

**YORKVILLE CHRISTIAN SCHOOL
STUDENT AND FAMILY
HANDBOOK
2024-2025**



For the students and families of Yorkville Christian School, currently serving students in grades 6-12.

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FOUNDATIONS

MISSION

Yorkville Christian School is dedicated to providing students with an environment where they are able to personally know Jesus and are thus empowered to impact the world with their unique skills and gifts. Students will engage in thriving academics and be energized through hands-on, biblical worldview learning in every subject, competitive athletics, and purposeful clubs and activities, all while connecting with God.

At YCS, we're not just dedicated to our students' success in middle school and high school, but their success after graduation. Whether students choose college, technical school, the workforce, or the mission field, YCS prepares them to become responsible citizens and effective leaders with the goal of impacting the world for the glory of God by living out the love of Christ along every step of their individual paths.

VISION

Energize | Educate | Empower

SCHOOL VERSE

The horse is made ready for the day of battle, but the victory belongs to the Lord.

Proverbs 21:31

PHILOSOPHY

This Handbook contains information, rules, regulations, and standards of courtesy that help us achieve our mission as a Christian school. We believe that Biblical principles give three good reasons for rules.

GOD'S COMMANDS Some of our rules are based on commands found in God's Word. Proverbs 7:1,2b – *"My son, keep my words and store up my commands within you. Keep my commands and you will live."*

GOOD CAUTIONS Some rules are not given in the Bible but are made to protect us from violating biblical rules. Proverbs 1:8 – *"Listen, my son, to your father's instruction and do not forsake your mother's teaching."*

GREATER COMMUNITY Some rules are not necessarily moral laws but are guidelines for the good of society. Romans 13:1-6 – gives authority to institutions to make such rules. Proverbs 8:15 - *"By me (wisdom) kings reign and rulers make laws that are just."*

All of our rules at Yorkville Christian School can find their foundation in one of these three areas. Many of them fall into the last category in that the rules were established for the good of the greater community. These are basically procedural issues for us that benefit the greater majority of students and families. It is our prayer that by combining our efforts with the home and the church, each of our students will understand our reason for rules and that all our policies will help students in their journey to become more like Christ.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- 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.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a Godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

STATEMENT OF BELIEF ON MARRIAGE, GENDER AND SEXUALITY

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

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

Yorkville Christian believes that moral misconduct includes, but is not limited to, promiscuity, adultery, fornication, co-habitation, homosexual behavior, bisexuality, polygamy, bestiality, incest, transgender identity, gender non-conformity, non-binary gender conformity, use of pornography, or any other violation of the unique, distinct roles of male and female (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5).

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

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

INTRODUCTION

PURPOSE OF STUDENT AND FAMILY HANDBOOK

The purpose of this Handbook is to notify students and their parents of YCS' policies and procedures and not to create a contractual relationship. Throughout this Handbook, the word "parent" or "parents" also includes "guardian or "guardians."

The YCS Board and YCS Administration reserve the right to amend, modify, or delete, without prior notice, this Handbook and the school rules, policies, and procedures contained herein as may be needed for the routine operation of the school and to ensure continued compliance with federal, state, or local laws. YCS will make every effort to timely notify students and parents of any changes. Not all behaviors can be specifically identified in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

AFFILIATION

Although Yorkville Christian School is not directly affiliated with any one church or denomination, we are in partnership with multiple Christian churches across Illinois through the school's families and friends.

RECOGNITION

YCS is fully recognized by the Illinois State Board of Education (ISBE). YCS also earned full membership to the Illinois High School Association (IHSA) for athletics and other student activities.

COMPLIANCE

YCS complies with all applicable state and federal laws and regulations consistent with its Philosophy, Statement of Faith, and Statement of Belief.

FACILITIES

YCS is located at Route 126 and Ashley Road in Kendall County, Illinois. The physical address and mailing address is 2001 Whitekirk Lane, Yorkville, IL 60560.

FACULTY QUALIFICATIONS

The Administration, under guidance of the School Board, carefully screens prospective employees. All applicants must meet stringent guidelines, which are designed to assess spiritual maturity and commitment, academic qualifications, educational experience, and an obvious call to ministry in a Christian school.

All faculty members hold a bachelor's degree or more from a recognized institution of higher learning.

NON-DISCRIMINATION

YCS does not condone or tolerate discrimination or harassment of any type. This includes harassment due to race, color, religion, sex, national origin, disability, age, or any other protected characteristic under state or federal law. YCS is committed to providing a school environment free from all forms of discrimination and harassment.

YCS shall comply with applicable federal and state laws prohibiting discrimination, as required for ISBE recognition, pursuant to 23 Ill. Admin. Code 425.20(a)(2)(H), consistent with its Statement of Belief on Marriage, Gender, and Sexuality.

YCS provides equal opportunities for student participation in academics and extracurricular activities based on the individual needs and abilities of each student regardless of age, race, color, sex, ancestry, national or ethnic origin, military status, disability, gender, marital status, citizenship, or immigration status, free of discrimination unlawful bias, prejudice, and harassment. Students who believe they have not received equal opportunity for participation in academics or extracurricular activities should report their claims and avail themselves of the *Grievance Procedure*.

STRUCTURE

The Administration leads the day-to-day operations of the school and serves under the guidance of a School Board. The School Board is the chief policy-making body of the school, and it meets on a regular basis.

CHAPEL

The purpose of chapel at YCS is to lead the students in worship, instruct them in the Word of God, and encourage their daily walk in the Christian life. Chapels are designed to broaden, expose, and challenge students via a wide range of speakers and a variety of experiences during the course of the year. YCS's chapel band will lead the student body in a time of worship. All students must attend. Students that are a part of our Home School Partnership are highly encouraged to make arrangements to attend as well.

SCHOOL COLORS AND SCHOOL SPIRIT

School colors are yellow and navy. The school mascot is the Mustang. School spirit means good sportsmanship and should be exhibited by each and every student and parent in school, at games, and at all school activities. ALL school spirit wear designs for sports teams, clubs and other school organizations must be approved by the Director of Outreach and Enrollment or Administration prior to creation. Sports teams must adhere to exact school color and logo specifications. Mustang logo must not be reproduced without express written permission of YCS Administration.

OFFICE HOURS

The school office is generally open Monday through Friday from 7:00 AM until 3:30 PM during the school year. In the summer, office hours may vary.

PARENT AND STUDENT STATEMENT OF COOPERATION

All parents and students are asked to sign the acknowledgment at the end of this Handbook that they have read, understand, and pledge to abide by and agree with the policies, procedures, and beliefs set forth in this Handbook and that they have reviewed this Handbook with their student(s).

ACADEMIC POLICIES

CLASS CHANGE PROCEDURES (ADDING/DROPPING)

Students may not **add or drop** a class after the **first 5 days of class**. Exceptions will be made only for transfer students or recommendations made by a faculty member or the Administration.

A request to drop a class must be initiated by the parent by completing the *Add/Drop Form* and have administrative approval. See the *Student/Family Forms and Documents* section of this Handbook.

CLASS RANKING

YCS does not rank the students of the high school graduating class, except for Valedictorian and Salutatorian. Ranking students would not serve any purpose and may hinder or hurt the student's opportunities for college entrance or job placement. **A student must be at Yorkville Christian High School for six semesters in order to be considered for Valedictorian or Salutatorian of the Senior Graduating Class.**

GRADING PROCEDURES

The purpose of the YCS grading procedures is to establish a required grading policy with universal standards of measurement applicable to all teachers and subject areas, but with enough flexibility to accommodate the differences of the individual teacher. Basic grading procedures are as follows:

1. The Principal works with faculty to establish the minimum number of grades required for a comprehensive in each subject area.
2. LETTER GRADES - A letter-based scale is used to indicate the categories of excellent (A), good (B), average (C), poor (D), and failing (F). Letter grades are recorded on the semester report card.
3. GPA (grade point average) is used in the computation of semester and cumulative semester averages for high school level classes offered for credit.
4. TRANSCRIPT GRADES - Student transcripts will only contain Semester Grades.
5. FINAL EXAMS - Each course will give a cumulative final exam at the end of each semester unless administrative approval is specifically given to that particular course to be exempt from giving a final exam.
6. SENIOR FINAL EXAM EXEMPTION - Seniors who meet the below criteria will be exempt from 2ND SEMESTER final exams only:
 - a. 2nd Semester grade is a B or higher
 - b. five or less absences of any kind (excluding college visits and school related approved absences) in that class

- c. three or less total tardies for the 2nd semester in that class
- d. three or fewer lunch detentions assessed for the 2nd semester

7. GRADE CATEGORY WEIGHT

- a. Homework, participation, or a combination of homework and participation grades will count for no more than 20% of the overall quarter class grade.
- b. The remaining 80% will consist of scores for tests, quizzes, projects, presentations, and other assessments.

8. SEMESTER GRADE CALCULATION:

- a. **1st SEMESTER GRADE** = (1st Semester x .85) + (Final Exam Score x.15)
- b. **2nd SEMESTER GRADE** = (2nd Semester x .85) + (Final Exam Score x.15)
- c. In the event a course does not have a final exam, the semester grade will be calculated without the final exam grade.

9. ATTENDANCE AND GRADES – Students are allowed 12 absences per class per semester prior to receiving a 10% deduction off the final semester grade, absent extenuating circumstances. On the 13th absence, there will be a 10% deduction from the final class grade and an additional 5% deduction off the final class grade for each day absent thereafter (13+ absences). All attendance policies apply to each individual class period and accumulate per period. Aggrieved students may appeal a grade reduction under this policy through the *Reconciliation Process*.

GRADING SCALE

LETTER GRADE	PERCENTAGES	GPA POINTS	HONORS (Weighted Points)	DUAL CREDIT (Weighted Points)
A	90%-100%	4.0	4.5	5.0
B	89%-80%	3.0	3.5	4.0
C	79%-70%	2.0	2.5	3.0
D	69%-60%	1.0	1.5	2.0
F	59%-0%	0.0	0.0	0.0

ACADEMIC INTEGRITY

Cheating and plagiarism are prohibited. Cheating and plagiarism can be identified by, but are not limited to, the following behaviors:

- A student copies another’s paper completely or in part
- A student knowingly provides his/her work or answers for another to copy or claim as his/her own
- A student purchases or steals from the Internet an essay and claims it as his/her own

- A student copies passages, ideas, statistics or working from a book, periodical, website or other source and claims it as his/her own without any indication of providing appropriate citation
- A student taking pictures of a quiz, test, etc.

YCS staff will thoroughly communicate the various forms of cheating and plagiarism at the beginning of the school year to all students. If a student chooses to take part in cheating or plagiarism after that time, the following consequences will take place:

PLAGIARISM

First Occurrence: conference will take place between YCS staff and student where the student will be informed of the infraction. The occasion will be used as a teaching opportunity to clarify, guide and build students' understanding of plagiarism. Administration will be informed.

Consequence: parent notification, student will redo the assignment for a maximum of 50% credit.

Second Occurrence: conference will take place between YCS staff and student where the student will be informed of the infraction. Administration will be notified.

Consequence: parent notification, student will redo the assignment and a "0" will be given on the assignment. Student will receive an in-school suspension. Failure to redo the assignment will result in an additional suspension from school.

Subsequent Occurrences: conference will take place between YCS staff and student where the student will be informed of the infraction. Administration will be informed.

Consequence: meeting between parents, YCS staff and Administration will take place. Student will redo the assignment and a "0" will be given on the assignment. Student will receive an out of school suspension. Failure to redo the assignment will result in additional consequences up to and including possible additional suspension without the option of making up missed assignments in all classes for suspension period.

CHEATING

1. No credit will be earned on the homework/test/quiz.
2. Parents will be contacted.
3. Recurring issues will result in escalating consequences.

Cooperative learning and group work on assignments are acceptable only when the teacher has clearly explained this expectation to all students. If the expectation of the group work is not clearly explained for a specific assignment, copying will be considered an instance of academic dishonesty. Any instance of cheating, including plagiarism, will result in a zero for that work and, depending on the situation, could result in a failing grade for the course. Disciplinary action may include, but is not limited to a parent conference, detentions, and/or suspension from school.

ARTIFICIAL INTELLIGENCE

Use of Artificial Intelligence (AI) includes, but is not limited to chatbots, artificial intelligence-based assistants, translators, or augmented optical character recognition systems. Using an AI-content generator (such as ChatGPT and DALL-E) unless explicitly approved by a teacher in advance is prohibited. Use of AI to complete coursework without proper attribution or authorization is a form of academic dishonesty and will result in discipline consistent with this policy and the *Standards of Conduct and Discipline Policy*, up to suspension and/or expulsion.

CURRICULUM AND TEXTBOOKS

The following School Board procedures outline the purpose and intent of the YCS curriculum and textbook adoption.

1. All textbooks, consumable and non-consumable, are and remain the property of the school.
2. Students are responsible for their textbooks. A misused textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the student. The teacher will determine the extent of the damage.
3. Instruction shall be provided in English, in the branches of education taught to children of corresponding age and grade in the public schools, including the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health.

ELIGIBILITY

Please refer to the Athletics Handbook for current sports eligibility requirements. The same academic, attendance and disciplinary compliance requirements apply to other extracurricular activities, field trips, and mission trips. Tuition accounts must be current in order for students to participate in extracurricular activities, including sports. See *Tuition Policy* for further information.

HOMEWORK

1. Homework or assignments turned in one day late may be eligible for half (50%) credit.
2. Homework or assignments more than one day late will not be accepted for credit and will receive a zero in the gradebook.
3. Excused Absence Make Up Work Policy
 - STUDENTS are responsible for communicating with teachers regarding all missed assignments and classwork. Students are responsible for checking Google classrooms, emailing teachers or speaking directly to their teachers to ensure they are aware of the expected make-up work.
 - All work due on the day the absence occurs will be due on the next day of attendance.
 - Students will have one day per excused absence to make up missed assignments.

4. Unexcused Absence Policy
 - Assignments missed as a result of an unexcused absence will receive zeros and cannot be made up.
 - See “Attendance Policies” for definition of an unexcused absence.

HOMEROOM

All homerooms are to be active learning times and used to complete daily homework or long-range assignments, get needed help in provided help labs or research post high school plans. Students are NOT permitted to leave their homeroom to get needed materials or books from lockers. They should come prepared with pencils, books, fully charged Chromebooks and paper. Homeroom teachers, in conjunction with the Administration, are responsible for establishing and enforcing homeroom rules and maintaining an environment conducive for quiet study. Below are the YCS homeroom guidelines and procedures.

1. All students should report directly to their assigned homeroom (NOT TO HELP LAB) and sit in the assigned seat for attendance.
2. Students on the Homeroom Help Lab Google Sheet will be given five minutes and a pass to see the help lab teacher.
3. After five minutes, the Homeroom Help Lab bell will ring; and students should be present in the designated Homeroom Help Lab. Students who are late will be given a tardy.
4. Below are the procedures for homeroom period:
 - a. Pass List policy applies to homeroom: six passes per student per semester.
 - b. Students are NOT allowed to go on a pass to another classroom for any extended period.
 - c. No food, cell phones, smart watches, earbuds or headphones.
 - d. No talking or distracting other students. Students should work independently and quietly.
 - e. Violation of homeroom guidelines and procedures will result in disciplinary action.

STUDENT RECORDS & TRANSCRIPTS

The following procedures will be followed concerning student records:

1. Student cumulative folders are kept in the school office in locked, fireproof cabinets and are filed by grade level. They contain the student application, registration forms from each year; grades, attendance records, medical records such as immunizations, physical, and injury reports; testing reports; and discipline reports.
2. Parents may have access to his/her child's records after a written request has been submitted to and approved by the school Administration.

3. YCS will not release a certified copy of a student's records to parents (e.g., the student's official transcript) until all outstanding fees have been paid.
4. Transcripts for seniors are sent for free to colleges where a student has applied. When the student graduates, a final official transcript will be sent to the college where the student has been enrolled so long as all outstanding tuition and fees have been paid.
5. Any time there is a change of address, phone number, work number, or other pertinent information, it should be sent to the school office as soon as possible. Current information is necessary for the care and protection of a student in an emergency.
6. YCS shall transfer a student's school records to another school within 10 days of request by the parent or records custodian at the school to which the student is enrolled or intends to enroll. A request to transfer records shall be made in writing to the School Registrar. YCS shall transfer an unofficial copy of a student's school records if there are outstanding tuition and fees and will send the official transcript upon payment in full of all outstanding tuition and fees.
7. Requests for certified copies of records of students transferring into YCS will be sent to the enrollees' former school within 14 calendar days of enrollment.
8. YCS shall maintain student records for two years beyond the student's graduation or transfer from YCS. YCS retains the right to destroy student records with or without prior notice.

SCHOOL SUPPLY LIST

Supply lists that include what items are needed in each grade for the coming school year will be communicated in July.

ATTENDANCE

ARRIVAL (DROP OFF) AND DISMISSAL (PICK UP)

The YCS school day runs from 7:45 AM-3:00 PM. Parents should drop off students after 7:00AM and pick up students prior to 3:30PM, unless otherwise noted by YCS Administration. Student drivers should leave school grounds no later than 15 minutes after the end of their scheduled day, unless otherwise approved by the Administration and under the direct supervision of an athletics coach or activity sponsor.

HIGH SCHOOL BELL SCHEDULE

HS: YCS 2024-25 <i>REGULAR (M,T,W,F,)</i> BELL SCHEDULE		
Period	Start	End
1 st	7:45 AM	8:35 AM
2 nd	8:39 AM	9:29 AM
3 rd	9:33 AM	10:23 AM
4 th	10:27 AM	11:17 AM
LUNCH	11:24 AM	11:47 AM
5 th	11:51 AM	12:41 PM
6 th	12:45 PM	1:35 PM
7 th	1:39 PM	2:29 PM
HR	2:33 PM	3:00 PM

HS: YCS 2024-25 <i>Thursday Late Start</i> BELL SCHEDULE		
Period	Start	End
1 st	8:45 AM	9:21 AM
2 nd	9:25 AM	10:01 AM
3 rd	10:05 AM	10:41 AM
4 th	10:45 AM	11:21 AM
Chapel	11:25 AM	11:55 AM
LUNCH	11:59 AM	12:24 PM
5 th	12:28 PM	1:04 PM
6 th	1:08 PM	1:44 PM
7 th	1:48 PM	2:24 PM
HR	2:28 PM	3:00 PM

JR HIGH SCHOOL BELL SCHEDULES

MS: YCS 2024-25 <i>REGULAR (M,T,W,F,)</i> BELL SCHEDULE		
Period	Start	End
1 st	7:45 AM	8:33 AM
2 nd	8:38 AM	9:26 AM
3 rd	9:31 AM	10:19 AM
4 th	10:27 AM	10:57 AM
LUNCH	10:58 AM	11:23 AM
HR Check In	11:28 AM	11:45 AM
5 th	11:50 AM	12:25 PM
6 th	12:30 PM	1:18 PM
7 th	1:23 PM	2:11 PM
HR	2:16 PM	3:00 PM

MS: YCS 2024-25 <i>Thursday Late Start</i> BELL SCHEDULE		
Period	Start	End
1 st	8:45 AM	9:21 AM
2 nd	9:25 AM	10:01 AM
3 rd	10:05 AM	10:41 AM
LUNCH	10:45 AM	11:10 AM
HR Check In	11:14 AM	11:21 AM
Chapel	11:25 AM	11:55 AM
4 th	11:59 AM	12:29 PM
5 th	12:33 PM	1:03 PM
6 th	1:07 PM	1:43 PM
7 th	1:47 PM	2:23 PM
HR	2:27 PM	3:00 PM

ATTENDANCE

YCS believes attendance is vital to a successful educational experience, and students must attend school daily during the entire school term. YCS offers more than 880 hours of instruction in accordance with state law. Parents always have the right to keep their student out of school; however, the school has the right not to excuse the reason for absence.

Students are allowed 12 absences per class per semester prior to receiving a 10% deduction off the final semester grade, absent extenuating circumstances. On the 13th absence, there will be a 10% deduction from the final class grade and an additional 5% deduction off the final class grade for each day absent thereafter (13+ absences). All attendance policies apply to each individual class period and accumulate per period. Aggrieved students may appeal a grade reduction under this policy through the *Reconciliation Process*.

College visits or pre-approved school related functions and activities are the only exceptions. College visits and pre-approved school related functions/activities will be noted in the attendance keeping system as SA for “school related approved absence” and do not count toward allowed absence totals. Documentation must be provided for college visits to be considered excused absences. College Visit Approval Form must be completed and approved by each classroom teacher and turned in to Attendance Secretary with sufficient notice (5 days’ notice is strongly recommended). Students are also encouraged to take advantage of other days when school is not in session. See the *College Visit Form* in the *Student/Family Forms and Documents* section of this Handbook.

SCHOOL HOURS & AFTER SCHOOL CARE

YCS Regular Attendance Hours are from 7:00am – 3:30pm. Families requiring care extending beyond those hours must notify Administration in writing, so that arrangements can be made. (Fees may apply) Students not enrolled in the After School Care Program in writing OR under the DIRECT supervision of an athletics or activities & clubs staff sponsor may not remain on school property before or after regular attendance hours.

WEATHER ANNOUNCEMENTS

If it becomes necessary for school to be closed on short notice due to inclement weather, or while school is in session, families will be notified via email and text message through the school communication system. Weather announcements will also be given on 107.1 WSPY-FM radio and Facebook.

UNEXCUSED ABSENCES

An unexcused absence is an absence that has not been emailed into the attendance reporting email: attendance@yorkvillechristian.com. Classroom work cannot be made up for unexcused absences. A grade of zero will be entered in the gradebook for these assignments.

ATTENDANCE AT SCHOOL AFFECTING ACTIVITY/SPORTS PARTICIPATION

A student must attend school on the days of any activity, event, practice or contest in order to participate in that activity, event, practice or contest. Some specific circumstances are as follows:

1. Students who are absent from part of the school day and are granted a non-illness-

related or school approved activity excused absence (i.e. dental appointment, college visit, field trip) will be allowed to participate in the practice or contest that day.

2. Students must be at school for at least half of their daily schedule, unless it is due to an excused absence or school approved activity. A student athlete may not participate in a particular practice or game if they do not attend the required time.
3. Any unexcused absence from school, regardless of if it is only for a partial day, will render an athlete ineligible to participate in the day's events. This would include school suspension or skipping class.

EXTENDED ABSENCE POLICY AND REQUESTS

Those who wish to use their allowed days for family vacations must complete an *Extended Absence Request Form* if the vacation will take three or more days. The *Extended Absence Request Form* must be signed by the parent and approved by the appropriate Administrator **one week prior to the vacation** so that teachers can be notified. Vacation days are counted towards the 11-day limit on absences per semester. See the *Student/Family Forms and Documents* section of this Handbook.

PROCEDURES FOR REPORTING ABSENCES

ILLNESS, EMERGENCIES, UNEXPECTED ABSENCE

In the event that it is necessary to report your student absent, you should:

1. Email the school's attendance line: [**attendance@yorkvillechristian.com**](mailto:attendance@yorkvillechristian.com).
2. You must leave your student's name, your name, the reason for absence, and a phone number where you may be reached during the school day.
3. If an email is not received by 7:45AM on the day of the absence, the student's absence will be considered unexcused.
4. Notes will not be accepted for a student's absence.

PROCEDURES FOR STUDENTS LEAVING SCHOOL EARLY

1. Parents must contact the school office to gain permission for students to leave early for any reason
2. Parents must either pick up the student or make specific arrangements for the student to be picked up by another specified adult or for the student to drive themselves upon leaving the school.
3. Students must sign out on the office sign out form and include time, date, reason for departure.

TARDINESS

A student is tardy to class if they are not in their designated classroom prior to the ending of the tardy bell. If a student runs into the classroom or runs to get to class, they will be assessed a

tardy. Students tardy to class by 5 minutes or more will be considered absent.

***CONSEQUENCES RESET EACH SEMESTER**

*Students are allowed five tardies (regardless of reason) to period one without penalty and three tardies for periods two through Home Room without penalty.

1. On the sixth ***tardy to period one or the fourth tardy to every other class period***, the classroom teacher of that class will assign the student a lunch detention to check in with the idea of understanding why the student has been late to class. Students and families will receive communication that on the next tardy to that class, a lunch detention will be assigned. If the student does not show up to lunch detention, an office referral will take place.
2. On the next tardy, students will be referred to the office to be assigned a half-hour office detention on the following day, either before or after school. Parents will be contacted and also receive communication that on subsequent tardies, students will continue to be referred to the office for escalating consequences (in school/out of school suspensions).
3. All of the above information will be viewable in the YCS electronic communication platform.

HOME SCHOOL PARTNERSHIP ATTENDANCE

Attendance policies apply to all home school partnership students unless otherwise noted.

HEALTH AND SAFETY

PROCEDURES FOR STUDENTS BECOMING ILL DURING SCHOOL

1. Students who become ill during the school day should inform a teacher or Administrator immediately.
2. Students should contact their parents ONLY through the main office phone.
3. Students should NOT use their cell phones to contact parents directly PRIOR to informing the office, teacher, or Administrator.

EXAMINATION, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

Health examination, immunization, dental examination, and eye examination forms are required by the State of Illinois for all school students enrolled in certain grades and for a first-time enrollee at YCS. YCS requests that such documentation be submitted no later than the required due dates set forth below. The forms are available from the school office and on the YCS website.

- Health Examination and Immunizations: All students entering 9th Grade, and any first-time enrollees at YCS are required to submit proof of a health examination and proof of immunizations against, and screenings for, preventable communicable diseases no later than the first day of school. Students entering 12th Grade must also submit proof of immunization against meningococcal disease.
- Eye Examination: All students entering school in Illinois for the first time, transferring from another school, and as otherwise referred to do so by teachers, are required to have an eye examination and submit proof of the examination to YCS by October 15.
- Dental Examination: All students in 9th Grade are required to have a dental examination and submit proof of the examination to YCS by May 15.
- Hearing Screening: All students transferring from another school, and as otherwise referred to do so by teachers, will participate in a hearing screening at school.
- Sports Physicals: Students must present an annual physical, less than 395 days old, prior to participating in practices or competitions.

Unless an exemption or extension applies, students will be excluded from school on October 15 if the required health examination and immunization forms have not been submitted to YCS. If a student fails to present proof of the required eye examination by October 15, YCS may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. If a student fails to present proof of the required dental examination by May 15, YCS may hold the student's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

New students who are admitted and enroll after October 15 of the current school year shall have

30 days following registration to comply with these health examination, immunization, dental examination, and eye examination requirements, as applicable.

Exemption requests must be submitted to YCS by October 15 of the current school year with the required health examination and immunization forms. Information regarding exemptions is available from the school nurse and the Illinois State Board of Education.

A waiver is available for the required dental and eye examinations for students who show undue burden or lack of access to a dentist or an optometrist or physician who performs eye exams. The eye examination waiver is due by October 15 of the current school year and the dental examination waiver is due by May 15 of the current school year. The waiver forms are available from the school nurse.

EMERGENCY CONTACT INFORMATION

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

HEALTH POLICIES AND FORMS

FIRST AID: All serious injuries should be reported to the office for treatment, and an *Incident / Accident / Injury Report Form* must be filled out by the staff member who witnessed the incident and/or was supervising the student at the time of the injury. See the *Student/Family Forms and Documents* section of this Handbook. Office personnel or the school nurse will administer emergency first aid and notify parents.

ILLNESS: If a student becomes ill at school, he is to request a pass to Administration. Administration will call parents if it is determined that the student needs to go home. The student is not to call home.

GENERAL GUIDELINES: The following are health concerns for which students would be sent home, health guidelines for returning to school, and common-sense precautionary items:

- **Temperatures, Fever, Vomiting, and Diarrhea-** Parents will be notified and expected to pick up their children when they are running a temperature of 100 degrees or more. Children running a temperature of 100 degrees or more in the morning before school should be kept at home. Children who are vomiting or have diarrhea will be sent home. Likewise, students who are vomiting or have diarrhea before school should be kept at home. These are both very contagious and can be very embarrassing. ***Students must be free of a fever, vomiting, and diarrhea for at least 24 hours before returning to school.***
- **Conjunctivitis (Pink Eye)-** Children who have "pink eye" must be treated for 24 hours before returning to school.
- **Precautions-** Parents are asked to talk to their child about the importance of handwashing, covering their mouth when they cough or sneeze, and not sharing hats, scarves, sweaters, jackets, hairbrushes, hair ties, and combs to prevent the

spread of lice.

MEDICATION POLICIES

- The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.
- All medications (both prescription and non-prescription) must be taken to the office in their original packaging for safe storage. The only exceptions are cough drops, asthma inhalers, and diabetes medications prescribed to be carried by a student. A doctor's note must be kept in the school office. Students should never share their inhaler or diabetes medications with another student due to possible serious drug interactions.
- A signed *School Medication Authorization Form* must be submitted by the parent and must accompany all prescription and non-prescription medications with dates and times they are to be given. See the *Student/Family Forms and Documents* section of this Handbook. An asthma action plan is required from parents of a student with asthma.
- The prescription medication must be sent to the school in the original doctor's or pharmacy's container, labeled with the name of the medication, the amount to be given, the time of day to be taken, and expected duration that the medication is to be taken. The physician's name and student's name must be on the label. If parents need the medication at home as well as at school, the pharmacy will give duplicate labeled containers upon request.
- Non-prescription medications must be in the original container and also be labeled and accompanied by a note with the student's name, amount to be given, and time of day it is to be administered.
- If medication is sent to school and these requirements are not followed, the medication will not be given.

STUDENT SELF-ADMINISTRATION OF MEDICATION

A student may possess and/or self-administer medication pursuant to an Asthma Action Plan, Seizure Action Plan, Diabetes Action Plan, an Individual Health Care Action Plan, or an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, prescribed for immediate use at the student's discretion. The parent must complete and sign the *School Medication Authorization Form*, provide authorization from the student's treating health care provider, and provide any other required forms. The parent must acknowledge that YCS shall incur no liability, except for willful and wanton conduct, because of any injury arising from the student's self-administration of medication or the storage of any medication by school personnel. A student's parent must indemnify and hold harmless YCS and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the student's self-carry and/or self-administration of medications, or the storage of any medication by school personnel. Students will not be allowed to self-carry or self-administer medication without parent signature acknowledging this protection.

YCS shall work with the student's parents to develop and adopt a Seizure Action Plan, Diabetes Action Plan, Asthma Action Plan, an Individual Health Care Action Plan, and/or an Illinois Food Allergy Emergency Action Plan for any student that appropriately notifies YCS of his or her status and potential need for self-administered medication in accordance with state law. YCS also will adopt an emergency action plan for any student authorized to self-administer medication.

YCS and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication. Parents must sign and return an acknowledgement to YCS that they indemnify and hold harmless YCS and its employees and agents against any claims, except for a claim based on willful and wanton conduct, arising out of a student's self-administration of medication.

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

UNDESIGNATED OPIOID ANTAGONISTS

Schools are required by law to maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to state law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. YCS shall maintain the names of trained personnel who have received a statement of certification pursuant to state law. Neither YCS nor its employees incur liability for the good faith administration of an opioid antagonist. If a student is injured or harmed from the administration of an opioid antagonist that was obtained and administered in compliance with the law, YCS and its employees will not be held responsible for the injury unless the opioid antagonist was administered with a conscious disregard for safety. Please refer any questions to the office.

DIABETES AND EPILEPSY MANAGEMENT AND MEDICATION

Parents of students with diabetes or epilepsy must submit a *Diabetes Action Plan* or *Seizure Action Plan*, signed by a student's parent, to a school Administrator. The plan is available on the school website or upon request from the school office. The plan should be updated annually upon enrollment as soon as possible following diagnosis, or when the student's care needs change during the school year. Parents are responsible for informing the school in a timely manner of any changes to the Diabetes or Seizure Action Plan and their emergency contact numbers. See the *Student Information and Emergency Contact Form* in the *Student/Family Forms and Documents* section of this Handbook.

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's diabetes or epilepsy management during the school day are clearly set forth in the Diabetes Action Plan or Seizure Action Plan. The Diabetes Action Plan must include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription, the methods of insulin administration, and a uniform record of glucometer readings and insulin

administered (Illinois State Board of Education form). The Seizure Care Plan must include the health care provider's instructions for the student's epilepsy management, as well as prescriptions for medication and instructions for administration of medication.

All school employees shall receive training in the basics of seizure recognition and first aid and appropriate emergency protocols. If at least one student a YCS is enrolled with epilepsy, a delegated care aide will be trained to perform tasks necessary to assist the student in accordance with the Seizure Action Plan. Any school employee who transports a student with a Seizure Action Plan will be provided a copy of the student's Seizure Action Plan.

ALLERGIES

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

Parents are required to identify the student's allergies online at the time of registration and must inform the Principal, the student's teacher(s), coaches, activity sponsors, and bus driver of any allergies. Parents may use the Allergy Emergency Action Plan available in the school office.

Parents may submit a completed Allergy Emergency Action Plan provided by the Illinois State Board of Education and located on the ISBE website (www.isbe.net) as a guide for responding to an allergic reaction.

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

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

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

A student who is experiencing any symptoms of an allergic reaction is not to board a school bus.

CONCUSSION MANAGEMENT PROGRAM

YCS takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. YCS's concussion management resources, including consent forms and return-to-learn protocol, are available from the Athletics Director. If you have questions regarding concussions or YCS's concussion management program, please contact the Athletics Director. Parents and student athletes will be required to sign acknowledgement of YCS's concussion protocols prior to participation in practices or competitions.

EMERGENCY PLAN/DRILLS

An emergency plan to address various types of threats to student safety has been developed and is to be reviewed and revised each year by the Administration and local first responders. Certain details of this plan are not disclosed to the general public for obvious security reasons.

Emergency drills that comply with state codes are conducted regularly, and all students are to strictly obey regulations and procedures.

Each room has signs describing the exit route to take when the fire alarm sounds, and teachers will indicate where to go in the building during a tornado. Teachers go over these routes with the students before a drill, talking about it when traveling throughout other parts of the building. Teachers describe the sound of the bells (long for fire and short beeps for tornado) and establish who will leave the room first. There is to be no running and no talking (inside or outside the building) until the “all clear” is given.

VIDEO SURVEILLANCE

The YCS Board has authorized, for the safety of students and staff, and for monitoring of school facilities and property, the use of recorded video surveillance technology. This technology is employed in interior and exterior common areas of the school and surrounding property. At no time are private areas of the bathrooms being monitored with video surveillance.

SEARCH AND SEIZURE

SEARCHES

In order to provide for the safety and supervision of students, to maintain discipline and order in the schools, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the Principal or designee is authorized to conduct reasonable searches of property and equipment owned or controlled by YCS, as well as of students and their personal effects while on YCS property or at YCS-sponsored events.

The Principal or designee may inspect and search property and equipment owned or controlled by YCS (e.g., lockers, coat hook areas, desks, parking lots), as well as personal effects left there by a student, and including electronic devices issued to the student, without notice to or consent of the student. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein.

The Principal or designee may search a student and the student’s personal effects in the student’s possession (e.g., purses, wallets, backpacks, book/sports bags, lunch boxes) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or YCS policies and rules.

The Principal or designee may request the assistance of law enforcement officials to conduct inspections and searches of students and school property for controlled substances or illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

SEIZURE OF PROPERTY

If a search produces evidence that a student has violated or is violating the law or YCS’s policies or rules, such evidence may be seized and impounded by the Principal or designee and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

MISSING STUDENTS REPORT AND RECORDS

Upon receipt of notification from the Illinois State Police of a current or former student's disappearance, the Principal or designee is required to immediately flag the student's records in such a manner that, if the school ever receives a request for the records or a request for information about the records, the school is promptly alerted to the fact that the request is in regard to a missing person. Upon being alerted to such a request, the Principal or designee is required to immediately report the request to the Illinois State Police. Any report filed with the Illinois State Police must include any knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the Principal or designee shall remove the flag from the person's record.

ENROLLMENT AND TUITION

TUITION AND FEES

All YCS families are required to sign a Continuous Enrollment and Tuition Agreement for their student(s) at the time of initial enrollment. Families must complete a *Statement of Enrollment Intention* and pay the re-enrollment deposit by March 15 to hold a spot for the next school year. See the *Student/Family Forms and Documents* section of this Handbook. Families that complete the re-enrollment process by March 15, will receive a \$250 tuition credit per student for the next school year.

The Board shall annually determine and publish the tuition rate for the upcoming school year. Tuition calculations are based upon the cost of education for each student, which includes the cost of all academic programs, facility and grounds operation/maintenance, and administration. The Tuition Scale is based on the number of students in your household attending YCS. (Extracurricular activities, parking, senior fees, yearbooks, school supplies, technology, dual credit courses, clubs, sports and activities may incur additional fees per student.)

All tuition and fees must be current for student eligibility.

Families who choose not to pay in full, prior to August 15th, are expected to enroll in the FACTS tuition management program for the payment of tuition. FACTS may charge an enrollment fee separate from YCS tuition and fees and may charge fees for late payments or insufficient funds.

ENROLLMENT DEPOSIT

A non-refundable enrollment deposit of \$600 per student is due at the time of enrollment and re-enrollment and will be applied to the initial tuition payment.

PAYMENT SCHEDULE

YCS offers three payment options:

1. Payment in Full: Due on or before August 15;
2. Standard Payment Plan: 10 Equal Monthly Payments (August 15-May 15);
3. Quarterly payments: Due on or before the 15th day of August, November, February, and May.

The first tuition payment must be received by the first day of school, with no exceptions.

Families who cannot afford to pay the current tuition rate may apply for Tuition Assistance. See the *Tuition Assistance* policy, below.

LATE PAYMENTS AND PAST DUE ACCOUNTS

An account is considered late when payment has not been received by the due date. If an account becomes past due by more than sixty (60) days during the school year, the following will apply:

1. The Business Office will notify the responsible party, and the responsible party will be required to submit a written monthly payment plan to the Business Office within fifteen (15) calendar days for bringing the account current within ninety (90) days following the notice. Payments for these monthly plans will be due by the 15th of each month. The responsible party has the option of paying as frequently as they would like as long as the total for the monthly payment is received by the 15th. The School Board or its designee will respond by approving, amending, or rejecting the plan within five (5) business days. A plan for bringing the account current must be in place no later than thirty (30) calendar days following notice to the responsible party of the need to submit a plan.
2. Any exceptions to (1), above, require the responsible party to meet with the School Board or its designee to agree to acceptable arrangements.
3. Failure to submit a plan, failure to reach acceptable arrangements, or failure to comply with a plan may result in activity and graduation ceremony restrictions and disenrollment.

Official and unofficial transcripts and graduation diplomas will be withheld for the graduating student until all unpaid tuition and fees are received. Official transcripts will be withheld for transferring students until all unpaid tuition and fees are received.

Late fees may apply to payments that are more than 30 days late. Bank charges may apply for payment forms other than cash or check, such as Credit/Debit or EFT. Such charges will be outlined in the Continuous Enrollment and Tuition Agreement and FACTS Agreement.

TRANSFER OUT STUDENTS

In the event that a family wishes to withdraw from YCS, the following withdrawal penalties are applicable.

- Withdrawal on or before June 5 for the upcoming school year, 100% of tuition paid for the upcoming school year refunded less any deposits.
- Withdrawal after June 5, and on or before July 1 for the upcoming school year, the undersigned is responsible for 12.5% of total tuition and all fees.
- Withdrawal after July 1 and before August 1 for the upcoming school year, the undersigned is responsible for 25% of total tuition and all fees.
- Withdrawal on or after August 1, and before November 1 for the current school year, the undersigned is responsible for 50% of tuition and all fees.
- Withdrawal on or after November 1, and before December 1 for the current school year, the undersigned is responsible for 62.5% of total tuition and all fees.
- Withdrawal on or after December 1 and before January 1 for the current school year, the undersigned is responsible for 75% of total tuition and fees.
- Withdrawal on or after January 1 for the current school year, the undersigned is responsible for 100% of tuition and fees. No refunds will be provided.

Exceptions to the above refund policy may be made in certain circumstances, including:

1. Family has relocated further than 30 miles from the YCS campus.
2. Student has been asked to withdraw by YCS.
3. Student has a physician-documented medical reason for withdrawal.

Decisions regarding tuition obligations will be determined on a case-by-case basis where the withdrawal is secondary to an illness or hardship.

TRANSFER IN STUDENTS

Tuition will be prorated based on enrollment date.

HOME SCHOOL PARTNERSHIP

YCS offers a home school partnership. This partnership includes eligibility for both academic, athletic, and extra-curricular activities, provided that students are enrolled in at least 2 classes. Sports participation will follow all IHSA Rules and Guidelines.

The cost for YCS's home school partnership is \$4892.50 for the 2024-25 academic year. Students can select up to three consecutive classes that must be chosen from the existing school schedule, and will attend school five days a week. One of the three classes must be the appropriate level Bible class. The other two classes can be any classes offered in our course catalog.

Class selections will be limited by current course and schedule offerings. Schedules must be created on an individual basis with the Principal. Refer to the corresponding sections of the Student and Family Handbook for all other attendance and grading policies.

The tuition cost covers textbooks and classroom supplies unless otherwise noted. Athletics & Activities expenses are the responsibility of the individual family.

Students may also take dual credit classes, where they can earn college credit hours while in high school. Please inquire about college specific fees that may apply.

Home school partnership families are highly encouraged to make arrangements for their students to attend all weekly chapel services, field trips and class mission trips to make the most of their YCS experience. Participation in weekly chapel and class mission trips will count for grade points in Bible classes per YCS policy. Students are also welcome to participate in all school spirit activities including spirit weeks, fall fest, dances, clubs, FFA, etc.

Students enrolled in home school partnership must leave the school building when not in class or chapel. Typically, home school partnership students will not eat lunch at the school. If a student is involved with athletics, every attempt will be made to create a schedule where the student comes to school after lunch, takes afternoon classes and then stays for practice. If a student takes morning classes, he or she would head home before the lunch period.

Tuition Discounts and Assistance are not available for home school partnership students.

Home school partnership students must attend on a full-time basis or provide adequate evidence of specific YCS graduation requirements obtained elsewhere to receive a diploma and participate in the YCS Graduation Ceremony.

For more information about our home school partnership program, please contact our Director of Enrollment, Mr. Tim Schnyders.

TUITION ASSISTANCE

Families in need of tuition assistance are encouraged to apply through our Tuition Assistance Program. Eligibility will be determined by comparing the family's financial situation to our program guidelines. Actual award amount will also be based on overall availability of tuition assistance funds. All information will be confidentially reviewed by our tuition assistance committee and ultimately approved by the Yorkville Christian School Board Financial Committee.

A family whose income is greater than the program guidelines may still be eligible for tuition assistance if the family has unusual expenses or other special circumstances. Additionally, those in full time ministry may be eligible for additional assistance after review of tuition assistance application and tax information.

No more than 50% tuition assistance will be granted, unless there are extreme extenuating circumstances. See *Tuition Assistance Policy for Extenuating Circumstances*, below.

PROCESS FOR APPLICATION FOR TUITION ASSISTANCE

To apply for tuition assistance, the tuition assistance application and a copy of family's tax documents for the past two years should be submitted in a sealed envelope to the school office. The application and related documents for tuition assistance are confidential and treated accordingly. Once tuition assistance is approved by the Review Committee, the file will be closed and documents returned to the family.

TUITION ASSISTANCE APPLICATION TIMEFRAME AND AVAILABILITY

Timeframe for re-enrolling families

- Recommended timeframe to apply for Tuition Assistance is prior to April 30.

Timeframe for newly enrolling families

- Recommended timeframe to apply for Tuition Assistance is prior to June 30.

AMOUNT OF ASSISTANCE AVAILABLE

The tuition assistance granted is based upon the appropriate percentage of your annual income and an adjustment for exceptional expenses. Tuition assistance monies will be distributed on a pro rata basis to requesting families after applications have been processed and confidentially reviewed by the Review Committee and approved by the YCS Board. It is anticipated each tuition assistance applicant family will be notified of the amount of assistance available no later than 14 days after application.

*****ALL TUITION ASSISTANCE IS SUBJECT TO AVAILABILITY OF ASSISTANCE FUNDS*****

TO APPLY FOR TUITION ASSISTANCE

To apply for assistance, the following *MUST* be submitted (*recommended prior to April 30*):

- Completed and signed application form
- A copy of the first page of your Federal Income Tax Returns for the past two years
- If Schedule C or Schedule E income is listed on page one, a copy of the corresponding Schedule C and/or Schedule E

- Any additional documentation required or requested

Requests for assistance **cannot be processed** without submittal of the tax return information. If the enrollment form is checked for tuition assistance, enrollment will be considered incomplete until all documents required to process assistance amount are included. Please complete all information requested.

TUITION ASSISTANCE POLICY FOR EXTENUATING CIRCUMSTANCES

Specifically for those teens who would strongly benefit from the environment that YCS strives to provide (geared to energize, educate and empower teens to impact the world for Jesus), but whose family circumstances would not be able to financially provide for such an opportunity.

After reviewing the parents' completed tuition assistance application, tax documents, documentation of exceptional expenses, and extenuating circumstances, should the information warrant a more than 50% discount, the procedure for further review is as follows:

1. A confidential review will be accomplished by Administration to:
 - a. Ensure that YCS is a proper academic environment to serve student's needs;
 - b. Ensure the student's disciplinary records are in good standing in accordance with the Yorkville Christian School Student Handbook;
 - c. Understand the extenuating circumstances;
 - d. Ensure documented information is received to be forwarded;
 - e. Forward documents and a recommendation letter for additional assistance to the Review Committee highlighting the above.
2. Review Committee (appointed by Yorkville Christian School Board President and approved by full Board) will complete final review and approval as deemed appropriate.
3. Family will be notified of final recommendation of the Board's review results.

****ALL TUITION ASSISTANCE IS SUBJECT TO ABOVE REVIEW WITHOUT EXCEPTION****

TRANSFER STUDENTS

Students (homeschool or any other school) who transfer into YCS are held to the same credit requirements as current students. The only exception is Biblical Studies class, in which past credits missed will not have to be made up. Students are placed in appropriate Biblical Studies class at the time of enrollment.

Credit is given for any completed quarter or semester work from another school in any approved course. YCS generally does not take partialnd quarter credits for courses that we do not offer. For instance, if a student transfers in during the 2nd semester and was taking "Sports Medicine" at their old school, they would forfeit any credit or partial credit because we do not offer that course at this time.

Proof of credits and grades is required upon acceptance to determine eligibility for graduation in a specific diploma program.

WITHDRAWAL FROM YCS

In order to properly withdraw from school, the parents should notify the Administration in person, if possible, or by letter. After the school has been notified, a withdrawal form will be issued listing all textbooks, library books, and athletics uniforms that need to be turned in as well as fines, charges, and payments that have not been paid. The form also asks the reason for withdrawal. **Official transcripts will be withheld until all financial obligations are paid and all school property has been returned. If a student withdraws during a semester, tuition for the entire semester is expected.**

STANDARDS OF CONDUCT AND DISCIPLINE

To carry out the mission of the school, YCS operates on the concept of *en loco parentis*, meaning “on behalf or instead of” the parent. The objective is to establish an environment that prioritizes the safety of students and staff. The goal is to approach issues and concerns by using the Matthew 18 principle of going directly to the person whenever a questionable situation arises. Staff will attempt to reconcile the situation directly with the student, in accordance with published rules, prior to getting the parents or Administration involved. Parents will be notified when necessary and asked to become involved when the situation warrants.

YCS takes seriously its responsibility to deal immediately and firmly with any student behaviors, attitudes, or activities that are contrary to standards of Christian living or in violation of school rules. In all matters of discipline, the ultimate goal is to restore the student and to bring the student back into the school community as a fully contributing member. YCS recognizes that in certain matters of discipline, it may be in the best interest of the student or YCS that the student is not returned to YCS.

Students are expected to comply with all school rules. Student conduct should neither harm nor bring discredit to the name of YCS. All YCS students are expected to behave and conduct themselves consistent with YCS’s mission, vision, and statement of belief. Students are to serve one another YCS by giving their best in every area of school-life by demonstrating Christ-like behavior and by honoring our Lord Jesus Christ.

To promote the spiritual health of the YCS community and to ensure a positive learning environment, YCS adheres to the following guidelines for student conduct expectations and discipline.

ASSERTIVE DISCIPLINE

The school generally uses the assertive discipline method with posted/published rules and consequences, as well as positive reinforcement systems to reward consistent good choices.

CHRISTIAN CHARACTER

The fundamental goal of YCS is to present a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at YCS and the staff members who work here are considered to be representatives of YCS 24 hours a day, seven days a week. Therefore, the Administration of this school will not hesitate to assert discipline in areas where a student or staff member practices a lifestyle or engages in activities antagonistic to the policies, goals, and character of the school, whether those activities occur on or off campus.

CLASSROOM COURTESY

Students are expected to display the following courtesies in the classroom:

1. Be punctual (in class and seated when the bell rings).

2. Be prepared (come to class with notebooks, textbooks, fully charged Chromebook, a writing instrument and assignments). Each time a student is not fully prepared with required materials, the teacher will deal with the student as stated in the individual teacher's Assertive Discipline Plan.
3. Participate (take notes, be involved in discussion, respond when called upon, etc.).
4. Have proper posture (avoid putting feet on desks or chair seats, tipping chairs, sitting on desktops, or putting your head down as if sleeping).
5. Talk in class only at the direction of the teacher.
6. No eating or drinking in class. The only exception to this rule is water bottles, which are allowed.
7. Students receive 6 hallway passes per semester, with the exception of documented medical conditions.

CLASSROOM MANAGEMENT

1. Students are provided with a verbal warning from faculty noticing a trend of misbehavior. This will be communicated to BOTH student and emailed to family that continued misbehavior will result in student having conversation with the teacher to check-in during lunch. If the student does not show up for lunch detention, an office referral will take place.
2. Misbehavior continues: student needs to report to classroom teacher during lunch for a lunch detention. This will be communicated to BOTH student AND a phone call home takes place. Continued misbehavior will result in an office referral. If the student does not show up for lunch detention, an office referral will take place.
3. Misbehavior continues: student is referred to the school office. An office detention is assigned by Administration. Administration will communicate with family informing of office detention the following morning or after school for 30 minutes. Continued misbehavior will result in escalating consequences. Family meeting will take place between Administration, classroom teacher, student and family.
4. Above information will be viewable in the YCS electronic communication platform.

HALLWAY EXPECTATIONS

Students should follow the below expectations anytime they are in the hallway. Any violation will result in the appropriate discipline:

1. Students are expected to conduct themselves in a school-appropriate, respectful, and professional manner. Any behavior considered contrary to this will result in disciplinary action.
2. No running - Anyone running (especially to avoid being tardy) will be assessed BOTH a tardy to that particular class AND a lunch detention.
3. No yelling or foul language.
4. No aggressive physical contact with other students.

5. Lockers - Students are allowed to use only their assigned locker.
6. Hallway Path - Students may NOT use the following areas during passing period:
 - a. South end of building - Either stairway;
 - b. Weight Room, Wrestling Room, Batting Cage Areas;
 - c. Upstairs Bathroom - Only for Junior High Use;
 - d. Chapel - Only for Lunch or Chapel.
 - e. Gym/Fieldhouse

HALL PASSES

To keep hallways clear and safe, students will be allowed six hall passes per class per semester. These passes will be tracked by each particular classroom teacher. Students found in the hallway without written permission are subject to disciplinary action.

DISPLAYS OF PUBLIC AFFECTION

In a school where there are boys and girls, it is expected that from time-to-time romance will blossom with a desire to express affection. However, in consideration of others, students are to refrain from displays of affection such as hugging, kissing, holding hands, and other physical contact. Conduct should be within the bounds of good taste and moral restraint while on school property at any time of day, including after school functions. It will be treated as a minor infraction for the first time but will result in more serious consequences if it continues in a spirit of rebellion against authority.

DRESS CODE

PHILOSOPHY

The YCS dress code is intended to reflect the principles of good taste and modesty. Students should dress in a way that neither dishonors God nor draws undue attention to themselves.

The dress standards that follow are intended as expressions of those principles. They are not designed to promote legalism nor regimentation. Within the guidelines, there is sufficient latitude for individual expression and taste. Any writing or emblems that are offensive or antagonistic to the values and beliefs of YCS, as determined by the Administration, will not be allowed. Sloppy or “grubby” clothing will not be permitted.

It’s the parents’ responsibility to see that their student is dressed properly for school before leaving home each day. If a student is out of dress code, parents will be contacted for acceptable clothing to be brought in. The dress code is to be observed each day during the school year and for all participants in school programs, performances or sports events outside school, field trips, etc. unless specific permission has been given by the Administration.

If any staff member deems a student immodest or out of code in any way, the student will be issued a minor offense and sent to the office for correction. *During final exams, dress code violations will be reinforced.

GENERAL DRESS GUIDELINES

- *Unacceptable school attire:* No pajama pants, leggings, yoga pants, see-through clothing, running shorts, swim trunks, tank tops, bare-midriff tops (no skin should be seen when arms are raised), or ripped clothing that allows undergarments to be seen.
- Undergarments should not be visible.
- Pants must be worn appropriately at the waist.
- Offensive or suggestive clothing, clothing advertising trademarks that aggressively promote values contradictory to those of YCS, or clothing displaying offensive material may not be worn.
- Shoes must be worn at all times. Bedroom slippers and shoes with wheels may not be worn.
- No hats, raised hoodies or head wear of any kind may be worn during school.
- Facial hair is to be neat and well-groomed at all times.
- Cleavage revealing clothing may not be worn.
- Body mutilations and/or brands, body piercings (other than earrings) are not permitted. Existing tattoos or brands should be covered throughout the school day and whenever attending school functions or activities.
- YCS does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hair styles such as braids, locks, and twists.

DISCIPLINE FOR DRESS CODE VIOLATION

Students in violation of one or more of the above rules will have their parents contacted to bring in acceptable clothing on the third occurrence. Repeated offenses may result in escalating consequences.

We acknowledge that not every aspect of what is appropriate or inappropriate can be addressed in a policy. Therefore, anything that is questionable that this policy does not address will be reviewed at the discretion of the Administration.

PROHIBITED MISCONDUCT

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

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

1. Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes. This prohibition applies regardless of whether a student is licensed to carry a concealed firearm.
2. Fighting, including any assault of school personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.

3. Exhibition of aggressive behavior, including bullying.
4. Intimidation of, or any attempt to intimidate or instill fear in, school personnel or other students.
5. Insubordination to school personnel, including failure to follow directions.
6. Verbal abuse of school personnel or other students.
7. Use of vulgar or profane language and gestures.
8. Engaging in disruptive behavior or conduct.
9. Stealing, damaging, or misusing the school's or another person's property.
10. Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event.

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

11. Truancy and attendance violations.
12. Inappropriate displays of affection.
13. Entering or loitering in an unauthorized area.
14. Lying or deception, including forgery or cheating.
15. Disrespect shown towards school personnel or another student.
16. Leaving the campus without permission before the end of the day.
17. Continued lack of academic preparedness or progress.
18. Academic dishonesty. See also the *Academic Integrity Policy*, above.
19. Gambling of any sort.
20. Displaying or demonstrating any type of gang affiliation or participating in gang, gang-like or gang-related activities.
21. Unauthorized possession or use of an electronic device.
22. Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
23. Taking pictures of YCS students or staff without their express consent while on YCS grounds or at YCS-sponsored events.
24. Violation of the Dress Code.
25. Repeated incidents of misconduct, including repeated refusal to comply with school rules.

26. Any other acts that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
27. Any other acts that violate the law or school rules.

DISCIPLINARY MEASURES

A student may be disciplined for misconduct that occurs on or within sight of school grounds; on a school bus; at a school bus stop; traveling to or from school or a school event; off school grounds at a school event or activity reasonably related to school; or before, during or after school hours. A student also may be disciplined for misconduct that occurs anywhere or anytime, if the conduct interferes with, disrupts, or adversely affects the school, the school environment, school operations or processes, school personnel, another student, or an educational function. **YCS is not required to apply discipline in a progressive manner.**

The following disciplinary measures may be implemented:

1. Redirection or instruction
2. Verbal warning
3. Office referral
4. Notification to parent
5. Meeting with teacher and/or Administration
6. Detention: A student may be assigned a detention to be served during lunch, before school, or after school.
7. Probation: A student may be placed on Disciplinary Probation by the Principal or Athletics and Campus Director to give the student an opportunity to correct the problem. The probation period may last anywhere between nine weeks and not more than one year and results in a loss of participation in all positions of trust and responsibility or extracurricular activities (yearbook, worship team, sports, FFA, Student Council, etc.). It begins on the Monday following the conference with parent(s) and student. If the student does not improve to a satisfactory level, escalating consequences may be implemented including suspension, expulsion, or being asked to withdraw from YCS.
8. In-School Suspension: While on suspension, a student receives a zero for daily participation points (if applicable) but may make up other work in a timely manner. The student's parent will be informed via email, in person, and/or other means of communication of an in-school suspension. A student serving an in-school suspension is prohibited from attending any school functions during the suspension.
9. Out-of-School Suspension: A student may be suspended out of school in accordance with the Suspension Procedure, below.
10. Expulsion: Upon recommendation of the Principal or Athletics and Campus Director to the Board, a student may be expelled for misconduct in accordance with the Expulsion Procedure, below.

SUSPENSION PROCEDURE

The Principal and Athletics and Campus Director, upon consultation with one another, are

authorized to suspend a student for up to ten (10) school days, or longer pending consideration by the Board of a recommendation for expulsion. The Administration shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference with the Principal or Athletics and Campus Director during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference (see #1) is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported to the student's parent(s) within one (1) school day. A written notice of the suspension shall state the reasons for the suspension, including any Board Policy or school rule that was violated. The suspension notice shall be sent to the student's parent(s) via email. The decision of the Administration shall be final.

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

EXPULSION PROCEDURE

The Administration shall implement expulsion procedures that provide, at a minimum, for the following:

1. Prior to a student's expulsion, the student and his/her parent(s) shall be invited to meet with a committee of the Board. The written request shall be sent to the student's parent(s) via email, in person, and/or other means of communication. A copy of the written request shall be given to the Board President. The written request should include:
 - a. The reasons for the proposed expulsion as well as the Board Policy or school rule(s) the student is charged with violating;
 - b. The time, date, and place for the meeting;
 - c. A short description of what will happen during the meeting;
 - d. A statement indicating that the Board may expel a student for a definite period or indefinitely, as determined on a case-by-case basis; and
 - e. A request that the student or parent(s) inform the Principal or Athletics and Campus Director if the student will be accompanied by a representative (of their choice and at their own cost) at the meeting and, if so, the representative's name.
2. Unless the student and parent(s) indicate that they do not want a meeting or fail to appear at the designated time and place, the meeting will proceed. The meeting shall be conducted by a committee of the Board.
3. During the meeting, the committee of the Board shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and his/her parent(s) may be accompanied by a representative of their choice at their own cost, offer

evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence the committee of the Board shall make a decision regarding expulsion. The student and his/her parent(s) may appeal the decision by the committee of the Board to the full Board, before which the same procedure shall be followed. The decision of the Board shall be final.

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

GUNS, KNIVES, OTHER WEAPONS, DRUGS, AND BATTERY AGAINST PERSONNEL

Any Administrator, employee, volunteer, parent, or student with knowledge of a threat, the possession of a weapon, or the actual use of a weapon on school grounds or at a school activity should immediately report it to the appropriate Administrator. Even if it sounds like a rumor or a joke, it needs to be reported. The Administration may have more information and is responsible for sorting out the facts.

YCS will follow all state laws in reporting incidents of battery against school employees, any incident involving a firearm on school grounds, or incidents involving drugs on school grounds.

If a student is in possession of a firearm, then the school Administrator shall also immediately notify the student's parent. The Administration shall also notify the Illinois State Board of Education of such incidents through the appropriate channels.

MUSIC SELECTIONS

The intent of music is to glorify God. Therefore, music played before, during, or after school, including at co-curricular and extracurricular events, must match the educational objectives and philosophy of YCS and not violate Philippians 4:8:

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.

HUMAN DIGNITY POLICY/PROHIBITION AGAINST BULLYING, DISCRIMINATION, HARASSMENT AND RETALIATION AND ENFORCEMENT OF THE RACISM-FREE SCHOOLS ACT

PURPOSE

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

Bullying, discrimination, harassment, and physical, sexual, and emotional abuse and retaliation are contrary to God's will for his people, state law, and the policies of the Board. Such behaviors diminish students' ability to learn and the school's ability to educate. Preventing these harmful and disruptive behaviors is an important goal of the school. People are created to reflect God

Himself and, therefore, are expected to treat each other with respect.

All members of the staff (administrators, teachers, substitute teachers, secretaries, custodians, teacher aides, lunchroom personnel, student teachers, visitors to the building or program) are to be respected by students, and, conversely, students are to be treated with the same respect and courtesy by staff. Communication, oral, written, or electronic including web logs, must reflect Biblical standards. Students must be considerate of others at all times. Profanity, put downs, lying or other improper speech, gestures, or inappropriate written remarks will not be tolerated. "Do not speak evil against one another, brethren. He that speaks evil against a brother or judges his brother, speaks evil against the law and judges the law." James 4:11

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

DEFINITIONS

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

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

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

3. Physical abuse means any intentional act or threat of an act that results or could result in physical pain or injury to another person.
4. Sexual abuse means unwanted, unwelcome advances, and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact.
5. Emotional abuse means any attempt to destroy another person's self-worth through harassment, threats, deprivation, and control another person's life through words, threats, and fear.
6. Discrimination means disparity in areas including but not limited to discipline, course assignments, participation in extracurricular activities, and other opportunities in the school setting.
7. Harassment means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational and work environment whether occurring on or off school property. The terms "intimidating," "hostile," and "offensive" include words or conduct that have the effect of humiliation, embarrassment, or discomfort.
8. Sexual harassment means unwanted sexual activities, advances, comments, innuendoes, jokes, gestures, electronic communications or messages, requests for sexual favors, and engaging in other verbal or physical contact of a sexual or sex-based nature that creates an intimidating, hostile, or offensive educational and work environment.
9. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

PROHIBITIONS

Bullying, discrimination, harassment, and physical, sexual, and emotional abuse and retaliation are prohibited.

Such behavior on the basis of actual or perceived race, color, national or ethnic origin, sex or gender, religion, age, disability, citizenship or immigration status, status of being homeless, association with a person or group with one or more of the aforementioned actual or perceived characteristics, any other distinguishing characteristic or any other protected status also is prohibited.

Intentionally pressuring or intimidating another employee or a student with respect to a claim of bullying, discrimination or harassment, or falsely denying, lying about, or otherwise covering up or attempting to cover up any behavior described above is prohibited conduct.

Filing a false or frivolous complaint under this Policy is prohibited. However, a complaint shall not be considered false and frivolous solely because it is not proven, provided it was made in good faith.

Retaliating against an employee or student for resisting or reporting any behavior under this Policy or for participating in an investigation or testifying regarding a claim of such is prohibited.

No student or employee shall be subjected to bullying, discrimination, harassment, and physical, sexual, and emotional abuse and retaliation that occurs:

1. During any school-sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by YCS if the bullying causes a substantial disruption to the educational process or orderly operation of YCS. This item (#4) applies only in cases in which a YCS staff member receives a report that bullying through this means has occurred and does not require YCS to staff or monitor any non-school-related activity, function, or program;
5. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by YCS; or
6. In any other way that has a nexus to YCS or school activities.

REPORTING

School staff shall promptly (ideally, within 24 hours) report all incidents of bullying behavior, physical, sexual, or emotional abuse, or harassment and encourage students and parents to report such incidents to the Principal or School Nurse:

Mr. Fred Versluys, Principal
fversluys@yorkvillechristian.com

Ms. Liz Sovern, School Nurse
lsovern@yorkvillechristian.com

If the situation involves the Principal, the individual shall notify the Athletics and Campus Director either verbally or in writing.

In an effort to reduce or remove any barriers to reporting, any report of misconduct under this Policy may be submitted verbally or in writing. Complainants making a verbal report may be accompanied by a support individual of their choosing. Anonymous reports also are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.

Complaints will be kept confidential to the extent possible given the need to investigate subject to the additional exceptions noted below. Individuals who make good faith complaints will not be disciplined.

The Administration will promptly inform parents of all students involved in the alleged incident, to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as appropriate, of the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Individuals are directed to follow the *Reconciliation Process* to resolve the matter.

CORRECTIVE MEASURES, OUTCOMES, AND DISCIPLINE

Following the final decision on a complaint under this Policy, the Principal (or the Athletics and Campus Director, if appropriate) shall take any necessary corrective measures. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. YCS will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan, as appropriate.

Anyone, regardless of position or title, found through investigation to have engaged in misconduct under this Policy will be subject to discipline up to and including discharge. Additionally, any employee accused of sexual impropriety by another employee, parent, student, or any other member of the public and who will be or is standing trial for sexual impropriety for any reason will be placed on immediate leave of absence without pay.

Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the Principal or designee to determine the appropriate intervention(s). Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Parents will be advised of this referral and any action that is taken or suggested.

Individuals may contact the Illinois Department of Human Rights electronically at dhr.illinois.gov, by U.S. mail at 555 West Monroe Street, Suite 700, Chicago, IL 60661, or by phone at (312) 814-6200 or (866) 740-3953 (TTY) concerning violations of the *Racism-Free Schools Act*.

STUDENT CRISIS

School Administration and staff will treat student pregnancy or any other student / family life crisis, first and foremost, as a ministry opportunity.

TECHNOLOGY

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other electronic devices are to be silenced, stored and locked in the student's assigned locker OR stored in the student's car. Phones and other electronic devices are not allowed in the classroom at any time, including during lunch and homeroom.

During instructional periods, students are not allowed to check or use their phone or other electronic devices or remove them from their locker for any reason. This includes when students are on a hall pass to use the restroom or for any other reason.

Students MAY check their cell phone during passing period, only. However, if a student is late to class for any reason, a tardy will be issued.

If a student is in possession of their phone or other personal electronic device during the school day, the following disciplinary action will be taken:

- First INFRACTION – The device will be taken by the staff member or administrator, and turned in to the front desk and picked up by the student at the end of the day.
- Second INFRACTION - The device will be taken by the staff member or administrator AND MUST be picked up by a parent.
- Third INFRACTION – The device will be taken by the staff member or administrator. The student will be required to turn in their cell phone to the front desk for the remainder of the semester. *Further infractions will result in the cell phone not being allowed in the school building.

We understand that there are times when situations and emergencies arise and need to be dealt with immediately. In order for this to happen, a student may need to use their phone. If this is the case, please come to the office and inform the staff and they will assist. Additionally, school phones are available for emergency use with staff permission.

EARBUDS - HEADPHONES

Earbuds and headphones are not to be worn at any time except for the following circumstances:

1. If a teacher assigns the whole class to use them for a project or assignment.
2. During foreign language in conjunction with foreign language lessons only. Listening devices for foreign language may not be earbuds or small individual corded headphones – instead, it MUST be a full headset with microphone.

Failure to follow these guidelines will result in disciplinary action in a similar manner as for cell phone infractions.

SMART WATCHES (All Brands Included)

Smartwatches are subject to the same rules as cell phones and other electronic devices. Smartwatches shall not be worn in class and must be kept locked and silenced in a student's locker.

Failure to follow these guidelines will result in disciplinary action in a similar manner as for cell phone infractions.

SCHOOL-ISSUED CHROMEBOOKS

YCS will provide Chromebook computers on a 1:1 basis for each student to use for class. Students are expected to comply with the *Acceptable Use Policy* and are required to sign a 1:1 User Agreement annually.

Students are to use ONLY their SCHOOL-ISSUED Chromebook while school is in session. All other devices are to be stored in a student's locker or car.

Failure to follow these guidelines will result in disciplinary action in a similar manner as for cell phone infractions.

ACCEPTABLE USE POLICY

This policy makes it clear that YCS owns and controls all school place technology and therefore all communications and activity conducted over it. Authorized use of YCS-owned or operated computing and network resources shall be consistent with the mission of YCS and consistent with this policy. Underlying this policy is the idea that each student has a responsibility to use YCS information technology resources in a manner that increases productivity, enhances YCS's public image, and is respectful of other students and YCS community members.

INFORMATION TECHNOLOGY RESOURCES DEFINED

Information technology resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations, laptop computers, mini and mainframe computers, computer hardware such as disk drives and tape drives. Peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet, electronic mail, telephones, cellular phones, pagers, and voicemail systems.

ELECTRONIC NETWORK DEFINED

The safe and acceptable use of its computers, mobile devices, computer network (local and wide area networks), email, and Internet access, which are collectively referred to in this Handbook as well as the Board Policy Manual as the YCS "electronic network." The electronic network is a part of the instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication.

PERMITTED GENERAL ACCESS

This policy defines in detail the acceptable usage of the information technology resources of YCS by its students. Generally, the resources should be used for school related functions.

In subsequent sections, this policy defines unacceptable uses of the information technology resources of YCS in more detail. YCS reserves the right, upon reasonable cause for suspicion, to access all aspects of its computing systems and networks, including individual login sessions to determine if a user is violating this policy or state or federal laws.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each parent shall submit authorization for access online at the time of registration and each student shall submit authorization for access via electronic form before the student is granted use of the YCS electronic network. All visitors who wish to use the YCS electronic network must consent to the authorization for access to the network. Authorized Users are responsible for their actions and activities involving the electronic network. Any use that is inconsistent with this Handbook, the Chromebook User Guide and Agreement, the Board Policy Manual, or YCS's educational mission is an unacceptable use.

USER RESPONSIBILITIES

Privacy – No user should view, copy, alter, or destroy another's personal electronic files without permission (unless authorized or required to do so by law or regulation). In addition, users should not have an expectation of privacy. The information technology system belongs to YCS. Users expressly waive any right of privacy in anything they create, store, send, or receive on the YCS information technology system.

Unacceptable Use – Any use that is inconsistent with this Handbook, the Board Policy Manual or YCS's educational mission is an unacceptable use and prohibited. For more information please refer to the Board Policy Manual. Some examples of unacceptable uses include, but are not limited to:

Illegal Activity – A student cannot use YCS computer facilities to knowingly break any laws and regulations of the State of Illinois, the United States, or any other country. Use of the Internet for illegal purposes will be grounds for termination.

Harassing, Discriminatory, and Defamatory use – Students use electronic mail for correspondence that is less formal than written memoranda. Students must take care, however, not to let informality degenerate into improper use. YCS does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances may students use YCS information technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

Harassment, Libel, and Slander – No user may, under any circumstances, use YCS computers or networks to libel, slander, or harass any other person.

Gambling – The use of YCS computers and networks to gamble is strictly prohibited.

Online Shopping – The use of YCS computers and the Internet to conduct personal online shopping is prohibited. However, authorized shopping for YCS is acceptable.

Unauthorized Monitoring – A user may not use computing resources for unauthorized monitoring of electronic communications. However, YCS has the right, but not the duty, to monitor any aspects of its computer system including monitoring sites visited by students, chat groups, newsgroups, or downloading and uploading of files.

Private Commercial Purposes – The computing resources of YCS shall not be used for personal or private commercial purposes or for financial gain.

Political Advertising and Campaigning – The use of YCS computers and networks shall not be used for political purposes.

Pornography – Students are not allowed to visit sites that are considered “obscene.” YCS may maintain a system to monitor Internet usage. YCS has the right to view private files that have been downloaded to check for the propriety of these downloads. YCS also prohibits using YCS computer resources to send sexually oriented images or messages. Violation of this policy may be grounds for discipline.

SOCIAL MEDIA PASSWORDS

School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. During an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

MISCELLANEOUS TECHNOLOGY EXPECTATIONS

Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. Cameras, picture phones, Skype or any video programs are NEVER to be used in locker rooms, changing rooms, or bathrooms.

FACILITIES AND OPERATIONS

STUDENT VEHICLES AND DRIVING ON CAMPUS

It is a privilege for students to be able to drive a car on the YCS campus. Students wishing to drive to school must complete a *Student Vehicle Registration Form* and pay the \$35 parking permit fee prior to driving to school. See the *Student/Family Forms and Documents* section of this Handbook. Approved students will be issued a Mustang Parking Pass which must be displayed in their vehicle at all times while on campus. (Multiple vehicle registrations are allowed where deemed appropriate by Administration, cost is \$10 per extra vehicle.)

This privilege may be permanently revoked with no refund for any of the following reasons:

1. Disregarding the traffic pattern established for arrival and dismissal, including going the wrong way in areas designated as one-way.
2. Parking in areas for parents, visitors, or staff after being warned once.
3. Not registering the vehicle with the school office and/or displaying his/her assigned parking permit.
4. Not obeying the 10 MPH speed limit on campus.
5. Driving on campus in a reckless manner, including tailgating, racing, surfing, spinning or other irresponsible behavior that could endanger self or others. Drivers should act with caution and good sense at all times.
6. Driving to school is indeed a privilege and may be revoked at any time. It is imperative that all local, state and federal laws are adhered to by students while driving to and from school.

LOST AND FOUND

Items found around the building or left in the locker rooms will be placed in the school "lost and found." Once a month, lost and found is cleaned out and taken to Goodwill. It is recommended that all items (shoes, gym shirts/shorts, coats, hats, book bags, lunch boxes, and other personal items) be labeled with the student's name.

LOCKERS

1. Each student is assigned a locker and must purchase a school-issued padlock prior to the start of school.
2. Students **MUST** use their school-issued padlock and may **NOT** bring in other locking devices.
3. Unauthorized locking devices will be cut off.
4. In order to avoid theft or damaged property, students need to keep their locker locked at all times.

5. The lockers remain the property of YCS, and we maintain the right to open any lock or locker if necessary.

LUNCHROOM

1. Lunches should be stored in lockers.
2. Food delivery services such as DoorDash, UberEats and the like are not permitted and will be turned away.
3. Students must arrive in the Chapel prior to the bell ringing just as with any passing period.
4. ALL students MUST eat in the Chapel. The only exception is lunch detention.
5. Students may not eat in ANY of the classrooms for ANY reason (except for lunch detention).
6. Students MUST stay in the Chapel for the ENTIRE lunch period. Students may not leave until the bell rings.
7. Students may go to the bathroom during lunch after asking permission from the supervising teacher or admin.
8. Students who wish to have warm food may use the microwave in the lunchroom.
9. All students must stay SEATED in the Chapel area during lunch.
10. Students must clean up their area prior to leaving the lunchroom.
11. Students must report all spills or cleaning issues to the supervising teacher or admin.
12. NO phones, Chromebook or other personal electronic devices are allowed in the lunchroom.

PERSONAL PROPERTY

Students who bring personal property to the school risk the possibility of damage or loss. Students will keep their cell phones in their locker and muted. Labeling of all personal belongings is highly recommended.

POSTING / DISTRIBUTION OF MATERIALS

Permission must be obtained from the school office prior to posting or distributing any written materials on campus.

TELEPHONES FOR STUDENT USE

Students are only permitted to use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from the office to use this phone. There is a three minute limit on all outgoing

calls.

If a parent needs to speak with their student, please call the office and we can locate the class that he/she is in at the time. Messages will be taken and delivered to the student or staff member as appropriate for the situation. Staff and students will only be contacted during class in the case of emergencies.

TOURS

Tours of the school can be arranged by calling the school office at (630) 708-7927.

VISITORS

*****All visitors must register at the school office.***

ADULT VISITORS

All adult visitors must register and receive identification at the school office and are subject to the Administration's approval.

STUDENT VISITORS

The following rules apply to student visitors:

1. All student visitors must register at the school office and are subject to the Administration's approval.
2. Student visitors are expected to follow all rules that apply to YCS students including technology use rules and dress code. The Administration reserves the right to keep a student visitor in the office area during a visit if any issues arise.
3. Prospective students may visit for a "shadow day" and will be assigned an appropriate YCS student to experience a day in the life of a Mustang.

ACTIVITIES AND EVENTS

ACTIVITY SCHEDULING PROCEDURES AND APPROVAL

The following School Board procedure guides scheduling of all extracurricular and co-curricular activities:

1. All school activities and fundraisers must be approved by Administration, at least three weeks in advance, in writing. For approval, sponsoring staff members must submit to the Administration a completed *Activity Request Form* with appropriate documentation attached. The form is available in the office. It is recommended that these forms be completed and submitted 60 days prior to the activity if facilities or other resource requests are being made.
2. All activities related to or sponsored by YCS during, before, and after school hours must be directly related to the purpose of the school unless otherwise approved by the Administration.
3. Events scheduled on a school night should be scheduled so the participants are home at a reasonable hour, preferably no later than 10:30 PM.
4. All extracurricular activities should be self-supporting through fundraising, donations, participation fees, or other means approved by the School Board. Such funds shall be used only for the activity for which it was designated, unless otherwise approved by the School Board and accounted for through separate accounts for each activity.
5. The School Board reserves the right to call for an income and expense statement for any group acting in the school's name, YCS.

ATHLETICS

The Yorkville Christian School (YCS) Athletics Handbook is a reference guide for coaches, student athletes, and parents, concerning the policies that govern interscholastic athletics at YCS. The coach of an athletics team reports to the Athletics Director and is primarily responsible for the compliance by his/her team members to the rules, regulations, and policies governing athletics at YCS.

The Athletics Director will administer these rules and regulations as they relate to inter-team and inter-coach relationships. Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to the standards established for the high school athletics program. This privilege may be revoked if the athlete fails or refuses to comply with the rules. It should be carefully noted that the policies and procedures detailed in the handbook reflect official decisions by the YCS Administration. Thank you for your participation in our athletics program. May God bless you as you use your God-given athletic abilities and desire to serve Him in this integral part of school life!

ATHLETICS DEPARTMENT MISSION STATEMENT

The mission of the YCS Athletics Department is to glorify God through the pursuit of excellence in athletics.

ATHLETICS DEPARTMENT PILLARS OF SUCCESS

- Christ
- Character
- Confidence
- Dedication
- Discipline
- Excellence
- Hard Work
- Knowledge
- Responsibility

OUR ATHLETES

YCS athletes should be *dedicated* in their pursuit of athletic *excellence*. Each athlete should demonstrate *hard work* in their preparation, exhibit personal *discipline*, seek *knowledge* of their sport, display *confidence*, maintain strong *character*, and remain humble regardless of the score, opponent, time, referee, or situation. The ultimate and final *responsibility* rests upon the shoulders of the student athlete, for it is the student athlete who is accountable to his/her parents, coach, and to *Christ*.

OUR PROGRAMS

We believe each individual sport at YCS should be developed into a “program.” The head varsity coach shall be responsible to provide a consistent structure and ensure that similar philosophies are implemented at all levels of the program. The program should build pride among the consistent structure and ensure that similar philosophies are implemented at all levels of the program. The program should build pride among the participants and support among the student body. Parents should be valued as partners in this process of athletic education. Off season conditioning, camps, weight training, etc., should be promoted for serious athletes. College bound athletes and their parents should receive sound counsel on their potential. All activities within an individual sports program should exemplify the school’s commitment to a Christ-like witness, and reflect the school’s athletics department policies, procedures and philosophy.

OUR COACHES

The coach is the role model for the student athlete. Coaches at YCS are the most significant components of the athletics program. They are both teachers and active participants at the same time. They have the responsibility to model Christ-like behavior and attitudes at all times. In order to be an effective coach and role model, YCS coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, be able to make adjustments during competition, and work effectively under the authority of the Athletics Director and school Administration. Our coaches take seriously the opportunity they have to mold young lives for Christ.

OUR PARENTS

Parents of student athletes have a responsibility to both their child and to the team. Without strong parental guidance and support, the student athlete will not be able to achieve his/her greatest potential and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates at all times. Parents are not coaches and learning to trust coaches is a key step to learning the value of the life lessons and experiences athletics provides. It is also important that parents honor the Lord when attending athletic events. In order for YCS's athletics program to be successful, coaches, student athletes, and parents must make a firm commitment to glorify God at all times.

OUR ATHLETICS DEPARTMENT

The YCS Athletics department is committed to:

- Preparation of student athletes for both competition and life with Christ as our model
- Discipleship of our coaches and student athletes
- Pursuit of athletic excellence
- Community Outreach
- Stewardship of resources

*****For Athletics Department expectations, practices and policies please refer to the official Athletics Handbook.***

COLLEGE DAYS (Presentations by college representatives)

Colleges and universities are only allowed to come to YCS if they have an evangelical or fundamental perspective unless otherwise approved by an administrator.

FIELD TRIPS AND APPROVED DRIVERS

Field trips need to match a stated educational objective, be planned according to the procedures established by the Administration and receive Administration approval at least three weeks prior to the trip. The preferred mode of transportation is school-owned vehicles or buses with drivers rented from local school corporations for the day. **If private vehicles are used on a**

field trip or a sports event, a *Volunteer Information and Volunteer Driver Form* with a valid driver's license and proof of insurance must be on file in the office for each driver. See the *Student/Family Forms and Documents* section of this Handbook.

A travel roster is left in the school office (or electronically with school officials before departure showing which students are traveling in each vehicle). The staff member in charge of the field trip will have a first aid kit, set of permission forms, and a copy of the roster of students riding with him or her.

MISSIONS, MINISTRY AND SERVICE PROJECTS

Students at all levels are required to participate in missions, ministry, and community service events. Monthly mission projects will be determined by the Missions Coordinator. Parents are encouraged to attend monthly mission days and serve as volunteer chaperones and drivers. Volunteers must complete the *Volunteer Information and Volunteer Driver Form*. See the *Student/Family Forms and Documents* section of this Handbook.

Participation in mission projects is a requirement of YCS Biblical Studies coursework. Failure to participate in mission projects will result in a grade of ZERO for these activities. Pre-excused absences (prior to the day of) will be given an alternate assignment for grading in lieu of the mission participation at the discretion of the course instructor.

PROM

Prom is held each spring. All high school students are encouraged to participate. Outside guests must complete the *Dance Guest Permission Form* and submit it to the office two weeks prior to the dance and prior to the purchase of tickets. The following information may be helpful:

1. It may be held at the school or another location.
2. See *Prom and Dance Dress Code and Guidelines* in the *Student/Family Forms and Documents* section of this Handbook for specific information.
3. The dance committee and staff sponsors are responsible for overseeing the preparations and program for the prom, although the Administration has final approval. An event plan and budget for Administration and then Board approval must be submitted by February 1 for the spring semester prom. Budget must reflect planned income and expenditures, including source of funds, budget for expenditures, and any special requests that will be asked of students, staff and /or families. Location must be approved by the Administration and Board.

SNOW-COMING! (YCHS HOMECOMING)

Snow-Coming is held each fall around the end of fall sports and the beginning of winter sports. All high school students are encouraged to participate in the dance and spirit week. Outside guests must complete the *Dance Guest Permission Form* and submit it to the office two weeks prior to the dance and prior to the purchase of tickets. The following information may be helpful:

1. It will be held at the school.
2. See *Prom & Dance Dress Code and Guidelines* in the *Student/Family Forms and Documents* section of this Handbook for specific information.

3. The dance committee and staff sponsors are responsible for overseeing the preparations and program for snow-coming, although the Administration has final approval. An event plan and budget for Administration and then Board approval must be submitted by October 1 for the snow-coming dance. Budget must reflect planned income and expenditures, including source of funds, budget for expenditures, and any special requests that will be asked of students, staff and /or families. Any location change must be approved by Administration and Board.

FUNDRAISING

Fundraising is an important part of the yearly budget, especially for extracurricular activities. The school acknowledges the burden this can place on parents and students and seeks to limit requests of fundraising on the family.

Fundraisers by student organizations, sports teams, and other special interest groups must be scheduled with and approved by the Administration and have a designated beneficiary/purpose and financial goal. It is suggested that plans should be submitted to the Athletics and Campus Director 60 days prior to the start of the event. Promotional materials, clearly stating the purpose/beneficiary, budget and financial goal of the fundraiser, should be presented to the Administration for approval at least three weeks prior to distribution. The school's name and/or logo cannot be used in connection with a fundraiser unless the Administration has approved it.

PARENT VOLUNTEERS

Parent volunteers are a very valuable resource at YCS, and volunteering is an important way that parents can partner with YCS in their child's education. Parents are encouraged to help with mission days, sporting events, other extracurricular activities and with fundraisers. Parents can enlist in the Parent Ambassador program if they wish to become even more involved in volunteering. They are asked to sign in and out at the office and wear a nametag for security reasons. Volunteers also must fill out a *Volunteer Information and Volunteer Driver Form*. Volunteer drivers must complete a *Volunteer Information and Volunteer Driver Form* and have a photocopy of their current driver's license and insurance card on file in the office prior to driving students on school-approved trips. See the *Student/Family Forms and Documents* section of this Handbook.

PHOTOGRAPHS AND YCS PHOTO RELEASE

In order to respect the privacy of all students and families, NO photographs from classroom or school activities should be posted on a student's, employee's, or parent's social media account, such as, but not limited to, Facebook, Twitter, Instagram, YouTube, without express written permission of the Administration or Director of Outreach and Enrollment.

Enrollment at YCS indicates that families agree to the general use of a student's image and likeness for promotion/explanation of YCS academics and activities. *Please notify the office in writing to opt out of this policy.*

RECONCILIATION PROCESS

CONFLICT RESOLUTION

We encourage students and parents to follow the principles in Matthew 18:15-17. If you have a problem with another person, go directly to that parent, student, or employee to explain your concerns. If the issue is not resolved, please utilize the steps contained in the *Grievance Procedure* contained in this Handbook to process your complaint.

GRIEVANCE PROCEDURE

The School Board strives to offer the highest quality education in a Christian environment. The Board desires that complaints brought by students, parents, or employees be resolved through a fair and equitable process. Therefore, the procedure outlined below should be followed to promote the effective processing of grievances.

COMPLAINTS

Individuals are encouraged first to try to resolve the matter with the individual(s) involved. If, however, that is unsuccessful or not appropriate based on the situation, the Complainant shall notify the Principal for assistance in resolving the matter. If, however, that is unsuccessful or not appropriate based on the situation, the Complainant shall avail him or herself of this grievance procedure. The Complainant shall notify the Principal or Athletics and Campus Director either verbally or in writing. If the situation involves the Principal or Athletics and Campus Director, the Complainant shall notify a Board member either verbally or in writing.

INFORMAL RESOLUTION

The Principal or Board member will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

FILING A FORMAL COMPLAINT

The Complainant who wishes to avail him or herself of this grievance procedure may do so by filing a formal complaint with the Principal or Board member after attempts at an informal resolution have not been successful. The Principal or Board member may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the Complainant. The Principal or Board member shall assist the Complainant as needed.

INVESTIGATION

The Principal or Board member will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Principal or Board member will notify the parents that they may attend any investigatory meetings in which their child is involved.

The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant or by the Complainant's parent if the Complainant is under the age of 18 years. The identity of any witness may remain confidential at the discretion of the Principal or Board member unless required to be disclosed by law. The identity of any student witnesses will not be disclosed

except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent of the student witness or by the student if the student is 18 years of age or older.

The Principal, Board member, or designee will endeavor to complete the investigation within a reasonable period of time (e.g., 30 school days) and will keep the Complainant apprised of the status of the investigation and any extensions required to fully investigate the complaint.

DECISION

The Principal or Board member shall notify the Complainant and the accused in writing of the outcome of the investigation within five calendar days of completing the investigation. The Principal or Board member also may, to the extent appropriate to do so, notify any others who have a legitimate need to know of the outcome of the investigation.

APPEAL

If the Complainant or the accused is not satisfied with the outcome of the investigation, he or she has the right to bring concerns to the Board after making a written request to the Board within five calendar days of being notified of the outcome of the investigation by the Principal or Board member. The Board member shall promptly notify the Board of the appeal.

Within 30 calendar days, the Board shall make its decision to affirm, reverse, or amend the Principal or Board member's decision or direct the Principal or Board member to gather additional information. Within five calendar days of the Board's decision, the Board shall inform the Complainant and the accused of the decision. The decision of the Board shall be final.

CONFIDENTIALITY

Complaints, information disclosed and learned during the investigation, and the decision will be kept confidential to the greatest extent possible. This generally means that the information disclosed by the Complainant, the accused, and witnesses in the complaint and during an investigation will be held in confidence and will be disclosed to others only if needed to fully investigate and resolve the complaint. To the extent that it would be appropriate to do so, the Principal or designee will inform the Complainant and any others who have a legitimate need to know of the investigation, the outcome of the investigation, and, if there is an appeal, the decision of the Board.

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PARENT AND STUDENT STATEMENT OF COOPERATION

As parent(s) of a student at YCS, we/I hereby pledge and agree to use every effort to aid YCS in its endeavors and objectives. Our/my signature certifies that we/I have reviewed and discussed the policies and procedures in the Student and Family Handbook with our student(s) and agree to abide by all school policies, which we acknowledge may be amended from time to time.

Family Name: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name (printed): _____

Parent or Guardian Signature: _____

Date: _____

Student Name (printed): _____

Student Signature: _____

Date: _____

Student Name (printed): _____

Student Signature: _____

Date: _____

Student Name (printed): _____

Student Signature: _____

Date: _____

Student Name (printed): _____

Student Signature: _____

Date: _____

STUDENT/FAMILY FORMS AND DOCUMENTS



YORKVILLE CHRISTIAN SCHOOL

2024-25 Tuition Rate

Tuition calculations are based upon the cost of education for each student, which includes the cost of all academic programs, facility and grounds operation/maintenance, and administration. The Tuition Scale is based on the number of students in your household attending YCS. (Extracurricular, parking, senior fees, yearbooks, school supplies, dual-credit courses, clubs, sports and activities may incur additional charges per student.)

Single Student - \$9,785

Multi-Student Families

Multi-Student Family – Child 1	\$9,785
Multi-Student Family – Child 2	\$7,785
Multi-Student Family – Child 3	\$5,785
Multi-Student Family – Child 4	Free

YORKVILLE CHRISTIAN SCHOOL

Enrollment Intention and Deposit

School Year _____

Family Name _____

Introduction

Re-enrollment should be completed prior to March 15 to ensure a spot for the next school year. Re-enrolling families with documents fully completed by March 15 will receive a \$250 tuition credit per student for the next school year.

It is our intent to re-enroll the following students for the next school year:

Student Name, grade, date of birth	Deposit Amount	
_____	\$ _____	Cash, Credit, Ck # _____
_____	\$ _____	Cash, Credit, Ck # _____
_____	\$ _____	Cash, Credit, Ck # _____

***Tuition Assistance Requested?** (amount to be determined) Yes _____ No _____

Check yes to begin application for tuition assistance. Tuition Assistance Policy and Application Forms are included in the packet, to be completed and returned by [INSERT DEADLINE], only if requesting assistance.



YORKVILLE CHRISTIAN SCHOOL

Tuition Assistance Policy and Application

****ALL TUITION ASSISTANCE IS SUBJECT TO AVAILABILITY OF ASSISTANCE FUNDS****

Yorkville Christian School Tuition Assistance Application Form

Family Name _____

1. Student Name(s) _____
2. Dollar Amount of Tuition Assistance being requested _____
3. Father's Name _____ Mother's Name _____
 Employer _____ Employer _____
 Occupation _____ Occupation _____
 Self-employed? Yes No Self-employed? Yes No
4. List Dependents other than children being registered: **Attach separate document if necessary.**

Name	Relationship	Age

5. Total Annual Income \$ _____ (Form 1040 **Adjusted Income on page 1 of 1040**)

I am a mother or father applying for tuition assistance and living with my parent(s) Yes No
 Income received from:*

Workmen's Compensation	\$ _____	Included in Above	Yes No
Social Security Payments	\$ _____	Included in Above	Yes No
Child Support Payments	\$ _____	Included in Above	Yes No
DCFS & Other Gov't Assistance	\$ _____	Included in Above	Yes No
Grandparents/friends of child enrolling	\$ _____	Included in Above	Yes No
Other	\$ _____	Included in Above	Yes No

6. FOR PASTORS:

Housing Allowance (if personally owned home)	\$_____	Included in Above	Yes	No
Fair Rental Value for Parsonage	\$_____	Included in Above	Yes	No

7. Indicate any significant decrease in your income for current year here:

Anticipated Total Income: _____ ***Attach a separate document to explain in detail.***

8. Exceptional Expenses to be considered: ***Attach a separate document to explain in detail.***

**Should parents be separated or divorced, then both parents financial documentation needs to be submitted.*

Signature Page to Follow

Signature Page

By my signature, I am indicating that:

- I have read, understand, and agree to abide by the Tuition Policy.
- I acknowledge that payment in full of any prior year’s tuition commitment is required by July 1. If I am unable to pay total prior balance, I must submit a signed, written plan for approval by the Board before August 1. Otherwise, my child(ren) may not be admitted to start school the coming fall.
- If my account is not current, I understand that my child(ren) may not be permitted to receive semester grades, attend classes/activities, or participate in graduation.
- I understand that my student’s official transcript will not be transferred to another school until my tuition account has been paid in full.
- I understand that official and unofficial transcripts and graduation diplomas will be withheld for the graduating student until all unpaid tuition and fees are received.
- I understand that any late payments or payments returned for non-sufficient funds will have a fee added to the tuition account.
- I will supply accurate information as requested during the enrollment process, including Federal Income Tax information if requesting tuition assistance.
- I will sign the Continuous Enrollment and Tuition Agreement and abide by such.
- I understand that the terms of specific tuition assistance and confidential and discussion with third parties may result in withdrawal of the assistance.

I am able to meet the obligation based on the selected payment schedule that I have set forth in the Enrollment and Tuition Contract during the enrollment process and do hereby agree to do so.

Parent/Guardian Printed Name(s): _____

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Signature: _____

Date: _____

Yorkville Christian School Staff Member Present for Completion of Forms:

Director of Resource Development

Signature: _____

Date: _____



For Office Use:

Date Received _____ All Documents Complete & Submitted Yes No
 Items Needed: 1040 Schedule C Schedule E Signatures
 Date Complete _____ Date Approved _____
 Notification Date _____



YORKVILLE CHRISTIAN SCHOOL

Dance Dress Code and Guidelines

GIRLS DRESS CODE - GENERAL

Dresses and skirts must be at modest length, including slits (no more than four inches from the floor when kneeling). No strapless dresses unless a cover up (jacket, sweater, shawl) is also worn at all times. The neckline of a dress, top or gown must be cut in a modest way without showing cleavage. At no time should the midriff (navel) be showing. The cut of a dress in the back and sides must not be cut below the elbows.

BOYS DRESS CODE - GENERAL

Young men are expected to wear formal prom attire that would include a tuxedo, suit with a tie, or sports coat and slacks with a tie. Shirts are to be worn at all times.

MISCELLANEOUS DRESS CODE

- Undergarments should not be visible.
- See-through apparel is not permitted.
- Also refer to the Dress Code section in the Student Handbook.

DANCE

Appropriate physical contact only- Sexually suggestive dancing will not be permitted.

No straddling legs.

No bending over.

No grinding.

No inappropriate touching.

No overt and/or prolonged public displays of affections.

Both feet on the floor.

Hands on waist or shoulders only.

**If you are bringing a date from another school, it is your responsibility to make him/her aware of our dress code policy. This criteria will be strictly adhered to. Snow-Coming Dance is less formal, however the dance dress code for modesty and apparel still applies. Prom is a formal dress and special night for YCS students. Any students or guests not appropriately dressed for any school dance will be turned away at the door. If you have questions concerning your particular selection, it is your responsibility to seek prior approval from the Administration.



YORKVILLE CHRISTIAN SCHOOL

Yorkville Christian High School Dance Guest Permission Form

The individuals from other schools are required to complete a Guest Permission Slip and return two weeks before the scheduled dance. All students bringing a non-YCS student must complete this form BEFORE purchasing a prom ticket for a guest. YCS dances are limited to YCS students and guests under the age of 21. Incomplete or late forms will not be accepted. Outside guests need to follow the same dress requirements as YCS students attending the dance. Prom is a formal and requires modest and appropriate dress for such an occasion. Please refer to the dance policy and dress code (provided with the sale of each ticket) for further details. All guests must present a picture ID to get into the prom.

YCS STUDENT INFORMATION

Name: _____
Grade: _____ Name of parent/guardian: _____
Parent/guardian phone #: _____

GUEST INFORMATION FOR HIGH SCHOOL STUDENT **Attach a copy of his/her school ID**

Name: _____ Parent/Guardian phone #: _____
Address: _____
High School: _____ School Administrator: _____
Administrator signature: _____ School Phone: _____

GUEST INFORMATION FOR NON-HIGH SCHOOL STUDENT, BUT UNDER AGE 21 COPY OF HIS/HER DRIVER'S LICENSE MUST BE ATTACHED COLLEGE IDs WILL NOT BE ACCEPTED

Name: _____ Phone #: _____
Address: _____
College attending, if any: _____ Place of employment: _____

BY SIGNING THIS LETTER, I AGREE THAT I AM RESPONSIBLE FOR MY GUEST AT THE DANCE AND THAT IF MY GUEST DOES NOT COMPLY BY THE RULES STATED IN THE YCS HANDBOOK, I WILL ALSO BE HELD ACCOUNTABLE AND FACE DISCIPLINARY ACTION.

Signature of YCS student: _____
Signature of YCS parent/guardian: _____
Signature of guest student: _____
Signature of guest's parent/guardian: _____
Date: _____



YORKVILLE CHRISTIAN SCHOOL

INCIDENT / ACCIDENT / INJURY REPORT FORM Student / Visitor / Staff (CIRCLE ONE)

NAME _____ TODAY'S DATE _____

ADDRESS _____ EVENT DATE & TIME _____

PHONE(S) _____

EMAIL ADDRESS _____

TO WHICH SCHOOL OFFICIAL WAS THE EVENT REPORTED _____

WHAT TIME WAS THE EVENT REPORTED TO SCHOOL OFFICIAL _____

DESCRIPTION OF EVENT _____

Continue on the back if necessary.

Description of injury, if any; including any first aid administered by YCS personnel _____

Were any non-campus services called, (e.g. fire, police, ambulance)? If yes, please describe:

Describe any follow-up action required at this time _____

To the best of my knowledge, all the information on this form and any attachments(s) are complete and accurate:

Student / Visitor Signature: _____

OFFICE USE ONLY _____

Date: _____ **Staff member accepting report:** _____

Comments: _____



YORKVILLE CHRISTIAN SCHOOL

STUDENT VEHICLE REGISTRATION FORM

Student Name: _____ **Grade:** _____

(List all plates for which permit is being purchased)

1. Vehicle Make/Model: _____ Color: _____

License Plate #: _____

2. Vehicle Make/Model: _____ Color: _____

License Plate #: _____

Guardian Certification: I, _____ (guardian's name), certify that I am the legal guardian of _____ (student's name) and that he / she has met all of the local, state and federal requirements necessary to drive to and from school.

Parent Signature: _____ **Date:** _____

\$35.00 Fee (\$10 each additional vehicle) Cash _____ Check # _____ Rec'd By _____

STUDENT PARKING PROCEDURES

Student drivers must be registered and have a parking tag visible to drive to school. To register, these items must be submitted to the main office:

- This completed registration form
- The registration fee

Students parking on campus without a tag will be subject to disciplinary action and permanent suspension of driving/parking privileges. Students are to park only in designated paved and striped parking areas and ONLY in their designated numbered spot. Video surveillance is continuously employed and monitored in parking lots / driveways.

This privilege may be permanently revoked with no refund for any of the following reasons:

1. Disregarding the traffic pattern established for arrival and dismissal, including going the wrong way in areas designated as one-way.
2. Parking in areas for parents, visitors, or staff after being warned once.
3. Not registering the vehicle with the school office and/or displaying his/her assigned parking permit.
4. Not obeying the 10 MPH speed limit on campus.
5. Driving on campus in a reckless manner, including tailgating, racing, surfing, spinning or irresponsible behavior that could endanger self or others. Drivers should act with caution and good sense at all times.
6. Driving to school is indeed a privilege and may be permanently revoked at any time. It is imperative that all local, state and federal laws are adhered to by students while driving to and from school.

Student Signature: _____ **Date:** _____

Office Use: Date turned in _____ Tag #(s): _____ Issued By: _____



YORKVILLE CHRISTIAN SCHOOL

VOLUNTEER INFORMATION AND VOLUNTEER DRIVER FORM

FIRST NAME: _____

LAST NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: _____ E-MAIL: _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT PHONE NUMBER: _____

I am interested in volunteering for:

- Field trip driver (additional forms apply below)
- Sporting Events, specify position _____
- Parent Ambassador
- Mustang Greeter (facility supervision)
- Special Event or Other, please specify: _____

Volunteer Certification: My signature below indicates that I have a copy of and have read and understand the YCS Student and Parent Handbook and certifies that I am familiar with policies and procedures, especially those pertaining to student behavior, discipline, conduct, incident and injury reporting, abuse and reporting of such. I further certify that if I am driving for a field trip, minimum State of Illinois insurance limits have been met and are in effect.

Volunteer Signature: _____

YORKVILLE CHRISTIAN FIELD TRIP DRIVER INFORMATION

To register as a field trip driver, submit these forms to the main office:

- This completed registration form
- A copy of your driver's license and insurance card

Vehicle Make/ Model: _____ Color: _____ License Plate #: _____

My vehicle holds _____ students in seat belts.

Volunteer Driver Signature: _____ Date: _____

updated information must be placed on file in school office each new school year



YORKVILLE CHRISTIAN SCHOOL

SCHOOL MEDICATION AUTHORIZATION FORM

To be completed by the child's parent or guardian. A new form must be completed every school year. To be kept in the main office.

Student's Name: _____ Birth Date: _____

Address: _____

Phone: _____ Emergency Name & Phone: _____

Grade: _____ Homeroom Teacher: _____

Medication must be provided in original prescription bottle.

Physician's printed name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication Name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Is it necessary for this medication to be administered during the school day? Yes or No

Expected side effects, if any: _____

(parents must complete second page)

For only parents/guardians of students who need to carry asthma medication or an Epi-pen.

I authorize the school and its employees and agents to allow my child or ward to possess and use his or her asthma medication and or epinephrine auto-injector: while in school, while at a school sponsored activity, while under the supervision of school personnel, or before or after school activities, such as while on school property. Illinois law requires the school to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector. (105 ILCS 5/22-30).

If you agree, please initial _____

For all parents/ guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Yorkville Christian School and its employees and agents, on my behalf, to administer or attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the school) lawfully prescribed medication in the manner described above. I acknowledge that it may become necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I agree to indemnify and to hold harmless Yorkville Christian School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or out of the child's self-administration of medication.

Parent / Guardian Printed Name

Parent / Guardian Printed Name

Parent / Guardian Signature & Date

Parent / Guardian Signature & Date



YORKVILLE CHRISTIAN SCHOOL

STUDENT BEHAVIOR/BULLYING INCIDENT REPORT

Date of Incident: _____ Time of Incident: _____ Repeat Infraction: _____

Location(s) of Incident: _____

Name of Alleged Victim(s): _____

Name of student(s) with behavior issue: _____

Name(s) of witnesses & bystanders: _____

Description of Incident / questionable behavior:

Reported by: _____

Was there any physical evidence? _____ If yes, please explain:

Actions Taken (see Student & Staff Handbooks for guidelines):

Parent Contact Date & Time & Who made contact:

Result of Parent Contact: _____

Today's Date: _____ Reported by: _____ Signature: _____

**** please see Administration for Student Behavior / Bullying Incident Follow-Up Form****



YORKVILLE CHRISTIAN SCHOOL

STUDENT INFORMATION & EMERGENCY CONTACT FORM

Student's Name: _____ Birth Date: _____ Grade: _____

Home Physical Address: (NO PO Boxes) _____

Home Mailing Address: _____

City, State, Zip Code: _____

Guardian 1 Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Home E-Mail: _____ Work E-Mail: _____

Guardian 2 Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Home E-Mail: _____ Work E-Mail: _____

Describe any physical or medical needs of which you are aware: _____

Please list any allergies (food, drug, insect, environmental, etc.): _____

What is your child's reaction? _____

What treatment is necessary? *(for all medication to be dispensed at school - Medication Authorization Form must be on file in Main Office):*

EMERGENCY CONTACT INFORMATION:

Person to contact in an emergency if parents cannot be reached:

Name: _____ Relationship: _____

Phone 1: _____ Phone 2: _____

My signature below gives permission for YCS school staff to act on behalf of the family, if guardians or emergency contacts cannot be contacted or are not present.

Parent/Guardian Signature:

Parent/Guardian Signature:



YORKVILLE CHRISTIAN SCHOOL

EXTENDED ABSENCE REQUEST FORM

Student's Name: _____ Grade: _____

Extended Absence Dates Requested: _____

Purpose of Absence: _____

List class schedule: *(student must obtain teacher's approval for each class prior to submitting form to office)*

<u>PERIOD</u>	<u>CLASS NAME</u>	<u>TEACHER</u>	<u>TEACHER'S INITIALS</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Homeroom _____

List all planned sports or activities that will be missed during the extended absence: _____

CONTACT INFORMATION: *(Parent or guardian to contact in regard to absence request)*

Name: _____ Relationship: _____

Phone 1: _____ Phone 2: _____

My signature below confirms understanding of the Yorkville Christian School Attendance Policies and how they relate to excused and unexcused absences. (Refer to Student Handbook Attendance Policies Section).

Parent/Guardian Signature:

Parent/Guardian Signature:



YORKVILLE CHRISTIAN SCHOOL

COLLEGE VISIT REQUEST FORM

Student's Name: _____ Grade: _____

College Visit Dates Requested: _____

Name & Address of College: _____

Contact Information for College Representative

List class schedule: *(student must obtain teacher's approval for each class prior to submitting form to office)*

<u>PERIOD</u>	<u>CLASS NAME</u>	<u>TEACHER</u>	<u>TEACHER'S INITIALS</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Homeroom _____

List all planned sports or activities that will be missed during the college visit: _____

CONTACT INFORMATION: *(Parent/Guardian to contact in regards to absence request)*

Name: _____ Relationship: _____

Phone 1: _____ Phone 2: _____

My signature below confirms understanding of the Yorkville Christian School Attendance Policies and how they relate to excused and unexcused absences. (Refer to Student Handbook Attendance Policies Section).

Parent/Guardian Signature:

Parent/Guardian Signature:



YORKVILLE CHRISTIAN HIGH SCHOOL
2001 WHITEKIRK LANE
Yorkville, IL 60560

TO: YCHS Attendance

RE: College Visit

Date of Visit

COLLEGE VISIT The student named below has indicated that he/she has scheduled an appointment with the admissions office of your school.

STUDENT _____

Please place your signature and school seal in the area indicated below, so that this may be an excused absence. Thank you!

NAME OF COLLEGE _____

COLLEGE REPRESENTATIVE'S SIGNATURE _____

****written documentation from College must be received upon return from visit for student's absence to be recorded as an excused absence / school approved activity, otherwise the absence will count toward allowed regular excused absence, provided that the college visit request form was completed in advance of the visit .****



YORKVILLE CHRISTIAN SCHOOL

ADD/DROP FORM

*The last day to submit a drop/add form will be five days after the first day of classes.

*Submitting this form does not guarantee the request.

Student's Name: _____

I would like to drop the following class:

Specify the reason:

Faculty Signature

I would like to add the following class:

Specify the reason:

Faculty Signature

Student Signature
