

# ***YCHS Student/Parent Handbook***

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# Introduction

Yorkville Christian High School (YCHS) is dedicated to providing students with an environment where they are empowered to impact the world. Young adults will engage in thriving academics and be energized through hands-on learning, competitive athletics, as well as purposeful clubs and activities, all while connecting with God. Teens will experience agriculture, construction, engineering, technology and biblical leadership in addition to traditional coursework.

At YCHS, we're not just dedicated to our students' success in high school, but their success after graduation. Whether students choose college, technical school or the workforce, YCHS prepares them to become marketplace leaders.

## OUR VISION

ENERGIZE | EDUCATE | IMPACT THE WORLD

## School Verse

The horse is made ready for the day of battle, but the victory belongs to the Lord.  
Proverbs 21:31

# Philosophy of Rules

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 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.

# Open Door Policy

We encourage you to call, email, or stop in to talk to the administration at any time. If you have questions, concerns, or ideas, we would like to talk to you. It is often through the input of a student or a parent that problems come to light and we, then, can work towards solving them.

We also encourage you to follow the Matthew 5 and 18 principles if you have a problem with another person. Go directly to that parent, teacher, or staff member to explain your concerns. If the issue is not resolved, go to the next step until you feel you have been heard and the problem has been solved.

Those steps, in order, would be the principal (or Dean of Students), then the superintendent, and then the chairman of school board who can bring issues to the entire board. Please submit issues to the chairman for the entire school board and not to individual school board members, as the board only acts as a collective unit.

## **Statement of Faith**

- We believe the Bible to be the inspired, the only 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 whose 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.

## **Affiliation, Accreditation, and Structure**

### **Affiliation**

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

### **Accreditation/State Recognition**

We are currently working on state recognition with the Illinois State Board of Education (ISBE).

### **Structure**

The administration lead the school and serves under the guidance of a school board. The board is the chief policy-making body of the school, and they usually meet once a month.

### **Facilities**

Yorkville Christian High School is located at 1213 S. Bridge St. in Yorkville. The future site of the school will be in Yorkville at the corner of Illinois Route 126 and Ashley Road (7525 Ashley Rd, Yorkville, IL 60560).

## **Faculty Qualifications**

The administration and school board carefully screen prospective faculty and staff. 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, or have professional experiences that would qualify them to excel in educating students. State licensure of teachers is preferred and encouraged.

## **Non-Discrimination Statement**

It is and shall be the policy and practice of Yorkville Christian High School School, in the admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant's race, color, gender, nationality, ethnic origin, age, or handicap. The school will abide by all applicable case law, including *Plyler v. Doe (1982)*.

# **Academic Policies & Information**

## Adding and Dropping Secondary Classes

- a. Students may not **add** a class after the **second week** of the semester. Exceptions will be made only for transfer students or recommendations made by a faculty member or superintendent.
- b. A student may drop a class prior to the beginning of the fifth week of the semester. If the student drops the class before or by the end of the fourth week of the semester a WP (withdrew passing) will be given. If dropped anytime on or after the first day of the fifth week of the semester, a WF (withdrew failing) will be noted on the permanent record.
- c. Students may not drop a class without adding another class if doing so would:
  - Give the student more than two study halls.
  - Give the student less than five core subjects (lower in junior and senior year due to earned requirements).
- d. A request to drop a class must be initiated by the parent/guardian to the administration and have administrative approval.

## Class Ranking

YCHS does not rank the students of graduating classes, except for Valedictorian and Salutatorian, because the classes are small. 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 for six semesters in order to be considered for Valedictorian or Salutatorian**

## Grading Procedures

The purpose of the YCHS 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 high school administrator establishes the minimum number of grades required for establishing a quarterly grade in each subject area at the 9-12 levels.
2. A numerically based percentage system is used for establishing quarter and semester grades and is recorded on the quarterly report card.
3. 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 quarterly report card.
4. A GPA (grade point average) is used in the computation of semester and cumulative semester averages for high school level classes offered for credit

## Grading Scale

Letter Grade	Percentages	GPA (Honors GPA)
A	92 - 100	A = 4.0 (4.5)
A-	90 - 91	B = 3.0 (3.5)
B+	89	C = 2.0 (2.5)
B	82 - 88	D = 1.0 (1.5)
B-	80 - 81	F = 0.0 (0.0)
C+	79	
C	72 - 78	
C-	70 - 71	
D+	69	
D	62 - 68	
D-	60 - 61	
F	Below 60	

## **Curriculum and Textbooks**

The following board procedures outline the purpose and intent of the YCHS curriculum and textbook adoption. The scope and sequence for each subject area as well as detailed course descriptions and the forms required for textbook adoption may be found in the curriculum guide.

1. The philosophy of YCHS must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.
2. All curriculum development will be an outgrowth of the philosophy of YCHS
3. YCHS textbooks are provided to its students through the annual book fee. All textbooks, consumable and non-consumable, are and remain the property of the school.
4. 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.
5. For the purchase of new textbooks or curriculum, the administration will appoint a textbook adoption committee. They will screen potential textbooks to determine how closely they align with Yorkville Christian's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria. As a Christian school, it is the board's preference that Christian textbooks be used for every class and subject whenever possible.
6. It is expected that teachers will strictly adhere to the subject content of their curriculum and only use materials that support the philosophy and objectives of the school. This does not mean that topics of varied interest cannot be discussed, but primary attention is to be paid to the official curriculum.
7. Normally, decisions for selecting appropriate books, magazines, and other supporting materials for the school library are made by the staff. The administration and/or school board may become involved if necessary.

## **Home School Policies**

YCHS is committed to helping and assisting home schooling parents whenever possible. The following policies apply:

1. Parents need to follow procedures outlined by the administration in order to apply for student admission to classes, or to participate in co-curricular activities.
2. Yorkville Christian does not loan out testing or curriculum materials to home school parents.
3. Home school students may participate in field trips and other special activities as long as they provide the following:
  - A written permission slip for that activity
  - An emergency medical release form in the possession of the activity supervisor
  - A signed waiver of liability that will bear the cost of personal injury expense and not hold the school liable for any damages
  - The cost or fee paid for the activity
4. Some teachers may also require the student's parent to attend the field trip.

# Homework

## Philosophy

Homework is an important aspect of the educational experience. It reinforces the lessons covered in class and can bring the home and school closer together by facilitating parent understanding of topics taught at school. Homework should assist and improve learning, as well as strengthen skills and understanding gained in the classroom. It allows teachers and students to cover more content and to foster student initiative, independence, study habits, and responsibility. Tests and projects are generally weighed more heavily than a daily assignment by most teachers.

## Level of Homework

The level of homework experienced by each student obviously varies with the student's ability, personality, and motivation, as well as the variety of concepts and teaching methods being used at any one time by teachers covering six to eight different subjects. Since homework usually goes beyond the routine of daily assignments and includes such things as research papers, major tests, outside reading, and special projects such as science fair, a level of coordination and cooperation among departments and teachers is expected.

The "rule of thumb" for homework is the grade multiplied by 10 minutes. For example, 12<sup>th</sup> grade x 10 minutes could be 2 hours per night. Most students will have opportunities to complete homework in study hall or during class. Students are encouraged to use this time wisely to reduce the amount of work that needs to be done at home. The goal is to give the students the opportunity to learn time management at an early stage, and to become involved in the learning process.

## General Homework Policies

1. All homework assignments are due at the beginning of the period
2. Late work may be accepted for credit with a 10% reduction in grade per day penalty at the teacher's discretion.
3. If a student is absent, it is his/her responsibility to find out what he/she missed. Parents may call the school before 8:00 a.m. **after the second day of an absence** to request homework assignments. They will be ready for pick up **in the school office foyer** after 1:30 p.m. **They can not be delivered to a sibling or carpool friend in another classroom.**

# Honor Roll

## Honor Roll

- Honor Rolls are computed at the end of each quarter and are to be turned in to the secondary administrator by the end of the third working day.
- Honor Rolls will be figured by averaging the A, B, C, D, F grade numerical equivalent.
- There is a High Honor Roll (3.6) and an Honor Roll (3.0), which are described below.

### High Honor Roll Requirements:

1. No grade below a B (3.0), even in subjects that are not used to figure the honor roll.
2. No incompletes remaining for the semester.
3. Average grade must be 3.6 or above (no rounding).

### Honor Roll Requirements:

1. No grade below a C (2.0), even in subjects that are not used to figure the honor roll.
2. No incompletes remaining for the semester.
3. Average grade must be 3.0 or above (no rounding).

## Incomplete Grades

"I" or an incomplete grade is given for quarter grades that are incomplete due to absences or extreme circumstances at the time of the issuance of the report card. **An incomplete grade must be made up within one week after the end of the marking period or it becomes an F on the report card.**

## Independent Study

- Yorkville Christian will not endorse or approve Independent Study Courses that conflict with the philosophy and objectives of the school.
- Independent Study courses may be taken to make up a deficiency in requirements for graduation, for personal interest, or for enrichment.
- Independent Study Courses may not be taken in place of the same course offered at Yorkville Christian if the student has the opportunity to take the course here at school.
- All Independent Study Courses are contracted and paid for by the student.
- Yorkville Christian sets the guidelines for length of the course, credit to meet our requirements, testing proctors, and testing site.

## Late Assignments

*Late work may be accepted for credit with a 10% reduction in grade per day penalty at the teacher's discretion.*

## Make-up Work

Make-up work is only allowed if the student has an excused absence. Students are allowed a make-up day for each absence up to five days. Special circumstances, such as a prolonged illness, may require more time. An appeal to the administration for approval is necessary.

If a student has an excused absence the day before an assigned test date, the teacher can still require him to take the test on that day. The same policy applies if a student is absent for half of the test date. For example, if the test is given in the morning and the student has an excused absence for the morning, the teacher can still require him to complete the test before the day is over.

*Note: Although teachers have the right to require a student to take a test on the original test date; teachers may use their discretion to give students additional days to take the test if the teacher sees fit to do so.*

## Outside Jobs or Education/Training During School Hours

Seniors are required to take a minimum of four classes per semester. Parents whose children choose to leave during the school day for work or college courses must sign a waiver available from the School Office.

## Retention Policy

It will be the right of the school to retain a student in a particular grade if it is determined to be in his/her best interest. Each case will be reviewed thoroughly by the student's teacher, parents, and the administrator. The administration may be asked to make the final decision. Factors to be weighed include standard achievement test scores; academic performance in the classroom; physical, emotional, or social development; and family relationships. Parents are to be given ample notice during the course of the year that the student's achievement and/or development are of concern. In general, retention will be considered more readily in the lower grades than in the upper grades, unless the student is transferring from another school and would not be successful without repeating the grade just completed.

## Student Records and Transcripts

The following procedures will be followed concerning student records:

1. Student cumulative folders are kept in the school office in fireproof cabinets and are filed by grade level. They contain the student application forms from each year; medical records such as immunizations, physical, and injury reports; testing reports; and discipline reports.
2. Permanent record cards are kept in a separate grade level file in front of the individual student files for that grade. These cards are used to record the student's attendance and grades at the end of each year.
3. Parents may have access to his/her child's records after a written request has been submitted to and approved by the school superintendent, in accordance with federal and state law.
4. Social workers may have access to a student's records with signed parental or superintendent approval and in accordance with state law.
5. No records are to be transferred to another school until a withdrawal form is complete **and** all financial obligations to the school are paid in full.
6. Transcripts for seniors are sent for free to colleges where a student has applied. When the student graduates, a complete transcript will be sent to the college where the student has been enrolled.
7. Any time a teacher or parent becomes aware of 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.
8. Transcript and/or records request for any current or former student must be cross-checked with the Illinois State Police missing persons list prior to dissemination.

## Transfer Students

Students (homeschool or any other school) who transfer into YCHS are held to the same credit requirements as current students. The only exception is Bible class, in which past credits missed will not have to be made up, students are placed in the grade-level class and are required to take Bible until graduation.

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

Proof of credits and grades is required upon acceptance to determine eligibility for graduation in a specific diploma program. Handwritten records will be accepted from home-schooled families unless the student's work reflects an insufficient knowledge of the subject. In that instance, a course may have to be repeated to insure the student's success in subsequent classes.

## Withdrawal from YCHS

In order to properly withdraw from school, the parents/guardian 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 athletic 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. **No records will be transferred until the school bill has been paid and all school property has been returned.**

# **School Procedures**

## Arrival (Drop Off) and Dismissal (Pick-Up)

The YCHS school day runs from 7:30AM-1:35PM. Students registered for the “Performance Hour” will engage in their respective activity from 1:45-2:45PM. Student drivers will transport themselves to their location, while students without the use of an automobile will be transported to their destination by a YCHS staff member. Parents must sign a waiver/release form for their student to be transported. Parents should pick up their child at their specific location at 2:45PM, unless otherwise noted by YCHS administration.

## Assemblies

Periodically, special assemblies will be called by the school administration. All students and faculty are required to attend. Students are not to leave school during chapel or special assemblies without prior permission; appointments should be scheduled for other days and times.

## Attendance Policies and Extended Absence Requests

### General

YCHS believes attendance is vital to a successful educational experience. 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 if it does not fit into the following generally accepted categories:

1. Personal illness of a student or a doctor’s visit
2. Death or emergency within the family
3. A pre-approved extended absence for family vacation or college visitation for juniors and seniors
4. Adverse weather conditions

### Daily Absence

1. Arrival is encouraged between 7:15-7:25 AM.
2. If a student arrives between 11:00-12:00 PM, he is **absent one-half day**.
3. If a student arrives after 12:00 PM, he is **absent a full day**.
4. If a student leaves for the day before 11:00 AM, he is **absent a full day**.
5. If a student leaves after 1:00 PM, he is not counted as absent.

### Unexcused Absences

An unexcused absence is an absence that the school does not consider legitimate or where the school’s attendance policy has not been followed. The penalty is that work cannot be made up, including homework, tests, and other assignments that will be graded. The following are examples of unexcused absences:

1. Family vacations that did not receive prior approval, are not with the student’s immediate family, or exceed the maximum days allowed for vacation.
2. An absence for which the school did not receive parental contact within the specified time.
3. Out-of-school suspensions are unexcused absences.
4. “Cutting” or “skipping” a class is considered unexcused and is a serious violation of school standards.

### Absence and Extended Absence Policy

There is a limit of ten absences (excused or unexcused) per semester per class. Any student who misses ten (10) or more days of school per semester may not be given credit for the semester’s course work. The following shows the administrative steps taken during the semester as absences are accumulated:

- 1-5 days missed – letter home on the 5<sup>th</sup> absence
- 6-7 days missed – parent contact by phone
- 8-9 days missed – conference with parents and administration
- 10 days missed – may lose credit for the class for that semester

In cases of extended illness or injury, an appeal may be made to the appropriate administrator, who will then inform the school board of any deviation from this policy. Administration will excuse the following types of absences:

1. Absence verified by medical documentation
2. Death in the immediate family (limited to 3 days absence unless approved by the appropriate administrator)
3. School-related absence (participation in a field trip or other school-related activity)
4. Court appearance (with documentation)
5. Emergency circumstances (with principal or Dean's approval)
6. In-school suspension
7. College visits (See page 51 for details)

### **Absences due to family vacation**

Those who wish to use their allowed days for family vacations must request an Extended Absence form from the appropriate administrator if the vacation will take three or more days. (For absences of one or two days, just notify teachers) The Extended Absence Form must be filled out, signed by the parent, and approved by the appropriate administrator prior to the vacation so that teachers can be notified and assignments made. Students are allowed up to six consecutive days and no more than ten days per school year for a family vacation. Vacation days are counted towards the 10-day limit on absences per semester (See Extended Absence Policy)

### **Tardy Policy**

A student who arrives at school between 7:30-10:00 AM will have already been marked absent for the day. In order to be counted present, the student must sign in at the front desk.

1. A student who arrives at class after the period begins is given a period tardy and will be noted as such in the attendance program.
2. Six tardies per quarter, for any reason, will result in a Saturday detention.
3. Penalties for tardies per quarter are as outlined below. Saturday detention begins promptly at 8:00 AM. Those who are tardy for detention automatically go to the next level. For those who miss detention without notifying the school office, the time is doubled and he/she will serve two detentions.

**3 tardies - Warning**

**5 tardies – meet w/principal or Dean**

**6 tardies – 1 hr. detention**

**7 tardies-2 hr. detention**

**Each additional tardy - 4 hr. detention**

4. Tardies will be accumulated by quarter. Every student will have a clean slate at the beginning of each quarter.
5. Parent notes **DO NOT** excuse a student from being tardy.

## **Chapel**

The purpose of chapel at Yorkville Christian 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.

### **Secondary Chapel (Thursday Mornings)**

The YCHS chapel meets on Thursday morning from 7:30-8:15 AM (extended at times if needed). The programs consist of a speaker, video, drama, or relevant program geared to teens. YCHS's choir/worship band will lead the student body in a time of worship. All students must attend.

## **CHILD ABUSE REPORTING PROCEDURE**

- (1) **Duty to Report.** Any person who has reason to believe that a child is a victim of child abuse or neglect has a duty to immediately make a report to the administration or the individual in charge of the school at that time. "Reason to believe" includes evidence that, if presented to individuals of similar background and training, would cause those individuals to believe that a child was a victim of abuse or neglect. Depending upon the nature of the abuse or neglect report, a report to authorities may need to be made before the school has an opportunity to conduct an investigation. The administration, or the individual in charge of the school at the time, who received the report of a child who may be a victim of abuse or neglect has a duty to immediately make an oral report to the local child protection agency or to the local law enforcement agency. The school may proceed

with its investigation of the report in accordance with this procedure, being careful not to interfere with any investigation conducted by any governmental authorities.

- (2) **School Investigation.** Depending upon the nature and seriousness of the allegations, the administration, or the individual in charge of the school at that time, before proceeding to investigate the report should consult with at least one of the following persons: (a) the high school administration, (b) the chairman of the school board, or (c) the attorney for the school. If the superintendent, or the individual in charge of the school at the time, has any doubts about the steps being followed to respond to a report, he or she should consult with the attorney for the school before proceeding. The parents or legal guardians of any student who is the subject of a report of suspected child abuse or neglect may have access to any written report made by the school subsequent to the investigation by the school.
- (3) **Procedures for Prevention.** Procedures that should assist the school in the prevention of child abuse by any school staff or volunteers for student activities include the following:
- 3-1 The school staff should observe the “open door” rule: unless a door of the school has a window, the door of the school should be open when the room is in use.
  - 3-2 Adults volunteering for the school should be asked prior to serving as a volunteer if they have been convicted of sexual or physical abuse of a child and should not volunteer to serve in any school activity or program involving students if they have been convicted of child abuse.
  - 3-3 All adult volunteers selected by the school and school staff should be made aware of this child abuse reporting procedure of the school.
  - 3-4 All adult volunteers selected by the school for overnight activities sponsored by the school should be notified of this child abuse procedure of the school in advance of the school sponsored activity.
  - 3-5 The school should not authorize any adult to spend reoccurring or unsupervised time secluded with any student without the prior consent of that student’s parent(s) or legal guardian(s).

## 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. Certain details of this plan are not disclosed to the general public for obvious security reasons. Emergency drills that comply with state codes are to be 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.

## Fundraising

Fundraising is an important part of the yearly budget. The school acknowledges the burden this can place upon parents and students and seeks to limit the demands of fundraising upon 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. Plans should be submitted to the superintendent at least 60 days prior to the start of the event. Promotional materials, clearly stating the purpose/beneficiary and financial goal of the fundraiser, should also be presented to the administration for approval at least one week prior to distribution. The school name and/or logo cannot be used in connection with a fundraiser, unless the administration has approved it.

## Guns, Knives, Other Weapons, and Threats of Violence

Guns (fake or real), knives, or other weapons may not be brought to school at any time. Infractions will be dealt with immediately as spelled out under Assertive Discipline (Major Infractions). Any administrator, faculty member, staff member, 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. The superintendent and his/her administrators will decide when and if to call local law enforcement and/or to have the student(s) removed from the school, pending a full investigation.

## Health Policies and Forms

### First Aid (All Students)

All serious injuries should be reported to the office for treatment, and an 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. 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 for Specific Conditions

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 hand-washing, 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

- All medications (both prescription and non-prescription) must be taken to the office for safe storage. The only exceptions are cough drops and asthma inhalers prescribed to be carried by student. A doctor’s note must be kept in the school office. Students should never share their inhaler with another student due to possible serious drug interactions. A note, signed by the parent, must accompany all prescription and non-prescription medications, with dates and times they are to be given.
- 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 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.**

## 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.

## **Office Hours**

The school office is open Monday through Friday from 7:00 AM until 2:00 PM from August 10-May 27. In the summer, the office is open by appointment.

## **Parent Volunteers**

Parent volunteers are a very valuable resource at YCHS, and volunteering is an important way that parents can partner with YCHS in their child's education. Parents help in the computer lab, with sporting events, as tutors, and with fundraisers. They are asked to sign in and out at the office and wear a nametag for security reasons.

## **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.

## **School Supply List**

Supply lists that include what items are needed in each grade for the coming school year are ready in June and are available throughout the summer in the school office or on the school website

## **Telephones for Student Use**

### **Outgoing Calls**

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.

### **Incoming Calls**

Messages will be taken and delivered through teacher mailboxes unless the caller gives specific instructions for delivery. Students and faculty will not be called out of class to take a call unless it is an emergency. In most emergencies, the office will take a number where the caller can be reached and then go get the student or faculty member. This avoids tying up the phone line and ensures that the caller is not cut off.

## **Tours**

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

## **Transportation Policies (Student Drivers)**

It is a privilege for students to be able to drive a car on the Yorkville Christian campus. This privilege may be revoked for one to four weeks 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 speed limits 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 irresponsibly on the way to and from school. There is to be no driving recklessly, tailgating, or endangering another vehicle while passing.

## **Visitors**

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

### **Adult visitors**

The following rules apply to adult visitors:

1. All adult visitors must register at the school office, and are subject to the administration's approval.
2. Visitors are limited to custodial parents, legal guardians, out-of-town guests of enrolled students, families interested in attending YCHS, and guests invited by a teacher or superintendent. Others may be welcome, but should be approved ahead of time with the appropriate administrator.

### **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 dress appropriately. The administration reserves the right to keep a student visitor in the office area during a visit if dress or appearance is in question.
3. Prospective students may visit a classroom the period before or after lunch and stay for lunch. Students may attend without a parent and may stay for a longer period of time only if approved by an administrator.

## **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. If Yorkville Community School District is closed due to inclement weather, *Yorkville Christian* will also be closed. Weather announcements will also be given on 107.1 WSPY-FM radio.

# **YCHS Standards of Conduct and Discipline**

## Assertive Discipline

In order to carry out the mission of the school, Yorkville Christian operates on the concept of *en loco parentis*, meaning “in behalf of” or “in the stead of” the parent. The objective is to establish rules and department procedures that ensure the safety and security of the students and staff, and to administer discipline in a manner consistent with the Matthew 18 principle.

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. Most classrooms have 5 basic rules, and consequences are progressive.

If a student is intentionally and/or continuously disobedient or disrespectful, the teacher will go to the administration for suggestions. A conference may be set up with parents to develop a plan to address the problem at home and at school. If the administration has to handle a problem, it is normally handled in the following steps:

1. Conference with the student and a consequence
2. Conference with parents and a consequence
3. Before or after school detention
4. Saturday detention for
5. Suspension (in-school or out-of-school) for up to 10 days
6. Disciplinary Probation
7. Expulsion (immediate or after a series of steps)

NOTE: The above procedures may vary or steps may be skipped in situations of extreme actions, defiance, or rebellion. Having the student call his parent to explain the infraction is often effective. The administration reserves the right to immediately expel a student in any situation that warrants such action.

## Secondary Discipline Categories

**Minor infractions that will result in administrative intervention with a minimum of a conference with the student and parental notification and a maximum of Saturday detention include, but are not limited to, the following:**

1. Participating in public displays of affection on school grounds or at school-sponsored events
2. Creating attention-getting distractions
3. Littering
4. Invading other people’s property or violating their privacy
5. Showing disrespect to a peer or adult (words, looks, or actions)
6. Non-permanent defacing of property (student cleans and/or pays for damages)
7. Violating safety or health regulations
8. Dress code violations
9. Eating or drinking during school hours outside of the lunchroom without teacher’s permission (class, halls, etc.) (water bottles are generally accepted, but subject to teacher/staff approval)
10. Chewing gum
11. Being tardy to school or class (See the Secondary Tardy Policy on page 31)
12. Being out of class without a pass
13. Violating hall, stairway, or dining room rules
14. First-time offenses of any kind, including a major infraction (see below)

**Major infractions that will result in a minimum one-day suspension and conference with parents or a maximum of expulsion include, but are not limited to, the following:**

1. Fighting or other rough and boisterous activities that could or do result in personal harm or property damage (Student also pays for any damage that may occur.)
2. Deliberately destroying or misusing property, including vandalism and/or malicious mischief that results in damage to church, school, or staff property (Student also pays for damages.)
3. Cheating or plagiarism
4. Lying
5. Showing continuous and flagrant disrespect to another person (peer or adult) through words, looks, or actions
6. Using abusive language
7. Using profane or obscene language or gestures; possessing or drawing obscene pictures, photos, etc.
8. Abusing, selling, or possessing drugs, including alcohol or tobacco
9. Picking locks, forcing doors, or otherwise entering a locked building or another person's locker without permission (Student also pays for damages.)
10. Repeatedly committing any infraction, or an accumulation of minor infractions that shows a spirit of rebellion against authority
11. Stealing
12. Participating in fornication
13. Violating any local, state, or federal law (setting off firecrackers, setting a fire in the building, tampering with fire alarms or extinguishers, etc).-Student also pays for damages.
14. Threatening with, possessing or using a weapon (fake or real)
15. Cutting or skipping class
16. Leaving school grounds without parental permission and signing out at the school office

## **Cheating**

All work should be original work done by the student and should only be submitted for one class. 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 will include suspension and a parent conference.

## **Christian Character**

The fundamental goal of Yorkville Christian 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 Yorkville Christian and the staff members who work here are considered to be representatives of Yorkville Christian twenty-four 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, 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 desk tops, or putting 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.

## **Detentions (Secondary)**

Students are assigned Saturday detention for excessive tardiness or any minor infraction of the behavioral expectations. If a student does not show up for his assigned detention, with or without permission from parents, the time is doubled. Students who are tardy to detention, which begins promptly at 8:00 AM, go to the next level of detention. Detentions may be given to students by the Administrator or classroom teacher (the staff member will assign the detention for before or after school and will monitor the child being disciplined).

## **Disciplinary Probation (Secondary)**

Students may be placed on Disciplinary Probation by the Administrator 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 extra-curricular activities (yearbook, worship team, sports, Student Council, etc.). It begins on the Monday following the conference with parents and student. If the student does not improve to a satisfactory level, he will be expelled or asked to withdraw from the school. Some reasons for probation might be the following:

1. Continued, deliberate disobedience
2. An unchanging, rebellious spirit
3. Continual negative attitude and bad influence on other students
4. Serious breach of conduct, on or off campus, that affects the testimony of the school
5. Failure of parents to comply with disciplinary procedures of the school
6. Insufficient academic progress

## **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 the first time, but will result in more serious consequences if it continues in a spirit of rebellion against authority.

## **Dress Code**

### **Philosophy**

The YCHS dress code is intended to reflect 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. However, extremes of any kind in dress or hairstyles are not acceptable and will require corrective action by the administration. Any writing or emblems that are offensive or antagonistic to the values and beliefs of Yorkville Christian, as determined by the administration, will not be allowed. Sloppy or "grubby" clothing will not be permitted.

It is 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, he/she will be issued temporary dress code clothing and must surrender the out-of-code clothing to the office for pick up after school.

The dress code of YCHS is to be observed each day during the school year and for all participants in school programs, performances outside school, field trips, etc. unless specific permission has been given by the office.

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 result in an automatic detention.

## All School Guidelines

### General Guidelines

*Unacceptable school attire:* sweat pants, yoga pants, board shorts, pants or shorts made of flannel, velour, terry-cloth, mesh, dazzle, etc; see-through or bare-midriff tops (no skin should be seen when arms are raised); tight-fitting clothing; halter, tank, or sleeveless tops.

Clean and neat pants or jeans may be worn. No tight fitting clothing. Undergarments should not be visible. Pants must be worn appropriately at the waist.

Offensive or suggestive clothing or clothing advertising trademarks that aggressively promote values contradictory to those of Yorkville Christian Christian (Abercrombie & Fitch, Gilly Hicks, Ruehl, Hollister) may not be worn.

Clothing displaying secular bands, skulls, skeletons, weapons, or offensive material.  
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.  
No chains, spikes or jewelry indicating group affiliation may be worn at school or at any school function.

### Guidelines for Boys

*Boys and their parents must see that hair:* • Remains out of the eyes. • Be neatly and evenly trimmed and off the collar on the back of the neck. • Does not include mohawks, fauxhawks, spikes, or non-natural colors.

Boys' facial hair is to be neat and well-groomed at all times. No shaggy or unkempt appearance will be allowed. Compliance will be determined by the administration.

Nail color, tattoos, brands, body mutilations, earrings, or body piercings (including any magnetic jewelry) are not permitted for boys. Earrings must be removed and existing tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

No sweat/headbands may be worn during school.

### Guidelines for Girls

Dresses, skirts and skorts must be at modest length (no more than 4 inches from the floor when kneeling). Shorts should be worn under most dresses. High School students should not wear sun dresses and dresses with spaghetti straps. \*Tunics worn with leggings must meet the dress length requirement.

No sleeveless, bare midriff, tight, see-through, or cleavage-revealing clothes may be worn. When girls begin to develop, foundation garments must be worn.

PE attire, including shorts length, must be modest and appropriate as determined by the PE department.  
Hair should be clean, well groomed, not extreme, and away from the eyes.

Tattoos, brands, body mutilations, or body piercings (including any magnetic jewelry) other than ear piercings, are not permitted for girls. Existing tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

## Dress Code Violation Policy

Students in violation of one or more of the above rules will have their parents contacted and will be disciplined according to level of violation.

**(1) If the violation is for lack of modesty or good taste**, the student will not be permitted to return to class unless properly attired.

**(2) If the violation is for lack of neatness, cleanliness, or something that can be corrected without calling home**, the following guidelines apply:

1<sup>st</sup> violation of the year: A phone call or letter home as a warning.

2<sup>nd</sup> violation: Same as first.

3<sup>rd</sup> violation: A letter will be sent home or a call to parents and a 1/2 hour detention.

**\*\*Students whose hair is out of dress code will be given five calendar days to comply with the standards. Students who fail to comply will be subject to disciplinary action.\*\***

## Drug Abuse

Abusing, possessing, or selling drugs may result in immediate expulsion. The proper law enforcement authorities will be contacted.

## Hall Passes

Students are not allowed in the halls or by their lockers while classes are in session unless they have a hall pass signed by a teacher or authority in the school.

## Hallway Rules

The following rules apply anytime a student is not in a classroom:

1. No eating or drinking.
2. No running in the hall or on the stairs.
3. No yelling or screaming.
4. No jumping to touch door frames, ceilings, etc.
5. No bouncing or throwing balls, skateboarding, or other sports activity unless it is part of a supervised practice.
6. No pushing, tripping, sliding on the railings, or other dangerous behavior on the stairs.
7. Shoes need to be tied.

## Lockers

1. Each student is assigned a locker
2. Students may bring in an outside lock for their locker, but are required to provide a combination or key to the office.
3. In order to avoid theft or damaged property, students are not to leave valuable objects in their locker.
4. A time for locker clean-out will be provided during each grading period to help students maintain a neat and orderly locker.
5. The lockers remain the property of Yorkville Christian, and we maintain the right to open any lock or locker if necessary.

## Lunchroom Rules

1. Food must be eaten at the lunch tables only.
2. Students must **clean up** their own food area.
3. Students should **stay in the lunch room** during lunch hour.

## Music Selections

The intent of music is to glorify God. Therefore, music played before, during, or after school, including at co-curricular and extra-curricular events, must match the educational objectives and philosophy of YCHS 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.*

## Personal Property

Students who bring personal devices (iPad, laptop, mp3 player, etc.) into the school risk the possibility of damage or loss. Laptops are permitted for homework purposes; however, computer games of any kind are not allowed. Students will turn their cell phones in at the beginning of each school day to be held in the office.

## Posting or Distribution of Materials or Announcements

Permission must be obtained from the school office prior to placing any posters in the building or distributing any written materials.

## Student Pregnancy

The administration will use discretion in applying appropriate discipline when a student becomes pregnant or decides to marry before graduation. The administration will also assist the boy and/or girl involved in any way possible.

## Study Halls

All study halls are to be active learning times and used to complete daily homework or long-range assignments, or enrichment reading. Students wishing to leave study hall must have a pass from another teacher prior to study hall. Students are not permitted to leave study hall to get needed materials or books from lockers. They should come prepared with pencils, books and paper. Students who have free time after studying are encouraged to help their school and can earn one elective credit by serving in the office, library, or as an aide to a teacher. Study hall monitors, in conjunction with the administration, are responsible for establishing and enforcing study hall rules and maintaining an environment conducive for quiet study.

# **Special Events and Activities**

# Board Procedures for all Activities

## **The following school board procedures guide all extra-curricular and co-curricular activities:**

1. All activities related to or sponsored by Yorkville Christian during school hours must be directly related to the purpose of the school, unless otherwise approved by the administration.
2. Events scheduled on a school night should be scheduled so the participants are home as early as possible, preferably no later than 10:30 PM.
3. All co-curricular 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.
4. The school board reserves the right to call for an income and expense statement for any group acting in the school's name, Yorkville Christian High School.

## Athletics

See: Athletic Handbook

## All-School Special Activities

### **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 3 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 Driver Application form with a valid driver's license and proof of insurance must be on file in the office for each driver. Drivers must follow all traffic rules.** The form asks for the following information:

- Explanations of recent traffic violations
- Make, model, year, license plate number, and number of working seating belts for each vehicle that could be used to transport students. As of July 2005, children eight years of age and under must be in a car seat and not transported in the front seat of vehicles with airbags.
- Name of the insurance company, policy number, and amount of liability coverage provided in the following categories (minimum coverage is listed):
  - Per person for bodily injury must be at least \$100,000
  - Per incident for bodily injury must be at least \$300,000
  - Property damage must be \$50,000 -100,000
- Signature and date of person requesting approval to drive.

A travel manifest 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 manifest with him or her.

### **Missions, Ministry and Service Projects**

Students at all levels are encouraged to participate in missions, ministry, and community service.

All students in grades are required to perform 10 hours of Christian service per quarter in order to graduate. These hours may consist of service at church or in the community. The service must be done without pay or other compensation. Suggestions for service opportunities are given to students at the beginning of the school year, along with a Christian Service tracking form. Students will be able to earn hours as they engage in one service project per month through the school.

### **National Day of Prayer**

On the National Day of Prayer a special chapel is held, and special speakers are invited to participate in chapel. Students spend time praying for the nation, community, and school throughout the day. Parents are encouraged to come and participate.

### **College Days (*Presentations by college representatives*)**

Colleges and universities are only allowed to come to Yorkville Christian if they have an evangelical or fundamental perspective unless otherwise approved by the superintendent.

### **College Visitation**

Juniors are allowed two (2) days each year to visit college campuses. Seniors are allowed three (3) days each year to visit college campuses. All college visit days are considered excused absences as long as the school is given at least five (5) days' notice. Students are also encouraged to take advantage of other days when school is not in session.

### **Spring Banquet**

Each spring a Banquet is held to honor the senior class. All students are encouraged to participate. This is primarily an activity for Yorkville Christian students; however, outside guests may attend. The following information may be helpful:

- a. It may be held at the school or another location.
- b. Dress for the occasion may range from semi-formal to formal, but must be modest and in good taste. Nice dresses and suit coats with ties are acceptable.
- c. Banquet dress code must be submitted to and approved by the administration one month prior to the actual event.
- d. The student council is responsible for overseeing the preparations and program for the banquet, although the administration has final approval.

### **Student Council**

The student council has been established to teach and model leadership to secondary students. Student council shall be made up of two students from eleventh and twelfth and one student from ninth and tenth. The high school faculty nominates two candidates from each class and up to four candidates in 11<sup>th</sup> and 12<sup>th</sup> and through a vote by the student body (9<sup>th</sup>-12<sup>th</sup>), selects the members. All nominees that accept the opportunity must present their testimony in front of the entire student body before a final vote is taken. Student council is selected on the first Tuesday of October that school is in session. This process may be modified at any time by YCHS Staff, with the blessing of administration.