

YORKSHIRE ACADEMY

EST. 1984

PARENT HANDBOOK

TAAPS Accredited
(Texas Alliance of
Accredited Private Schools)

TPSA - Texas Private Schools Association

“Learning for a Lifetime”

Please retain for future reference.
Please check the YA website for all scheduled events.

14120 Memorial Drive, Houston, Texas, 77079
281-531-6088
www.yorkshireacademy.com



Dear Parents,

Welcome to Yorkshire Academy! As you prepare for the upcoming school year, I hope that the pages in this Parent Handbook will provide you with an understanding of the mission, philosophy, policies, and procedures followed at our school. We ask parents to carefully read all sections of the Handbook and review them with their children.

Sincerely,

Shirley Swinbank (Founder)

ESTABLISHED 1984
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Mission Statement

At Yorkshire Academy, we cultivate qualities of character, citizenship and academic curiosity in a safe, secure and loving environment, providing personal and engaging educational opportunities in academics and the visual and performing arts.

Our Philosophy

Providing Excellence in Private School Education

Yorkshire Academy is a welcoming, joyful Houston private school built and supported by students, teachers, and parents working together in a spirit of mutual trust and respect. We believe that responsibility, collaboration, and intellectual curiosity develop when students are known by their teachers and classmates and feel appreciated for what they do best.

We respect each student's individuality. We invest time and energy in helping students understand that they are worthy, have talent, and can succeed. We build confidence, encouraging students to understand that risks are worth taking and failure is a learning opportunity. We encourage students to stretch beyond their current achievements and points of view, thereby helping them build self-esteem and pride of accomplishment.

We have high expectations. We welcome inquiry in academic subjects, experiences in the visual and performing arts, and participation in physical activity and community service. We provide vigorous, enjoyable programs and curriculum directed by talented, qualified, engaging, and energetic teachers. We plant, nurture, and challenge the seeds of developing educational passions, inspiring students to strive for excellence and creativity so they might know the pleasures and value of learning.

We believe that intellectual development, emotional maturity, and a moral life are the hallmarks of a successful educational experience. We find that students who are supported by their parents and attend Yorkshire Academy for the duration of their primary schooling receive the greatest benefit. These graduates are mannerly, happy and kind, successful and well rounded, self-disciplined and responsible students whose firm educational foundation creates a love of learning for a lifetime.

School History

By Shirley Swinbank, Founder

It seems like yesterday that my dream of owning my own school became a reality with Yorkshire Academy. In May of 1984, we started out in West Houston as a preschool with 80 students and gradually made our way to offer an exciting program for children from 18 months through fifth grade with almost 250 students. Our parents continually ask us to expand to middle school, but we've chosen to concentrate on providing what we feel is the best, most comprehensive program for younger children available in the area.

What makes Yorkshire Academy special are the students. What a privilege to have made a difference in the lives of the literally thousands of young people from all over the world who have come through our doors. The elements that make Yorkshire's program special are the small class sizes, our devoted staff, the strength of our academics coupled with a strong emphasis in extracurricular classes, i.e. Music, Art, Spanish, Computer, P.E., Library, Social Emotional Learning (SEL), and the attention to the individual needs of each student. We're able to involve our students in so many special endeavors, including PSIA Academic Competition, an annual entry in Houston's Livestock and Rodeo Art Competition, and now as an Ocean Guardian School, to name a few.

In 2000, we expanded our campus to include a new building to house our upper elementary homeroom classes, the music room, Resource Center, as well as a playing field and parking lot.

In 2012 we added the Treichel Building, which is dedicated to my family, who gave me the confidence to believe I could own my own school. The Treichel Building is home to both our fifth-grade class and our art room. Amazing things happen there.

Each year has its own challenges and opportunities to keep us all on our toes and completely engaged. We continually look for ways to improve and enhance our existing programs, and we look forward to what the future has in store for us. As Ben Sweetland said, "We cannot hold a torch to light another's path without brightening our own."

Yorkshire Academy School Song

Yorkshire Academy, my school is number one.
Yorkshire Academy, where learning can be fun.
I'm a _____ grader, and proud to say it!
Today and ever after, I'm a Y.A. kid!
Today and ever after, I'm a Y.A. kid!

Yorkshire Academy, we learn to be our best.
Yorkshire Academy, we stand out from the rest.
I'm a _____ grader, and proud to say it!
Today and ever after, I'm a Y.A. kid!
Today and ever after, I'm a Y.A. kid
Composed by: Hunter Nelson – Alumni

Positive Parenting Partnership

At Yorkshire Academy, we believe that one of the most important components of a child's education is the active involvement of their parents and guardians. Your role as an engaged and supportive partner has a lasting impact on your child's academic achievement, personal development, and overall school experience. When families and educators work together, students are better prepared to succeed both in the classroom and beyond.

By developing a deeper understanding of the educational process and recognizing the important role you play in your child's learning journey, you help create a strong foundation for lifelong success. We sincerely value your partnership and appreciate your continued commitment to your child's growth and to the Yorkshire Academy community.

Attendance Expectations

- Yorkshire Academy is committed to providing every student with consistent and meaningful learning opportunities. Regular attendance is essential to achieving this goal.
- Parents and guardians are responsible for ensuring that their school-age child attends school regularly and on time.
- When illness or another circumstance requires an absence, parents/guardians must inform the school.

Parent/Teacher Communication

- Scheduled parent/teacher conferences are offered three times each academic year to discuss student progress and development.
- Additional conferences may be arranged when needed; however, these meetings must be scheduled in advance and should not interfere with instructional time.

Resolving Parent Concerns

Yorkshire Academy values open and respectful communication. To ensure concerns are addressed effectively:

- Concerns should first be discussed directly with the individual(s) involved through a scheduled meeting.
- If a resolution cannot be reached, the concern should then be brought to the attention of the Director of Early Childhood or Dean of Students

Supporting Students Through Life Changes

We recognize that events occurring in a student's home or personal environment may significantly affect their behavior, emotions, and ability to learn. We encourage parents and guardians to communicate with the school regarding significant changes or events, including illness, loss of a loved one, changes in living arrangements, or other circumstances that may impact the student. This allows our staff to provide additional support and understanding during times of transition.

Parent Involvement

All parents and guardians are expected to take an active role in their child's education and school community. Participation includes, but is not limited to:

- Open houses
- Back-to-school events
- Parent/teacher conferences
- Student performances and musicals
- Parent group meetings
- Educational seminars and workshops
- Other school activities and events

Your involvement strengthens the partnership between home and school and contributes to your child's success.

Fundraising

Fundraising is an important part of supporting the programs, activities, and opportunities available to Yorkshire Academy students. We appreciate the support and participation of our families in these efforts.

Termination Policy

In the event that enrollment is terminated, mutual respect and professionalism are expected from all parties. Enrollment termination decisions may only be made by the Principal of Yorkshire Academy.

Reasons that may result in termination include, but are not limited to:

- Infrequent attendance
- Excessive tardiness
- Unpaid fees
- Incomplete required medical documentation
- Behavioral concerns, including disruptive or inappropriate conduct
- Lack of required parent participation

Please note that all fees are nonrefundable.

Accreditation

Yorkshire Academy has sought out and welcomed the educational scrutiny of the governing board of the Texas Alliance of Accredited Private Schools. Accredited schools must meet the high educational standards set by TAAPS. In addition, they must continue to maintain the quality of education as expected by TAAPS. (More information on the standards for accrediting schools can be found at www.taaps.org.)

Yorkshire Academy is also a certified member of the Texas Association of Gifted and Talented (TAGT), the Houston Association of Independent Schools (HAIS), the National Association of Independent Schools (NAIS), the Educational Records Bureau (ERB), the Texas Private School Accreditation Commission (TEPSAC), and Texas Private Schools Association (TPSA).

Academic Excellence

Yorkshire Academy has a history of academic excellence as evidenced by our impressive, standardized testing scores, our success at academic competitions in all subject areas, and our students' high acceptance rate at area private schools, as well as honor and gifted programs at public schools as they move on. Also, our international students successfully transition to their school. Private Status - Yorkshire Academy is a select private school. Enrollment, participation and attendance is a privilege and not a right.

Attendance Policy

Attendance is of prime importance to your child's educational development. Please honor the school calendar. The school office and teacher must be informed when a student is or is going to be absent from school. We care about our students and ask that you provide a written note or phone call explaining the reason for the absence either before the absence or when the student returns to school.

Students with absences that total more than 10% (of the 175 total academic days) or 18 days in a calendar school year may jeopardize promotion to the next grade level. Students must be in attendance for a total of 3 hours to receive credit for having attended the entire day.

If absenteeism extends beyond five days per month without a reasonable explanation, termination may result.

Tardies

Attendance for all elementary students will be officially taken at 8:00 a.m. each morning. Students arriving late will be considered tardy. Exceeding 10 tardies will be reflected as an absence on the report card. Please respect the classroom procedures that support and benefit the wellbeing of each student.

Absences

Yorkshire students must be in school unless the absence has been permitted or excused for one of the reasons listed below:

- Illness of student
- Illness of an immediate family member
- Death in the family
- Religious holidays of the student's own faith
- Required court appearance or subpoena
- Overseas for VISA renewals
- Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the Director of Early Childhood or Dean of Students at least five days ahead of time.
- Medical or dental appointments that cannot be scheduled before or after school hours.

Make-up Work

Excused absences: Make-up work for credit and grade is allowed for ALL excused absences. A two (2) day absence will receive a 2 (two) day allowance for completed assignments, etc.

Suspension: Make-up work for credit and grade is permitted. It is the student's responsibility to collect incomplete assignments. All work is due on the day of return.

Before & After School Care

Yorkshire Academy opens at 7:00 a.m. and closes at 6:00 p.m. for those students who require extended care for any reason. Before/After Care parents are given a pin number, and they must sign out their child/children with the pin number. The hourly rate for this is \$25.00/hour. All students require a healthy snack for aftercare.

If you arrive past 6:00 p.m. please note the following policy regarding our late fees:

Late pick-up: Flat rate of \$25.00 until 6:05 p.m.
\$10.00/minute from 6:05 p.m. until sign out

**Late fees must be paid promptly in cash or Zelle, and you must sign a form.
All charges must be processed in the Bateswood Office.**

Homework Club

Homework Club is available to 1st-5th grade students, Monday – Thursday, for an additional charge for non after care students.

MAP

The Memorial After School Program (MAP) offers a variety of weekly classes each semester for Yorkshire Academy students and members of the surrounding community. Course offerings may include Spanish, Chess, Boot Camp, Coding, Tae Kwon Do, Dance, Art, and more. Visit the Yorkshire Academy website for a complete list of classes and details.

Registration for all MAP classes must be completed online in your Veracross parent portal and is not finalized until payment is received. All fees are nonrefundable. Enrollment is limited and classes are filled on a first-come, first-served basis.

Carpool

Dropoff: 7:30 a.m. – 9:00 a.m.

Pickup: 11:50 for those going home at lunchtime
2:30 p.m. for Cottage, Preschool, Pre-K, and Lower Elementary
2:45 p.m. for Upper Elementary

Please be aware that traveling west on Memorial Drive from Kirkwood is normally the safest way to enter Bateswood Drive. From the carpool line that forms along the curb, you can safely turn right into Yorkshire's parking lot. Please note you may not turn left in the parking lot upon entering and you may not park your car during carpool due too many moving vehicles in the parking lot at those times. Proceed patiently through the carpool line only. While on campus do not leave items in vehicles. All items are at the sole risk of the owner.

Any student arriving after 9:00 a.m. must be dropped off at the Memorial reception gate. Any student not picked up by 3:00 p.m. will be admitted into our After Care program and will be charged accordingly. You will be required to sign out your child upon pick up.

Cell Phone Free Zone

It is against the law to use your cell phone in school zones during posted hours. School Zone signs are posted on Bateswood and Memorial Drive.

Carpool Safety

To help keep our carpool line safe and efficient, please observe the following guidelines:

- Carpool is a **cell phone-free zone**.
- Do not walk your child through moving traffic.
- Drivers should always remain in their vehicles, except briefly to assist a child with buckling if necessary.
- Please ensure each child is properly buckled before leaving the carpool lane.
- Students should enter or exit a vehicle only when directed by a staff member and only within the designated carpool loading and unloading area.
- Turn off your engine if your vehicle is parked. Leaving a vehicle unattended with the engine running is against Texas law.
- Do not park in the driveway, handicap-accessible spaces, fire lane, or other designated no-parking areas. Do not double park.
- Observe and comply with all posted **No Parking** signs.

Carpool Pedestrians

To help ensure the safety and security of all students, families, and staff, Yorkshire Academy conducts all student arrivals and departures through our established carpool procedures. Walk-in or pedestrian drop-off and pickup are not permitted.

Our morning, midday, and afternoon carpool procedures are designed to provide the safest and most efficient method for student arrival and dismissal. A Security Officer is present each day to assist with carpool operations and help maintain a safe campus environment.

The **Memorial Gate** is closed to all pedestrian traffic. We appreciate your cooperation and support as we prioritize the safety and security of the Yorkshire Academy community.

After Care Pick-Up Procedure:

To help ensure the safety of all students, families, and staff, please follow these Aftercare pickup procedures:

- Aftercare pickup is located at the **Bateswood gate** between **3:00 p.m. and 6:00 p.m.** A parent or authorized adult must sign the student out using their assigned PIN. A record of the pickup time is required by the State of Texas for every child leaving campus.
- If someone other than an authorized individual will be picking up your child, the school must be notified in advance. Please refer to the **Release of Yorkshire Academy Students** policy for additional information.
- If you anticipate arriving after your usual pickup time, please call the school as soon as possible so we can reassure your child and make appropriate arrangements.
- Do not block the covered carpool lane.

- For the safety of everyone, please do not use your cell phone while driving through the pickup area.
- Children must be assisted when entering or exiting a vehicle. Do not allow your child to enter or exit the car unattended.

Please email all pickup authorization requests or changes to frontdesk@yorkshireacademy.com.

Discipline

At Yorkshire Academy, our goal is to provide a safe, secure, and nurturing environment where every child can grow academically, socially, and emotionally. Clear expectations and consistent routines help children develop self-discipline, build positive relationships, and feel confident and secure at school. Students are expected to understand and follow school rules, demonstrating respect for themselves, others, and school property. Yorkshire Academy emphasizes positive reinforcement and encourages students to make responsible choices, practice honesty, show kindness, and accept responsibility for their actions. Yorkshire Academy is committed to maintaining a respectful and inclusive school community. Bullying, intimidation, harassment, or any behavior that threatens the well-being of others will not be tolerated.

Major Reasons for Termination

- Infrequent attendance - See Attendance Policy
- Excessive tardies
- Recurring behaviors (disruptive or abnormal)
- Behavior that threatens the well-being of others
- Outstanding or unpaid fees
- Excessive late pick up

Termination Policy

Yorkshire Academy is committed to providing a safe, respectful, and positive learning environment for all students. The following policies and procedures have been established to ensure that the rights and responsibilities of students, parents, and the school are balanced and clearly understood.

A student's enrollment may be terminated due to repeated behavioral concerns, nonpayment of tuition or fees, or failure to comply with Yorkshire Academy's policies, rules, and guidelines. When appropriate, the following progressive steps will generally be followed:

- A conference or phone call with the parent/guardian to discuss the concern and develop a plan for resolution.
 - A written warning, which may include notice of suspension or possible immediate expulsion, depending on the nature of the concern.
 - Suspension for up to three school days, during which the student may not attend school.
 - Termination of enrollment if the concern continues or is not satisfactorily resolved.
- Parents will receive written notice stating the reason for termination.

The following situations may result in immediate termination of enrollment without prior warning or suspension:

- Threatening, violent, or dangerous behavior that places students, staff, or others at risk of harm.
- Any circumstance that, in the judgment of the Head of School makes immediate termination necessary and in the best interest of the student, the school community, or Yorkshire Academy.

Dress Code

Students are required to wear the uniform designated for their grade level. Uniforms should be neat, clean, and clearly labeled with the student's name. Clothing should be worn in accordance with school dress code expectations.

When an additional layer is needed, students may wear a Yorkshire sweatshirt, sweater, or navy jacket. Hats and caps are strongly recommended for all students during recess and Physical Education (P.E.) to provide protection from the sun. Please label all outer wear so it may be returned if lost.

Change of Clothes

Students enrolled in the Cottage, Preschool, Pre-Kindergarten, and Kindergarten programs are required to always keep a complete change of clothing at school. Please ensure that all clothing items are clearly labeled with the student's name.

Friday Dress

Every Friday is Yorkshire Academy T-shirt Day. Students may wear any official Yorkshire Academy T-shirt (including red, musical, summer, or P.S.I.A. shirts) with blue jeans or blue jean shorts. Shorts must be no shorter than mid-thigh. Clothing should be neat, clean, and appropriate for the school environment.

Free Dress Days

The last Friday of each month (unless otherwise noted by Yorkshire Academy) is designated as a Free Dress Day. Additional Free Dress Days may be announced at the discretion of Yorkshire Academy for special occasions such as Halloween, Christmas, Valentine's Day, Easter, or during the last week of school.

Students may wear clothing that is appropriate for the school environment and complies with the following guidelines:

- Shorts must be no shorter than mid-thigh.
- Skirts, skorts, dresses, and jumpers must be no shorter than two inches above the knee. Please choose clothing that promotes modesty and allows students to participate comfortably in all school activities.
- Tops must be modest and appropriate for school. Crop tops, halter tops, spaghetti straps, and midriff-baring shirts are not permitted.
- Athletic shorts and mesh shorts are not permitted, as they do not meet dress code standards.

- Girls may wear longer biker shorts only when paired with a shirt that fully covers the hips and seat.
- Clothing, including T-shirts, may not display language, images, or graphics that are inappropriate for the school environment.
- All clothing should be clean, in good condition, and free of holes or excessive distressing.
- Please label all clothing and personal belongings with the student's name.
- Closed-toe, rubber-soled athletic shoes (tennis shoes) are required.
- Crocs and jelly sandals are not permitted.
- **Makeup and temporary tattoos are not permitted**

Yorkshire Academy Dress Code

All uniforms are available at:

Risse Brothers Uniforms: 10516 Old Katy Rd, Suite W, Houston, TX 77043.

<https://www.rissebrothers.com>

<u>Grade Level</u>	<u>Boys / Girls Uniform Requirements</u>
<p>Cottage, Preschool & Pre-K</p> <p>Uniforms from Risse with the Yorkshire logo are required for all students. All clothing, including those in the child's school bag, must be labeled.</p>	<p>Boys: Long or short sleeve solid red or white rugby shirts (with Yorkshire logo) and navy pants or shorts.</p> <p>Girls: Cottage-Pre-S. red/navy plaid jumper, or navy pants with princess blouse or white rugby (with Yorkshire logo). Pre-K plaid jumper or skort Socks must conform with YA colors (red, navy or white)</p>
<p>K – 5th Grade</p> <p>Uniforms from Risse with the Yorkshire logo are required for all students. All clothing, including those in the child's emergency bag, must be labeled.</p> <p>Plaid skort/skirt with white blouse or navy pant/skort with red/blue striped rugby shirt.</p>	<p>Boys: Long or short sleeve blue/red striped rugby shirts, long or short sleeve blue/white pinstriped oxford shirts (with Yorkshire logo), long or short sleeve red rugby shirts and navy pants or shorts. Belts are required for pants with loops.</p> <p>Girls: Long or short sleeve blue/red striped rugby shirt with navy skort, skirt or navy pants or the red/navy plaid skirt with white princess blouse or white rugby (with Yorkshire logo). Do not mix striped with plaid. Socks must conform to with YA colors (red, navy or white).</p>
Winter Wear	On cool days students may wear the blue Yorkshire jacket, zip up hoodie or a red sweatshirt with the Yorkshire logo. Socks, tights, and leggings that follow uniform colors (red, navy, white, black) may be worn.
Shoes	Only rubber-soled shoes are permitted at school. No open toed sandals, cowboy boots or hiking boots may be worn at any time.
Watches and Jewelry - Smart Watches are not allowed at school	Watches are allowed. For playground/P.E. safety, bracelets, rings or necklaces are not to be worn at school. Dangly earrings are not allowed.
Hair	Hair should be clean cut and well-groomed for boys & girls. Hair should be worn in a style and natural color that does not hamper learning or distract other students. Mohawks or faux hawks are not allowed. Hair accessories that become a distraction will be removed and put in your child's bag.
Hats/Caps	Hats/caps are strongly recommended at recess and P.E.
Red Bags and Rolling Navy Backpacks	Red bags for early childhood and backpacks for elementary are required and must be purchased through the link on our website under "Resources for Parents – Uniforms"

Electronic, Internet, Computer, iPad & Library Policy

Electronics

Students may not bring any electronics to school i.e., cell phones, gaming devices, iPads, smart watches, etc.

Library Book Policy

Books that are lost, damaged or not returned to the library will carry a charge:

Hardback books:	\$20.00-\$25.00
Paperbacks:	\$15.00

Students will not be allowed to check out another book until the missing one is paid for or returned. Once books leave our Library, they are the student's responsibility.

Technology Policy

Yorkshire Academy provides students with access to computers and the Internet as part of its educational curriculum. Internet access is intended solely for educational purposes, including research and learning activities that support classroom instruction.

Students are expected to use school technology responsibly and appropriately. The following guidelines apply:

- Students may not use school computers for gaming, social networking, or any activities unrelated to educational purposes.
- Students may only use computers in the computer lab when a Yorkshire Academy staff member is present and supervising.
- Students are not permitted to use personal usernames or passwords, even when accessing approved or authorized websites.

Yorkshire Academy has implemented security measures, including filtering software and firewall protection, to help maintain a safe and secure online environment. However, despite these safeguards, students may occasionally encounter unauthorized or inappropriate material. Yorkshire Academy does not assume responsibility or liability for such unintended access.

If Yorkshire Academy receives information that a student is misusing technology resources, accessing inappropriate content, or sending harassing, harmful, or defamatory communications, the matter will be investigated. Parents or guardians will be notified, and appropriate disciplinary action may be taken in accordance with Yorkshire Academy's discipline policies.

Consequences may include suspension of the student's Internet access privileges and any other disciplinary measures deemed appropriate by the school.

Computers & iPads

Students will have access to Computers & iPads for class assignments at school. The Computers & iPads will have access to Internet resources such as the Web. Yorkshire Academy is pleased to offer this computing resource. However, students must understand and agree to our basic rules of computer usage.

Students may not use iPads in any way that contradicts the educational mission of Yorkshire Academy. Prohibited activities include, but are not limited to, the following:

- Harassment - Communications with other people must be courteous, respectful, and considerate, whether the communication is electronic or in person. Computing resources may not be used to create any materials which are unkind, abusive, or inappropriate in nature.
- Vandalism - Students may not modify any material on a computer other than their own data files. This includes modifying any of the properties or settings on the computers. Students may not install, remove or change system software, application software, or system properties without the teacher's approval and direct supervision. Students may not modify or destroy the work of another student. Students may not install or create "viruses."

Students may not abuse the computing resources themselves, such as wasting printer paper and ink cartridges or intentionally causing the network to slow down. Students may not perform any other action with the computer that can cause damage or excessive wear and tear to the computer hardware, software, network, printers, or any other computer related equipment.

- Inappropriate Materials - Students may not view, retrieve or download any material that is inappropriate to the educational mission of the School. This includes materials that students may encounter on the Internet or that a student may bring to school from other sources, such as flash drives. It is especially important to note that access to the Internet can be revoked at any time if a student's actions are not related to the task or the subject matter of the class or assignment. A separate policy governs the use of Internet access in the Resource Center.
- Yorkshire Students personal phones/iPads/smart watch/computers are not permitted at Yorkshire Academy.
- Unauthorized Use: Teachers and other Yorkshire Academy staff may have computers in the classroom or their offices. If a student does not have express permission as part of an assignment or at the teacher's request, the student may not use the computer in any way.
- Games and Messaging: Students may not play games or use messaging software on any computer on the School campus.
- Social Networking: Students who maintain and use a website, blog, or other social networking site even at home must realize that (even if they consider their site to be personal) if they can be identified as a student of Yorkshire Academy, then they are representing the school. Consequently, the student must realize that the way in which they portray themselves (in image or words), the language they use, or the values they express must not contradict the values of Yorkshire Academy as expressed in such documents as the school's mission statement and statement of philosophy. The same restrictions will be deemed to apply to the parents or guardians of students.
- Violations: Any violation of the regulations stated in this policy may constitute loss of access privilege, school disciplinary action, and/or appropriate legal action.
- A student who breaks or damages an iPad will be responsible for its repair or replacement for a cost of \$399.00.

General Information

Communication

We take great care to keep parents/guardians informed of the activities of their child's class and the school at large. Means of communication:

- Yorkshire Academy website www.yorkshireacademy.com.
- You can subscribe to the calendar by clicking the 'Subscribe' button above the calendar. By doing so, you will receive updated information immediately. Please check the calendar regularly at: <https://www.yorkshireacademy.com/family-resources/calendar>
- Messages that Matter
- Parent/Teacher conferences
- Monthly Parent Volunteer Community (PVC) meetings open to all Yorkshire Parents
- BLOOMZ
- Please ensure your current contact information (phone number, email, and address) is up to date in your Veracross parent portal and email frontdesk@yorkshire.com

Report cards, progress report and Parent/Teacher conferences (Messages that Matter) keep parents up to date on their child's progress.

Teachers are always happy to discuss a student's progress, activities, and experiences with parents throughout the school year. However, if you need to have an extended conversation or discuss a sensitive matter regarding your child, we kindly ask that you schedule an appointment with the teacher in advance.

Please refrain from having lengthy discussions during drop-off or pick-up times or while the teacher is responsible for supervising students in the classroom. This allows teachers to remain focused on providing a safe and engaging environment for all students.

Members of the administrative team are also available for scheduled conferences upon request. Our shared goal is to foster a strong partnership between families and the school while providing an exceptional educational experience for every student, as outlined in our Positive Parent Partnership.

Homework Policy

Specific information will be given at orientation for each grade level. It is in the student's best interest to carry out these assignments independently. Parents can best help by providing a quiet workspace and a regular consistent work schedule for their child. Too much parental help should be avoided.

Important Phone Numbers & Websites

Yorkshire Academy	281-531-6088	www.yorkshireacademy.com
Yorkshire Academy fax	281-531-6097	
Yorkshire Foundation		www.yorkshirefoundation.org
Risse Brothers School Uniforms	346-319-4176	www.rissebrothers.com
Jasons Deli	281-531-1999	

Lunches

Students must bring lunch from home. Yorkshire Academy partners with Jasons Deli for catered lunch options.

Nondiscrimination Policy

Yorkshire Academy admits students to equal participation in all school opportunities without regard to race, color, religion, national and ethnic origin. We do not discriminate on the basis of race, color, sex, religion, national or ethnic origin in administration of school educational opportunities, policies, admissions or scholarship programs and other school programs.

Parent Surveys

Parents are encouraged to give the school feedback on all aspects of school activities throughout the year.

P.S.I.A. (Private School Interscholastic Association)

Yorkshire Academy (1st-5th grade) students participate in the yearly P.S.I.A. competition. Areas of competition include spelling, creative writing, storytelling, music memory, art memory, dictionary math, and others. The district and state competition is held in the Spring.

Prayers to Blessings

Yorkshire Academy is a non-sectarian school that stresses character development and guides moral direction. All YA students Cottage – 5th grade participate in prayers before snacks and meals. They are:

“For the food before us

“God is Great

“ABC, 123

Release of YA Students

A notification must be sent by email to frontdesk@yorkshireacademy.com before a student is permitted to leave campus with anyone other than their parent or legal guardian.

If someone who is not listed on the student’s approved pick-up list will be picking up your child, please contact the front office with the individual’s name and follow up with an email confirming the request. The authorized individual must present a valid driver’s license or government-issued identification at the time of pick-up.

School Hours

	Drop-off	Pick-up
Upper Elementary	7:30 - 8:00 a.m.	2:45 - 3:00 p.m.
Lower Elementary	7:30 - 8:00 a.m.	2:30 - 3:00 p.m.
Pre-K	8:00 - 8:30 a.m.	2:30 - 2:45 p.m.
Pre-School & Cottage	8:30 - 9:00 a.m.	11:50 - 12:05 p.m. or 2:30 - 2:45 p.m.

Arrivals before the school designated drop-off times and departures after the designated pick-up times will be deemed Before and After School Care.

Students who have paid in advance for Before School Care may be dropped off as early as (but not before) 7:00 a.m. at the Bateswood gate. A Yorkshire staff member or security will escort that student to class.

Testing

All new enrollments entering our Elementary program will complete an on-site evaluation as part of their portfolio. This helps the teachers understand the general abilities and needs of the individual child, and groups of children to aid them in designing the curriculum for the year. The new student testing for admission (WPPSI - IV or the WISC) is scheduled and administered by Education Specialists. Payment

will be due to Education Specialists at the time of testing. When possible, a Yorkshire classroom visit will be scheduled.

The following evaluation profiles will be used to assess the developmental readiness and progress of students at Yorkshire Academy:

Cottage & Preschool	Yorkshire Academy Student Evaluation
Pre-K - Kindergarten	Yorkshire Academy Student Evaluation
1st – 5th Grade	Stanford 10 Achievement Test (SAT10)
3 rd and 5th	OLSAT (Otis-Lennon School Ability Test)

If outside testing is requested by Yorkshire Academy, results should be shared with the Director of Admissions within 4 weeks of receiving the test results to determine if any modifications are necessary to help benefit the child's education.

Tutoring – If Applicable

Tutoring specialists offer tutoring in all subjects; many times, conveniently offered on the premises of Yorkshire Academy. Parents should discuss their child's needs with a specialist to determine a specific plan of action. Contact Associate Principal for a tutoring referral.

Tuition and Financial Obligations

Students are admitted for the entire school year. A fee of \$100.00 is required for all new applicants and is **NON-REFUNDABLE**.

The \$250.00 registration fee due with admission enrollment, the Building and Maintenance fee and the TACE (supply) fees are paid yearly and are **NON-REFUNDABLE**.

All payments are due by the 5th of each month (as stated in the signed Enrollment Agreement) and, as a courtesy reminder, invoices are e-mailed a week before the tuition is due. Payments made after the 5th of the month may be subject to a late fee of \$100.00

There are three options available to pay your student's tuition.

1. Monthly/10 equal payments
2. Semi-Annual
3. Lumpsum

Tuition may be made by:

- Cash or check delivered to the Bateswood Office
- By Direct deposit or Zelle (using finance@yorkshireacademy.com as the designated email address) through Prosperity Bank, or by calling the Financial Director with your credit card details. Credit Card payments are subject to a 3% convenience fee. Credit Cards may be kept on file upon your request.

No refunds are given for absences, withdrawal or for holidays taken during the school year. No make-up days are available for a child who misses school due to illness.

Student Health, Immunization, & Records Policy

Food Allergies

Food allergy management at Yorkshire Academy centers around a partnership between parents and faculty. It includes planning, prevention of exposure, education & training, and management of an allergic reaction/exposure.

Some of the parental responsibilities include:

- Notifying the school before school starts of any student allergies.
- If your child's allergy requires medication and/or emergency treatment at school, Yorkshire needs and Emergency Care Plan signed by the doctor, Yorkshire Academy Epi Pen Policy signed, Medicine Authorization signed, two Epi Pens and Benadryl. Epi Pens need to be sent in the original prescription box. This is the only medication YA staff is allowed to administer PER STATE REGULATIONS.
- Consult with the school to review the Plan, need for other accommodations, such as eating at an allergen-free table, special supply of snack, whether or not student will only be eating food from home, special food supply for birthday celebrations.
- Parents in each class are notified of food allergies in the class. The notification includes education about food allergies as well as detailed prevention strategies.
- Parents are requested to bring in nonperishable "safe" snack supply to keep in class in covered container.
- Class holiday parties and birthday celebrations in class - if food is served, allergic children only eat food from home unless food is approved by their parent.

Spinal Screening

Requirement for spinal screening apply each year for all children who attend private or public school. Spinal screenings are mandatory for all girls, not boys, during the fall semester of fifth grade.

Health & Medical Care

A current copy of the Immunization Record/Physicians Statement of Health **signed** by the Doctor must be in the student file prior to the first day of school. This form signed by the physician will show that your child is in good health and that all immunizations are up to date. Failure to comply with this request will result in your child being sent home until the form is received in the office. This is a State of Texas requirement.

Great care is taken to protect our students from acquiring infections or illnesses at school. Therefore, children who are ill **MUST** be kept at home. Student absences must be reported to frontdesk@yorkshireacademy.com. Please advise if the absence is due to a communicable disease such as Strep throat, chicken pox, pink eye, lice, impetigo, ringworm, flu, vomiting and/or diarrhea.

Yorkshire Academy follows Texas Department of State Health Services Communicable Disease guidelines for student exclusion from class. If a child has had a fever, **vomiting, or diarrhea, he/she must stay home for at least 24 hours** and be **fever free for 24 hours** before returning to school (without the use of fever medication) in order to help prevent spreading viral illness to classmates and teachers. Students with communicable diseases and/or fever should not accompany parents to school to retrieve assignments.

Children may not carry medicine with them at school, including cough drops. Due to state Health laws and our licensing agreement, it is Yorkshire Academy's policy not to dispense medications to students.

Hearing & Vision Screening

State Law requires that children enrolled in Pre-K, Kindergarten, 1st, 3rd, 5th graders and all new entrants to Yorkshire Academy have hearing and vision screenings. **These screenings must be done prior to school as we do not offer them on campus.**

Common Communicable Diseases, Incubation Periods and Readmission

- Common Cold / COVID: fever free for 24 hours without use of fever medication
- Fever 100.4 °F or greater: fever free for 24 hours without use of fever medication
- Conjunctivitis (Pink Eye): 1 – 3 days physician states that the person is non-infectious
- Chicken Pox: 10 – 21 days 7 days from onset of rash or until all blisters have crusted over
- Impetigo: Variable 3 – 7 days when treatment has begun
- Measles (Rubella): 7 – 14 days 5 days from onset of rash
- German Measles: 14 – 21 days 8 days from onset of rash
- Mumps: 1 – 26 days 10 days from onset of swelling
- Ringworm of Scalp: 10 – 21 days when treatment has begun
- Fifth Disease: 6 – 14 days when fever subsides

Outdoor Activities

Minimum Standards states that children must go outside every day. Admin will monitor the weather and adjust outside times depending on conditions. If your child is not healthy enough to go outside, they do not need to come to school.

Medical Emergencies

In the case of a medical emergency at school, the parents/guardian will be notified as soon as possible. If either of the parents is unavailable, the emergency contact you have assigned will then be notified. If a student is to be taken to the hospital, the Director of Early Childhood will contact the student's doctor listed and the child will be taken by ambulance to the hospital. It is the parent's responsibility to inform the school of any changes in address, phone numbers, and persons designated to pick up children.

If there is a head injury the parent will receive a phone call and a yellow ribbon will be pinned to the child's shirt so that Faculty, Staff, and Parents can monitor the child for any symptoms. The child will also be sent home with an accident report form.

Student Records

All student records, as mandated by State Law, must be completed online on Magnus and submitted prior to **the first day of school**. Students may be sent home if not completed. As State Law requires this information, we ask you to help us. Complete student records aid the successful operation of a school office.

It is imperative that all parent/guardian phone numbers, emergency numbers, doctor's phone numbers and any other relevant information be kept current with the office. Please update all contact information on your child's online portal when needed and notify frontdesk@yorkshireacademy.com .

Yorkshire Academy Immunization Policy

Immunization Policy

Every student enrolled in Yorkshire Academy must be immunized against preventable diseases caused by infectious agents by vaccination in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment, or if enrolled, enrollment will be terminated. *Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption at Yorkshire Academy.*

The Immunization Record/Statement of Health must be completed, signed by the doctor, and returned to school by the first day of attendance. This form is **required** by the State of Texas.

Safety, Security, & Disaster Procedures

IRIS

YA utilize IRIS communication system to notify parents quickly in case of a school wide alert/or emergency. The most likely use, at this time, would be weather related. A member of the Administration will access this system if there was wide-spread flooding, ice, or emergency lockdown. IRIS will be able to notify parents that the school would be closed. Emergency numbers and email addresses will be taken from the emergency contact information form.

Safety and Security

An armed security officer is present on the Yorkshire Academy campus whenever students are in attendance. All visitors must check in through our "Visitor Aware" system. At the start of the school year, each parent will receive a lanyard containing a unique QR code assigned specifically to them, valid for access throughout the year. For security purposes, parents are asked to wear their lanyard while on campus and to not share their lanyard with anyone else. If a parent arrives without their lanyard, a photo check-in will be required prior to entering campus.

Lock Down Plan

A Full Lockdown would be initiated if an outside threat was determined to place our children or staff members in harm's way. In the event of a Full Lock Down, ALL doors would be locked and ALL children would stay in their rooms away from windows with their teacher. The PA system will allow the campus to stay informed (in all rooms and playground areas of both campuses). The administrative team and security will assist with these procedures. No one would be allowed to leave or enter until the authorities lifted the lockdown. Immediate parent notification through our IRIS system would be activated.

Evacuation Procedure

In the event of an evacuation, families will be notified through IRIS with specific instructions on where to pick up their child. Our emergency plan includes fire drills, severe weather drills, lockdown procedures, and evacuation protocols to ensure the safety of all students and staff.

Special Events

Birthdays

We always enjoy recognizing students' birthdays with a small celebration. You may bring a special healthy snack for the whole class to share at snack time or lunch. Please do not provide anything that contains nuts. Check with the teacher for students that have allergies. Children with summer birthdays may celebrate on a selected day at the end of the school year. Please see your child's homeroom teacher or homeroom mom for birthday celebration specifics. Private party invitations or gifts should not be distributed at school.

To honor your child on his or her birthday we encourage you to donate a favorite book to the school library. A dedication card will be enclosed.

Field Trips

Field trips are planned to be an extension of a particular unit of interest or study in the classroom. Plans for field trips are announced from the homeroom teacher by e-mail and by notes sent home to the parents/guardians. Some field trips may require payment prior to the trip. Students are expected to demonstrate good behavior on field trips.

A permission slip must be signed and returned to the homeroom teacher before a child may leave Yorkshire's campus to attend a field trip. No child may go on a field trip without written authorization. All field trips are taken via a rented bus with seatbelts and all students must be in full uniform unless otherwise noted.

Please note: If a parent is invited to chaperone a field trip, he or she will be assigned a small group of students for which to be responsible. Due to the safety of all, chaperones may not bring younger siblings on the field trip. Parents may be required to drive and follow the bus as bus seats are limited and reserved for students and staff.

First Few Days of School

Please reassure your child(ren) that you will return shortly and that they will enjoy spending time with their classmates during the school day.

To ensure the highest level of security on our campus and the safety of all students, we will continue to manage student arrival and dismissal through our designated carpool drop-off and pick-up procedures. At this time, pedestrian walk-in/drop-off will not be available.

We appreciate your partnership and understanding as we prioritize the safety and security of our Yorkshire community. Our morning, midday, and afternoon carpool procedures provide the most effective and consistent approach for ensuring a safe and efficient arrival and dismissal process for all students.

Parties (Class)

To respect and honor each Yorkshire Academy student the following procedures must be followed:

- Grade level parties must be coordinated with teachers, all students/all classes receiving equal celebration activities/food.
- Party plans should **not** include individual student gifts.
- Please make arrangements that allow for parties to be held in individual classrooms. The Outdoor Learning Center may not be available.

- Healthy snacks only. We have several students with food allergies; some are very severe. So, it is extremely important to be aware of what items are to be served. Please refer to allergy list which is posted in every classroom

We so appreciate our generous parent volunteers. It is our goal to assure that each class celebrates in a festive, but FAIR manner. We do not want any of our children to be disappointed. Your support and cooperation with the above is appreciated.

Toys

Toys and personal items should remain at home unless specifically requested by a teacher for a classroom activity, such as Show and Tell. The only exception is a special toy or stuffed animal that may be brought for rest time when appropriate.

To support a safe and positive learning environment, Yorkshire Academy does not permit students to bring items that promote aggression or unsafe play, including toy weapons, war-related toys, action figures, trading cards, or other items deemed inappropriate for school.

Students are also not permitted to bring cell phones or personal electronic devices to school.

Visiting Classrooms

You may respectfully visit your child's classroom for the following events:

- Class parties
- An appointment with the teacher
- Any other special event for which you have received notice

For those visitations, you will be checked in through Visitor Aware.

- Appointments must be made for all other visits to YA
- Please remember not to bring siblings for any classroom visits
- Parents should not initiate any discussions with the teacher during classroom visit

Student Photos/Images

Class Photos

Individual and class pictures will be taken during the school year. Dates are posted on the school calendar and will be announced in the school newsletter. Uniforms are required. The annual supply fee covers the cost of student pictures.

Photo Release

Many photos and images are taken of the students throughout the year. These may be used in the Yearbook, advertising, or Yorkshire Academy's website. Parents must sign the Photo Release (in Magnus portal) so that photos and images of all students are handled appropriately. Student names will not be posted with pictures.

Parent Volunteer Community

Yorkshire Gatherings

Parents are encouraged to participate in the school and can do so through the PVC “Parent Volunteer Community”. The PVC is a group of caring, committed individuals working side-by-side with teachers and administrators to enhance the educational experience at Yorkshire. Volunteering is a great way to get to know other parents and teachers, and the children are so proud to see parents working for their school.

Yorkshire PVC Gatherings are held the first Friday of every month (unless otherwise noted). Everyone is invited to enjoy a cup of coffee and visit with other parents and find out what is happening at Yorkshire. Reminders and location for these PVC Gatherings will be communicated via BLOOMZ.

Parents are also encouraged to participate directly in Yorkshire’s educational programs by giving lectures, talking to students about their profession, favorite hobbies or native culture.

The school attempts to maintain a high standard of teaching, exceptional on and off campus activities for all students and gifted professionals to support and sustain such benchmarks. Tuition costs cover only a portion of Yorkshire’s expenses and each year an annual fund-raising campaign is conducted; and it is through generous donations from families and friends of Yorkshire Academy that enables us to augment the ever-increasing outlay required to maintain the high levels of education. All parents are encouraged to participate with a tax-deductible contribution defined as generously as the individual family’s income allows. Our goal is 100% participation at any level so that we may continue our quest for corporate and grants sponsorship. Formal PVC programs are only the beginning when it comes to volunteering opportunities. There are many ways to participate on a schedule that works for you.

Volunteer opportunities include:

- Read a book to your child’s class
- Be a Homeroom parent
- Book Fair volunteer
- Chaperone your child’s class field trip (if needed)
- Demonstrate a musical instrument
- Help with costumes or set construction for musical performances
- Fundraising
- Take recycling out (kids love to help with this!)
- Teacher Appreciation

THE YORKSHIRE FOUNDATION

What is the Yorkshire Foundation?

We pride ourselves in being a small, private school, where all the teachers and staff know your children by name, and work as a team to educate and nurture them. However, the fact that we are a private school also means we have a limited budget and must seek additional funding for educational programs, upgrades, equipment and enhancements. This is where fundraising plays a vital role, and parents can be an enormous help, both for their children and as a legacy for future families.

Fundraising activities on behalf of Yorkshire Academy are conducted through the Yorkshire Foundation. Yorkshire’s founders established this non-profit Yorkshire Foundation to enhance the school’s educational and enrichment programs via the acquisition of equipment, current technology and programs that keep pace with constantly emerging educational frontiers. These enhancements and improvements are mostly outside the budget funded by tuition. The money raised by the Yorkshire Foundation is used to support

the expenses of managing our excellent program supporting literacy, computer instruction and technology, visual and performing arts, parent education and ongoing teacher education.

The foundation applies for grants & corporate funding each year as well seeking outside donations through the Foundation website's online giving option. All funds raised are used to keep the school up to current educational standards and promote educational excellence for your child. The Yorkshire Foundation is a fully qualified 501© (3) non-profit organization. Contributions are tax-deductible.

You can support the Yorkshire Foundation in many easy ways! By a one-time designation to the Yorkshire Foundation via Amazon Smile, ALL your future Amazon purchases automatically invoke a small donation to the foundation. The same applies when you choose the foundation through the rewards program at Randall's. From time-to-time other events and activities take place at the school with the proceeds going to the foundation. Also, by attending the annual Yorkshire Gala, you can support the school while enjoying an evening of fun with other parents and the staff that spends all of those days nurturing your precious child(ren).

Parents and families are encouraged to enjoy and participate in any and all of these opportunities, large and small, in support of the school. Together, we can make a difference. Your children are currently benefiting from the legacies of former families who enthusiastically supported the Yorkshire Foundation while their children were here. You, too, can continue the effort to keep Yorkshire Academy a wonderful place for children to learn, by your financial support.

Community outreach, both locally and in the wider world, is also a vital aspect of the Yorkshire Foundation. Parent education seminars are conducted periodically and are also open to the community at large.

Yorkshire Foundation invites all to visit the Foundation website (www.yorkshirefoundation.org) to learn about past successes and find out what's on the calendar for the coming year. Online donations are accepted, volunteer sign-ups available and comments welcome. The Yorkshire Foundation supports your child daily, in so many ways. We would greatly appreciate your help.

Fundraising activities currently include:

- Annual Fund – donations accepted to Yorkshire Foundation through Zelle at giving@yorkshirefoundation.org, check or cash.
- Nutcracker Market
- Musical T-Shirts
- Memory Bricks

Yorkshire Foundation Board Members
Shirley Swinbank – Foundation Board President
Janet Howard – Foundation Board Vice President & Treasurer
Vivien Crain – Foundation Board Secretary
Jean W. Harding – Camden Board Trust
Dave Nelson – Senior Business Analyst
Pat Clynes – Parent at Large

The Yorkshire Foundation
Making a difference in education, one individual at a time.

Website: www.yorkshirefoundation.org Email: giving@yorkshirefoundation.org

UNITY

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young girl's mind,
And they fashioned it with care.
One was a teacher; the tools he used
Were books and music and art;
One was a parent with a guiding hand,
And a gentle, loving heart.
Day after day the teacher toiled
With touch that was deft and sure.
While the parent labored by his side
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed he would have failed
If he had worked alone.
For behind the parent stood the school,
And behind the school, the home.

RULES

I will keep my hands to myself.

I will listen carefully.

I will walk.

I will talk quietly.

I will be a good friend.

I will use positive words.

I will do my personal BEST.



KEYS TO SUCCESS

- We will show respect when responding to adults and other students' opinions, comments and ideas.
- We will make eye contact when speaking with another person.
- We will cover our mouth when we sneeze or cough, and say "Excuse me".
- When we are asked a question in conversation, we will answer, and then ask a question in return.
- We will always say "Thank you" when given something.
- We will surprise others by performing random acts of kindness.
- We will answer all written questions with a complete sentence.
- We will not ask for rewards.
- We will be as organized as possible and complete our homework every day.
- We will follow specific classroom protocol.
- When grading other students' papers, we will give only the correct grade.
- We will keep ourselves and the bathrooms clean and germ free.
- When meeting new people, we will shake hands and repeat their names.
- We will be responsible for cleaning up after lunch.
- When walking in a line, we will keep our hands behind our backs.
- We will stand up for what we believe in.
- We will live so that we will not have regrets.
- No matter what the circumstances, we will always be honest.
- During a school assembly, we will not speak or call out to our friends.
- We will be the best person that we can be.