2026-2027 K-12 PARENT/STUDENT HANDBOOK

Our theme verse for 2026-2027:

"Where the Spirit of the Lord is, there is freedom."

2 Corinthians 3:17

907 Greenbriar Road
York, PA 17404
www.csyonline.com

Revised August 2026

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 the formation of true disciples of Christ is accomplished through a unified, threefold foundation: the Christian school, the Christian church, and the Christian family. Together, these pillars provide a comprehensive environment where students are spiritually grounded, intellectually challenged, and personally equipped.

Our mission—Equipping students through academic rigor and uncompromising biblical truth to impact the world for Christ—is the guiding light that shapes every aspect of our community. The policies and guidelines outlined in this handbook are thoughtfully designed to support you and your family as you seek the Lord's guidance and grow in His Spirit throughout your journey at CSY.

We are honored to partner with you in this most important endeavor, confident that together we will raise a generation that boldly reflects Christ's love and truth in all they do.

"Whatever you do, do all to the glory of God," 1 Corinthians 10:31.

Dr. Danielle Campbell, Board Chair

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
1. We believe the Bible to be the inspired, the only infallible authoritative Word of God (2 Peter 1:20, 21; II Timothy 3:15-16).
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and 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. We believe that for salvation of the lost and sinful man, regeneration by the Holy Ghost is absolutely essential (Titus 3:4-7).
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (John 14:16, Ephesians 4:30, Luke 11:13).
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost until the resurrection of damnation (I Corinthians 15:20-23, John 5:28-29).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Ephesians 1:22-23, Matthew 28:19-20, Acts 2:41-47).

"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."

Sanctity of Marriage
"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)

Sanctity of Life
We affirm that every human life, without exception, is created by God in His image and therefore possesses inherent, equal, and inestimable value from the moment of conception through natural death. Human dignity does not depend on age, stage of development, ability, health, utility, or circumstance, but on God's creative act and design. We believe that human life begins at conception. From that moment, the unborn child is a distinct, living, and whole human being whom God knows, forms, and calls.
1. Life in God's image and dignity: Genesis 1:26–27; Psalm 8:4–6
2. God's care and creative work in the womb: Psalm 139:13–16; Job 31:15; Isaiah 49:1; Jeremiah 1:5; Galatians 1:15
3. Children as a gift from the Lord: Psalm 127:3
4. Protection of the vulnerable and justice for the weak: Proverbs 24:11–12; Psalm 82:3–4; Matthew 25:40
5. Respect for life and prohibition of unjust killing: Exodus 20:13; Matthew 5:21–22

CONTACT INFORMATION

Admissions Office (ext. 269)	admissions@csyonline.com
Athletics Department	athletics@csyonline.com
Attendance Office: K-12	attendance@csyonline.com
Attendance Office: Preschool	PSoffice@csyonline.com
Business Office (ext. 241)	accountspayable@csyonline.com accountsreceivable@csyonline.com
Defender Club	PSoffice@csyonline.com
Donations	give@csyonline.com
Employment	jobs@csyonline.com
Fundraising Events	events@csyonline.com
Guidance Counselor (PS–6th Grade)	lsguidance@csyonline.com
Guidance Counselor (7th–12th Grade)	guidance@csyonline.com
Intermediate School Office (ext. 221)	office@csyonline.com
IT Support	ITsupport@csyonline.com
Lower School Office (ext. 235)	loweroffice@csyonline.com
Lunch Ordering/Cafeteria	lunch@csyonline.com
Marketing Coordinator (ext. 224)	marketing@csyonline.com
Middle School Office (ext. 221)	office@csyonline.com
Nurse's Office (ext. 233)	nurse@csyonline.com
Preschool Office (ext. 244)	PSoffice@csyonline.com
Safety Officer	safety@csyonline.com
Transportation Changes/Busing	transportation@csyonline.com
Tuition Account Questions	tuition@csyonline.com
Upper School Office (ext .221)	office@csyonline.com
Volunteering at CSY	volunteer@csyonline.com

Christian School of York
Phone: 717-767-6842
Fax: 717-638-4904
www.csyonline.com

ADMISSIONS AND GRADE LEVEL PLACEMENT

PreK-8th Grade- Students will be placed into the age appropriate grade unless there are extenuating circumstances.

9th-12th Grade- Because of graduation credit requirements, students will be placed into grades (unless there are extenuating circumstances) according to the following transfer credits.

- 0-6 Credits = 9th Grade
- 7-13 Credits= 10th grade
- 14-20 Credits= 11th Grade
- 21+ Credits= 12th Grade

Note: Based on the student's academic history, administration may waive some graduation required courses or credits (i.e. Bible courses, community services hours).

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. Daily announcements can be viewed on the Defender's News and Sports YouTube channel.

ANTI-DISCRIMINATION POLICY

Christian School of York does not discriminate in admissions or hiring based upon race, color, nationality, sex, age or disability. Its expectations for student conduct are based on its religious beliefs. For example, consistent with Christian School of York's beliefs, bathroom, locker room, and pronoun usage are all based on biological sex, as is the dress code and participation in athletics.

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.

When dropping off students, all cars and buses will use the loop in front of the school to discharge their passengers. **School buses and vans are always to be given priority during morning drop off. Students may NOT exit cars from the waiting line to enter the loop (i.e. at the stop sign before the loop).** 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.

Students in grades 5th–12th 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 (beginning at 7:45 am) and report immediately to their assigned locations (homeroom, outdoor/indoor recess, etc.). Weather permitting, Lower School students will 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.

All students are expected to be in their homerooms, seated, quiet and ready for morning announcements by the 8:15 am bell, which begins the school day. Students who are not in their homeroom by 8:15 am are considered tardy.

ATTENDANCE POLICIES (INCLUDING TARDY POLICY)

Learning is dependent on attendance. The spirit of the following policy is to encourage a high level of attendance among the students to ensure the academic success of all students as well as compliance with the Pennsylvania truancy laws. Excessive absences will result in a meeting with the division administrator to develop an Attendance Improvement Plan. Students should not miss more than 20% of their classes. Extenuating circumstances are taken into consideration.

MORNING ARRIVAL

School doors open for student arrival as of 7:45 am.

- 7:45 am to 8:05 am – arrive and recess for K-4th grades/arrival for 5th-12th grades
- 8:05 am to 8:15 am – homeroom/preparation for the day
- 8:15 am – official start of school/announcements

Students who arrive at their homeroom after 8:15 am are tardy. Each unexcused tardy (marked as HR-TU) will be recorded as .25 of an unlawful absence and will be counted towards the student's unexcused absence days.

HOW TO REPORT ATTENDANCE

- Absences and/or tardies must be reported by parents/guardians (not by students) and should be reported by 8:30 am each day.
- Pennsylvania dictates that all excuses are in writing; therefore, phone calls cannot be accepted for reporting attendance.
- Notify the Attendance Office via email: attendance@csyonline.com **and the homeroom teacher.**
    - Include the date(s) of the tardy, absence
    - Include the reason for missing school for record keeping purposes
- **Reporting attendance to only your child's homeroom teacher or principal does not meet the required notification standards and will be marked unexcused.**
- **Upon late arrival (8:15 or after), students must sign in.**
    - Preschool students: Parents sign students in at the PS Office.
    - Lower School students: Parents sign students in at the LS Office.
    - Intermediate, Middle and Upper School: Students may sign themselves in at the Main Office.

EXCUSED (Lawful) ABSENCES

- **Excused absences** include student illness, medical appointments with doctor's note, quarantine, pre-planned absences, death in the family, etc. (see detailed list below)**.**
- All absences and tardies are recorded as "unexcused" until proper documentation is received.
- All absences must be reported in writing within three school days of the student's return to school or the absence will remain unexcused regardless of the reason.
- Doctor's Note: A doctor or dentist note is required for all absences, tardies or early dismissals due to doctor's appointment. If no note is provided, the time will be recorded as unexcused.
- Absences and tardies can only be marked "excused" when the reason falls into one of the following categories:

Student Illness

- Reported by parents/no doctor's note – excused (AE Absent Excused)
- Reported by parents/with doctors note – excused (DR-E Doctor Excused)
- A doctor's note is required if your child is absent longer than 3 consecutive school days due to any illness. Students may not be permitted to attend school until a doctor's note is received.
    - Example 1: Student misses Monday, Tuesday, and Wednesday. They may return on Thursday without a Drs. note.
    - Example 2: Student misses Thursday, Friday, and Monday. They may return on Tuesday without a Drs. note.
    - Example 3: Student misses Monday, Tuesday, Wednesday, and Thursday. They may only return on Friday with a Drs. note.
    - Example 4: Student misses Thursday, Friday, Monday, and Tuesday. They may only return on Wednesday with a Drs. note.

- Absences due to certain illnesses (see list) require a doctor's note releasing the child back to school, regardless of the number of days absent: RSV, Strep throat, Pink Eye, Chicken Pox, Fifths Disease, Measles, Rubella (German Measles), Pertussis (Whooping Cough), any contagious rash, any hospitalization for illness/injury/surgery/etc., Hand-Foot and Mouth or any other condition for which administration, CSY nurses and/or the Central School nurse deems a doctor's note necessary.

- **Medical or Dental Appointments**
  - Reported by parents/no doctor's note – unexcused - (AU Absent Unexcused)
  - Reported by parents/with doctor's or dental note – excused -(DR-E Doctor Excused)
  - Appointments should be scheduled for before or after school as much as possible. For appointments during the school day, students are required to attend school for as much of the school day as possible.

Quarantine/Isolation
- Must be clearly reported in writing to the office as quarantine/isolation due to infectious diseases with specific details of required quarantine/isolation dates/planned return to school excused - (DR-E Doctor Excused)

Pre-Planned Absences (Formerly called Educational Trips)
- **A maximum of 5 school days per school year** will be excused for pre-planned absences. Additional days over the 5 maximum will be recorded as unexcused days. (PPA Pre-Planned Absence)
- Pre-planned absences can include vacations, traveling, college visits, etc.
- Prior notification (3 School Days Minimum) is required through attendance@csyonline.com
- Pre-Planned absences are only approved for whole or half-day absences. PPA may not be used in hours, for tardy arrivals or early dismissals.
- Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion.

Death in the Immediate Family
- Please report notification of absences due to a death in the family to the division administrator and attendance office. (FNRL Funeral)

Weather Related Absences
- Inclement weather that does not allow students to be brought to school safely. (AE Absence Excused)
- Public school closures, due to inclement weather, that affect the student's transportation to and from school will be excused. (SDC School District Closed)
- Be certain to notify the attendance office of a weather-related absence to avoid an unexcused absence being recorded for your student.

Emergencies
- CSY understands that one-time, unforeseen events occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of CSY administration. Details about the nature of the emergency must be included in the written communication to the school.

Required Court Attendance
- Official documentation required to be marked excused.
- Reported by parents/no official court documentation – unexcused - (AU Absent Unexcused)
- Reported by parents/with official court documentation – excused - (COURT Required Court Appearance)

UNEXCUSED (Unlawful) ABSENCES

- Absences and tardies that do not qualify for one of the excuses above will be recorded as unexcused/unlawful. (AU Absent Unexcused/TU Tardy Unexcused)

CSY is obligated to follow the rules and regulations of the State Department of Education concerning unexcused absences. The law requires that the public school district where the student resides be notified when a student has been illegally absent for three (3) or more days (Section 13- 1332 and 13-1333). According to Act 138 of 2016, after three (3) unexcused absences, a student is considered truant, and parents/guardians will be notified in writing within ten (10) days of the third unexcused absence and may be offered a conference and a School Attendance Improvement Plan (SAIP). Each subsequent unexcused absence will require a conference and development of a SAIP. After six (6) unexcused absences, a student is considered habitually truant, and the school must refer the student for either a community or school-based attendance improvement program or make a referral to Children and Youth services if the child is under 15 years old or file a citation with the magisterial district court if the child is 15-years or older.

- Examples of unexcused absences:
  - The office has received no parent/guardian written communication on a student's absence
  - **Four unexcused tardies/early dismissals have occurred (each unexcused tardy/early dismissal is recorded as .25 of an unlawful absence)**
  - Students kept out of school to support the needs of parents/guardians or other family members (i.e. babysitting, doing errands, chores, convenience of picking up early, appointments for siblings or parents, etc.)
  - Oversleeping or not sleeping well (student or parent/guardian)
  - Missing the bus/traffic
  - Birthday celebrations
  - Staying home to finish schoolwork
  - Family coming to visit, out late the night before, special occasions
  - Work or job hunting
  - Not reporting pre-planned absence within required time

ABSENCES ON A HALF-DAY

Because students are missing the entire required length for that specific school day, an absence on a half-day of school would be recorded as a full-day absence.

TARDY ARRIVAL

Students who arrive at their homeroom after 8:15 am are tardy. Each unexcused tardy will be recorded as 0.25 of an unlawful absence and will be counted towards the student's unexcused absence days.

EARLY DISMISSAL

If a student must be excused from school prior to the end of the school day (2:50 pm), the request must be completed via email to the attendance office (attendance@csyonline.com). It is understood that early dismissals should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. Due to the traffic surrounding dismissal time, we ask that early dismissals occur before 2:45 pm. A note from the doctor or dentist office must accompany the student back to school upon return to school.
Each unexcused early dismissal will be recorded as 0.25 of an unlawful absence and will be counted towards the student's unexcused absence days.

ATTENDANCE DETAILS

Full-Day Attendance Details:
The arrival and dismissal times of your student is recorded to the exact minute that they arrive or leave.

Full Days:

- We recommend that students enter the building by 8:05 am to be prepared for the start of school.
- Students who arrive at their homeroom after 8:15 am are considered tardy.
- Students who arrive after 9:45 am will be marked as half-day absent.
- Students who arrive after 11:30 am will be marked as full-day absent.
- Students dismissed prior to 11:30 am will be marked as full-day absent.
- Students dismissed between 11:30 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.

Half Days: All the above applies with the following exceptions:

- Students who arrive after 9:00 am will be marked as half-day absent
- Students who arrive after 10:00 am will be marked as full-day absent.
- Students dismissed prior to 10:00 am will be marked as full-day absent.
- Students dismissed between 10:00 am and 11:00 am will be marked as half-day absent.
- Students dismissed after 11:00 am will be marked as an early dismissal.
- For students dismissed mid-school day and returned to school: Students missing more than 1 hour will be marked as half-day absent; 2 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.

Extra-Curricular Activities
A student must arrive at school by **9:45 am** in order to 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 (i.e. if a student misses 2 days of school, he/she would have 2 school days to make up the work). In the case of unexcused absence, there should be no expectation of additional time to make-up work.

EXCESSIVE ABSENCES POLICY
As stated above, the goal of this policy is to encourage a high level of attendance which supports a high level of learning. In accordance with CSY's policy and the requirements of the Pennsylvania Department of Education, excessive absences will require notification and **Attendance Improvement Plans** for unexcused absences. CSY requires that students must attend 80% of their classes. **Students who have absences of 20+% of total class time are at risk for loss of credit and/or grade level retention.**

Notification and Consequences of Excessive Absences

Unexcused Absences

- 3 unexcused absences (official notification sent to families and/or the public school district of residence)
- 6 unexcused absences (official notification sent to families & attendance improvement plan required)

Cumulative Absences

- 10 cumulative absences (due to semester schedule Upper School students only, official notification sent to families).
- 15 cumulative absences (official notification sent to families)
- 20 cumulative absences (official notification sent to families & meeting with administration at administrators' discretion)
- 25 cumulative absences (official notification sent to families & meeting with administration and Attendance Improvement Plan required)

Attendance Improvement Plan

- The goal of the plan is to improve attendance, which encourages academic success.
- Terms of the Plan are decided upon by the administrator with the involvement of the family.
- Terms should take into consideration the family's circumstances, extenuating circumstances, and reasons for excessive absences.
- Consequences for further absences should be clearly stated and defined.
- Possible consequences will be communicated to all parties and can include grade deductions, loss of opportunity to make up work, loss of credit, retention, dismissal (expulsion).

BATHROOMS

- The Lower School bathrooms located in the Lower School hallway are not to be used by Intermediate, Middle and/or Upper School students.
- The Intermediate and Middle School bathrooms located in the Middle School hallway are not to be used by Lower and/or Upper School students.
- Students attending our K-12 building must be "independent bathroomers." An independent bathroomer is defined as a child who recognizes the need to go to the bathroom on his/her own, can then use the bathroom, wipe, wash hands, and redress him/herself. If a child has an accident, he/she should recognize it and then take appropriate measures to remedy the issue.
- If a child is experiencing bathroom accidents at school on a frequent/regular basis, the child/family may be placed on an improvement plan and/or the child may be requested not to attend until the independent bathrooming has improved appropriately to be in school.

BIBLES

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

- Lower School: For consistency in class, all Lower School students in 1st through 4th will utilize the NIV Adventure Bible. Families are welcome to purchase this Bible from any vendor that they wish. Click HERE to purchase this Bible from Amazon.
- Intermediate, Middle and Upper School: Teachers in 5th–12th grade will be utilizing the NIV Student Bible. We highly recommend that each student purchases their own copy for class.
- For returning students: Bibles must be in good condition at the start of the school year. If your student's Bible is missing a cover/covers and/or pages are falling out, we would ask that you replace the Bible for the upcoming school year.

BOY-GIRL RELATIONSHIPS

Healthy friendships between boys and girls are acceptable and allowed; however, students are to refrain from romantic 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, spectating CSY events, etc.).

BULLYING and HARASSMENT

Adapted from StopBullying.gov:

Definition: Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

- directed at another student or students;
- which occurs in a school setting or the school community;
- that is severe, persistent, or pervasive; and
- that has the effect of doing any of the following:
    - substantially interfering with a student's education;
    - creating a threatening environment; or
    - substantially disrupting the orderly operation of the school.

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:

- Students: Students must report immediately to a teacher or an adult.
- Parents: Parent(s) need(s) to report the accusation to the division administrator immediately.
- Non-Teaching Staff: Staff members should stop the situation and report it to a teacher or administrator immediately.
- Teachers:
    - If a teacher sees a student being bullied, that teacher should stop the situation immediately in a calm, yet firm way.
    - The teacher should then document the situation and report the incident to his/her administrator.
    - If the teacher receives reports of bullying, the teacher should record notes and report incident(s) to his/her administrator.
    - The administrator and teacher will discuss and assign consequences following the ARMOR expectations.

BUS CONDUCT

Buses will use the loop in front of the school to discharge and board their passengers. Students in grades K–4th will enter and be dismissed from the Lower School entrance. Students in grades 5th–12th will enter and be dismissed from the main entrance.

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

1. Students are to be at the bus stop when the van/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 van/bus while it is in motion.
4. Seatbelts are required at all times in CSY vehicles.
5. Conversation between passengers must be kept at a low pitch. No gum chewing, loud talking, yelling, commotion, or throwing objects is allowed on vans/buses.
6. Students are to sit in assigned seats if requested to do so by the driver.
7. Students are not to eat on the van/bus unless the bus driver grants permission.
8. Students are not to litter on the van/bus.
9. Windows on the van/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 van/bus windows.
10. 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 van/bus.
11. If a van/bus should break down en route, the driver will report this to the appropriate school official. In the case of CSY vans/buses, parents may be notified to transport students the remaining distance.
12. Only students who are registered to ride CSY vans/buses will be permitted to ride the CSY vehicles.

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. 1st Offense - The Principal will confer with the student reported for misconduct by the bus driver or bus company. Communication from the Principal and a bus infraction notice will be sent to the parents.
2. 2nd Offense - The Principal will conference with the student. A communication from the Principal and a bus infraction notice will be sent to the parents and a copy to the bus company.
3. 3rd 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 works diligently to provide 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

Personal cell phones and electronic devices are not to be seen or heard during the school day. **Students are required to turn off their cell phones and devices and keep them in their backpacks (K-4th grade) or turn them into their homeroom teachers (5th–12th grade) at the start of the school day. Cell phones and devices are not permitted to be kept "on the person" or used to communicate with parents during the school day.** 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. CSY is not responsible for loss or damage to any cell phone or electronic device.

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.
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 guest speakers, singing, learning activities, small groups, etc. Parents and families are invited to attend chapel. All parents are required to sign in at the main entrance. Students may sit with their parents during chapel as long as the parent is willing to monitor their behavior. Parents should not arrive more than 10 minutes before chapel begins.

Lower School Chapel - held each Wednesday from 8:30 am to 9:00 am
Intermediate, Middle, and Upper School Chapel - held each Wednesday afternoon (times vary based on division).

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/PLAGIARISM

Any student caught cheating or plagiarizing will receive consequences from the teacher that are appropriate to the act which could include no credit for 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 work not created by you as your own. **This includes the use of AI software like ChatGPT.**

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 expected 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.

Two Hour Delay Information – All Students:

- 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)

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. Defender Club 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)
York City – follow CSY guidelines
Southern – follow Southern York County School District

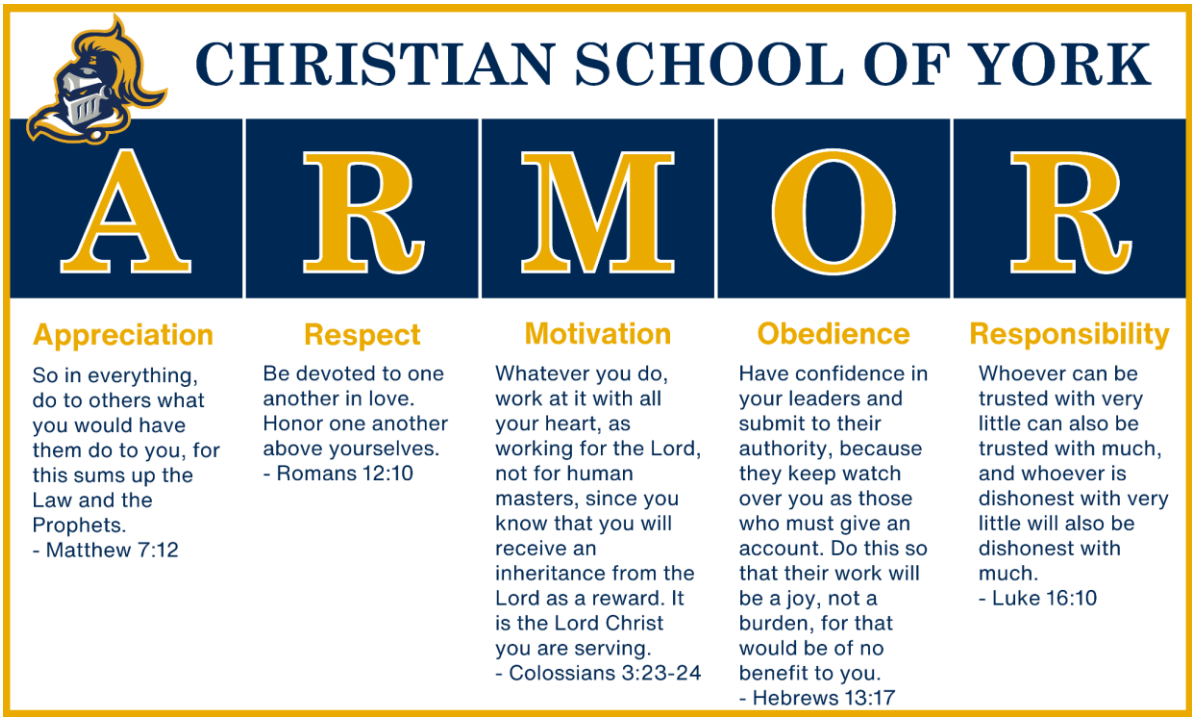
If your student rides one of these CSY bus/van routes and your local school district is closed for the day, our CSY bus/van will NOT pick-up students for school that day.

Make-up Days/Flexible Instruction Days

As a non-public, private school, CSY follows the Pennsylvania Department of Education guidelines for hours of instruction. As a result, not all closings will require school days to be made up. **Additionally, Flexible Instruction Days may be utilized in order to not push back the end of the school year.** Flexible Instruction Days will be accomplished through a combination of prepackaged work and/or online assignments and Zoom meetings depending upon the technology provided in each grade level. A more detailed explanation can be found in the 2026/2027 Flexible Instruction Plan Flexible Instruction Days will be communicated to families via parent text alerts, email notifications and posts to the CSY Facebook page. **CSY will inform families if hours of school need to be recovered using make-up days.**

CODE OF CONDUCT

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, we implement positive behavior interventions and support for all K-12 students and staff. The goal 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, Intermediate, 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.



School-wide Behavior Expectation Matrix: **The school-wide ARMOR matrix, shown on the next page, 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
A Appreciation	• Be kind • Share seats • Wait your turn to get on and off the bus	• Listen and be open to others' ideas • Listen to the teacher • Stop, think, decide before you speak or act • Accept others' learning styles and needs	• Wait your turn in the hallway • Be considerate of others	• Acknowledge and follow directions of staff/teacher • Invite others to join you • Include friends and others in your conversation	• Be mindful of others' need for privacy • Offer encouragement before and after games/ events	• Include others • Listen to each other's thoughts • Follow directions of staff/teacher the first time • Go to someone on the buddy bench	• Actively participate • Listen to the staff and/or teachers
R Respect	• Follow directions • Be considerate • Quiet voices • Use God-honoring speech • Keep hands, feet and belongings to self and in bus • Keep aisles clear	• Follow directions the first time • Be considerate of others • Use God-honoring speech • Honor others' personal space	• Follow directions the first time • Be considerate of others working • Use inside voice • Only enter your own locker	• Follow directions first time • Be considerate of others • Use table manners	• Follow directions the first time • Be considerate of others • Sign out and take pass if teacher has one	• Follow directions the first time • Be considerate of others	• Follow directions the first time • Actively listen • Be considerate of others
M Motivation	• Treat others the way you would want to be treated • Stay in your assigned seat • Face forward • Keep headphones at a reasonable volume	• Press on, even when something is hard • Take pride in your work • Ask questions when you don't understand	• Use time to get books or supplies • Walk safely • Stay with group and/or teacher	• Eat in a timely manner • Eat first, talk second • Let teacher know if you don't have lunch	• Use time wisely and appropriately • Practice good hygiene • Get back to class • Leave things better than the way you found them	• Interact with others • Get rid of your energy • Leave things better than the way you found them	• Come with an open heart and open mind • Encourage the speaker • Be ready to engage
O Obedience	• Take care of school property (class materials, electronics/laptops, etc.) • Take care of your belongings (instrument, sporting equipment, electronics, etc.)	• Produce quality work to the best of your ability • Keep space organized and clean • Take care of school property	• Keep lockers organized and clean • Take care of school property	• Throw away trash • Clean tables • Clean floor below table • Proper use of microwaves	• Clean up after self • Take care of school property • Leave things better than the way you found them	• Take care of school property • Dress appropriately for the weather • Leave things better than the way you found them	• Take care of school property • Come with an open heart and open mind
R Responsibility	• Arrive on time for your bus • Have all belongings • Clean up • Close windows	• Be prepared with supplies • Submit completed work on time • Be conscientious and proactive about completing make up work	• Walk in the hallway • Walk directly to your destination with permission	• Eat before socializing • Use appropriate volume • Have food and utensils	• Wash hands • Flush • Throw away trash • Keep water in the sink	• Leave no trace (clean up trash, food, playground equipment)	• Bring Bible • Wear appropriate chapel attire

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.

Violation of ARMOR Expectations, Progressive Consequences and Renweb/FACTS SIS: 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-8: 2 warnings before a consequence 9-12: 1 warning before a consequence ● Teacher redirection/re-teaching ● Time away from group/activity (ex: time out, calm down corner, walk it out) or student moved in classroom ● Parent notification ● Writing assignment/Behavior Reflection Sheet ● Facilities Cleaning ● Recess detention ● Lunch detention ● Parent conference ● Restorative measures or apology letters ● Loss of privilege(s)
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, instigating division)	
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, intentionally or unintentionally, instance of inappropriate language (i.e. swearing, sexual innuendos, 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; Roughhousing; 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. Tardy to class, 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	● Parent notification (required) ● Parent conference with administration ● Time away from group/activity (ex: time out, calm down corner, walk it out) or student sent to office ● Writing assignment/Behavior Reflection Sheet with administration involvement ● Lunch detention ● Recess detention ● After school detention ● Restorative measures or apology letters ● Possible grade reduction or re-completion of work where minor/unintentional cheating was involved ● Creation of behavior management plan with teacher, administration, and family input ● Disciplinary probation ● Loss of privilege(s)
Abusive Language/ Inappropriate language/ Profanity	Student delivers intentional 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, comments, gestures, and/or innuendos (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)	
Skipping Class	Student leaves or misses class without permission. (i.e. Chronic cutting class or skipping school)	
Property Misuse/Damage	Student intentionally misuses property which causes potential damage.	
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 Contact/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)	
Bullying	Student intentionally engages in repetitive, inappropriate behaviors physically, verbally or written toward another student or students that intimidate, exclude, and/or embarrass. (i.e. physical contact, repeated name calling or teasing, hazing, cyberbullying, etc.)	
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.	

Level III – Violation of ARMOR Rules: Mandatory Administrative Intervention & Potential Law Enforcement Involvement		
Problem Behavior	**Definition**	**Possible Consequences to Behavior** (including but not limited to)
Repeated Level 1 and Level 2 Offenses	Repeated Level 1 and Level 2 Offenses	● Parent notification (required) ● Parent conference with administration ● Out of school hours detention or multiple detentions ● Failure of any assignment where cheating or plagiarism took place ● Financial or monetary restorative process ● Loss of bus privileges ● Law enforcement notification ● Disciplinary probation ● ISS (in-school suspension) ● OSS (out-of-school suspension) ● Expulsion
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	● Student has signed a person's name without that person's permission. ● Student has changed school records or documents. ● Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property. ● Student claims someone else's work as their own.	
Bullying	The delivery of direct or technology-based messages that intentionally involve intimidation, repeated teasing and taunting, threats, hazing, damage to property, and physical harm. (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	● Sexting / Assault / Sexual Misconduct ● Possession of, showing, or distribution of pornography	
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.

Flex/Lunch/Recess Detention: Detentions are given to a student by a classroom teacher or Principal during the school day. Detentions can be held in the Principal's office or in a classroom with supervision. Parents/guardians will be notified of a 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 may 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.

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.

Expulsion: See Expulsion Policy.

Administration (and or their designee) reserves the right to search/inspect student possessions (including but not limited to bookbags, lockers, vehicles, etc.) if a concern is present for an item (or items) that are prohibited from being on campus.

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.
- "Updates and Reminders" newsletter emailed to all families throughout the school year.
- Defender Athletics Newsletter - newsletter emailed to families involved in athletics 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/TECHNOLOGY 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, network, and personal devices 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 <u>any</u> 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.

Intermediate/Middle School Device Program

Staff and students will have access to Chromebooks throughout the school day. To provide accountability and promote proper care, a student from each grade (5th-8th) will be specifically assigned Chromebooks. When a 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 Chromebooks and must immediately report any problems to their teacher.** 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 in grades 9th–12th with a dedicated Chromebook 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). **No student may use a non-CSY device on the school's network without prior approval from the Administration and IT Coordinator.**

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. If the student has not attended all 4 years at CSY, they are eligible to pay to purchase the Chromebook/Laptop at the end of their school career. All seniors must return the device at the end of the year for the Technology Coordinator to process the device out of the CSY system.

For those Students under the "CSY Devices 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 NOT covered with the provided hardware failure warranty?

- Intentional damage
- Cracked screen
- Normal wear
- Cosmetic damage

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

Unless an "Optional Maintenance Plan" is purchased (see below), students will be responsible for the current replacement cost (i.e. the current market costs of a comparable Chromebook) if their device is damaged.

Optional Device Maintenance Plan (5th-12th Grade Students)
In order to support and maintain the use of a CSY device, families/students have the opportunity to purchase a $40 annual maintenance plan billed through your STS account prior to the start of the school year (or the month following enrollment)

With this plan,

- CSY will provide coverage for repair or replacement of the device in the event of accidental damage or hardware failure.
- Charger replacement is covered under the plan for one charger per plan year if damaged or faulty.
- Students having subsequent damages and/or a pattern of repeat 'accidental' damages, may be held financially responsible for the repairs. (Administrators will review each case and when such a pattern is established, the student/family will receive a warning and/or may be asked to pay to replace the device).
- The maintenance fee does NOT provide coverage for the loss of the device and/or damage to its accessories, cosmetic damage, or damages caused by intentional misuse, abuse or careless handling.
- Any device reported to CSY as stolen should be accompanied by a police report.
- Students will be responsible for the full cost of repair/replacement if it is determined that damage has been caused by intentional abuse, misuse, or careless handling.
- CSY reserves the right to request parents/guardians to pay additional fees based on a history of repeated claims for loss, theft and damage.

Students/families choosing not to purchase a maintenance plan would be responsible for the full cost to repair/replace a device that is damaged, destroyed, lost, or stolen.

CONFLICT RESOLUTION

The Biblical model offered in Matthew 18 is the expected pattern for conflict resolution. If a student, parent, or guardian 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.)

CONTINUOUS ENROLLMENT

CSY utilizes a continuous enrollment policy. Students are considered enrolled in the next school year unless withdrawal is received in writing in our Admissions Office. Re-enrollment fees will be billed through STS and are non-refundable if the student is not withdrawn prior to the communicated date each year.

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 will be escorted by Christian School of York 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).

Defender Club (Preschool, K through 4th Grade Students)

We offer an after school club which is held in our Preschool G.R.E.A.T. Room. Parents/guardians are to pre-schedule their student's participation in Defender Club on a monthly basis. Additionally, Preschool and/or K-4th grade students not picked up by 3:30 pm will be taken to Defender Club. **Being on campus unsupervised is not an option for students up through 4th grade.** Defender Club will be available on most early dismissal days. Fees will follow the regular price schedule.

Defender Club 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 Defender Club on the same day the care is needed, you must call the Preschool Office at 717-767-6842 ext 244 to check on availability.

Changes to Defender Club

- All changes to Defender Club schedule must be communicated with the Preschool Office at 767-6842 x244 or PSoffice@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.

Defender Club Fees

- Afternoon Defender Club is available from 3:25 pm to 5:00 pm.
- Costs are billed in "blocks" of 30 minutes. Afternoon time blocks are 3:25-4:00, 4:00-4:30, 4:30-5:00

Fees and Financial Policy

- Cost billed per block is $8.00 if scheduled by Wednesday of the previous calendar week.
- Cost billed per block is $11.00 if scheduled any time after the Wednesday of the previous calendar week.
- Cost billed per block is $13.00 if scheduled on the same day that Defender Club 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 call preschool staff by using the phone number listed above the preschool doorbell.
- 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 the parent arrives for pickup, he/she will be asked to show ID.
    - Only adults may pick-up a student from Defender Club. Teen siblings are not allowed to pick-up students.
    - If someone unfamiliar to staff arrives for pickup, the parent will receive a call asking to verify the 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 Defender Club and is picked up later than his/her scheduled pick-up time, the following will be assessed:

- If your child is not picked up by 5:00 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.
- **Fee for late pick-up after 5pm will be charged at a rate of $5 per minute late. Exceptions may be made at the discretion of administration.**
- Consistent lateness may result in the suspension of your ability to use the Defender Club program.

Payments

- 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 the Defender Club.
- Create a plan with your child so this snack is NOT eaten during the regular school day (i.e. – labeling it "D.C." or always putting it in a different area of the child's backpack than his/her food for the school day).
- Candy should not be sent for an Defender Club snack
- *Please* provide a water bottle for your child with PLAIN WATER to use during Defender Club - this is especially important for warm days when we are playing outside.

DISMISSAL PROCEDURES (and Transportation)

Because of the number of buses, vans and cars entering and exiting at dismissal time, safety is of vital importance. We ask that you are VERY careful as you drive through our parking lot, to keep our CSY family safe. We ask those who are walking in the parking lot to always use the crosswalks and never walk in front of or between buses and cars. Everyone in the parking lot, driving or walking, must pay close attention to the instructions given by the dismissal team.

If you need to reach our dismissal team to report a transportation change (change from bus rider to private car, change in authorized pick-up persons, etc.) for your student, please email transportation@csyonline.com. To avoid confusion at dismissal time, transportation changes must be received by our transportation team by 1 pm (10 am on half days). Our transportation team MUST be notified via email of all transportation changes. Notifying your student and/or their teacher is not adequate notification.

UPPER SCHOOL All-Purpose Room (APR)

The APR has been created as a safe place for Upper School students to remain after school if they have after school activities.

Rules:

- Without prior administrator approval, the APR is only available for students in 9th-12th grade.
- The door must remain open at all times.
- Students are responsible to clean up after each use.
- Students should not leave items in the APR. The school cannot be responsible for stolen or lost items.
- All ARMOR rules apply at all times.

Dismissal Times

Regular Dismissal

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

Half-Day Dismissal

- Bus Dismissal—11:30 am
- Private Car Dismissal will take place as soon as the buses have departed

Private Car Dismissal – Intermediate, Middle, and Upper School Students
Upper School, Middle School, and Intermediate School students must remain quietly in their assigned areas (homeroom or other assigned areas) until their bus is called and/or students in grades 5th–12th private cars are dismissed. Upper School, Middle School, and Intermediate School students are dismissed through the main lobby; these students are 100% responsible for catching their assigned bus/van. **If a student does not report to the bus after the initial bus call, we will page a student one time over the intercom by name, providing time for the student to report to the bus, before allowing the bus to leave.**
Parents/Guardians picking up 5th–12th grade students (who do not have PS or K-4th grade siblings) **are to park in any open parking spot** and wait for their students to be dismissed at approximately 3:08 to 3:10 pm.

Only Intermediate, Middle, and/or Upper School students with younger siblings in Preschool and/or Lower School are to be picked up through the private car line. Intermediate, Middle, and Upper School students must wait for their ride to enter the car circle before entering the vehicle. They may not walk through the private car line to their vehicle.

Private Car Dismissal – Preschool and Lower School Students
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.
Parents/guardians picking up Preschool and/or Lower School K-4 students are to use the "PRIVATE CAR" lane. This lane will split into three lanes (like a "Chick-fil-a" drive thru line.) Proceed to the stop sign and wait there until our dismissal staff directs you to enter the circle. Once you are directed to enter the circle, you must pull all the way up to the furthest available spot. All vehicles must stay in the right lane of the circle for pick-up. The left lane is for exiting/through traffic only.
The following information is very important:

- You must have your "private car sign" clearly hung the entire time that you are in line and picking up your student in order to utilize the private car dismissal lines.
- If you do not have your "private car sign", ID will be required to pick up your student.
- Each family is issued two private car signs. If you need additional private car signs for authorized pick-up persons, please email transportation@csyonline.com.
- For the safety of our families and our community, we cannot have our traffic line overflowing out onto Greenbriar Road. While in line, it is VERY important that you pull as close to the vehicle in front of you as possible. In order to keep the dismissal lines moving quickly and efficiently, parents cannot leave the immediate area of their vehicle and must refrain from prolonged conversations/interactions. Our dismissal staff will ensure your student gets to your vehicle.
- We recommend that students enter the vehicle from the passenger's side of the car.
- Our team needs to be able to see the sign during the entire dismissal process. Please hang your sign on your rearview mirror or on your visor. We cannot see signs that are on the dash of your car.

- MS or US students may pick up their siblings from the LS office, if needed by their parents, with the appropriate permission after MS/US students are dismissed. LS parents MUST email transportation@csyonline.com to give permission for their MS/US student to pick up their LS sibling. The MS/US student must walk up the sidewalk outside to the LS office, and a dismissal staff member will call for the LS student to exit through the LS lobby.

Regular dismissal is completed by 3:25 pm. 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. If there are any Lower School students remaining by 3:30 pm and the office has not heard from you, the office will call parents about transportation needs. **At that point, any Lower School students will be taken to the Preschool. If Defender Club does not hear from you by 4:00 pm, they will call parents again and emergency contacts to arrange transportation**. *Fees do apply for Defender Club.* Please read our Defender Club portion of the handbook for important information. **Students are not permitted to remain after 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 Intermediate, Middle, 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 as phone calls cannot be answered nor emails checked during dismissal time.

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 Defender Club

How to notify the school of a transportation change:
1. Email 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 – ext. 235
Intermediate, Middle and Upper School – 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 – ext. 235
Intermediate, Middle, and Upper School – ext. 221
Main Office - ext. 221

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

If you have handed in a Defender Club registration for the month and then make any changes, please notify transportation@csyonline.com of this change in addition to notifying Defender Club.

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 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 (for yourself and others**). Students are expected to dress appropriately for school with proper attention given to **modesty, personal cleanliness, grooming, neatness, professionalism, and safety.** Because CSY exists to equip students to impact the world for Christ, the formation of habits and patterns of dress that reflect professionalism and work preparedness is an important aspect of dress code outcomes. 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 make the final determination 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. Failure of students to comply with dress code may result in actions as determined by the ARMOR expectations.

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. Failure to return the borrowed item(s) will result in a charge to the student's STS account.
- We recommend that students purchase CSY sweaters, sweatshirts, and hoodies for colder weather/colder classrooms.
- Failure to wear a CSY top will result in consequences defined in the ARMOR Code of Conduct.
- Families may not create their own Defender Gear. Please note that students must wear a shirt with a logo from an approved vendor. (Please see Logo Use and Branding section)

Physical Education Uniforms:

- A Physical Education (PE) uniform is required for 5th-12th grade students. The uniform consists of a gray CSY t-shirt and navy blue or black athletic shorts. Uniform shirts must be purchased through the on-campus school store Shorts can be any navy blue or black athletic shorts that are 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. 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 at 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). The spandex, leggings or tights must be opaque (not able to be seen through, i.e. no nylons, stockings, etc.) and cannot be flesh colored.
- Tights, leggings, jeggings, yoga pants or clothing made from materials such as spandex or Lycra are required to have an over garment (i.e. skirt, shorts or tunic-length top) that extends below the hips in the front and long enough in the back to cover 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. · Skorts (skirts with attached shorts) fall into the skirt category and are to be the skirt length below.
- **All undergarments must be covered for male and female students whether standing or sitting**.
- Skirts (including skorts) 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 all skirts.
- Tights, leggings, nylons, hose worn under skirts, shorts or dresses must be free from tears and holes.
- **Bicycle/exercise spandex shorts are not approved as shorts and should only be worn under skirts, other shorts or dresses.**
- Loose fitting sweatpants and joggers are permitted.
- Self-manufactured 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.
- Tights, leggings, nylons, hose worn under dresses must be free from tears and holes.
- 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 whether standing or sitting.**
- Self-manufactured cutoff tops are not permitted.

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, nose, septum piercings are permitted; however, gauges, spacers, nose rings, or any other facial piercings are NOT permitted because of safety and distractions concerns.
- Earrings, necklaces, chains, and other forms of expression that may cause a safety concern are not permitted.
- Hairstyles or cosmetics that distract from or impede the educational process are not permitted (discretion of the school administration). This includes when a student dyes their entire hair color an unnatural color. Tips or highlights are permitted.
- Hats, visors, sweatshirt hoods, sunglasses or other head apparel are not permitted during the school day unless necessary for 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, vaping references, violence or illegal activities, 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. Prohibited images on clothing include: political messages, social issue messages, agenda innuendo and other displays that may cause division among followers of Christ.
- Any clothing, accessory, or jewelry that can be used as a weapon is not permitted.

DRESS CODE - SPECIAL EVENTS

Concerts - Intermediate, Middle, 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.

Senior Chapel:

- Seniors must follow the following dress code for Senior Send-Off Chapel: Male students must wear collared dress shirts or polo shirts with dress pants with dress shoes. Female students must wear a dress (must meet dress code, appropriate length, no spaghetti straps, etc.) or blouse with dress pants and dress shoes.
- No t-shirts, sweatshirts, hoodies, jeans are to be worn.

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, appropriate length, no spaghetti straps, etc.) or blouses with dress pants and dress shoes.
- No t-shirts or sneakers are to be worn.

Homecoming and Prom Attire:

- The 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. Dresses must be approved by the Student Council advisory in advance. Dress expectations for young ladies include:
    - Dress length must be a maximum of three inches above the top of the knee when standing including a slit.
    - Dress Backs
        - Back may be open above the bra line
        - Lower back may be laced up, but more fabric must be seen than exposed skin

        - Below the waistline must be covered.
    - Dress Fronts
        - No cleavage showing
        - No cut-outs (where skin is 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 to the Student Council Advisor.
- 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.

HONORS, DUAL ENROLLMENT/CREDIT, AND COLLEGE IN THE CLASSROOM

Dual enrollment is when a CSY student is independently enrolled in a college course, while also enrolled as a student at CSY. Dual enrollment students receive college credit by taking a college course online or on a college campus. Dual enrollment credits are not reflected on the CSY transcript and do not count toward the student's GPA.

Dual Credit is when a CSY student is enrolled in a college course which also counts for a CSY credit. Please contact guidance@csyonline.com for more information.

College in the Classroom is when a student receives upper school and college credit by taking a college course taught by CSY faculty at CSY. These courses are reflected in the student GPA.

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 College in the Classroom 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 College in the Classroom programs. Additional cost for College in the Classroom courses will be billed through the family's 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.

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

EXPULSION

Expulsion of a student/family is the responsibility of the Head of School. Students placed on suspension, repeated suspensions, behavioral/attendance improvement plans, or academic 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 Level 3 offenses, whether on or off campus, may be grounds for expulsion. Families who have violated the Basis of Faith, Parent's Pledge, Sanctity of Marriage, Gender Identity, Sexual Orientation, and/or Conflict Resolution Statements may be recommended for expulsion.

Expulsion Process

- A team meeting will occur including administration, parents, and the student (if appropriate).
- The family will be presented with a behavioral/academic/attendance contract outlining the steps moving forward for continued enrollment and subsequent grounds for dismissal.
    - General grounds for expulsion in a contract are included but not limited to: repeated offenses, not following through on contract stipulations, refusing required services/evaluations, or breach of the parents' pledge.
- In the case that the student or family fails to meet the contract stipulations, the Superintendent and division administrator will meet with the family to determine expulsion. **In some circumstances, immediate expulsion may be necessary due to the severity of the behavior.**
- If expulsion is necessary, the Head of School will inform the Board, Admissions Office, Business Office, and will determine the student's/family's last day.
- Any financial obligations would need to be met prior to records being released. Administration reserves the right to adjust the financial withdrawal policy for the student on a case by case basis.(Please see also the Tuition and Financial Policy)

*In certain circumstances, a student/family may be eligible to re-enroll at CSY at a later date as determined by Administration.

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.

Due to liabilities, organizational considerations, and safety concerns, only parents approved as chaperones will be allowed to attend field trips (unless it is specified by a teacher that non-chaperoning parents are welcome to attend field trips). Because of the seriousness of the responsibility of chaperoning, younger children or siblings from other classes are NOT to accompany parent chaperones on field trips.

The following guidelines apply to off-site activities:

- Chaperones must meet required standards. (See Volunteer/Chaperone Handbook)
- 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.
- Non-chaperoning parents who attend an off-site activity may not supervise CSY students, may not pull their students from the scheduled activities, and may not participate with the official school activities.

FIELD TRIP CHAPERONE

Please refer to the Volunteer/Chaperone 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 the 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.

Drivers acknowledge that all CSY vehicles are equipped with GPS monitoring devices/reporting and shall not be tampered with. 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 are NOT to accompany parents on any field trips and/or volunteer opportunities during the school day.
- 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.

FINANCIAL POLICY

See "TUITION AND FINANCIAL POLICY".

FOOD AND DRINK - INCLUDING ALLERGIES

Food brought from home may only be eaten by students before school, during designated times, at lunch and after school. Food and drink may not be consumed in the hallway (K-8). 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. **Delivery of food for students from any restaurant or through any delivery services Doordash, Grubhub, etc. is NOT permitted.**

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 All Purpose Room.

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 K–6th grades. 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 encouraged to have a spill-proof, refillable water bottle with the following guidelines:

- For Lower School students, water bottles are to contain plain 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 the "Parent Resources" selection under the "Parents" tab.
Parent Resources | Christian School Of York | York (csyonline.com)

Forms include:

- Parental/Guardian Authorization for Over-the-Counter Medication (2026/2027 School Year)
- 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 4th 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-4 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 may be penalized 10% per day. 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.

Promotion/Retention of Grade Level

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 SSC Coordinator and the Principal that the child be retained. This recommendation would be made as early as possible and by the end of the third quarter.
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: INTERMEDIATE, MIDDLE, AND UPPER SCHOOL

In order to keep intermediate, middle, and upper school parents 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 5th 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 (coursework, class participation, class conduct) and other than as a penalty for academic misconduct (cheating, plagiarism).
- 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 may be penalized 10% per day. 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 upper 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. Not all grades count towards a student's GPA. For example, TA, CO-OP, and courses not taken at CSY do not count toward a student's GPA.

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 College in the Classroom courses are weighted in comparison to all other courses. The weight for Honors and College in the Classroom courses is equal to 1.05% of the assigned grade. For example, a final grade of 91% in an Honors Course is recorded as a 96% (91x1.05=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 final quarter grades of 90% and above.
Honor Roll status will be awarded to students receiving all final quarter grades of 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 - Intermediate and 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 major subject class, the student will be required to participate in summer tutoring through CSY.
2. Any student who fails two or more major subjects will be required to complete summer tutoring through CSY or shall be considered for retention.
3. The SSC Coordinator and 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.

Note: 8th Grade students who fail the Pre-Algebra course, must take a Pre-Algebra course over the summer, because Pre-Algebra is not offered in the Upper School. These students will also be placed in the year long Algebra class for 9th grade.

Promotion/Retention- Upper School
During the high school years and eventual graduation, obtaining credits is more significant than grade level. Students must complete all required courses and earn the required number of credits. Students may repeat failed courses or complete courses over the summer (administration approval required). If necessary, decisions about grade level are made by the administration. For further information, please see the Graduation Requirements section of this document or refer to CSY's Course Catalog.

Summer School and Online Courses
Summer school is usually meant for students to either recover credits of failed courses or to take courses not provided by CSY. Currently CSY does not provide summer courses. Summer courses are the responsibility of the student and parents/guardians. Parents/guardians may need to pre-pay for summer school or a pre-approved online course (i.e. Sevenstar) prior to the beginning of the course. Parents/guardians will be responsible for providing CSY with transcripts of all summer courses.

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 extracurricular activities, including practices, games, special events, drama events, parades, etc.

Students with incomplete course 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
- Distinguished Honors (3.6 GPA or higher)
- National Honor Society Members and Officers
- Student Council Members and Officers
- Student Service Recognition (150+ hours)

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 students need 28 course credits and 4 community service credits for graduation. Students should take a minimum of 7 credits per year. Exceptions may be made with administration approval during the senior year or in the case of transfer students. **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 or Holocaust Literature American Literature
Math	3 Credits	Algebra I Geometry
Science	3 Credits	Biology Chemistry
Social Studies	4 Credits	U.S. History World History or Modern Era Government Economics & Personal Finance
Health/PE	1 Credit	
Electives	4 Credits	
Arts/Humanities	2 Credits	
Foreign Language	2 Credits	Spanish or Approved On-line Language (additional cost)
Technology	1 Credit	
Service Learning Hours	4 Credits	20 hours of service for each year of attendance

*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. Summer school options must be pursued through the students public school district or an approved on-line program (cost may be involved).

HAZING POLICY

"Hazing" as defined by the state of Pennsylvania is, "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of [a student] a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization...The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property."

Christian School of York prohibits any of the aforementioned actions because of their affront to man's God-given dignity. CSY prohibits hazing as an initiation or admission into, affiliation with, or continued membership in an organization, sports team, club, or any student entity.

CSY shall not permit, or make as a condition of inclusion into a group, any activity mentioned above. There shall be no hazing or forced activity implemented as a prerequisite to participate in a school-sanctioned activity or ad hoc group entity at CSY.

A copy of this policy shall be provided to all staff members and coaches and be included in both the athletic and student handbooks. Any staff member or coach who knowingly permits hazing of any kind without reporting it immediately will be subject to disciplinary action by the trustee board and/or the administration.

Students found to be hazing will be subject to disciplinary action as described in the student handbook under the bullying policy. Penalties may include the withholding of diplomas, transcripts, and the imposition of probation, suspension, dismissal or expulsion. Students also may be subject to criminal laws of this State.

In the event that a CSY organization permits hazing in blatant disregard of such rules, penalties may also include withdrawal of permission for that organization to operate on campus or other school property.

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 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.
- Any contagious rash (ringworm, impetigo, etc.) - minimum of 24 hours after treatment begins
- 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.
    - If you have treated your child at home for lice, please communicate this information with the nurse.
    - When the student returns to school, he/she must be evaluated and cleared by a nurse in the health room upon arrival.
- He/she has ANY communicable disease. Examples, including but not limited to: Influenza, Strep, COVID-19, Pink Eye, Chicken Pox, Fifths Disease, Measles, Rubella, Pertussis, Hand-Foot and Mouth, etc.

- In the instance of Pink Eye or Strep throat, students MUST be on an antibiotic for a full 24 hours before returning to school.

- Hand-Foot and Mouth - A child may return in five days from the first onset of HFM symptoms, as long as he/she is free from fever for 24 hours (without the use of medicine) and has no oozing sores. All sores must be crusted over. A doctor's note is also required for return to school.

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

- RSV
- Strep throat
- Any hospitalization for illness, injury, surgery, etc
- Any contagious rash
- Pink Eye
- Chicken Pox
- Fifths Disease
- Measles or Rubella (German Measles)
- Pertussis (Whooping Cough)
- Hand-Foot and Mouth
- Any other condition for which administration, school nurses, and/or Central School nurse deems a doctor's note necessary

- A doctor's note is required if your child is absent longer than 3 consecutive school days due to any illness. Students may not be permitted to attend school until a doctor's note is received.
  - Example 1: Student misses Monday, Tuesday, and Wednesday. They **may** return on Thursday **without** a Drs. note.
  - Example 2: Student misses Thursday, Friday, and Monday. They **may** return on Tuesday **without** a Drs. note.
  - Example 3: Student misses Monday, Tuesday, Wednesday, and Thursday. They **may only** return on Friday **with** a Drs. note.
  - Example 4: Student misses Thursday, Friday, Monday, and Tuesday. They **may only** return on Wednesday **with** a Drs. note.

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 illnesses (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 or at the discretion of the nurse.)

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.

In the event that a student would test positive for COVID-19, the family should follow the guidance of their primary care physician or CDC guidance.

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

3rd Grade: Dental Exam
6th Grade: Medical/Physical Exam
7th Grade:

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

11th Grade: Medical/Physical Exam

12th Grade:

- Students entering 12th 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 Admissions Coordinator.

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.

Students participating in Intermediate, 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 typically not allowed to be used by outside groups or individuals due to food service rules and regulations.

If the kitchen is utilized for concessions by a group, those using the kitchen are responsible to abide by the rules posted and are not permitted to utilize the stoves or ovens.

Children under the age of 16 are not permitted in the kitchen. Students of any age are not permitted to use kitchen equipment including stoves, ovens, sharp knives, etc. Use of the hot dog roller, warmer and/or microwave are permitted with adult supervision.

The refrigerator and freezer/coolers are meant for kitchen use only. Food and/or items are not to be placed in the refrigerator or freezer without approval from CSY kitchen staff. If permission is given for a group to use the refrigerator or freezer, any items remaining in the kitchen/refrigerator will be treated as donations to the kitchen and utilized by the kitchen staff.

LIBRARY (K-4)

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 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
- 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, and will only be accessible to PE students during the school day. 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. Any items that are left in the locker room are subject to be put in the lost and found.

LOCKERS AND LOCKER USE

The school provides a locker for each 5th–12th grade 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.

LOGO USE AND BRANDING

Christian School of York's logo and names/slogans/team names are the property of our school and are not permitted to be reproduced on apparel or any other item for sale or personal use without approval from our marketing coordinator. All products that are sold or produced with a CSY logo must meet our branding guide and must be approved through the business office prior to any sales. Since our logo is proprietary, we ask that no one uses it for their own use or sales.

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 students in grades 5th–8th are located outside of the art room on the shelves. Lost and found items for students in grades 9th-12th are located in the back hallway of the gym.

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 each marking period will be donated.

LUNCHES

Students may bring lunch from home or purchase lunch from the school's kitchen using the MealManage app. Parents must pre-order lunch and/or milk via the MealManage app prior to 12:00 pm the Saturday before the start of the week. In addition to being pre-ordered, ALL lunches must be pre-paid. The MealManage system will not place your student's lunch order unless you have the available funds in your account. Parents can instantly add funds by using a credit card through the app.

PK- 6th grade students are not allowed to make changes to the lunch orders.
7th-12th grade students may bring cash to order ala carte snacks and drinks. Parents may allow their children to use MealManage funds to purchase additional items. Please email the kitchen at lunch@csyonline.com to approve this in writing for the year.

If a student lunch needs to be cancelled, it must be done before 12 noon the day before in order to receive credit back to the MealManage account. Due to timing, cancellations cannot be done via the MealManage account after the Saturday before the start of the week. Therefore, parents should email lunch@csyonline.com directly if they need to cancel a lunch within the above-mentioned time period. Reimbursement will not be offered if the request is made after that time, unless the student is absent due to illness. If the student is off campus for a field trip and cannot get their lunch, reimbursement will not be provided. Please be sure to update lunch for field trip days.

Students who forget their lunch will be provided with a lunch. It may be an alternate lunch depending on availability. Your MealManage account will be adjusted for the lunch provided.

Funds remaining on the MealManage account at the end of a school year will be transferred into the next school year. If a student is not returning the following year, the funds will be returned to parents/guardians as long as there are no outstanding invoices in relation to CSY. In the event there are outstanding invoices, the funds will be credited to said bills.

Food Allergies: While CSY is sympathetic, it is recommended that students with food allergies bring lunch from home as our kitchen is not able to guarantee allergen-free lunches and/or is not able to provide modified or alternative lunches.

- Questions regarding lunch ordering can be emailed to lunch@csyonline.com
- Questions regarding setting up lunch accounts and/or adding funds to lunch accounts can be emailed to tuition@csyonline.com

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. Parents/guardians are not permitted to eat lunch with students.

Delivery of food for students from any restaurant or through any delivery services Doordash, Grubhub, etc. is NOT permitted.

Intermediate, 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).
- 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.

MANDATED REPORTING

Christian School of York's faculty and staff are required, by Pennsylvania State 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 CSY School Nurses or 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 CHILD CUSTODY 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) 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, including cough drops, 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 12th 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. Any long-term medications must be accompanied by an "Emergency Action Plan" for those medications to be given. We encourage parents to send a student's emergency inhaler and/or EpiPen to school, so it can be kept in the office unless the student's physician provides documentation that it must be kept with the student. Middle and 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 must 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 opens 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 (minimum of 3.5 GPA), 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.

NHS Selection Process

- Students who meet the minimum scholarship requirements will be invited to submit an application listing activities at school and in the community.
- An NHS Selection Team will evaluate each candidate using teacher evaluations and student applications.
- 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 Intermediate, Middle and/or Upper School students.

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

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. Younger children or siblings from other classes are NOT to accompany parents to holiday parties and/or special classroom events. 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. 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 K through 12th grade students.

SAFETY DRILLS/FIRE ALARMS

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

SMALL GROUP FUNDRAISING

CSY hosts at least two major and two minor school wide fundraising efforts per year. In addition, small group fundraising by internal groups (also known as small group fundraisers) for the benefit of Christian School of York students (clubs, teams, activities/programs, camps, etc.) is encouraged but must be done within established parameters. Please contact development@csyonline.com if you have any questions about CSY school wide or small group fundraising efforts or if you have a suggestion for future fundraising initiatives.

SANCTITY OF MARRIAGE, GENDER IDENTITY, AND SEXUAL ORIENTATION STATEMENT

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 during the summer after schedules are released and during the first week of each semester. Parent approval is required for all changes. Courses may not be added or dropped past the add/drop deadline.

SERVICE HOURS/VOLUNTEER HOURS – PARENTS (ASSOCIATION MEMBERS)

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. Please note: while service to other organizations is encouraged and important, FAMILY service hours must be completed in conjunction with CSY in order for them to count toward the required commitment.**

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). Families have 30 days from the date billed to dispute non-served volunteer hour charges. After 30 days, changes will not be made to non-served volunteer hour billing.

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. Our Community Relations Manager 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 graduating is *required* to complete a minimum of 20 hours of community service per school year; students must report those hours before the last week of the academic school year. During the 12th grade, students must complete and report their hours two weeks prior to graduation to ensure the requirements are met and recognition can take place at the annual awards chapel.

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

- Upon completing 20 hours of service hours, students will receive 1 credit of service learning on their report cards and transcript. (4 credits in total)
- This service learning 1 credit course will be pass/fail, solely based on students completing and reporting their service hours. This course does not count towards GPA.

- If a 12th grade student does not complete the required 4 credits of service hours, the diploma will not be released until said credits are obtained.
- Students should serve organizations outside of school. The school will also provide opportunities for service hours. Service completed during the school day does not qualify unless previously approved in writing by the Upper School Principal and/or the Guidance Counselor (this includes school sponsored field/service trips that are held during the school day).
- For new students who enroll during the second semester of school, this requirement will be reduced to 10 hours or waived depending on the enrollment date.
- Community service hours must be performed at (or coordinated with) a non-profit organization, establishment, or event. Help provided to a family member/friend is worthwhile; however, it will not count toward the yearly service hour total. Questions regarding community service hours should be directed to the Upper School Principal or US Guidance Counselor.
- Completed hours must be reported via the Community Service Hour Form in the school year in which they are completed. Hours MUST be turned in during that school year in order to receive credit. Service hours that are submitted after that school year is finished will not be accepted. It is the responsibility of the student to turn in his/her hours.
    - To submit hours: go to www.csyonline.com
    - In the upper **LEFT** hand corner select **STUDENT**
    - Select **VOLUNTEER INFORMATION** from the drop down box
    - Select **ENTER YOUR COMMUNITY SERVICE HOURS**
    - You will be directed to a Google form—please complete the entire form and select submit. An email/information will be sent to our Guidance Department and after verification of your hours, they will be entered into RenWeb/FACTS SIS.
    - If you have any questions, please email the Middle and Upper School Guidance Counselor guidance@csyonline.com
- Community service hours completed at a different school will be counted as long as the student provides documentation from the previous school or non-profit organization.
- 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.
- Students are not permitted to donate items in lieu of serving individual community service hours.
- Students are more than welcome to volunteer more than 20 hours each year (in working toward obtaining the service cord at graduation); however, to encourage a commitment to volunteering, students will only receive (1) credit per year; therefore, requiring each student to volunteer a minimum of 20 hours per school year. The only exception would be if a student fails to complete a prior year's credit and needs to fulfill the credit in order to stay on track for graduation.
- If you are in need of community service hours and are unsure where to volunteer, please contact the Middle and Upper School Guidance Counselor at guidance@csyonline.com

Eligibility Policy for Community Service

CSY desires a balance of academics and service. To ensure students participating in community service trips represent the school with integrity, responsibility, and commitment, this policy outlines academic and attendance requirements for eligibility. This policy only applies to community service trips that would cause a student to miss an academic class.

Academic Requirements

Students with **any failing grades (below 60%)** in the current grading period are **ineligible** to attend CSY service trips.

Attendance Requirements

Students must have no more than 3 unexcused absences in the current semester.
Students with more than 10 total absences in the current semester (excused or unexcused) may be subject to review by the administration before approval.
Students on an Attendance Improvement Plan are ineligible.

Behavior Requirements
Students who are currently on a Behavioral Plan are ineligible.

If a student becomes ineligible after approval (due to a drop in grades or increased absences), the school reserves the right to withdraw their participation. Students with documented medical or family emergencies may request exemptions. Final eligibility decisions are at the discretion of the administration.

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.

In order to cover the costs associated with our athletics programs and provide for concussion prescreening and trainers at our events, there will be a $50 fee per athlete for the 2025/2026 school year (the fee is per school year– not per season). This fee will be billed through your STS Tuition Account. Additionally, students participating in 5th-12th grade athletic programs must have a PIAA CIPPE physical form on file prior to the first official practice date. (Sections 1 - 7 must be completed.)

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

Students cannot be on academic restriction and must be deemed physically/emotionally prepared to participate by the Athletic Department.

STUDENT COUNCIL

The Student Council is the governing body of the Upper School. Student Council participates in planning school-wide events, communicates student needs to the administration, and manages Spirit Week(s). The purpose of the 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.

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

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 campus speed limit of 10 MPH.
- Reckless driving is unacceptable.
- Obey all signs and painted pavement restrictions.
- Buses/vans always have the right-of-way.
- Students will park in the permitted parking areas.
- 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.
- Parents/guardians are fully responsible to set and enforce rules and boundaries with their own student(s) in regards to passengers. CSY is not responsible for monitoring a student driver's passengers.
- 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 may jeopardize the safety of others.
- 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 homeroom prior to their official dismissal time will result in 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 will be providing CSY email addresses for students in grades 5th -12th. 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 use their CSY email accounts to communicate with their teachers or other school community members.** Teachers will direct students to only use these emails.
- **Students must use their CSY email addresses for Google Classroom.**
- 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 withdrawal from CSY and/or graduation of the student.

Student Responsibilities:

- Students are entirely responsible for the confidentiality of their email 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 email 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 emails 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 emailing, 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.

STUDENT WORK PERMITS

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 may be recommended 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/FLEX REQUIREMENTS

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

1. All study halls/flex 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 students do not have homework to do, they should work ahead on schoolwork, review or read something purposeful.
2. **To leave the study hall/flex, a written pass must be obtained <u>in advance</u> from who the student is going to visit (i.e. teacher, SSC, LIU, etc).**
3. Students are prohibited from watching movies/shows, YouTube, Netflix or other media streaming sites unless assigned by a teacher.
4. Earbuds, AirPods, headphones and the like are not to be worn/used during study hall/flex,unless approved by the teacher.

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.

TEXTBOOKS AND LEARNING MATERIALS

Students are encouraged to cover their hardback textbooks - 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. Damage would be defined as "beyond the usual wear and tear". Examples of damage would include water damage, torn or missing covers, broken spins, pages falling or missing, pages written on and/or highlighted, etc.

TUITION AND FINANCIAL POLICY

Tuition Rates

Tuition rates may vary on a yearly basis. The current tuition rates are available on our website at www.csyonline.com. Tuition rates vary per grade/program/school year.

Financial Aid

Financial aid is available to qualifying families and is based on Pennsylvania EITC/OSTC Eligibility Guidelines. If you have any questions about the financial aid process, please email tuition@csyonline.com.

Those applying for financial aid are strongly encouraged to utilize the monthly payment option as opposed to annual or bi-annual payment options. Throughout the school year, scholarship awards may become available to families who qualified through the STS financial aid process and have a current tuition balance. Scholarship organizations are not permitted to award these additional funds to families who are showing a zero-balance due. In addition, it is CSY's policy that previously paid tuition payments will not be reimbursed in order to accept scholarship funds for a family.

Families who are applying for outside scholarships such as Crispus Attucks must have a tuition balance to receive the scholarship funds. It is CSY's policy that previously paid tuition payments will not be reimbursed in order to accept scholarship funds for a family.

Families may appeal the amount of financial aid awarded by emailing tuition@csyonline.com to request the appeal form. Submission of an appeal form is not a guarantee of additional funds being awarded.

Billing, Tuition, & Fees

A tuition account must be created through STS upon acceptance to Christian School of York. When you create this account, you can select your payment plan preference. Available payment plan options are:

- 12-Monthly Payments (Payments each month July through June)
- 11-Monthly Payments (Payments each month July through May)*
- Quarterly (Payments July, October, January and April)
- Semi-annual Payments (Payments August and January)
- Annual Payment (Payment by August 1st)**

*Families with 12th grade students are to utilize the 11-Monthly Payment option (July through May) so that all tuition and fees are paid prior to the graduation of the student.

**If you select the annual pay option and pay by August 1st, a 1.5% discount is available. The STS system does not automatically apply this discount to your account. If you plan to utilize this option, please notify tuition@csyonline.com so your discount can be applied prior to making your payment. This discount will not be applied to the account once payment has been made.

The tuition payment amount will be determined by the choice of pay plan and enrollment date. **For all payment plans, a payment must be made prior to the start of the school year. If enrolling after the start of the school year, a payment must be made prior to the student's first day of school.**

As of the 2025/2026 school year, all tuition payments (with the exception of annual payments/payment in full) must be made online through the family's Simple Tuition Systems tuition account. STS offers payment options of ACH bank account withdrawal (no fee) or credit card payment (fees will apply).

All questions regarding tuition accounts/payment plans should be emailed to tuition@csyonline.com.

Delinquent Accounts
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. Delinquent accounts will not qualify for release of records until final payment is cleared; typically 7-10 business days after payment.

If an invoice falls more than 10 days behind, a $25 late fee will be added to the invoice.

If a family falls 45 days behind in tuition, incidental invoices, lunch accounts, or any other financial obligations; the children from the family may be denied admission on the first school day of the following month. Administration may choose to allow the children to continue to attend school if the family has been in contact with the Business Office and has a plan in place to catch up on the delinquent payments. This exception is at the discretion of the Administration.

Please note, if a payment is returned for any reason, your account will be placed in a delinquent status until a replacement payment is made. A returned payment fee will be added to your account for any returned payment/insufficient funds.

If a family's account remains delinquent at the end of a marking period, the school will block access to Facts SIS/RenWeb and will also hold report cards, transcripts, weekly updates and/or other student records, including diplomas, until the account is paid up to date. In the event a family fails to pay a delinquent balance, at 60 days the account may be submitted to a collection agency whose fee will be added to the outstanding balance.

It is the policy of CSY that all parents/guardians are responsible for ensuring that their student's tuition is paid. In the event that an account becomes more than 30 days past due, communication regarding the tuition account will be sent to all parents/guardians associated with the student, even if the parent/guardian is not on the tuition account and/or resides in a different household. All those involved will be notified of the delinquency to ensure all parties are aware of the payment requirement and the potential for denied admission to the school.

All questions regarding tuition accounts/payment plans should be emailed to tuition@csyonline.com.

Separated Families
If payment of a student's tuition is to be divided between two parents/parties, please notify the Business Office by emailing tuition@csyonline.com.

Raise Right Program
CSY allows families to earn money towards their tuition by utilizing the Raise Right program. Those who utilize the Raise Right program are strongly encouraged to utilize the monthly or semi-annual payment option as opposed to annual or bi-annual payment options.

CSY receives RaiseRight funds four times per year (typically May, August, November and February) from our Raise Right administrator and credits are issued in the family's STS account. If credits are received and a family has a zero tuition balance for the current school year, funds will be held until the next school year and applied to the next school year's tuition.

If a family withdraws from CSY and has credits, any unused funds will be transferred to CSY's general fund.

Withdrawals
When a student enrolls and commits to attend CSY, significant overhead expenses are incurred (hiring of teachers/aides, purchase of curriculum materials and school supplies, etc.). Therefore, a withdrawal policy is necessary as those expenses that the school incurs do not diminish with the withdrawal of a student.
Once a family completes the enrollment process, their commitment to pay tuition begins and CSY begins to incur costs. Students must be withdrawn prior to July 1st in order to incur no tuition costs for the upcoming school year. Students withdrawn July 1st and after will be responsible for a pro-rated tuition cost (see below).

Students who voluntarily withdraws or are dismissed from Christian School of York before the end of the school term will be charged a pro-rated tuition cost (or be given a pro-rated refund if paid in full) on their tuition commitment based on the following schedule:

Withdrawal date:
Students who voluntarily withdraws or are dismissed from Christian School of York before the end of the school term will be charged a pro-rated tuition cost (or be given a pro-rated refund if paid in full) on their tuition commitment based on the following schedule:

- From July 1st - August 19th – a payment of 10% of the total tuition would be due. Application and registration fees are not refundable. (If tuition was paid in full, a 90% refund would be issued.)
- From August 20th - End of the 1st Marking Period (October 24, 2025) – a payment of 30% of the total tuition would be due. (If tuition was paid in full, a 70% refund would be issued.)
- From October 25th - End of the 2nd Marking Period (January 16, 2026) – a payment of 55% of the total tuition would be due. (If tuition was paid in full, a 45% refund would be issued.)
- From January 17th - End of the 3rd Marking Period (March 20, 2026) – a payment of 80% of the total tuition would be due. (If tuition was paid in full, a 20% refund would be issued.)
- From March 21st and on – a payment of 100% of the total tuition would be due. (If tuition was paid in full, no refund would be issued.)

All withdrawals must be communicated in writing to the Admissions Office (admissions@csyonline.com) to be considered official. Communication must be sent in advance of the above dates to be considered within the timeframe of the above pro-rated tuition cost.

All tuition and fees owed are due and payable at the time a student withdraws or is dismissed from CSY. Unpaid tuition and fees become delinquent one day after a student has withdrawn or is dismissed. Student grades, report cards, diplomas, testing results, transcripts, or other records will not be released until all delinquent amounts, including all administrative fees, are paid in full and all other requirements are met.

Academic records will not be released until all financial obligations to the school are met. In the event a family withdraws with an unpaid balance and has not made payment arrangements with the Business Office, at 60 days the account may be submitted to a collection agency. If this occurs, the collection agency's fees would be added to the outstanding tuition balance. Administration reserves the right to review circumstances of withdrawal and discuss financial obligations with the family on a case-by-case basis.

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 administration. Therefore, the above tuition requirements for the family would remain the same.

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, board members or independent contractors (LIU staff, student teacher, TSS, etc.). CSY uses 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 allows us to do that. The Raptor system allows us to screen visitors, contractors, and volunteers in our schools and provides 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 checks 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.

General guidelines:

- Visitors, including parents/guardians/family members, are not permitted to freely walk through the halls, to visit with students during the school day and/or to have lunch with students.
- Parents/guardians dropping off items for their student (such as forgotten lunches, books, birthday treats, holiday gifts, etc.) are not permitted beyond the lobby. Items will be left with the secretary and the student will be called to the office at a convenient time that does not interrupt learning or someone in the office will deliver the brought in items to the student/classroom.
- Parents/guardians are permitted to attend chapel; however, parents/guardians are not permitted to accompany their students to the classroom once chapel has ended. Parents/guardians are to exit from chapel using the main entrance.
- The above policies will help to locate people in the building, minimize the possibility of any unauthorized person(s) being in the building, and minimize distractions to the learning process during the school day.
- CSY reserves the right to restrict visiting privileges to anyone who is in violation of school policies.

WITHDRAWAL POLICY

See Tuition and Financial Policy

YEARBOOK POLICY

- All yearbooks must be pre-ordered/pre-paid online by families prior to the announced deadline. The school does not purchase any yearbooks that will be offered for sale.
- In order to be featured as a student in the yearbook, students must be enrolled and attending the school by November 1st of the school year. Students enrolling and/or attending after that deadline will not be part of the yearbook.
- Students enrolling between the retake picture day and the November 1st deadline will have pictures taken by the school's yearbook staff. Staff will attempt to make the photos match other student pictures in size, pose, etc.; however, the picture will have a different background.
- All student pictures must be within dress code requirements to be featured in the yearbook. Students will not be permitted to wear hats, hoods, sunglasses, masks and/or make gestures in their school pictures.
- All baby photos submitted for the yearbook are required to be modest in nature with the baby being fully clothed.
- Administration reserves the right to exclude any photo, article, parent and/or student submission that it considers inappropriate, divisive or goes against the CSY mission statement, Statement of Faith, Sanctity of Marriage policy, etc.
- Employees leaving CSY prior to the end of the second marking period will not be featured in the yearbook.

VOLUNTEER/CHAPERONE HANDBOOK
2026-2027 School Year

907 Greenbriar Road
York, PA 17404

717-767-6842
www.csyonline.com

OVERVIEW OF VOLUNTEERING or CHAPERONING 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. Please note: while service to other organizations is encouraged and important, FAMILY service hours must be completed in conjunction with CSY in order for them to count toward the required commitment.**

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). Families have 30 days from the date billed to dispute non-served volunteer hour charges. After 30 days, changes will not be made to non-served volunteer hour billing.

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.

Our Community Relations Manager 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 (age 14 and over) must have the PA State mandated clearances on file before volunteering.

Because of the seriousness of this responsibility, younger children or siblings are NOT to accompany parents on any field trips and/or volunteer opportunities during the school day.

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 activity/event/trip that are held off school property.

ANTI-DISCRIMINATION POLICY

Christian School of York does not discriminate in admissions or hiring based upon race, color, nationality, sex, age or disability. Its expectations for student conduct are based on its religious beliefs. For example, consistent with Christian School of York's beliefs, bathroom, locker room, and pronoun usage are all based on biological sex, as is the dress code and participation in athletics.

ARRIVAL ON CAMPUS

Upon arriving on campus to volunteer/chaperone, individuals must report to either the main office, preschool office, or lower school office depending upon his or her assignment. All visitors must provide identification and receive a Raptor visitor's 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 Community Relations Manager at volunteer@csyonline.com.

CONFIDENTIAL INFORMATION

In the course of volunteering/chaperoning, volunteers/chaperones may be exposed to confidential and proprietary information. Volunteers/chaperones 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/chaperone 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/CHAPERONES

Volunteers/chaperones are expected to dress appropriately for the school event or task for which they are volunteering/chaperoning. 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.
- Images/wording on clothing and accessories cannot contradict the mission of CSY. Prohibited images on clothing include: political messages, social issue messages, agenda innuendo and other displays that may cause division among followers of Christ.

EMERGENCY CARE FOR VOLUNTEERS

Volunteers are asked to complete an Emergency Contact Form and return it to the Community Relations Manager. 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 Community Relations Manager 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 are to remain in their location until an all-school announcement is made or individual administrator instruction is given.
- Once cleared to leave the building, 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
- Click on the PARENTS drop down box, then click Access Grades/RENWEB
- Type in your User Name and Password
- Click on Log In
- Click on Family
- Click on Family Information
- In the center of the page, near the top, there will be a drop down box of listed parents/guardians. Click on the name of the person completing the volunteer hours.
- To the right side of the page, Service Hours is listed
- Click on the addition sign (+) to add volunteer/service hours
- Fill in volunteer information. A drop down box is available for you to select the type of service (i.e. item donation, work from home, etc.)
- 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 or chaperone 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/attend a field trip.
- Vomited within the past 24 hours.
- Influenza diagnosis
- Any other contagious ailment

If you are scheduled to volunteer and are unable to due to illness, please contact the Community Relations Manager at volunteer@csyonline.com.

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. Drivers acknowledge that all CSY vehicles are equipped with GPS monitoring devices/reporting and shall not be tampered with.

At times volunteers have requested to use their personal vehicles to transport students. Volunteers must understand that their own personal vehicle insurance would be the insurance that would cover any accidents, liabilities, damage, etc. should an accident or incident occur while transporting a student - not CSY's insurance coverage. For this reason we highly encourage all individuals to always use a CSY owned vehicle to transport students. If an indivudal understands this liability and still persists in driving his/her own vehicle, he/she must meet all above requirements and have administration's written approval plus must have a copy of his/her personal vehicle insurance card on file with the main office. Student permission slips must clearly reflect a personal vehicle will be utilized for the transportation. As mentioned above, 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

All volunteers and chaperones, regardless of the opportunity, will agree to conduct themselves in a professional, respectful, and Christian manner at all times. Volunteers and chaperones 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 or chaperone ever reprimand or discipline a student in any way during the school day. At no time should a volunteer or chaperone 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 canceled for that day. The Community Relations Manager 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 & CHAPERONE CLEARANCES

Who needs clearances? All volunteers and chaperones who are 14 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 chaperone 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 training programs. All necessary testing and clearances must be completed/submitted before onsite volunteer work can begin.

Volunteers/Chaperones over the age of 14 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 individual 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 individual 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.pa.gov
        - Click "New Record Check"
        - Click "Accept Terms and Conditions"
        - Fill in your information, Click "Next"
        - Click "Proceed"
        - Fill in your information, Click "Enter this Request"
        - The screen will refresh, Click "View Queued Record Check Requests
        - Click "Submit"
        - Click the control number by your name, Click "Certification Form" to receive your clearance
    - 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
        - Click "Create Individual Account"
        - Click "Next"
        - Fill in your information, Click "Next"
        - You will receive an email with your account password
        - Follow site steps to receive your clearance
    - Verification/results can take up to 2 weeks
    - Free for Volunteers

- FBI Fingerprint-Based Federal Criminal History **OR** Waiver of FBI Fingerprint-Based Record Check

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FBI Fingerprint-Based Federal Criminal History

- 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 is approximately $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, please email tnalesnik@csyonline.com to obtain the waiver.

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: Human Resources. Please contact the Human Resources Manager at jobs@csyonline.com 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.

2026/2027 HANDBOOK ACKNOWLEDGEMENT FORM

For K-12 Parents/Guardians:

By signing below, you acknowledge receipt of a copy of the 2026/2027 Parent/Student Handbook (K-12) and 2026/2027 Volunteer Handbook for your family.

- As the parent/guardian, it is your responsibility to ensure your family, including your student(s), will review and discuss this handbook.
- Failure to read this handbook and/or failure to review this handbook with your student(s) does not relieve you and/or your student(s) of the responsibility to know the contents, to follow the dress code, to understand and follow the "Computer Use Policy" and "Student Email Policy" (grades 5th-12th), 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: _____

By signing below, you agree that your family will read, review and discuss this handbook.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Signed forms should be returned to CSY's main office, emailed to office@csyonline.com, or faxed to 717-638-4904.