

YOUNG ACHIEVERS CHRISTIAN ACADEMY

STUDENT

AND

PARENT HANDBOOK



YOUNG ACHIEVERS CHRISTIAN ACADEMY  
1025 N.E. 15<sup>TH</sup>. OKLAHOMA CITY, OKLAHOMA 73117  
TELEPHONE (405) 424-1701 FAX (405) 609-2842

MS. CHARITTA SMITH  
ACADEMY DIRECTOR/TEACHER

## **Section I General Information**

### **Student Care/Release**

A request for the release of a student will only be honored to authorize persons. Students are only released to the custodial parent/guardian and the non-custodial parent (with written authorization of the pick-up permission form or the custodial parent's designee. It is the responsibility of the custodial parent's designee. It is the responsibility of the custodial parent to notify the school of restrictions related to the release of a child, such as divorce decrees that limits or deny access to school information. The non-custodial parent is responsible for providing mailing information to the school principal. **Photo identification is required for release.**

### **School Transfers**

New students must provide the school with required records. Transfer form or withdrawal form, school report card, test scores, and any information related to the child and school.

### **Student Insurance**

Young Achievers Christian Academy does not provide students with health or accident insurance.

### **Bullying**

Bullying, intimidation, or harassment, whether written or verbal, is not allowed at Young Achievers Christian Academy. Behaviors that place another student in fear of harm, or insult or demean any student or group of students, such as name calling, racial slurs, pushing, crowding, or hitting, pinching, making fun or threatening to hurt someone, shooting the finger at someone, telling mean jokes about someone, or taking things without permission are not allowed. These and other bullying behaviors are prohibited on school premises, at school sponsored, or school related activities, events or functions, where students are under supervision of school personnel.

### **Withdrawal Procedures**

A two weeks notice is required prior to withdrawing a student to move to a new school area. The notice will allow sufficient time for students to return books issued and clear outstanding financial obligations. Parents will receive a copy of a Withdrawal Form to use when enrolling at the new school. Enrollment at the new school requires: a copy of the Withdrawal Form,

Immunization Records, and Birth Certificate (for lower elementary grades and students new to the district), three (3) working emergency telephone numbers.

### **Immunization Requirements (Pre K-12)**

Oklahoma State law requires parents to present proof of immunization for: diphtheria, pertussis, mumps, tetanus, rubeola, rubella, and poliomyelitis, varicella, hepatitis B before a student is admitted or enrolled in any public school. The Oklahoma City Public School Health Services Department monitors and implements the immunization program according to State Law #1210-191

<b>For Daycare</b>	<b>Pre-School</b>	<b>K-5<sup>th</sup> grades</b>	<b>6<sup>th</sup> grade only</b>	<b>7<sup>th</sup> –12<sup>th</sup> grades</b>
4<DtaP	4<DtaP	5*DtaP	5DtaP/TD	3 DTP/Td
3 Polio	3 Polio	4*Polio	4*Polio	3 Polio
1 MMR~	1MMR~	2MMR~	2MMR~	2MMR~
1-4 Hib#				
3 Hep B	3 Hep B	3 Hep B		2 or 3 Hep B
2 Hep A+	2 Hep A+	2 Hep A+		2 Hep A+
Varicella^	Varicella^	Varicella^		

< Oklahoma state law requires the 4<sup>th</sup> dose of the DtaP for the daycare and pre-school enrollment.

\* If the 4<sup>th</sup> dose of DtaP/TD and/or 3<sup>rd</sup> dose of polio is given after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DtaP/TD and/or 4<sup>th</sup> dose of polio are not required.

+ Hepatitis A vaccine must be given on or after the child's 2<sup>nd</sup> birthday

^ A written parental history of a child having varicella disease, which includes the month and year of the disease, is acceptable in place of the varicella vaccine

# Hb vaccine is not required for students in pre-kindergarten through 12<sup>th</sup> grade, but it is required for daycare

~ All MMR vaccine doses must be administered on or after the child's 1<sup>st</sup> birthday

Hepatitis B vaccine doses must be administered in the 2 or 3 dose formulation. The 2 doses Hepatitis Vaccine is for children 11 to 15 years of age only. All other children must receive the 3-dose formulation. For further information please call Health Services at 587-0244.

## **SECTION II**

### **STUDENT RESPONSIBILITIES**

#### **Student Attendance**

Parents are responsible for their child's attendance and can be fined if they allow children to remain absent from school. Parents are also reminded that regular attendance is critical to academic success. Parents are advised that children are considered present only when they are actually in the classroom. **A child is recorded as absent, whether the absence is excused or Un-excused, when that child is not in the classroom. All absences are recorded on the child's attendance record.**

#### **EXCUSED ABSENCES**

Parents must contact the school before 10:00 a.m. *the day a student is absent*, to verify the reason for the absence. Excused absences include: illness or injury; doctor or dental appointments; serious illness or emergency in immediate family. It is the responsibility of the student or the student's parent/guardian to ask teachers for any work missed due to an absence. Work, including missed tests, must be made up within five (5) school days of absence. Failure to make up work with the regular teacher within the allotted five (5) days will result in the student receiving "NG" (No Grade) until the work is made up.

#### **UN-EXCUSED ABSENCES**

Ten (10) Un-excused absences during the school year will result in a failure grade (F). Five (5) Un-excused absences during the semester will result in a failure grade (F). A maximum of ten (10) days of activity absences from any one class as a result of school activities is permitted during the school year.

#### **TARDY STUDENTS/ABSENCE COUNT**

Students are required to be in class on time. Students who enter the classroom after 8:30 a.m. are tardy. Three tardiness will count as one absence. A student who is 15 minutes late is considered tardy. A student who is one hour or more late in the morning will be counted absent for ½ day. A student must be present at least two hours in the afternoon to be counted present for the day. If a student is dropped off after 8:30 a.m. please enter through the front doors and proceed to the office window for a tardy pass.

## **TRUANCY**

Oklahoma law holds the parent responsible for a child's attendance at school. Parents can be fined if they allow their children to remain absent from school without a legal excuse. Children out of school can be detained by police officers and taken to the nearest THRIVE center. Parents are advised that the 5<sup>th</sup> absence constitutes truancy and a student will be dropped from the school register after 10 consecutive absences. School officials must report truancy to the office of the District Attorney fro Oklahoma County. **PARENTS CAN BE FINED UP TO \$100.00 FOR EACH DAY THEIR CHILD IS TRUANT FROM SCHOOL.**

## **FINANCIAL OBLIGATIONS**

The principal may withhold grades, transcripts, withdrawal forms, report cards, or other records of any student who fails to make financial restitution for lost textbooks, library books, and school tuition. Parents are also obligated to pay for uniforms and equipment or damage to school property. Parents or guardians will be notified at least once each semester of outstanding financial obligations. Students with outstanding obligations may also be prevented from participating in or attending school activities.

## **CARE OF PERSONAL PROPERTY/COMMUNICATE DEVICES**

Students are responsible for the care of their own personal property and names should be placed on all personal items. **Radios, tape and CD players, videos, beepers, portable telephones, pagers, laser lights and other electronic devices are not permitted at school.** The Academy does not carry theft insurance and is not responsible for a student's lost, stolen or damaged personal property. Parents or guardians will be notified at least once each semester of outstanding financial obligations. Students with outstanding obligations may also be prevented from participating in or attending school activities.

## **SAFETY GUIDELINES**

Safety awareness and the prevention of accidents are important goals of each school. Children are to follow safety guidelines:

- Do not approach or enter strange automobiles. Invitations to do so should be reported immediately at home and at school.
- Be considerate of smaller children.
- Remain on the school grounds while school is in session.
- Do not attempt to run or walk across Lincoln Blvd.

## **APPENDIX A**

### **COMMON NON-VACCINE CONTROLLED ILLNESSES**

#### **CHICKENPOX (VACCINE REQUIRED FOR KINDERGARTEN AND FIRST GRADE)**

Chickenpox is caused by the varicella-zoster virus and is passed by direct person to person or by airborne respiratory secretions. The rash usually occurs 10 to 21 days after exposure. The child may have a mild fever and/or loss of appetite 1 to 2 days before the rash appears. The rash appears at first as red pimples (papules) and progresses to clear, oval (teardrop) vesicles. The vesicles usually become cloudy 24 hours after eruption and break easily. This eruption of new papules to vesicles continues for 3 to 4 days. The child can return to school when all the vesicles are dry and crusted over. It is important to **NEVER** give **aspirin or aspirin containing medication to children with a viral infection because of the increased developing Reye Syndrome.**

#### **HEPATITIS A (VACCINE REQUIRED FOR KINDERGARTEN AND FIRST GRADE)**

Hepatitis A is a disease of the liver caused by the Hepatitis A virus. Symptoms of the disease range from mild to severe and include fever, loss of appetite, nausea, vomiting, darkening of the urine, yellow eyes, and yellow skin. Hepatitis A is passed from person to person by the fecal-oral route. Good personal hygiene, careful hand washing with soap after each bowel movement, or handling soiled diapers, and before preparing food are the most important measures to prevent the spread of this disease. Children must have a signed permission from their doctor to return to school.

#### **FIFTH DISEASE**

Fifth disease, erythema infectiosum, is a mild, moderately contagious disease. The spread may be airborne from respiratory secretions. The incubation period from exposure to development of the rash is 4 to 20 days. There is a marked red rash on the face (cheeks). A lace-like rash can occur on the trunk, arms, thighs, and buttocks. The rash can last from 2 to 30 days and can recur later as a result of temperature or exposure to sunlight. Children are not excluded from school because of this rash. Good hand washing with soap; provides the best control measure to prevent the spread of this disease.

## **FACTS ABOUT HEAD LICE**

Understand the problem before it becomes one.

1. Lice are tiny insects that survive on human blood. They are about the size of a sesame seed. Lice eggs are called nits.
2. Nits are very small, yellowish or grayish white appearance and teardrop shaped. They attach to strands of hair and will not wash out or blow away.
3. Lice do not jump or fly, they crawl. They are usually passed from person to person by shared combs, brushes, hats, coats, sweaters, scarves, or other personal items.
4. The most common sign of lice infestation is constant itching. If your child is constantly itching, check the scalp for lice. Live lice can be difficult to find. They move quickly and do not like bright light. Use a bright light or bright natural light to check your child's scalp. Check each strand of hair for eggs (nits).
5. If lice are found, use a lice-killing shampoo. Carefully follow the package directions. Be sure to apply the shampoo to a dry scalp. No treatment will kill all of the eggs (nits). Nit removal is the key to effective treatment. It is best to remove the eggs by combing the hair with a special nit comb.
6. The affected child should be retreated 7-10 days after the first shampoo. Be sure to check all members of the family during this period of time for additional infestations.
7. Personal items (combs, brushes, coats, caps, etc.) and household surfaces, combs, brushes, headgear, and bed linens must be washed in hot water. Items, which cannot be washed, must be sealed in plastic bags for 14 days. Carpets, sofas, mattresses must be vacuumed (including corner, around seams, etc.). It is not necessary to buy special detergents or pesticides.
8. It is a good idea to check your child weekly for any signs of lice infestation.
9. If a child is found to have head lice, he/she will be excluded from school. The child must be seen by a health care professional and found to be free of live and nits before reentry into school.

Remember that successful treatment must include removal of all nits. It just takes one nit, left on the hair to hatch, to start another infestation. If you have any questions, please check with your doctor's office.

## Young Achievers Christian Academy Dress Code Policy

Young Achievers Christian Academy feels that school uniforms give the academy a unified neat and clean look. Dress plays an important role toward the self-esteem of children and plays an important role in their education. Children should always be well groomed and "dressed for success". Any student that is found violating the school's dress code policy will be sent home immediately.

A copy of the dress code policy can be found on the schools web site at [www.youngachievers.biz](http://www.youngachievers.biz) for you to view as often as needed. Please sign and return the bottom portion, stating that you understand and you will adhere to the school's policy that has been established.

### Girls and Boys

**Monday's: Free Dress** (Free Dress Friday's is a fundraiser. Students must pay \$1.00 on every Monday that he/she wears free dress). Should a student choose to wear a uniform on free dress Monday he/she must wear Wednesday's school uniform requirement).

**Tuesday's:** Polo shirt (white, yellow, or blue), dress jumper, skorts or skirts for girls. Boys must wear khaki or navy pants (no shorts for boys or girls).

**(Embroidered shirts will be mandatory effective January 2012).**

**Wednesday's:** Dress shirt (white, yellow, or blue), yellow plaid tie, (boys and girls) plaid skirt or jumper (Boys wear pants and Navy Blazer).

**Thursday's :** Polo Shirt (white, yellow, or blue) choice of navy or tan bottoms (girls and boys are allowed to wear pants or shorts on this day).

**(Embroidered shirts will be mandatory effective January 2012).**

**Friday's:** Academy t-shirt, jeans, shorts or skirts and free shoes.

**Shoes for girls and boys:** Shoes must be white, navy, tan (brown) or black. Shoes Do Not have to be solid but those colors MUST be the base color.

**Socks for girls and boys:** All socks that are seen must accompany the school uniform colors.

**Plaid ties and jumpers must be ordered through [www.buckheaduniforms.com](http://www.buckheaduniforms.com) plaid #80. Navy ties can be ordered through Ms. Gina Darby or [www.frenchtoast.com](http://www.frenchtoast.com) school code QSMMD**

I have read the dress policy for Young Achievers Christian and will adhere to the dress code. I do understand the consequences should my child come dressed inappropriately.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Students Name \_\_\_\_\_



## SWAT POLICY

Young Achievers Christian Academy has a swat policy. We do not misuse the privilege to swat children but do feel in some situations swatting is necessary. Our intentions are to help correct the child (ren) behavior that he/she displays. The Bible speaks of punishment by spanking to correct mistakes of children. Children have the ability to listen and follow directions but are sometimes misguided. Swatting helps correct those mistakes. The Academy Director/Principal is the only person within the school who will administer swats, unless a parent has given permission to his/her child (ren) teacher.

- ❖ Proverbs 12:24 says: "He that spareth his rod hateth his son; but he that loveth him chasteneth him betime."
- ❖ Proverbs 10:13 says: "In the lips of him that hath "understanding" wisdom is found; but a rod is for the back of him that is void to understanding."
- ❖ Proverbs 22:15 says: "Foolishness is bound in the heart of a child, but the rod of correction shall drive it far from him."
- ❖ Proverbs 23:13 says: "Withhold not correction from the child: for if thou beatest him with the rod, he shall not die."

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Please read and sign the following permission form and turn it into the office.

I \_\_\_\_\_ hereby **give/do not give**  
the Academy Director and or classroom teacher  
**Parents/custodians** **Circle one above**

Young Achievers Christian Academy permission to swat my child (ren):

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Under the following circumstances:

Fighting, use of profanity, disrespecting teachers or other faculty members, and more than three consecutive behavior warnings (see classroom rules and guidelines).

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**Academy Director Signature/Date**

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**Witness Signature/Date**