever be used on the inside or outside of a locker. Only magnets or magnetic strips may be used. **Decoration on the outside of a locker for any purpose must have approval of the Principal.** Gym bags and backpacks are to be placed inside the locker during the school day. Lockers are off-limits during class periods unless the student has permission and a written note or pass from the classroom teacher.

### **LOST and FOUND**

Clothing and unmarked personal items left on the playground, in hallways, lobbies, outside of the lockers and other areas in the school will be placed in the Lost and Found.

Lost and found items for Lower School are located in the area of the Lower School office or hung in the hallway outside of the Kindergarten classroom. Lost and found items for Middle School and Upper School students are located in the gym hallway.

Parents can help alleviate the build-up of articles in the lost and found by marking your child's name on all items, coats, sweaters, jackets, lunchboxes and other personal items. It is the responsibility of the parents to instruct their children to take care of all clothing and personal items. CSY assumes no responsibility for these items.

Items left at the end of the school year will be donated.

**LUNCHES**

Students may bring lunch from home or purchase lunch from the school's kitchen. Parents must pre-order lunch and/or milk via the [www.ezparentcenter.com](http://www.ezparentcenter.com) prior to 12 noon the day before. It is recommended that students with food allergies bring lunch from home as our kitchen is not able to provide alternative lunches and/or guarantee allergen-free lunches.

- Questions regarding lunch ordering can be emailed to [lunch@csyonline.com](mailto:lunch@csyonline.com).
- Questions regarding setting up lunch accounts and/or adding funds to lunch accounts can be emailed to [nkubic@csyonline.com](mailto:nkubic@csyonline.com). There is helpful information on our website at <https://www.csyonline.com/meal-plans>

If your student does not wish to purchase lunch or has allergies, she/he must bring a packed lunch from home. Parents/Guardians must send all items necessary for students to eat their lunch including utensils. Plastic forks and/or spoons and condiments will only be provided for those students who purchase lunch.

We ask that you do not send in "special" lunches, i.e., McDonald's; Burger King, pizza, etc., at any time, due to the disruption it may cause in the lunchroom. Delivery of food for students through delivery services such as Doordash, Grubhub, etc. is not permitted.

Middle and Upper School students will have access to use a microwave during their lunch. Lower School students will not have access to a microwave and are not to bring food items that require being heated.

If there is a two hour weather delay, lunches will still be served. If a two hour weather delay falls on a Wednesday or Friday, lunch items may be substituted from menu items. School lunches are not served on half days of school.

**All Students**

- Students are to report promptly to the lunchroom at the time assigned and may not leave until dismissed by a duty teacher.
- Students are not to share any food (due to potential food allergies).
- Plastic forks, spoons and/or knives will only be provided for those students who purchase lunch.
- Students may be assigned seating.
- On occasions when a classroom is used as a lunchroom, students may not eat at the teacher's desk.
- Students may not take food into the hallways and/or to their next class but should finish eating while in the lunchroom. Drinks cannot be saved.
- Students must help clean up the tables and floor before being dismissed from the lunchroom. Trash is placed in the large trash cans only. Juice cans and bottles should be placed in a separate container if provided.

**MANDATED REPORTING**

Christian School of York's faculty and staff are required, by law, to report any suspicion of child abuse or neglect.

**MANDATED SCHOOL HEALTH PROGRAM**

The Pennsylvania Public School Code requires certain school health services for all children of school age, regardless of the school setting. These services will be provided annually by a school nurse provided by the Central York School District. Annual screenings for all students will include: growth screenings (height and weight) and vision screenings. Certain grades will also receive hearing screenings as recommended by the state.

**MARRIAGE AND FAMILY POLICY**

Our desire at Christian School of York is to support parents/guardians in the education of their children. We know that difficult family circumstances can prove traumatic for children and impact their learning. The following procedures will help to clarify what can be expected from the school and from the parents in situations such as separation, divorce, or remarriage.

1. Christian School of York honors and respects legal limits and boundaries set by governing authorities. Court orders related to custody must be shared with the office. Unless a court order limits educational rights of a biological parent, CSY will provide digital copies of school-wide and individual classroom communications to both parties. The responsibility of sharing hard copies of information falls to the parents to manage in alignment with joint educational rights described in the court order. If a court order is not established, it is assumed that both biological parents retain their educational rights and will have equal access to communication and academic records. It is the responsibility of any parent wishing to restrict the rights of a biological parent to provide legal documentation to support that decision. One parent-teacher conference will be scheduled per student so that both parents can hear the same information at the same time.

2. CSY shall maintain strict neutrality between parents who are involved in a separation, divorce, or remarriage, as it is the intent of CSY to promote the best interest of each student.
3. Disagreements must be resolved between the parents outside of the school. Unresolved issues can be negotiated with a third party such as a counselor or a family pastor. The school will make recommendations and encourage parents to utilize spiritual guidance via a pastor or elder in alignment with the principles of Matthew 18.
4. Transportation calendars must be provided to the office the week before the arrangements are to take effect. Changes to these arrangements can be made via email ([transportation@csyonline.com](mailto:transportation@csyonline.com)) or written note to the office and will be confirmed with both parties. Last minute changes to this calendar should be emailed or called into the office and will be confirmed with the other parent. If the parent to whom the child is normally released confirms this change, the request will be honored. If the parent to whom the child should be released is not accessible, a decision will be made by the Principal given the relevant information available at the time. For example, if mother wants to pick up the child on Friday, and the documentation reflects that it is father's weekend but school staff was not notified of the change ahead of time, staff will contact father before releasing the child to mother. If father cannot be reached, the arrangements previously provided will be honored.
5. Conferences and other communications with a stepparent, boyfriend, or girlfriend will need to be done in the presence of a biological parent. Only biological parents can request changes to the custody arrangements provided to the office. Biological parents will be given preference for chaperoning field trips or volunteering in the classroom.
6. Christian School of York wishes to remain neutral but informed as it relates to custody arrangements. Full and open communication is the best formula for achieving that goal.

### **MEDICATION DISPENSING POLICY**

The Christian School of York realizes that parents/guardians have the primary responsibility for the health care of their children. The school encourages that medication be given at home whenever possible for the safety of all students.

**Students are not permitted to carry any medication (prescription or non-prescription) during the school day or carry any medication to/from school.** Medicine is not permitted to be transported on the bus. All medication that must be taken during school hours must be delivered directly to the office by the student's parent/guardian.

The administration realizes that the following procedures may be inconvenient, but it is for the protection of all the students. We ask for your cooperation and understanding in complying with these procedures.

Any medication (prescription or non-prescription) left at the school at the end of the school year will be discarded.

This policy only applies to our Kindergarten through 12<sup>th</sup> grade students. Our Preschool office will dispense no medications – prescription or non-prescription – to students.

#### *Prescription Medications*

Any medication that is ordered by a physician to be taken at school/during school hours will need BOTH written parental/guardian AND physician permission. Parents/guardians must fill out a "School Medication Authorization Form." Your doctor's office can complete this same form or provide their own official documentation, and fax it and/or email it to the school office.

All medication must be brought to school in an original prescription container. The office will not accept medication in any other type of container. All containers must include the student's name, name of the medication, dosage/amount to be given and time/interval between doses. Medication will only be given as prescribed by the physician. (When getting a prescription filled, we recommend asking the pharmacist for a second labeled bottle for the school. Please only send enough medication to be taken at school. Never send the full prescription.)

Emergency Medication – (i.e. Epi-pens, Inhalers, Benadryl for allergic reactions) must follow this procedure for Prescription Medication and will need BOTH written parental/guardian AND physician permission on file at the office.

Parents/guardians must fill out a "School Medication Authorization Form." Your doctor's office can complete this same form or provide their own official documentation and can fax it and/or email it to the school office. We encourage parents to send a student's emergency inhaler and/or EpiPen to school, so it can be kept in his/her classroom. Upper School students may carry their emergency medications (Epi-pens and Inhalers) with them, as long as they have a physician's note on file with the office stating this is appropriate. An Emergency Plan should accompany any Asthma Inhaler and/or Epi-pen orders from physicians.

For the safety of all involved, no exceptions will be made to these medication policies

*Non-Prescription Medications*

If parents/guardians wish for their student(s) to be able to receive acetaminophen, ibuprofen, Benadryl, antacid and/or cough drops at any time of the school year, parents/guardians must complete the "[Parental Authorization for Over-the-Counter Medication](#)" online form at the beginning of each school year (or at the time of enrollment) in order for their child to be given any such medication. If no form is completed, no medication will be given. Medication will not be given for fever, chills, flu like symptoms, severe cold symptoms, etc.

Typically our offices only keep generic versions/store brands of Acetaminophen and Ibuprofen and cough drops on hand. If your child requires a specific brand name of these medications, you will have to provide your own supply along with a "Student Medication Authorization Form".

Any other non-prescription medication that is requested to be administered to a student during school hours will need written parental/guardian permission. Parents/guardians must fill out and sign a "Student Medication Authorization Form" for each medication/each request.

All non-prescription medication must be brought to school in an original packaging that clearly shows the name of the medication and the manufacturer's recommended dosing information. Non-prescription medication will be administered for three (3) consecutive days maximum. Any longer periods of time will require a signed physician's permission.

For the safety of all involved, no exceptions will be made to these medication policies.

**MORNING ROUTINE**

Homeroom begins at 8:05 am. This time includes, but is not limited to: attendance, addressing dress code, announcements, pledge of allegiance to the flags and any other daily activity in the classrooms. All students and employees are expected to participate in pledging the flags. Students who are habitually late will be affected by missing out on these beginning of the day activities. Please see the "Attendance Policies" section for more details.

The flag pledges are as follows:

Pledge of Allegiance to the American Flag – "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

Pledge of Allegiance to the Christian Flag – "I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty to all who believe."

Pledge of Allegiance to the Bible – "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

**NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is open to seniors, juniors and second semester sophomores who have been at CSY for more than one year. Criteria for membership are based on scholarship, character, leadership and service. Students who are not selected for membership into the National Honor Society will conference with the NHS advisor to discuss areas in which they can improve. A follow up letter will be sent addressing the areas that need improvement. Scholarship is the minimum requirement and is represented by a minimum cumulative grade point average of 3.5.

Respect, responsibility, trustworthiness, fairness, caring and citizenship measure character. A student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise and stability).
- Maintains high personal standards of morality and ethics.
- Manifests truthfulness by avoiding cheating in written work; shows unwillingness to profit by the mistakes of others.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Observes instructions and rules; is punctual and faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline and sustained attention as shown by perseverance and application to studies.
- Actively helps rid the school of bad influences or environment.
- Leadership is measured both within the school and community. A student leader:
  - Is resourceful in proposing solutions to problems, applying principles and making suggestions.

- Demonstrates initiative in promoting school activities.
- Exemplifies positive attitudes; exercises a positive influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Inspires positive behavior in others.
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; delegates responsibilities.
- Is a leader in the classroom, at work and in other school and community activities.

Service is generally considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation, or a class grade, to the individual performing the service. The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Is willing to represent the class or school in inter-class or inter-scholastic competition.
- Does committee and staff work without complaint.
- Participates in some activity outside of school, for example: Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor or disadvantaged.
- Mentors persons in the community or students at other schools.
- Shows courtesy by assisting visitors, teachers and students.

#### NHS Selection Process

1. Students who meet the minimum scholarship requirements will be invited to submit a form listing activities at school and in the community.
2. Upper school faculty members will be given an opportunity to evaluate students who meet the scholastic requirements.
3. A faculty council will evaluate each candidate using the teacher evaluations, student activity listings and personal observations.

Candidates receiving a majority vote of the faculty council will be accepted for NHS membership. Students who are not accepted will be notified by a meeting and letter and the reason for non-selection will be given.

Annual dues are required to be paid by each NHS member.

#### **NEW STUDENT PROBATION**

All students are accepted at Christian School of York on a 90-day probationary basis. Student's academic performance, behavior, attitude, and influence on others will be evaluated by the faculty and administration during the probation period. The probationary period may be extended at the discretion of the administration. Any concerns will be communicated with the parents/guardians.

#### **OFFICE**

Students may give forms or money to their homeroom teacher or the division secretary at the beginning of the day. Any business requiring the attention of the secretary should be conducted at the sliding glass window. Parents/students may not enter the office door unless instructed to do so.

#### **OFF-LIMITS AREAS**

Students are not permitted in the faculty rooms or conference rooms at any time without a teacher. All offices, janitorial spaces, the physical education and chair storage rooms, and the kitchen are off-limits without authorized permission.

The Lower School bathrooms in the Lower School hallway are not to be used by Middle and/or Upper School students.

#### **ONLINE UPPER SCHOOL CLASSES**

Students may enroll in online courses, through SevenStar, at the discretion of the administration. These classes are student directed and it becomes the students responsibility to meet certain deadlines and objectives of the course. In order to enroll in these courses, parents must sign for the additional charges. In addition, the family's tuition account must be paid up-to-date. The fee associated with these courses is required to be paid in full a minimum of one week prior to the start of the course.

*\*The online class grade will be indicated on both the student's report card and transcript and will be factored into the student's Upper School academic achievement record.*

**PARENTAL SUPPORT FOR THE EDUCATIONAL PROCESS**

It is essential that parents/guardians and the school pledge themselves to work together in order for the student to reap the benefits of a Christian education. Parents/guardians are asked to sign a "Parents' Pledge" upon enrolling at Christian School of York. We need each parent's/guardian's support of the school in all policies and procedures; in recognizing the authority of the teacher in the classroom; in regular attendance at school, appropriate school programs and events; and in praying for God's hand upon the school. Parents/Guardians should follow the principles outlined in Matthew 18 if concerns arise.

**PARTIES/SOCIAL EVENTS**

Administration will set the schedule for all holiday parties and special events. All parties, special events or time out of the typical normal schedule must be pre-approved by Administration.

Please see the clearances required for volunteers and chaperones in the Volunteer section of the handbook.

Please note: To avoid social disturbances, no invitations for private/personal parties may be distributed in the classroom unless the entire class is invited.

**POSITION AND AUTHORITY OF TEACHERS**

The administrative staff and teachers have authority over any and all students whether or not they have the student in class. Teachers have been given designated professional responsibility to correct unacceptable behavior of any student in the Christian School of York campus and at any school-sponsored activity. Students are urged to respond in a positive manner by stopping or avoiding those actions which are unacceptable at CSY or dishonoring to God. Students who choose to be insubordinate after being corrected will be referred to the Principal (or in the case of an after-school activity, to the person in charge).

Faculty members will periodically evaluate students' conduct as well as their academic performance. If a problem persists, parents/guardians will be contacted by the administrative staff and the administration may choose to place the student under disciplinary probation. Students whose attitude and conduct continue to be in opposition to the basic values of the school place their continuance at Christian School of York in jeopardy. Discipline will be administered in accordance with biblical principles by the teacher with the support of the Principal. Parents/Guardians will be called upon to assist in correcting continuing problems. The school reserves the right to suspend or expel any student whose attitudes and conduct continue to be in opposition to the basic standards set forth by the Christian School of York.

**It is never correct for a student to refer to a teacher, staff member or coach other than by Dr., Mr., Mrs., Miss, or Coach and then their last name.** Any student who addresses or refers to a teacher or other staff person using inappropriate or insulting language will be redirected.

**PROGRESS REPORTS**

Parents/guardians of students in 1st through 12th grades will receive a weekly progress report via email. Email progress updates may be sent at any time to notify parents of a student's commendable effort, commendable traits, or particular problem areas. Parents should communicate with their child's teacher at any time if there are questions regarding their child's progress at school. Please set up a meeting to discuss your concerns with your child's teacher. Please do not use school functions or other unscheduled times to discuss your student with the teacher.

**REPORT CARDS**

Report cards are issued quarterly via FACTS SIS (formerly called RenWeb) for 1st through 12th grade students and via email for Kindergarten students.

**SAFETY DRILLS/FIRE ALARMS**

Safety drills, fire drills and/or intruder drills are typically practiced once per month throughout the school year.

**SALES/FUNDRAISERS**

Information on all school sales must be submitted to the Superintendent and Business Office at least one month in advance for administrative approval. These requests must be submitted in writing with a budget and be signed by the appropriate advisors. Students must obtain permission from the classroom teacher a day in advance in order to miss any part of a class or study hall for sales. Individual sales for any outside group are prohibited in school at any time.



**SANCTITY OF MARRIAGE RESOLUTION**

A Corporate Resolution of the Trustees of the Christian School of York Association

"Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the Proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Christian School of York's faith, doctrine, practice, policy, and discipline, the Board of Trustees is the Christian School of York's final interpretive authority on the Bible's meaning and application."

"We believe in the dignity of every human who is made in the image and likeness of God. An individual's biological sex, either male or female, is sovereignly and irreversibly appointed by God and is an irreversible aspect of his or her nature. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person."

"Human sexuality is regulated by Scripture which declares that marriage is the union between one man and one woman and that sexual intimacy is reserved for marriage only. Therefore, any sexual expressions outside of that realm (sex before marriage, homosexuality, adultery, fornication, etc.) are immoral and against God's design. We also are to abstain from the promotion and advocacy of the aforementioned." (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

The resolution adopted by the Board of Trustees of the Christian School Association of York 9/22/15.

**SCHEDULE CHANGES**

Upper School students and parents need to consider, prayerfully and carefully, course selection to avoid schedule changes. Permission to make schedule changes is normally granted only during the first two weeks of each semester. Courses may not be added or dropped past the add/drop deadline.

The following procedure is used in requesting a schedule change:

1. The student completes a Course Add/Drop Form. (A copy of the form can be picked up at the main office or found on our website: <https://www.csyonline.com/forms>)
2. The Course Add/Drop Form must be signed by the student, parent/guardian, and teacher. (A parent's signature does not guarantee that the change will be approved.)
3. The student makes an appointment with Administration for a conference.
4. The Administration approves or denies the student's request.
5. Requests made outside the specified times for schedule changes must be approved by the Administration.

**SERVICE HOURS/VOLUNTEER HOURS – FAMILY**

We consider parent/guardian involvement to be a crucial part of our CSY culture. Being a part of your child's education--coming onto campus and taking part in CSY activities allows you to become an integral part of the Christian School of York family. **Since we consider your involvement in our school to be an expectation and commitment, each family is required to complete at least 20 hours of volunteer service per school year.**

Families who do not complete the 20 hours of service will be charged \$10 per hour for every non-completed service hour. To ensure accurate record keeping, families are responsible to enter their individual volunteer hours into FACTS SIS (formerly called Ren Web).

While being present on campus is preferred, families who are unable to physically volunteer are invited to donate specific items throughout the year. Needed items will be communicated via email, Facebook, etc. and one (1) volunteer hour is earned for every \$10 worth of items donated.

Each family will complete a Family Skills and Talent form that highlights the specific interests, abilities, and talents of our CSY families. Our volunteer coordinator works with each family to match their interests and skills with various volunteer opportunities throughout our campus.

The safety and security of our students is our number one priority. Therefore, all Christian School of York volunteers must have the PA State mandated clearances on file before volunteering.

**SERVICE HOURS/VOLUNTEER HOURS – UPPER SCHOOL STUDENTS**

Each Upper School student in grades 9-11 is strongly encouraged to complete a minimum of 20 hours of community service per school year. **Students in 12th grade are required to complete 20 hours of community service during their senior year in order to receive their diploma.**

Those students who have completed 150 or more individual community service hours during their Upper School career will receive distinction and recognition at graduation.

To ensure fairness and understanding of the service hour policy, the following guidelines have been established:

- Community service hours must be performed at (or coordinated with) a non-profit organization, establishment, or event (this would include CSY, churches, etc.). Help provided to a family member/friend is worthwhile and encouraged; however, it will not count toward the yearly service hour total.
- Completed hours should be communicated to the Volunteer Coordinator via the Community Service Hours sheet - either hard copy or Google Form submission is accepted. Hours MUST be turned in in order to receive credit. It is the responsibility of the student to turn in his/her hours.
  - To submit hours electronically, please go to [www.csyonline.com](http://www.csyonline.com), click on the Student Life tab, and then click on the Student Community Service Hour Form tab and complete the questionnaire.
- Service completed during the school day does not qualify (this includes school sponsored field/service trips that are held during the school day).
- Students who have accumulated 150 or more service hours during their upper school career will receive distinction and be recognized at graduation.
- Family volunteer hours are separate from student service hours. Therefore, any service hours completed by an upper school student will count toward the individual student's service hours—not the family volunteer hour requirement. In the same respect, any volunteer service performed by parents/guardians will count toward the family service requirement—not the student service hours.
- Tardy Work Hours are separate from the required family volunteer hours and/or student service hours.
- Students are not permitted to donate items in lieu of serving individual community service hours.
- If you are in need of community service hours and are unsure where to volunteer, please contact the Volunteer Coordinator at [volunteer@csyonline.com](mailto:volunteer@csyonline.com) or 717-767-6842 ext. 227.

### **SPORTS/ATHLETIC PROGRAM**

Our school is committed to an interscholastic program of sports competition. We believe athletic competition and team sports provide valuable and needed training for both boys and girls during adolescent years. CSY is a member of the Commonwealth Christian Athletic Conference (CCAC) and the Pennsylvania Interscholastic Athletic Association (PIAA). The Athletic Department issues a separate Athletic Handbook.

Students participating in Middle and Upper School athletic programs must have a [PIAA CIPPE physical form](#) on file prior to the first official practice date. (Sections 1 - 7 must be completed.)

Physical examinations for sports are scheduled periodically at the school for a nominal fee.

If a game or practice is changed on the day of that game or practice, notice would be sent to parents/guardians.

At times, students in 5th grade may participate in select Middle School sports. Students cannot be on academic restriction and must be deemed physically/emotionally prepared to participate by the Athletic Department.

### **STUDENT COUNCIL**

Student Council is the governing body of the Upper School. Student Council participates in planning school-wide events, communicates student needs to the administration, organizes a Middle School Leadership Conference, and manages Spirit Week(s). The purpose of Student Council is to promote the cause of student participation in the school community; to perform services for the student body, school and community; and to promote a Christian spirit of cooperation and understanding between the students, faculty, administration and community.

Students in leadership roles who fail to abide by the expectations of a Christian role model on or off campus, will not be permitted to continue in their leadership role. Student Council applications can be obtained from the main office and returned to the Student Council advisor.

### **STUDENT DRIVERS**

Driving to school and parking in the school parking lot is a PRIVILEGE granted only to any Upper School student with a driver's license. Parents and students are required to complete the "Request for Student Driving Permit" form to register their car and receive a parking permit sticker prior to driving to school. The form can be picked up from the main office or found on our website: <https://www.csyonline.com/forms>

The cost of the initial parking permit is \$10.00. A replacement sticker is \$8.00. An updated request (required each school year) is free as long as the student still has their initial sticker.

Driving to school and parking in the school parking lot is a privilege. Students must be aware of the restrictions and adhere to all regulations to maintain their driving privileges. Students who fail to comply with these rules and regulations will forfeit their driving privilege at administration's discretion.

The following rules and regulations apply to student drivers:

- Obey traffic directions of any teacher or administrative staff member.
- Obey the speed limit of 5 MPH.
- Reckless driving is unacceptable.
- Obey all signs and painted pavement restrictions.
- Buses/vans always have the right-of-way.
- There will be no unauthorized driving on campus, including loitering in or by cars in the parking lot.
- Students are not to return to their cars during the school day (including lunchtime) unless they receive permission from the Main Office.
- Student drivers must wait for the student driver dismissal announcement before leaving for the school day.
- Student drivers are not permitted to drive for field trips, athletic events, to/from games, extracurricular events, etc. All students must ride on CSY vehicles for these events.
- Music being played inside a vehicle is not to be played so loudly that it can be heard outside the vehicle.
- Student passengers of a student driver, other than immediate family members, must have written parental approval on file in the Main Office. The driver must also have written parental approval to transport other students.
- A student's driving privileges can be suspended or taken away entirely due to attendance/tardy consequences, leaving before student driver dismissal, general mischief, misconduct, and/or vehicle use that jeopardizes the safety of others. Demerits may also be issued.
- CSY is not responsible for any damage that may occur to vehicles while parked in the school parking lot (during school hours and/or after hours). CSY cannot be responsible for stolen or lost items.

Student drivers are dismissed at a specific time during afternoon dismissal to allow buses and vans to leave in a safe and timely manner. Student drivers leaving prior to their official dismissal time will result in detention and/or loss of privileges that may include suspension of student driving privileges.

### **STUDENT EMAIL POLICY**

During the course of the upcoming school year, Christian School of York may be providing CSY email addresses for students in grades 9 -12. **CSY's expectations for behavior and language in the use of these email accounts must be consistent with our code of conduct standards.** The guidelines listed below are intended to govern the use of CSY email accounts and google drive whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

#### **General Guidelines:**

- **Students must be their CSY email accounts to communicate with their teachers or other school community members.** Teachers will direct students to only use these emails.
- Students should use their e-mail accounts to communicate with their classmates, teachers, or other school community members about school related topics only.
- While students can e-mail teachers, they should not expect teachers to e-mail assignments to them or to provide private tutoring through e-mail. Teachers will make every attempt to respond to student emails within 24 hours of the next business/school day.
- Students should not ask for or respond to e-mails requesting personal information not related to a school project.
- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.
- The ability of CSY to protect privacy does not extend outside of CSY accounts. Therefore, parents agree that CSY is not liable for any threatening, defamatory, obscene, offensive, or illegal content received from any other party, nor is it liable for any infringement of another's rights that may occur.
- All incoming e-mail may be filtered. While CSY utilizes filtering, no filtering mechanism is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or CSY might find inappropriate.

- These accounts are provided as is, with size limits, attachment limits, and uniform features. CSY reserves the right, at its discretion, to update the software or add additional features.
- It is important to note that the CSY email domains and google drives are the ownership of CSY and not the student. No individuals should have any expectation of privacy in terms of email use. Any email or file that is sent, received, created or stored with the system may be viewed by Administration if the need arises. CSY reserves the right to monitor its computer systems to ensure that they are being used in accordance with the school's acceptable use policy. CSY reserves the right to suspend or terminate a student's access to email at any time.
- Email addresses and access to information on the Google drive will be terminated within one week of the student's withdraw from CSY and/or graduation of the student.

#### **Student Responsibilities:**

- Students are entirely responsible for the confidentiality of their E-mail accounts, passwords, personal information, and for any activities that occur in the use of their accounts.
- Students should have no expectation of privacy when using CSY provided E-mail accounts.
- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her CSY e-mail account.
- The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate e-mails from CSY employees.
- Most importantly, CSY urges *any* student who receives *any* harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately.
- While e-mailing, students are responsible for following all parts of the CSY's Computer Acceptable Use Agreement.

#### **STUDENT PREGNANCY POLICY AND SEXUAL IMMORALITY**

Christian School of York is a school that seeks to disciple Christian students who want to live consistently a God-honoring lifestyle. Christian School of York is a light to the community and not only its policies but also its people must bear witness to Christ. We want to teach all of God's nature - holiness and purity along with love and forgiveness and restoration. We also want to teach personal responsibility. We do not condone sexual immorality, and we believe abortion to be against God's law. Pregnancy itself is God's gift, and we want to be clear in our dealing with it that we not confuse the act of immorality with the value of the child.

Jesus abhorred the sin but loved the sinner (John 8:1 -11). We must do the same. Certain privileges may necessarily be denied, but pregnancy in and of itself will not automatically exclude a student from completing his or her course work at Christian School of York. The policy governs both male and female students.

#### **STUDENT SERVICES CENTER (SSC)**

Christian School of York offers supplementary programs for students with special needs and abilities through the Student Services Center (SSC) and in conjunction with the Lincoln Intermediate Unit.

#### **STUDENTS WHO WORK**

In most cases a student with an after school job will need to have a work permit as required by state law. These are obtained from the school district in which you live. Any student on the Restricted Activity List will be requested to cut his/her working hours so he/she has more time for studies. Students will not be granted permission to leave school early in order to start work.

#### **STUDY HALL REQUIREMENTS**

Study periods, or study times in class, are governed by basic rules requiring purposeful use of time.

1. All study halls are to be quiet and free from disturbances. Students are to be in their seats using their time constructively without talking or disturbing others. If a student does not have homework to do, he should work ahead on schoolwork, review or read something purposeful.
2. Students are to be prepared for study hall at the beginning of the period and will not be permitted to visit their lockers. Students should plan ahead with enrichment teachers to have projects with them during study hall periods.
3. **To leave the study hall, a written pass must be obtained in advance from who the student is going to visit (i.e. teacher, SSC, LIU, etc).**
4. Students are prohibited from watching movies/shows, YouTube, Netflix or other media streaming sites unless assigned by a teacher.

5. Earbuds, AirPods, headphones and the like are not to be worn/used during study hall without teacher permission.

### **SUPPLIES**

Students are required to supply their own paper, notebooks, pencils, pens, etc. Teachers are not responsible to loan out such materials when the student does not have them available. A supply list will be sent out to families before the new school year.

### **TEACHER ASSISTANTS**

**Purpose and Qualifications:** The objective is for students to explore one of the following areas: teaching, office management, library services, facilities management, marketing, and business department. Students receive one credit per semester and serve in lieu of an academic course. To be eligible, the Teaching Assistants (TA) must be in 11<sup>th</sup> or 12<sup>th</sup> grade, have a GPA of 2.0 or higher, and have been enrolled for at least one semester. ***THE STUDENT MUST ASK AND GET PERMISSION FOR THE TEACHER/SUPERVISOR TO BE HIS/HER TA FOR THE SEMESTER.***

**Responsibilities and Expectations:** Students may be required to do the following: cleaning, organizing equipment, collating papers, creating bulletin boards, mentoring other students, moving equipment, assisting in event prep, and entering data into computer programs. Teacher Assistants are required to contact their staff member to report any absence due to illness or student activity. All Teacher Assistants are under a confidentiality requirement and are not to discuss specific students or classroom events with others. In lieu of the above statement, any signs of child abuse must be reported to the staff member and/or a school administrator. Teacher Assistants should not be left alone with a student and refrain from physical contact with students.

**Assessment:** It will be the responsibility of the Teaching Assistant to collect the weekly grading rubric from their assigned staff member. Rubric forms should then be submitted by 3 pm Friday to the main office. The grading of the Teaching Assistant will be based on: attendance, attitude, duties fulfilled, initiative, and data collection. In addition to the weekly rubric, all Teaching Assistants are expected to complete a "TA Semester Project". This final project can consist of: teaching a lesson, designing a classroom display, creating a reflection powerpoint on the role of the TA, or designing an original project. All final projects should be approved by the assigned staff member and submitted at least two weeks prior to the end of the semester.

### **TEXTBOOKS AND LEARNING MATERIALS**

Students are to be prepared to cover their hardback textbooks by the end of the first week of school - fabric or paper covers are acceptable. Students are not to mark in the books issued to them, except as directed by the teacher. Students are responsible for all books they are issued. For this reason, sharing or lending of books is not allowed. Students will be charged up to the cost of the book for missing and/or damaged books (beyond the usual wear and tear).

### **TUITION AND FINANCIAL POLICY**

All families are expected to keep their accounts paid up to date with the Business Office. In the event that your account becomes delinquent, it is important that you communicate with the business office as soon as possible to make arrangements to bring your account up to date.

If a family falls two (2) months behind in tuition payments, the children from the family may be denied admission on the first school day of the third month. The Administration may choose to allow the children to continue to attend school if the family keeps in contact with the school, makes regular good-faith payments, and demonstrates in the near future potential to become current with their tuition account. If a family's account remains delinquent at the end of a marking period, the school may block access to Facts SIS/RenWeb and will also hold report cards and other student records including diplomas until the account is paid up to date.

#### *Separated Families*

Please note that both parents are held responsible for the tuition. In the event that an account becomes more than 30 days past due, the parent that is not responsible for the monthly tuition payment will be notified of the delinquency in order to ensure both parties are aware of the payment requirement and the potential for denied admission to the school. The other parent will be asked to contribute to the tuition to bring the account up to date for their child/ren. Should you have any questions about this policy, please contact the business office in order to discuss.

#### *Withdrawals*

When a student withdraws during a fiscal school year (July 1 - June 30) a 30-day written notice must be given to the Admissions Office. The family will be charged for all days attended, any school days included in the 30-day notice period

(whether attended or not). Academic records will not be released until all financial obligations to the school are met. In the event a family withdraws with an unpaid tuition balance and no payment plan in place, at 90 days the account will be submitted to a collection agency whose fee will be added to the outstanding tuition balance.

#### *Virtual CSY*

Should the school be required to move to Virtual CSY for any reason, student tuition is still due as previously agreed upon and would not be reduced unless determined by the administration at the time of the event. The above tuition requirements for the family would remain the same. Please reach out to the business office if your family is experiencing financial hardship at any time to discuss alternate payment options.

### **UPPER SCHOOL STUDENT LOUNGE**

The Upper School student lounge has been created as a safe place for Upper School students to remain after school. The lounge may be used during the school day (lunch, clubs, etc.).

#### **Lounge Rules:**

- The door must remain open at all times.
- Students must have permission to access the lounge during the school day.
- Students are responsible to clean up after each use.
- Students should not leave items in the student lounge. The school cannot be responsible for stolen or lost items.
- All ARMOR rules apply at all times.

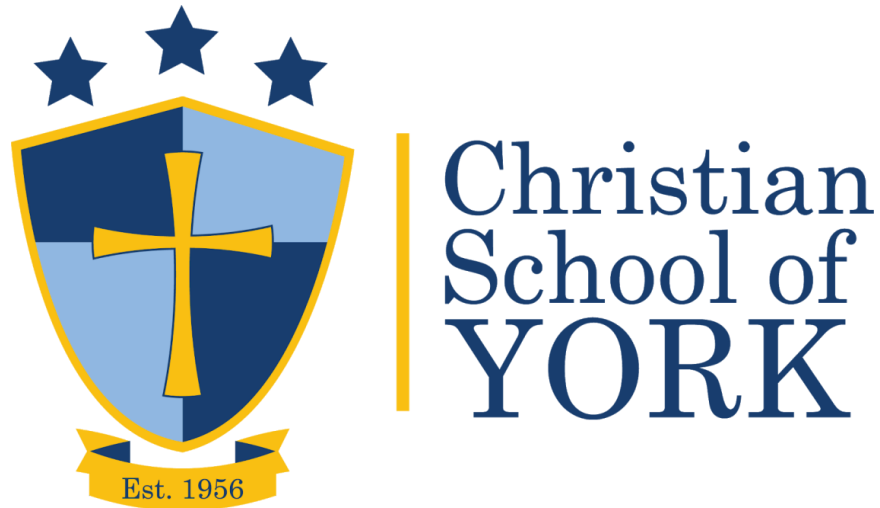
### **VISITORS TO THE SCHOOL**

Safety has to be a top priority when we are welcoming parents, guardians and/or visitors to our school property. Visitors are considered anyone except CSY employees, staff members, board members or independent contractors (LIU staff, student teacher, student assistant, etc.). **CSY is pleased to announce that as of August 2021, we will begin using the Raptor Visitor Management System in our school to strengthen our program of campus safety for students and faculty.** Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

**Upon entering CSY, all visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system.** The Raptor system will check to ensure that registered sexual offenders are not entering our school campus without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

- During school hours, all visitors (including parents, guardians, volunteers, alumni, and other guests) must sign-in at one of the offices (main, Lower School or Preschool) upon arrival. Visitors may be required to provide identification at the office (driver's license, etc.) and will then receive a visitor's sticker. The visitor sticker must be worn during the visit. Upon leaving the premises, visitors must sign out, return the sticker and pick-up their identification (if applicable).
- No parents, guardians, former students, alumni and/or any other guests will be permitted to freely walk through the halls while school is in session.
- No parents, guardians or visitors will be permitted for lunch with students.
- Former students, alumni and/or potential new students shadowing must have prior approval from administration before visiting classrooms and walking through hallways while school is in session.
- These policies will help to locate people in the building, minimize the possibility of any unauthorized person(s) being in the building, and enable the office to keep efficient records.
- CSY reserves the right to restrict visiting privileges to anyone who is in violation of school policies.



## **VOLUNTEER HANDBOOK 2021-2022 School Year**

Christian School of York  
907 Greenbriar Road  
York, PA 17404

717-767-6842  
[www.csyonline.com](http://www.csyonline.com)

## OVERVIEW OF VOLUNTEERING AT CSY

We consider parent/guardian involvement to be a crucial part of our CSY culture. Being a part of your child's education--coming onto campus and taking part in CSY activities allows you to become an integral part of the Christian School of York family. **Since we consider your involvement in our school to be an expectation and commitment, each family is required to complete at least 20 hours of volunteer service per school year.**

Families who do not complete the 20 hours of service will be charged \$10 per hour for every non-completed service hour. To ensure accurate record keeping, families are responsible to enter their individual volunteer hours into FACTS SIS (formerly called Ren Web).

While being present on campus is preferred, families who are unable to physically volunteer are invited to donate specific items throughout the year. Needed items will be communicated via email, Facebook, etc. and one (1) volunteer hour is earned for every \$10 worth of items donated.

Each family will complete a Family Skills and Talent form that highlights the specific interests, abilities, and talents of our CSY families. Our volunteer coordinator works with each family to match their interests and skills with various volunteer opportunities throughout our campus.

The safety and security of our students is our number one priority. Therefore, all Christian School of York volunteers must have the PA State mandated clearances on file before volunteering.

## ALCOHOL, TOBACCO, AND NICOTINE POLICY

Alcohol, tobacco, nicotine, any nicotine delivery products, vaping, and/or illegal substances are prohibited in the school building, on school property, in school vehicles (buses, vans, etc.) and/or at any school-sponsored activities that are held off school property.

## ANTI-DISCRIMINATION AND HARASSMENT POLICY

CSY is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of unlawful discrimination, intimidation, exploitation and harassment, including sexual harassment. We are prepared to act to prevent and correct any violations of this policy. Any concerns should be brought to the attention of the Volunteer Coordinator.

## ARRIVAL ON CAMPUS

Upon arriving on campus to volunteer, individuals must report to either the main office, preschool office, or lower school office depending upon their volunteer assignment. All visitors must provide identification and receive a 'Visitor Sticker' to wear while on campus. The office will contact the Volunteer Coordinator (or his/her designee), and he or she will meet you at the office location and provide you with additional instructions. All volunteers are required to have an onsite employee supervisor. If for any reason you are unable to come in on a day in which you are scheduled to volunteer, please contact the Volunteer Coordinator at [volunteer@csyonline.com](mailto:volunteer@csyonline.com) or 717-767-6842 ext. 227.

## CONFIDENTIAL INFORMATION

In the course of volunteering, volunteers may be exposed to confidential and proprietary information. Volunteers shall refrain whether in person, email, or on social media discussing confidential school matters other than that of their own.

Our school employees are "mandated reporters" and therefore are required to follow Pennsylvania laws regarding suspected child abuse. If at any time during your volunteer hours you observe or hear anything that would cause concern, please bring those concerns to the Volunteer Coordinator or a member of school administration.

## DRESS CODE FOR VOLUNTEERS

Volunteers are expected to dress appropriately for the school event or task for which they are volunteering. Personal attire, accessories, or grooming should not distract the attention of students, employees, or other volunteers.

- Volunteers should maintain a clean, neat appearance at all times.
- If jeans are worn, it is asked that they are not torn or tattered.
- Blouses and tops must cover the entire front and back (no midriff or back showing) and are not to be low cut (should not show cleavage even when leaning over).
- No sheer shirts should be worn unless a tank top with at least two inch straps is worn underneath.
- Dresses and skirts must be knee length when seated.



- In general, form-fitting or excessively tight-fitting clothing should not be worn.
- Items such as leggings or jeggings must have a long over garment worn over top.
- Tattoos are allowed as long as no obscene images, innuendo, or language is present.
- Ear and nose piercings are permitted; however, no gauges, spacers, septum piercings or any other facial piercings is preferred.
- Footwear should be safe for the environment and conducive to performing volunteer functions. It is preferred that volunteers not wear flip flops.

### EMERGENCY CARE FOR VOLUNTEERS

Volunteers are asked to complete an Emergency Contact Form and return it to the Volunteer Coordinator. This form will be used in the unfortunate event that a volunteer has a medical/personal emergency while on campus.

### EMERGENCY DRILL PROCEDURES

Emergency Drills are held once per month. When possible the Volunteer Coordinator will forewarn volunteers should they be on campus.

When an alarm goes off, volunteers should:

- Close the door, turn off lights, and move out of view of the door (if possible).
- Volunteers should wait up to 30 seconds for an announcement. During that time, please remain silent and listen for "clues" about the safety or danger of the situation.
- After an announcement is heard, volunteers should proceed to the nearest exit if they are told to do so (or after 30 seconds if no announcement is made).
- Volunteers are to leave the building quietly, in an orderly manner, and as expeditiously as possible without running.
- Everyone must wait for re-entry instructions. Once re-entry instructions are given, all should return to the building by using the same doors that were used to vacate the building.
- When in a room or area with a CSY employee, volunteers are to follow the instructions of the employee.

### ENTERING VOLUNTEER HOURS (for CSY Parents/Guardians Only)

- Go to the [www.csyonline.com](http://www.csyonline.com)
- Click on the For Parents tab and select Ren Web/FACTS SIS
- Type in your User Name and Password
- Click on Log In
- Click on Family Information
- Click on the name of the person completing the volunteer hours
- A box will appear with contact information
- Click on Service Hours
- Click on Add Service Hours
- Fill in volunteer information
- Click on save

### ILLNESS

The health of our CSY family is important to us. Therefore, we ask that individuals not report to campus for volunteer opportunities if he or she has:

- A temperature of 100.4 degrees or greater. A volunteer must be fever free for 24 hours without medication in order to return to campus.
- Vomited within the past 24 hours.
- Influenza diagnosis
- Any other contagious ailment
- Is being tested for COVID-19 or their primary care physician (PCP) has directed them to quarantine.

In the event that an individual would test positive for COVID-19, CSY will follow the current CDC guidance for the individual to return to school.

If you are scheduled to volunteer and are unable to due to illness, please contact the Volunteer Coordinator at [volunteer@csyonline.com](mailto:volunteer@csyonline.com) or by telephone at 717-767-6842 ext. 227.

## **MOTOR VEHICLE REPORTS**

Any volunteer driving a CSY owned vehicle or transporting students in a personal vehicle must be at least 21 years of age or older and have a copy of their driver's license and a motor vehicle report (MVR) on file with the main office. Currently, CSY utilizes PennDot's online system for obtaining these reports. MVRs must show the driver to have a current license with a clean driving background. Approval of drivers with any past infractions is at the discretion of the administration.

If volunteers/parents choose to drive their own students in their own vehicle, liability for any incident would fall solely on the parent guardian and their insurance and not on CSY insurance.

## **PERSONNEL CHARACTER EXPECTATIONS WHILE ON CAMPUS**

All volunteers, regardless of the volunteer opportunity, will agree to conduct themselves in a professional, respectful, and Christian manner at all times. Volunteers are often role models for students and should conduct themselves accordingly. Volunteers who are not directly affiliated with CSY are required to complete a Volunteer Application as well as sign the Christian School of York Statement of Faith and Marriage.

At no time should a volunteer ever reprimand or discipline a student in any way during the school day. At no time should a volunteer be alone with a student. Volunteers should work with students within the sight and sound of a teacher or administrator.

## **REQUIRED REPORTING OF CRIMINAL CHARGES**

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the Volunteer Coordinator and/or administration with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

## **WINTER WEATHER/DELAYS**

If CSY is closed due to weather, any scheduled volunteer opportunities will be cancelled for that day. The Volunteer Coordinator will be in contact with volunteers in the event of a weather related delay to determine if the individuals should still report to campus.

## **VOLUNTEER CLEARANCES**

**Who needs clearances?** All volunteers who are 18 years of age or older are required to have clearances on file. Clearances must be submitted prior to the commencement of any onsite volunteer service or service where the individual would be working with/around children.

Clearances that were obtained for employment or foster/adoption purposes can be used for volunteer purposes; however, clearances that were obtained for volunteer purposes can be used for volunteer purposes only and are not acceptable for employment purposes.

Clearances must be renewed every 60 months (5 years). TB testing and/or re-testing is not required unless (1) the individual is volunteering with/around children for over 10 hours per week or (2) if the volunteer has been exposed to a case of active TB or has been directed by the Secretary of Health to have additional testing. All employees and volunteers are responsible for paying for the cost of their required clearances and/or trainings. All necessary testing and clearances must be completed/submitted before onsite volunteer work can begin.

### **Volunteers over the age of 18 are required to have the following (3) clearances on file:**

- Report of Criminal History from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- If the volunteer has lived outside of Pennsylvania for any part of the past 10 years, then FBI clearances are required. These clearances are a fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent. If the volunteer has not lived outside of Pennsylvania and has not been convicted of any offenses, the volunteer is required to affirm in writing that he/she is exempt from the FBI clearance by completing the provided waiver.

**LINKS AND APPROXIMATE COSTS**

- Report of Criminal History from the Pennsylvania State Police (PSP)
  - <https://epatch.state.pa.us/>
  - Verification/results should be able to be obtained immediately
  - Free for Volunteers
- Child Abuse History Clearance from the Department of Human Services
  - <https://www.compass.state.pa.us/CWIS>
  - Verification/results can take up to 2 weeks
  - Free for Volunteers
- FBI Fingerprint-Based Federal Criminal History (or waiver if applicable - see below)
  - <https://www.identogo.com/locations/pennsylvania>
  - Once on the site, select option for "Digital Fingerprinting" – Use Code 1KG6XN
  - Appointments are given priority over 'walk-ins'. Therefore, it is highly recommended that individuals make an appointment and not utilize the 'walk-in' option.
  - Cost as of 2020: \$23.85 paid at the time of the appointment. Major credit cards and money orders are accepted; cash and personal checks are not accepted forms of payment.
- **OR**
  - Volunteer request for waiver of FBI Federal Criminal History Fingerprint Record Check
    - If the volunteer qualifies to sign the waiver, contact the Volunteer Coordinator for the waiver form.

**Please note:** ALL clearances (except for the Motor Vehicle Report, if applicable) will be sent to the volunteer; therefore, copies will need to be provided to Christian School of York / Attention: Toni Nalesnik, Volunteer Coordinator. Please contact Toni Nalesnik at [volunteer@csyonline.com](mailto:volunteer@csyonline.com) or 717-767-6842 ext. 227 with any questions or concerns. The safety and security of our students is our number one priority—thank you for your compliance in obtaining the necessary clearances.



*Equipping students through academic rigor  
and uncompromising Biblical truth  
to impact the world for Christ.*



## 2021-2022 HANDBOOK ACKNOWLEDGEMENT FORM

### For K-12 Parents/Guardians:

By signing below, you acknowledge receipt of a copy of the 2021-2022 Parent/Student Handbook (K-12) and 2021-2022 Volunteer Handbook for your family. You agree that your family will read and discuss this handbook. Failure to read this handbook does not relieve you and/or your student(s) of the responsibility to know the contents, to follow the dress code, to understand and abide by the policies and procedures, and/or to act appropriately while in school and while in attendance at school-related functions, etc.

Questions on the contents of this handbook should be asked of school administration within one week of the start of the school year or within one week of the family's enrollment at CSY.

### Names/Grade of Students:

_____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____

Date Handbook Received: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### For Middle and Upper School Students:

By signing below, you acknowledge receipt of a copy of the 2021-2022 Parent/Student Handbook (K-12). You agree that you will read and discuss this handbook with your parents/guardians. **Failure to read this handbook does not relieve you and/or your parent(s) of the responsibility** to know the contents, to follow the dress code, to understand and follow the "Computer Use Policy" (grades 6-12) and "Student Email Policy" (grades 9-12), to understand and abide by the policies and procedures, and/or to act appropriately while in school and while in attendance at school-related functions, etc.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_