

# YORKTOWN HIGH SCHOOL HANDBOOK 2019-2020

Revised: 6/19/2019

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# **INTRODUCTION**

Welcome to Yorktown High School, home of the "Tigers." This is one of the finest high schools in Indiana, and with your help, it can be even better!

The handbook is updated annually to assist you in making your years at Yorktown as rewarding as possible. It is accessible on the school website- <http://yhs.yorktown.k12.in.us> & InfoSnap. As a student here, you have the right and obligation to know and understand the guidelines contained in this handbook. Following these guidelines and procedures will make your time here more enjoyable. You are encouraged to become involved in both the curricular and extra-curricular life of school. Challenge yourself. You don't have to be *the* best, but try to do *your* best every day. Take pride in your work, the work of others, and in Yorktown High School. Go Tigers!

Ms. Stacey Brewer, Principal

This handbook material is presented not only to guide students and families but also to inform in an effort to be fair with everyone involved. Parents and students please read the handbook guidelines carefully. Failure to read the handbook will not be accepted as a valid excuse in any situation. This handbook is based in significant part on policies adopted by the Board of School Trustees and Administration Guidelines developed by the Superintendent. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, recent changes to guidelines may not be reflected in this document. If you have questions or would like more information about a specific issue or document, contact Principal Brewer.

## **MISSION STATEMENT**

Yorktown High School provides all students rigorous academics and cultural experiences to develop life-long learners who will be ethical citizens of the world.

## **VISION STATEMENT**

Yorktown High School shares with our community the responsibility of creating a safe and supportive learning environment. We strive to engage students' minds by providing opportunities to explore knowledge and enhance personal creativity.

## **MOTTO**

Every one, Every day, All it takes.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

## **SCHOOL DAY SCHEDULES**

<b><u>Regular Schedule</u></b>	<b><u>One-Hour Delay</u></b>	<b><u>Two-Hour Delay</u></b>	<b><u>Tiger Day</u></b>	<b><u>Testing/Special Tiger Day</u></b>
<b>1</b> 8:20 - 9:45	<b>1</b> 9:20 - 10:30	<b>1</b> 10:20 - 11:15	<b>1</b> 8:20 - 9:35	<b>HR</b> 8:20 - 9:15
<b>2</b> 9:50 - 11:20	<b>2</b> 10:35 - 11:45	<b>2</b> 11:20 - 12:15	<b>2</b> 9:40 - 10:55	<b>1</b> 9:20 - 10:30
<b>3</b> 11:25 - 1:25	<b>3</b> 11:50 - 1:40	<b>3</b> 12:20 - 1:55	<b>HR</b> 11:00 - 11:25	<b>2</b> 10:35 - 11:45
Lunch A 11:25 - 11:55	Lunch A 11:50 - 12:20	Lunch A 12:20 - 12:50	Lunch A 11:40 - 12:10	Lunch A 11:50 - 12:20
Lunch B 12:10 - 12:40	Lunch B 12:30 - 1:00	Lunch B 12:55 - 1:25	Lunch B 12:20 - 12:50	Lunch B 12:30 - 1:00
Lunch C 12:55 - 1:25	Lunch C 1:10 - 1:40	Lunch C 1:25 - 1:55	Lunch C 1:05 - 1:35	Lunch C 1:10 - 1:40
<b>4</b> 1:30 - 2:55	<b>4</b> 1:45 - 2:55	<b>4</b> 2:00 - 2:55	<b>4</b> 1:40 - 2:55	<b>4</b> 1:45 - 2:55

## **SCHOOL CLOSING INFORMATION**

In the event that it becomes necessary to cancel or delay school because of severe weather conditions or any other emergency, you may receive a call on the automated system and school officials will notify the following local radio stations: WLBC - 1340 AM, 104.1 FM WMDH - 102.5 FM WERK - 99 AM, 104.9 FM. We will also post via Twitter: @YorktownSupt and @YorktownHighSch

Please do not call the high school for this information. Radio stations are notified by 6:30 a.m. each day school is closed or delayed for such reasons.

## **SCHOOL DELAYS, HOMEROOM & OTHER MODIFIED SCHEDULES AND OFF SITE STUDENTS-**

*For Homeroom/Tiger Days, attendance at YHS is required. These required YHS days will be communicated with your offsite programs.*

Education Professionals I or II-	attend all YHS classes, notify your mentor teacher
Career Exploration Internship-	attend YHS classes, notify your employer as needed
*ICE-	attend YHS classes; notify your employer as needed
AM MACC-	attend MACC, arrive at YHS for Block 3 & 4 classes
PM MACC-	attend block 1 & 2 classes, leave for MACC when finished

\*ICE Students- You will receive specific instructions and procedures you are expected to follow from your teacher. You should contact your employer to see if you can be late. If you must report on time, you may leave early to do so. However, you must provide verification to your teacher from your employer.

### **RELEASE OF STUDENT DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Yorktown Community School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised your child's Principal to the contrary in writing. The primary purpose of directory information is to allow the Yorktown Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Yorktown Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's Principal in writing by September 1 of the school year.

The Yorktown Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address and phone number
- Earned awards (including Honor Roll)
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph/video while participating in school activities
- Date and place of birth
- Student work for display at the discretion of the teacher
- Dates of attendance
- Grade level and school

## **I. ATTENDANCE**

### **STATEMENT OF ATTENDANCE EXPECTATIONS**

Yorktown Schools insist that students be punctual and regular in school attendance. A very high positive correlation exists between formal learning and attendance. A day lost in the classroom, with its activities, insights and interactions, can never be fully retrieved nor duplicated in any other fashion. The purpose of this policy is to encourage academic effort by discouraging unacceptable absenteeism. Effective July 1, 2005, in order that Yorktown Community School Corporation follow compliance with HEA 1288-2005, SECTION 17, it is expected that all students attend 180 days of school.

### **ATTENDANCE TERMS DEFINED**

**Excused absences:** An excused absence is a child's personal illness, illness in the family, quarantine of the home, family funeral, observance of religious holidays, doctor or dentist appointments. Undocumented excused absences (EA) are those reported to the school by the student's parent or legal guardian. Documented excused absences (EAD) are those verified in writing by an appropriate professional.

**Exempt Absences:** IC 20-33-2-14, 15, 16, 17. These are days the student is excused from school, i.e. the absence is not recorded. Exempt absences include: serving as a page or honoree in the Indiana General Assembly; being a witness or a party in judicial proceedings (this includes any required court appearance); helper to a political candidate, a political party, or to a precinct election board on the date of an election; National Guard Duty for no more than 10 days; or Civil Air Patrol duty for no more than 5 days. Additionally, for students in good academic standing, which will be based upon their previous year's grades and attendance, State Fair participation can be considered an exempt absence for up to 5 days.

**College Visits:** Yorktown High School does consider college visits as an important component of college and career preparation. Students are allowed five total college visits days which may be taken in junior and/or senior year. Additional days may be granted with Administrative approval.

**Unexcused absences:** An unexcused absence is any absence which does not qualify as an excused absence. Other examples of unexcused absences are: absences due to car trouble, late ride, missing the bus, family vacations and oversleeping.

**Habitual (chronic) absenteeism:** Habitual (or chronic) absenteeism includes students absent from school for ten percent (10 percent) or more of a school year **for any reason** (excused or unexcused).

**Truancy:** "when a student is absent from school without the permission of parent/guardian."  
Effective July 1, 2013, SEA 338. a child is designated a **Habitual Truant** when having more than ten (10) days **unexcused absences** in one (1) school year."

Under I.C. 20-33-2-25, the Superintendent or an attendance officer having jurisdiction shall report a child who is **habitually absent or habitually truant** from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

**Late Arrival:** Arriving to school more than 10 minutes late.

**Tardy:** late to any class 10 minutes or less.

### **STUDENT AND PARENT RESPONSIBILITIES**

1. The student and his/her family have the primary responsibility for ensuring school attendance. Students with absences for any reason are expected to gather and complete their makeup work as soon as possible.
2. Parents/guardians are asked to notify the school of their student's absence in person, by note or phone call the day of the absence **or the absence may be considered unexcused**. You may call 759-2550 or 759-2637 and leave a message 24 hours a day.
3. Parents/Guardians should schedule medical or other appointments outside of the regular school day.
4. Whenever students leave the school building during the school day, they must have parental and administrative permission and sign out from the Front Office. *Students leaving school are considered truant*. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.
5. Students unable to attend school will not be permitted to work at, attend, or participate in extracurricular activities after school unless approved by the Principal. Students absent (ill) from school may not attend practices or any after school activities that day. If a student arrives by the beginning of Block 3 they may participate in after school activities.
6. Family vacations during school time are discouraged and are considered unexcused, but if necessary, should be pre-arranged with the Principal. Students should attempt to complete any missed work prior to the vacation. However, they will have the number of days missed to complete their work.
7. Students absent for 5 consecutive days due to illness must have a physician's excuse note upon return to school.
8. If the absence is for a medical appointment of any kind, documentation must be brought to the school. The specialist's name and location of his/her practice should be identified on the slip. Medical appointment notes should be given directly to the attendance secretary, who in turn will give it to clinic personnel.
9. After being absent one day students should make every effort to have assignments ready the next time those classes meet. Assignment information is available on each teacher's Canvas site. Parents may also contact the school if they need to pick up books/materials. A detailed explanation of how make-up work is handled will be included in the syllabus for each of your student's classes.
10. When students arrive at school they are expected to enter the school building and remain on school property.

### **SCHOOL RESPONSIBILITIES & ACTIONS**

1. YHS will provide incentives for student attendance by providing a rich and varied learning environment.
2. YHS will maintain records and utilize a system for monitoring attendance and tardiness and for discouraging absenteeism.
3. YHS will verify all attempts to contact parents and students in order to plan how to avoid more serious attendance problems.
4. YHS may assign detentions or in-school suspensions for the completion of supplemental instructional material.
5. YHS will identify students who have a pattern of poor attendance and/or excessive tardiness and will work with parents for improvement. However, note below that excessive attendance issues may result in a referral to the Delaware County Prosecutor's Office for educational neglect.
  - a) The school will send letters home at 5, 10, 15, 20 days absent
  - b) The school will arrange a parent meeting/call at 10 days absent.
  - c) The Superintendent or designee will report a child who is habitually truant, defined by 10 unexcused days, or habitually absent, defined as 10% of the school year, from school to an intake officer of the juvenile court or the department of child services.
  - d) **The school will send a letter at 15 requiring a physician excuse for every absence thereafter.**
  - e) The school will send a letter to the Prosecutor for any absences between 15-20 not supported with physician's documentation.
  - f) The school will send an affidavit for Juvenile Services to the Delaware County Juvenile Services at 20 absences.
  - g) The school will refer students with further absences (at the discretion of the administration) to Juvenile Probation.

**\*Attendance letters are sent regardless of excused or unexcused absences due to the fact that parents, students, and schools are responsible for the total amount of days missed.**

## **CONSEQUENCES FOR EXCESSIVE ABSENCES**

**Removal of a student from a course due to excessive absences** -As stated previously Yorktown Schools insist that students be punctual and regular in school attendance. Using the following absence guideline, a student may be removed from a course. If a compelling reason exists, such as physician documented extended illness, a student may be left in a course with an expectation of improved attendance.

For One Semester Classes

<u>Benchmark Date</u>	<u>Absences leading to removal</u>
By Midterm of Quarter 1 or 3	5
By the End of Quarter 1 or 3	7
By Midterm of Quarter 2 or 4	8

For Two Semester Classes

A student will be removed from a 2 semester class if their total absences exceed 12.

### **Procedures:**

A. When a student reaches a number of absences meriting removal in a course, excused and/or unexcused, the student and parent/guardian should complete and return the appeal form, available in the front office, with required documentation to the assistant Principal within three (3) days of said absence.

B. If no appeal is received, the student will be withdrawn from the course following a conference with the student and communication to the parent. In the case of an appeal, the attendance committee (Principal, assistant Principal and guidance counselors), may consider if the situation warrants a waiver to continue in the class. A waiver will not be granted if a student has been absent from school due to truancy, the student has a record of habitual tardiness, or the majority of the absences have been for reasons other than personal illness.

### **Parent/Guardian Legal Duty:**

A. Required by law-As a parent/guardian it is your legal duty to ensure that your child attends school. If you fail to ensure your child's school attendance, you may be prosecuted for the crime of **Failing to Ensure School Attendance**, a Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to \$1000 (one thousand dollars)

B. If your failure to ensure your child's school attendance worsens to such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for **Neglect of a Dependent**, a Class D felony. A person convicted of a Class D felony may be given up to three (3) years in jail and a fine of up to \$10,000 (ten thousand dollars).

C. If your failure to ensure your child's school attendance worsens to such a point that it is clear that your child's physical or mental condition is seriously impaired or seriously endangered as a result of your inability, refusal or neglect to supply your child with necessary education, you and your child may be subject to the filing of a **Child in Need of Services** (CHINS) case in Juvenile Court. This may result in your child being removed from your care.

### **Disciplinary action for unexcused absences (note a day is defined by an entire school day or the sum total of 4 blocks of school missed).**

3 days unexcused	1 Friday School Detention (2 hours)
4 days unexcused	2 Friday School Detentions (4 hours)
5 days unexcused	1 Saturday School Detention (3 hours)
6 days unexcused	2 Saturday School Detentions (6 hours)
7 days unexcused	1 Day of In-School Suspension
8 days unexcused	2 Days of In-School Suspension
9 days unexcused	3 Days of In-School Suspension
10 days unexcused	5 Days of In-School Suspension

### **Disciplinary action for undocumented absences after 15 days (note a day is defined by an entire school day or the sum total of 4 blocks of school missed) total:**

1 day undocumented	1 Friday School Detention (2 hours)
2 days undocumented	2 Friday School Detentions (4 hours)
3 days undocumented	1 Saturday School Detention (3 hours)
4 days undocumented	2 Saturday School Detentions (6 hours)
5 days undocumented	1 Day of In-School Suspension
6 days undocumented	2 Days of In-School Suspension
7 days undocumented	3 Days of In-School Suspension
8 days undocumented	5 Days of In-School Suspension
9 days undocumented	7 Days of In-School Suspension
10 days undocumented	10 Days of In-School Suspension

**Beyond day 10 juvenile probation, the BMV, and the Bureau of Child Labor will be contacted.**

**Additionally, assignment of Out-of-School suspension may be the next step and progressive discipline will follow.**

## **TARDY TABLE**

A. All students who are not in class when the bell rings should report to the Tardy Table in the front office. If a student is more than 10 minutes late to class, the tardy is then considered an absence.

B. Consequences for Tardiness every semester are as follows:

<b>1<sup>st</sup> - 3<sup>rd</sup> Tardy:</b>	<b>warning</b>
<b>4<sup>th</sup> - 5<sup>th</sup> Tardy:</b>	<b>1-hour detention referral for each and parents will be notified.</b>
<b>6<sup>th</sup> - 7<sup>th</sup> Tardy:</b>	<b>2-hour detention referral for each and parents will be notified.</b>
<b>8<sup>th</sup> - 9<sup>th</sup> Tardy:</b>	<b>*In School Suspension for each and parents will be notified</b>
<b>10<sup>th</sup> + Tardy:</b>	<b>Out of School Suspension for each and parents will be notified</b>

**\*Reminder: A student's learner's permit or driver's license may be invalidated for 120 days after receiving a second suspension.**

## **LATE ARRIVALS**

A. If a student comes to school after 8:20, he/she must report to the office to sign in and justify the late arrival. Students riding on a late arrival bus will be admitted directly to class as they arrive.

B. Students will be assigned a detention upon their third late arrival, and any other, unexcused late arrival (more than 10 minutes) in a semester. Excessive (five in a semester) late arrivals to school may result in loss of driving privileges to school.

\*Reminder, participation in extracurricular activities requires a student be in good standing academically and attending regularly.

C. Consequences for Late Arrivals every semester are as follows:

<b>1<sup>st</sup> - 2<sup>nd</sup></b>	<b>warning</b>
<b>3<sup>rd</sup> - 5<sup>th</sup> Late Arrival</b>	<b>1-hour detention referral for each and parents will be notified.</b>
<b>6<sup>th</sup> - 7<sup>th</sup> Late Arrival</b>	<b>2-hour detention referral for each and parents will be notified.</b>
<b>8<sup>th</sup> - 9<sup>th</sup> Late Arrival</b>	<b>*In School Suspension for each and parents will be notified.</b>
<b>10<sup>th</sup>+ Late Arrival</b>	<b>Out of School Suspension for each and parents will be notified.</b>

**\*Reminder: A student's learner's permit of driver's license may be invalidated for 120 days after receiving a second suspension.**

## **EXCLUSION**

Any student may be excluded from school under the following circumstances, subject to the procedural provisions of Indiana Code 20-33-8:

A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.

B. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include off-school property where, on account thereof the student's presence in school would constitute an interference with school purpose.

C. If the student is mentally or physically unfit for school purposes, subject, however, to the procedure set up under the provisions of IC 20-8, 1-3-19, and to the limitations and regulations authorized to be established there under by the Commission on General Education. An exclusion persuaded to the subdivision shall not exempt administration from any requirements which may be imposed under IC 20-1-16.

D. If the student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the Commission on General Education. If no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. Exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this subdivision. Another school corporation which is asserted to be the student's legal settlement, if known, and any governmental entity which is asserted is obligated to pay transfer tuition for the student, shall be made party to the hearing. Appeals involving exclusion under this subdivision shall be taken to the Commission of General Education which shall determine (1) the question of exclusion and (2) the school corporation in which the student is entitled to attend school in accordance with procedures set out in IC 20-8, 1-6, 1-10.

## **ATTENDANCE AWARDS**

### **Perfect Attendance**

A student will be awarded Perfect Attendance if that student meets the following criteria:

- The student has not been tardy for any class.
- The student is present and attends every class period that school is in session.

### **Excellent Attendance**

A student will be awarded Excellent Attendance if that student meets the following criteria:

- The student has not been tardy for any class.
- The student may receive no more than three (3) absences for the following reasons and still retain qualification for Excellent Attendance:
  - Doctor or dental appointment
  - Absence due to bereavement
  - Legal appointments and court hearings
  - College visitations/Job shadowing
  - Religious holiday

## **II. STUDENT CODE OF CONDUCT**-IC 20-33-8

### **INTRODUCTION**

The rules in this code of conduct supplement are in addition to the school's broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, the school's authority.

A. These rules are primarily for protection, not punishment.

B. As a school, the administration or their designee have the right *prior* to parent notification to observe, discipline, detain, advise/warn, question, search, interrogate, and seize. These actions can pertain to the student, their property, or school property which the student utilizes that might yield evidence of a school violation.

C. The Yorktown High School Student Code of Conduct is considered civil law not criminal law. However, when a student is suspected of committing an offense which is a violation of Indiana Law, school administrators are obliged to contact the local law enforcement authorities. The Yorktown Police Department, Delaware County Sheriff's Department and Delaware County Juvenile Probation Department have established guidelines for the interaction of school administrators and law enforcement agencies when investigating possible criminal behavior.

### **STUDENT RESPONSIBILITY EXPECTATIONS**

A. Students are expected to cooperate at all times with the authority of teachers, administrators, substitutes, and all other school personnel. Failure to comply will result in disciplinary action by school officials and parental notification.

B. All discipline rules and consequences will apply when a student is: **(1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; (3) traveling to or from school or a school activity, function, or event; or (4) using property or equipment provided by the school.**

### **DISCIPLINE CONSEQUENCES & PROCEDURES**

**Detentions-** The purpose of detention is to provide a disciplinary and accountability alternative to removing students from classroom instruction, i.e. in school suspensions. Students may be placed in detention for violating any school rules. Any student who is late or fails to attend an assigned detention will be assigned two (2) additional detentions or an In School Suspension.

- Before-School Detentions: mornings from 7:30 a.m.— 8:00 a.m.
- After-School Detentions: Tuesday, Thursday or Friday from 3 p.m.— 4 p.m.
- Two Hour detentions: usually on Friday from 3 p.m.— 5 p.m.
- Three Hour detentions: usually on Saturday from 8 a.m.— 11 a.m.

**Missed Detention-**When a student skips, or misses a detention the time served will double. If an emergency arises and a parent contacts the school in advance, this consequence could be waived and the detention will be rescheduled. Habitual conflicts will not be honored and double time will be assigned and/or ISS assigned.

### **Suspensions and Expulsions-Grounds- IC 20-33-8-14.**

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements as stated by the school corporation rules: (1) Student misconduct (2) Substantial disobedience (3) Other violations of rules and standards of behavior the Board approves or received. Such suspensions shall be made after the Principal or designee has made an investigation thereof and has determined that such suspension is necessary to help any students, to further school purposes, or to prevent interference therewith. IC 20-33-8-15. In addition, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**In-School Suspension (ISS)** - The ISS program helps to keep students in school and allows students to continue their class work away from the normal classroom. Students will be helped with their self-image and to develop a more positive attitude. Hopefully, this will help to prevent or to minimize non-productive behavior. During a suspension, students should contact teachers or access teachers' Canvas sites for assignments. The school will gather any work not available from Canvas to be delivered to the student. Assignments completed during suspension should be returned to teachers and will count toward the student's grade.

- Students in ISS will not pass with the regular bell schedule but will have one break period in the morning and in the afternoon.
- Students in ISS will not attend pep sessions, convocations, etc., unless special permission is granted by the administration.
- Students may be assigned to additional days of ISS or removed to Out-of-School Suspension if they misbehave, do not complete assignments satisfactorily or if they arrive late to ISS.
- Students assigned to ISS will not be permitted to participate in any school related athletic or extracurricular activity, event or practice on the day(s) of the suspension. A student who is assigned to suspension on Friday as well as Monday shall not be permitted to attend any of the aforementioned activities during that weekend.



**Out of School Suspension (OSS)** - Although keeping students in school for a suspension is preferable to maintain academic progress, occasionally, some student actions warrant an OSS. During an OSS, students should contact teachers or access teachers' Canvas sites for assignments. The school will gather any work not available from Canvas to be delivered to the student in Suspension School or for parent pick up. Assignments completed during suspension should be returned to teachers and will count toward the student's grade.

- Students assigned to Suspension will not be permitted to participate in any school related athletic or extracurricular activity, event or practice on the day(s) of the suspension. A student who is assigned to suspension on Friday as well as Monday shall not be permitted to attend any of the aforementioned activities during that week-end.

### **Suspension Due Process & Procedures**

A. No suspension may be made without affording the student an informal hearing.

- A written or oral statement of the charges against him or her; and
- If he or she denies the charges, a summary of the evidence against him or her; and,
- An opportunity to explain his or her conduct.

B. Within twenty-four (24) hours, or such additional time as is reasonably necessary following such suspension, the Principal or designee shall send a written statement to the student's parent describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. If deemed necessary by the Principal or designee a conference will be held with the parent before or at the time the student returns to school.

C. Students may be assigned suspension from one (1) period up to ten (10) days at a time based upon the severity of the student's action.

### **Yorktown Priority Suspension and Expulsion Schools Out of School Suspensions with a Pending Expulsion**

Any student who receives an OSS is hereby advised of the possibility of being assigned to the Yorktown Priority Suspension/Expulsion School. Yorktown Priority Suspension/Expulsion School is located in the High School. The program is being provided as an educational alternative during the time of the OSS. It is staffed by YHS employees. Students are responsible for communicating with teachers to get their assignments, however assignment collection will be assisted by Yorktown High School. Additional information regarding Yorktown Priority Suspension/Expulsion School is available upon request from the Administration Office of Yorktown High School.

### **Expulsion**

The Principal or designee has the authority to recommend to the Superintendent of Schools that a student be expelled from school for a period of time, up to 365 days. In lieu of an expulsion, Yorktown High School may recommend the expulsion be placed in abeyance, and the student may be permitted to finish the semester or year in Yorktown Priority Expulsion School. Students assigned to Yorktown Priority Expulsion School will earn credits using an on line credit program. Expulsion School is a last attempt to maintain your student's educational progress. However, should a student repeatedly not follow the established guidelines for arrival time or attendance, they will be expelled from attendance at Yorktown High School following the protocol below:

- 1<sup>st</sup> infraction: notification call to parent
- 2<sup>nd</sup> infraction: notification call and letter to parent.
- 3<sup>rd</sup> infraction: notification meeting with parent of expulsion.

Upon the third incident, or a violation of behavioral expectations the expulsion will be enforced for the remainder of the original set expulsion time period. Loss of credit will occur during expulsions. When a student is expelled, the school is required to report the student to the Indiana Bureau of Motor Vehicles pursuant Indiana code 9-24-2-1. The student's Learner's Permit or Driver's license will then be invalidated for 120 days.

A. Students who have been suspended or expelled from the regular school setting will not be permitted to attend or participate in any extra-curricular activity during the period of the suspension or expulsion.

B. After a student has a combined total of four (4) OSS assignments, an expulsion will be recommended.

C. Right to Appeal- The student or parent(s) have the right to appeal an expulsion decision to the Superintendent within 10 days of the receipt of notice of the action taken. The student or parent(s) appeal to the Superintendent must be in writing. If an appeal is properly made, the Superintendent will review the written summary of the expulsion meeting, the arguments of the school administration, and the student and/or the student's parent. The Superintendent will then take any action deemed appropriate. LEGAL REFERENCE: I.C. 20-8.1-5.1-1

### **Incorrigible or Habitual Offenders**

Any student who has accumulated **four (4)** or more disciplinary referrals in one semester will be considered incorrigible and will be subject to suspension. Students who habitually violate validly adopted school rules, disrupting the educational function of the school, will be subject to increasingly serious punishments. These punishments, based upon the accumulated weight, seriousness, and nature of the offense(s), may eventually lead to a recommendation for expulsion.

### **Loss of Indiana Driving Privileges**

Pursuant to HEA 1288-2005, HEA 1794-2005, the Principal shall not approve an application for a learner's permit or an operator's license or, if the student already has a permit or license, the Principal shall notify the Bureau of Motor Vehicles, when:

- a student has been habitually truant from school. Habitually truant is defined as 10 unexcused absences during a school year. IC 20-33-2-11 Any student so determined may not issue an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age. Periodic reviews of the student's attendance record may not be conducted more than one (1) time each school year. Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit. Before February 1, and October 1, of each year the governing body of the school corporation shall submit to the Bureau of Motor Vehicles the pertinent information concerning an individual's ineligibility to be issued an operator's license or a learner's permit.
- a student has had at least two (2) suspensions or an expulsion from school. IC 20-33-8-14,15
- the student has been expelled or excluded for misconduct. If a student has or seeks to withdraw from school in an effort to circumvent the second suspension or expulsion in order to avoid the loss of his/her driver's license or learner's permit, the Principal shall continue with the discipline and the notification of the Bureau of Motor Vehicles. IC 20-33-8-14,15,16
- a student is considered a dropout. IC 20-33-2-28.5
- Also, failure of a student to attend an exit interview or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in revocation or denial of the student's driver's license or learner's permit and employment certificate.

### **STATEMENT CONCERNING SECLUSION AND RESTRAINT**

As a part of the emergency procedures in place at our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraints and/or seclusion.

### **STUDENT SEARCHES**

A. As used in this section, "reasonable suspicion" means circumstances which would cause a reasonable person to suspect that the search of a particular person, place or thing will lead to the discovery of:

- Evidence of a violation of the student conduct standard contained in the Student Handbook.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

B. The Principal or designee may search the person of a student during school activity if the Principal or designee has reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

- Searches of the pockets and shoes of the student.
- Any object in the possession of the student such as a vehicle, container, purse, communication device or phone, backpack or briefcase.
- A "pat down" of the exterior of the student's clothing.
- Photograph and visual inspection of eyes and physical state.

C. Some searches by the Principal or designee or by a law enforcement officer are based on **probable cause**. Searches of the person of a student which require the removal of clothing other than a coat or a jacket shall be done only with probable cause and with the cooperation and consent of the student. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched.

At least one but not more than two additional persons of the same sex as the student being searched shall witness but not participate in the search.

D. Where a student remains uncooperative and unwilling to consent to personal search, the matter shall be referred to a law enforcement officer.

E. The parent or guardian of any student searched shall be notified of the search as soon afterwards as reasonably possible.

\*In order to maintain a drug and alcohol free school, the principal, or his or her designee, may seek the assistance of law enforcement personnel and the use of their canine units or other contraband detecting animals or devices to perform a walk-by of a common area, student lockers, desks, storage areas, automobiles, or other areas or locations where contraband may be hidden, to detect the presence of contraband, including alcohol and/or drugs.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

The purpose for which school exists is the proper education of children and youth. Any type of activity or behavior which interferes with the educational purpose of YHS shall be construed as misconduct. According to Indiana law, grounds for suspension or expulsion are student misconduct or substantial disobedience.

The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and limited to the type of conduct prohibited by this rule:

- Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.

- Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
  4. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
  5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
  6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  8. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  9. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  10. Possessing, using, or transmitting, or being affected by substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
  12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. If a student has received 3 disciplinary referrals for any disruptive behavior in a class during a semester, they may be removed from the class.
  13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
  15. Aiding, instigating, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
  16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - engaging in sexual behavior on school property;
    - disobedience of administrative authority;
    - willful absence or tardiness of students;
    - engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
    - failing to tell the truth about any matter under investigation by school personnel

### **ALCOHOL - DRUGS - TOBACCO**

- A. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation to and from a school event. This means that any activity - the possession, distribution, sale, or consumption/use of drugs, alcohol, tobacco, steroids, inhalants, or 'look-alike' (counterfeit) drugs is prohibited. This prohibition also applies to any type of drug-related paraphernalia.
- B. If caught, the student will be suspended or expelled and law enforcement officials will be contacted.
- C. The sale, possession, use, or distribution of tobacco, alcoholic beverages, and drugs is prohibited during the following locations and times:
  - On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a group;
  - Off school grounds at a school activity, function, or event, or;
  - Traveling to or from school or a school activity, function, or event.

### **ALCOHOL**

Students are not permitted to possess, consume, use, transmit, or be under the influence of an alcoholic beverage under the conditions listed above. Students found using, possessing, transmitting, or being under the influence of alcohol will be subject to the following procedures:

*A recommendation for his or her expulsion may be made, and the student will be suspended from school for ten (10) days pending possible expulsion. Law enforcement officials will be notified and criminal charges could be filed against the student.*

### **DRUGS**

The sale, distribution, possession, use, misuse, or abuse of any substance that causes impairment: controlled or scheduled substances, prescription medications, Over-the-counter medications or treatments, natural intoxicants, impairing chemicals, or any other intoxicating substance is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. This prohibition also applies to any type of drug-related paraphernalia. If there is reasonable suspicion that a student is possessing, using, transmitting, or under the influence of a prohibited substance, the student, his/her belongings, locker and vehicle may be searched. Parents will be notified and strongly recommended to have their son/daughter drug screened immediately. Many drug abuse offenses are also criminal offenses. A student found possessing, using, transmitting, or being under the influence of any illegal drug will be subject to the following procedure:

*A recommendation for his or her expulsion may be made, and the student will be suspended from school for ten (10) days pending possible*

expulsion. Law enforcement officials will be notified and criminal charges could be filed against the student.

## **TOBACCO**

Students are not permitted to possess, use, or transmit any tobacco product, electronic cigarette, or vapor devices, on school grounds or under any of the conditions above. Students found to be possessing, using, or transmitting tobacco products will be assigned to three (3) days ISS for the first violation of this rule. A second violation during the student's high school career will result in a three (3) day OSS. Any student accumulating a third tobacco violation during their high school career will be suspended OSS for five (5) days, and a recommendation for expulsion may be made to the Superintendent.

## **STUDENT ASSISTANCE PROGRAM**

Students who violate the alcohol and drug regulations for the first time in their high school career may be eligible for the Yorktown High School Student Assistance Program in lieu of recommended expulsion from school. This is only true if the student has not sold or transmitted the drug or substance for profit. This program is open to first time offenders only and is available to students only once during their high school careers, at the expense of the parents/guardian. Parents and student must agree to attend counseling sessions as specified by the sponsoring agency. In addition, the student must serve a ten (10) day out of school suspension. Details are available in the Superintendent's office. This policy does not supersede the YCSC policy for ECA participants and student drivers.

## **PHYSICAL AGGRESSION POLICY**

Yorktown High School will not tolerate physical acts of anger or violence from our students. According to IC 35-42-2-1 any "person who **knowingly or intentionally touches another person in a rude, insolent or angry manner**" has committed battery. In such a case, students will be suspended and possibly taken into custody. Examples include but are not limited to: pushing, slapping, kicking, tripping, punching, shoulder checking. Fighting and battery will result in a multiple day suspension to be served at the Yorktown Priority Suspension School with a possible expulsion.

## **MISSING ASSIGNMENTS**

Disciplinary action resulting from missing assignments during each quarter. Missing assignments begin and end with each quarter in the school year. "Missing Assignment Offense" is defined as missing three or more assignments in one class or 6 aggregate assignments across all classes.

1 <sup>st</sup> Missing Assignment Offense	Referral to the assistant principal— verbal warning
2 <sup>nd</sup> Missing Assignment Offense	Referral to the assistant principal— 1-hour detention, parent/guardian contact
3 <sup>rd</sup> Missing Assignment Offense	Referral to the assistant principal— 2-hour detention, parent/guardian meeting
4 <sup>th</sup> Missing Assignment Offense	Referral to the assistant principal— 2, 2-hour detentions & administrative meeting

## **ACADEMIC INTEGRITY**

### **Cheating & Plagiarism**

#### **First offense in any class:**

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class and call home.
- Referral submitted to office stating teacher action ("0"/"F" on assignment) + Friday School Detention

#### **Second offense in any class in any year:**

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class and call home.
- Teacher submits a referral to the office, resulting in *25% reduction in overall Quarter Grade* + 1 day ISS

#### **Third offense in any class in any year:**

- Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- Teacher submits a referral to the office, resulting in *50% reduction in overall Quarter Grade* + 3 days ISS
- An administrator will hold a conference with the teacher, student and parent/guardian.

Plagiarism is defined as a situation in which a student copies all or part of a document, copyrighted or not, including, but not necessarily limited to, another student's work, Internet documents, and/or published works; and submits it as his/her own work. The extent of the plagiarism may be considered in the discussion of the incident.

## **APPEARANCE GUIDELINES**

The staff of Yorktown High School considers the appearance as well as the behavior of students as we attempt to acculturate students to accepted guidelines of social etiquette. Students are to dress and conduct themselves in a manner appropriate to a public setting and an educational environment. The following guidelines do not attempt to set all stipulations of dress and grooming. If a student is wearing a garment or accessory that is unacceptable for school or deviates from the norm to such a degree as to draw undue attention or to interrupt the educational process, he or she will be asked to remedy the issue and may be subject to disciplinary consequences.

1. The philosophy of Yorktown High School is to promote understanding, acceptance and tolerance of diverse backgrounds, experiences and beliefs. In keeping with this philosophy we expect students to refrain from carrying items or wearing apparel bearing controversial slogans or symbols of hate speech such as swastikas and confederate flags, including concert t-shirts.
2. Students may not wear any clothing, jewelry or objects saying profane words or which displays, advertises or promotes tobacco, drugs, drug paraphernalia, alcohol or illegal substances.
3. Students may not wear clothing, jewelry, piercings or hairstyles that are obscene, profane, indecent, lewd, vulgar, and offensive, contain sexual innuendo, promotes secret organizations or are distracting or disruptive to the education process.
4. Students must wear shirts with sleeves. Shirts may not be backless, hang off the shoulder, have open armpits, leave a bare midriff, allow undergarments to be seen, have low cut neckline and/or expose excessive cleavage. No shirts that are open mesh, net weaver, tank tops, or halters.
5. Students may not wear shorts, skirts, dresses or pants with holes that are above finger-tip length when arms are fully extended at sides and must remain at fingertip length in the back when the student is standing.
6. Students may not wear tight shorts, 'bike' shorts, leggings, jeggings, tights, or stretch stirrup pants (unless worn under a skirt, dress, or long shirt of appropriate length) which reveal to a noticeable degree and in a disruptive fashion.
7. Pants may not sag and must completely cover under garment. Long shirts over sagging pants do NOT meet this requirement.
8. Students must wear shoes. Sandals and flip-flops are permissible except in classes which have shoe requirements for safety reasons and/or participation.
9. Students may not wear slippers, pajama items, or carry blankets.
10. Students may not wear coats, sunglasses, hats, hoods, headbands (i.e. athletic sweat bands), bandanas, or other headwear. These items will not be permitted in the building and should be removed upon entry into the school and kept in lockers. Headwear for recognized religious purposes is permissible. (Letter jackets and Yorktown High School spirit apparel as approved by the administration may be worn.)
11. Hair will be controlled only when it interferes with the student's health and safety, causes interference with school work, or creates classroom disorder.
12. Special dress and appearance regulations, such as athletes wearing uniforms, may be recognized for special activities with administrative approval.
13. Or any other inappropriate dress as defined by the administration.

#### **ARRIVING TO SCHOOL**

- When students arrive at school they are expected to **enter the school building and remain on school property**.
- Food and drinks must be **finished and disposed of in the cafeteria** before entering the rest of the building.
- Please remove hats **as you enter the building and leave them in your locker**.

#### **BACKPACKS/PURSES**

To facilitate hallway and classroom movement and safety, do not bring backpacks or purses to class. A student needing to go to their car for an item needs to come to the front office and request permission.

#### **ENTERTAINMENT ELECTRONIC DEVICES & GAMES/CARDS & CELL PHONES:**

##### A. Guidelines-

##### 1. Entertainment Devices or games/cards-

During the school day (8:20-2:55) students should be focused on course work tasks. In general items not related to this function should be kept in a locker and turned off. Students may use such items before and after school or if allowed by a teacher for an educational classroom purpose which requires following the "Acceptable Use Policy". This guideline includes but is not limited to pagers, radios, games, cards and electronic game or music devices. \*\*\*Lasers are prohibited at all times and will be confiscated.

##### 2. Cell Phones-

Student and teacher cell phones should not interrupt the educational function. In an effort to teach and promote appropriate cell phone etiquette and use, YHS has implemented 'Cell Phone Use Zones' that will be identified, communicated and posted as follows:

**PROHIBITED** (Red sign)- Student should not be in possession of the device. Prohibition areas (zero tolerance) include locker rooms and any testing. Consequences will include invalidation of test score.

**POSSESSION ONLY** (Yellow sign)- Student may possess the device; it should be silenced and not in use. Teacher may request student to place the device on the desk corner or in view. 'Possession Only' areas/times would be the classroom during classroom instruction, Library and DEN.

**SPECIFIED USE** (Green Sign)-Student may use the device for teacher directed educational purposes.

**GENERAL USE** (Blue Sign)- Student may possess and use device appropriately. 'General Use' times/areas include passing periods, before and after school and lunch. Students should not be communicating with other students who are not in a general use area/time.

##### B. Implementation-

1. Staff members will notify students of the zone designation for her or his area. Students in violation of these policies will give the item to staff when asked, and it will be held in a secure place until parents can arrange pick up and the student will be assigned detention or other disciplinary consequences.

2. Once a cell phone or other digital or electronic device is brought onto school property, it has a reduced expectation of privacy just as a bookbag or purse. As such, it may be searched under reasonable suspicion of a violation of school rules, policy and procedure. Students may not disable or remove batteries and/or memory cards before having the device confiscated. Evidence of phone calls/text messages to or from a device, such as a cell phone, during school hours will also result in the device being confiscated from a student or a locker.

3. Students will face suspension who-

- have a cell phone out during a testing situation
- have a cell phone in a locker room, or
- refuse a staff member's request for the item

C. 'Sexting'- Sexting is defined as taking, disseminating or receiving/possessing images reasonably interpreted as sexually suggestive, obscene, pornographic or illegal, whether by electronic/digital means or otherwise. Any student involved will have their phone/device confiscated and will be disciplined under the student discipline code of conduct. Students should be aware that any images suspected to violate criminal law will be referred to law enforcement authorities. Students will be reported to law enforcement and/or other appropriate state and federal agencies as required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution, and inclusion on sex offender registries.

### **EXTENDED LEARNING CENTER GUIDELINES**

1. The ELC atmosphere will be structured to provide a quiet and orderly study environment.
2. **Students should bring assignments and supplies to work for all 85 minutes- no sleeping.**
3. **No games or personal entertainment devices other than for educational purposes.**
4. Students may work together quietly in the classroom at the discretion of the ELC teacher.
5. Between ELC halves students may stop for restroom breaks and the water fountain.
6. Students wanting to work elsewhere must obtain a pass from their classroom teacher prior to the ELC. ELC teachers will only write DEN and 'Green Passes' to the Library. The student is to stay in the 'pass' location the entire ELC time unless other arrangements were made.
7. Students may go to the library during only one half of their ELC. If you are not working quietly in the library, you will be asked to return to ELC and will lose your library privileges.
8. To be an aide for a teacher during your ELC, all your grades must be C- or above, and you must have parent permission. Teachers will make aide requests to the Assistant Principal.

### **HARASSMENT: THREATS, HAZING, INTIMIDATION AND BULLYING**

It is the policy of the Corporation to maintain a learning environment free from unlawful discrimination including harassment. Yorktown High School takes student comfort and safety very seriously and all acts of bullying and harassment are strictly forbidden. Students found to be in violation of this policy may be suspended from school or recommended for expulsion to the Superintendent.

Conduct constituting harassment may take different forms, including but not limited to the following:

A. Sexual Harassment: This may include verbal and non-verbal innuendoes, suggestive comments, jokes, jeers, insulting gestures, suggestive pictures as well as unwanted physical contact.

B. Gender/Ethnic/Religious/Disability/Height/Weight Harassment: This may include verbal, non-verbal, or physical behaviors that are personally offensive and interfere with the learning environment.

C. Threats: It is the policy of YCS to maintain a safe learning environment, free from threats towards others. It is a violation of school rules for students to threaten or attempt to threaten other persons. Students found to be in violation of this policy may be suspended and/or expelled from YHS.

D. Hazing: Hazing is defined as an abusive and/or humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created by any person alone or acting with others which recklessly or intentionally endangers the mental or physical health of another. § 35-42-2-2 Hazing is criminal recklessness, a Class B misdemeanor.

E. Intimidation is defined by Indiana Code 35-45-2-1 as 'communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation.'

F. Bullying: Pursuant to compliance with IC 20-33-8-13.5 and HEA 1423, Procedures and Discipline rules are adopted by the governing body of this school corporation under section 12 to (1) prohibit bullying; and (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.

G. The following definitions for the statutory terms are from the Webster's Seventh New Collegiate Dictionary:

- Harass: "to annoy continually"
- Ridicule: "the act of exposing to laughter"
- Humiliate: "to reduce to a lower position in one's own eyes or others' eyes"
- Intimidate: "to make timid or fearful"
- Harm: "to injure"

**Implementation:** The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

### **Bullying**

A. Yorktown Community Schools' bullying policy (*no. 5517.01 from IC 20-33-8-0.2*). The policy defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

B. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex (including gender identity or sexual orientation), race, age, color, religion, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building Principal or Assistant Principal/Dean, or the Superintendent. The student may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building level administration should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

All complaints about bullying will be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law. Also, to the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above in the prior aforementioned paragraph including reporting this to law enforcement.

**Bullying Consequence Progression:** Each incidence of bullying will result in a disciplinary referral and ...

First incident	Detention and Administrator conference*
Second incident	Parent conference, Detention, and Counseling Referral*
Third incident	1 Day of ISS (In-School Suspension)
Fourth incident	3 Days of ISS
Fifth incident	3 Days of OSS (Out of School Suspension)
Sixth incident	Priority School
Seventh incident	Expulsion

\* More severe/aggressive incidents will result in immediate suspension and/or expulsion.

**Reporting any Harassment:** Anyone with prior or subsequent knowledge of harassment or bullying should immediately report it to a Yorktown High School staff member. Students should report any act of bullying to a staff member personally or through an anonymous note as soon as possible. Any staff member with knowledge of a bullying incident (reported or witnessed) should report such information to an administrator or guidance personnel as soon as possible and not longer than one school day later. Students making false allegations of bullying will receive disciplinary consequences in accordance with the requirement of HEA 1423.

**Post investigation actions and communication**

After investigation of the incident and verification of facts, the offending student will receive disciplinary consequences. The details of the incident are then communicated to the parents/guardians of both the targeted student and the offending student, guidance counselors, Superintendent and law enforcement (if deemed necessary), within 24 hours of the completion of the school's investigation. Support services for the targeted student will be provided by the Guidance Department and/or administration. Bullying intervention education for the offending student will be provided by the Guidance Department and/or administration and the parents will be involved. IC 20.8.1-5.1-7.7.

### **INAPPROPRIATE CONDUCT: SPEECH, DRAWINGS, OR WRITINGS**

Students are entitled to a school environment free from lewd, vulgar, obscene, or sexually explicit language or actions. Conduct that is offensive to the values and standards of the school and community and/or causes substantial disruptions to the school purposes is prohibited. Violations including, but not limited to, satanic or gang related drawings, symbols, and references, sexual, discriminatory, and or disruptive behaviors may be punishable by disciplinary actions including suspension or expulsion.

### **INAPPROPRIATE SCHOOL DEVICE USAGE**

Students are expected to use their school device appropriately at all times – in conjunction with the YCS technology use agreement. Any inappropriate use of a school device including but not limited to: inappropriate searches, inappropriate posts that impede the educational flow of the building, porn, or any computer action that would threaten the safety of the school building or any of its members, or computer action that would inhibit the ability to function can result in disciplinary action.

### **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**

Students displaying inappropriate show of affection, during school or at school functions will be referred to the Principal, designee, or a counselor. Students repeatedly engaged in an inappropriate public show of affection may be suspended and, if at school functions, directed to leave.

### **SCHOOL VEHICLES AND BUSES- STUDENT CONDUCT REGULATIONS**

According to Indiana Law (IC20-9.1-5-19), when school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The driver can assign seats and the students should follow classroom standards of behavior.

The Transportation Director shall provide the following information to students and bus drivers. The following behaviors are expected of all students being transported on school buses.

A. Previous to loading (on the road and at school) - each student shall:

1. Be on time at the designated loading zone (5 minutes prior to scheduled stop)
2. Stay off the road at all times while walking to and waiting for the bus
3. Line up single file off the roadway to enter
4. Wait until the bus is completely stopped before moving forward to enter
5. Refrain from crossing a highway until the bus driver signals it is safe
6. Go immediately to a seat and be seated

B. During the trip each student shall:

1. Remain seated while the bus is in motion
2. Keep head, hands, arms and legs inside the bus at all times
3. Not litter in the bus or throw anything from the bus
4. Keep books, packages, coats, and all other objects out of the aisle
5. Be courteous to the driver and to other bus riders
6. Not tamper with the bus or any of its equipment
7. Follow the driver's instructions at all times
8. Only open or close a window with the driver's permission
9. Do not eat or drink on the bus

C. Leaving the bus each student shall:

1. Remain seated until the bus has stopped
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
3. Be alert to a possible danger signal from the driver

***The driver is not to discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from the Principal or the Principal's designee.***

D. Corrective Procedures- Maintaining the safety of all of the students riding the bus and at bus stops requires the cooperation of each student, the parents, the bus driver and the school Principal or the Principal's designee.

1. The driver is responsible for maintaining proper discipline and control on the school bus. If a driver experiences discipline problems with a student, the following shall be used:
  - a. The driver shall discuss minor incidents as they occur with the student. If appropriate, the driver shall also inform the student's parent of the misbehavior.
  - b. If the student continues to misbehave and in the case of a serious incidents of misbehavior, the driver shall complete a Discipline Referral Form provided by the Director of Transportation
  - c. The driver shall deliver a copy of the completed Disciplinary Referral Form to the Principal or the Principal's designee.
  - d. The Principal or designee shall contact the student's parent, provide a copy of the Disciplinary Referral Form to the parent and determine whether or not to suspend the student from the bus. The Principal or designee shall communicate his/her decision in writing.
2. The following suspension guidelines apply during one continuous annual school term. During one annual school term the Principal, the Principal's designee or the Superintendent may suspend a student from riding the bus after a serious offense or upon written warning from the bus driver for a period of:
  - a. First offense - suspension for a maximum of five school days.



- b. Second offense - suspension for a maximum of ten school days.
  - c. Third offense - suspension for 20 school days.
  - d. Fourth offense - suspension for remainder of the school term.
  - e. First severe offense - suspension for the remainder of the school term.
3. The administrator intending to assign a suspension must send a copy of Form 5610 F3, NOTICE OF INTENDED BUS SUSPENSION or the discipline referral to the student's parent and the bus driver.
  4. The administrator who removes a student from a bus in an emergency situation must send a copy of Form 5610 FI, NOTIFICATION OF EMERGENCY REMOVAL, or the discipline referral, to the parents.

## **STUDENT DRIVERS**

All students requesting to drive to school are to follow the regulations below:

1. All vehicles are to be registered in the high school office, and all vehicles must have a parking permit displayed on the upper left windshield. **Unregistered vehicles and/or illegally parked vehicles may be towed at the student's expense.**
2. Students shall enter and leave the school ground in a proper driving manner. The speed limit while on school grounds is 15 m.p.h.
3. The vehicle will be appropriately parked in the south student parking lot or the north lot for seasonal athletes.
4. No student may enter any vehicle in the parking lots during the school day without written permission from the Principal or designee. Students who are in the parking lot without permission will be considered out of area.
5. Students are to arrive on time, leave their vehicles and the parking area immediately and enter the school. Excessive (five in a semester) morning tardies or late arrivals to school may result in loss of driving privileges to school.
6. Violations of regulations will result in the suspension of driving privileges.

### **Parking Lot Access Agreement:**

I agree to the terms and responsibilities stated below in connection with obtaining authorization to use the school parking lot. I understand that the parking lot is the property of Yorktown Community Schools. I agree that the car driven by the above-named student will not be used to transport or store illegal items on school property, including weapons, and will not use the school parking lot to violate a criminal law or school rules.

**I agree to park appropriately in the spaces provided by Yorktown Community Schools. I understand failure to do so may result in the loss of driving privileges, loss of parking permit, and/or the vehicle being towed at the driver's own expense.** I understand and agree that my vehicle may be subject to a search when there is reasonable suspicion by administration of possession and/or use of drugs/alcohol/weapons. I authorize school officials and/or local law enforcement to seize any item that violates a criminal law or school rule or provides evidence of a criminal law or school-rule violation.

## **STUDENT PUBLICATION POLICY**

Printed materials or other items may not be distributed in the school building, on the school grounds, on the school buses, or at any school scheduled activity without approval of the Principal. School equipment, supplies, and/or time will not be used to work on unauthorized publications. Publications should always adhere to good journalistic practices. Publications should be free of libelous or obscene statements. Direct personal attacks on any person or organization are prohibited. Criticisms of school board policy, administrative policy, etc., should be constructive in nature. Constructive criticism implies an obligation on the part of the author to offer intelligent alternatives to the policy or actions, which are being criticized. As per Mt. Pleasant Township School Board Policy, all publications are subject to prior review by the Principal or his/her designee. Advertisements should be appropriate for senior high school students. Yorktown High School's students each year publish a yearbook, *Episode*, and a monthly newspaper, *The Broadcaster*. Yearbook orders are taken in the fall of each year.

## **WEAPON POSSESSION-**

### **Deadly Weapon**

- A. No student shall possess, handle or transmit any deadly weapon on school property.
- B. Any toy that is presented as a real weapon, or imitated to be a real weapon, or any object that is converted from its original use to an object used to threaten or injure other people shall be prohibited.
- C. "Deadly Weapon", as defined by Indiana Codes 35-31.5-2-86, means/includes the following:
  - A loaded or unloaded firearm.
  - A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner that it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - An animal readily capable of causing serious bodily injury; and used in the commission or attempted commission of a crime.
- D. As outlined by Indiana Code 20-8.1-5.1-10, the following consequences are the result of possessing a deadly weapon on school grounds: for possession of a deadly weapon, the student will be suspended for up to 10 days pending expulsion from school for a period of up to one calendar year and possible permanent exclusion. Criminal charges may be filed violating Indiana Code 20-8.1-5.1-10.

***The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.***

### **Firearm**

- A. No student shall possess, handle or transmit any firearm on school property.
- B. "Firearm" means any weapon that is capable of, designed to, or that may readily be converted to expel a projectile by means of explosion.
- C. The following devices are considered to be a firearm under this rule:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device which is an explosive incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- An antique firearm.
- A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.

D. No student shall possess, handle or transmit any firearm on school property. A student who is identified as bringing a firearm to school or on school property; or in possession of a firearm on school property, must be expelled from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. Criminal charges may be filed.

E. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought onto school property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

***The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.***

### **COMPLAINT PROCEDURE**

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the corporation should make contact with his/her guidance counselor, Assistant Principal, building Principal, or the corporation harassment officer. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the incident. A written summary of each report is to be prepared promptly on Form F5517 F1 and a copy forwarded to the Principal, who will conduct the investigation.

### **DISCIPLINE GUIDE**

This guide is to inform students and parents of various rules violations and their range of possible consequences. This is only a sample of possible violations. More information regarding student discipline can be found on the previous pages. Consequences for each individual behavior are determined according to the nature and severity of the infraction and the frequency of the misbehavior.

BEHAVIOR	Detention	2 Hour Detent.	Suspension	Priority School	Alternative Discipline	Expulsion
Alcohol			X	X	X	X
Cheating	X	X	X		X	
Computer Misuse	X	X	X		X	
Disruptive Behavior	X	X	X	X	X	
Dress Code Violation	X	X	X		X	
Drug Violation			X	X	X	X
Electronic Devices	X	X	X		X	
Fighting			X	X	X	X
Food/Beverages	X	X			X	
Harassment/Threat			X	X	X	X
Inappropriate Speech	X	X	X		X	
Incorrigibility	X	X	X	X	X	X
Insubordination		X	X	X	X	X
Missing Assignments	X	X				

Missed Detention		X	X		X	
Out of Area	X	X	X		X	
Pass Abuse	X	X	X		X	
Plagiarism	X	X	X		X	
Poss. Firearm				X		X
Poss. Weapon			X	X	X	X
Tardiness	X	X	X		X	
Theft			X	X	X	X
Tobacco			X	X	X	X
Truancy	X	X	X	X	X	X
Unexcused abs	X	X	X	X	X	X
Vandalism	X	X	X	X	X	X

### **III. SCHOOL COUNSELING OFFICE & ACADEMIC LIFE**

#### **COMMUNICATION**

##### **Contacting Teachers**

We value the relationship and communication among the parent/guardian, student and their teachers. The following options are available to you.

- You may call a teacher at any time to set up a conference (759-2550 and you will be forwarded to their voicemail).
  - You may also communicate with your student's teachers through email. Staff email addresses are their first initial followed by their last name @yorktown.k12.in.us. For example [ido@yorktown.k12.in.us](mailto:ido@yorktown.k12.in.us).

##### **School Counseling Office**

The purpose of the School Counseling Office is to assist students in the areas of academic achievement, career development, and social/emotional growth. Professional school counselors are available daily from 7:30 a.m. to 3:00 p.m. Students and parents may contact the School Counseling Office to set up an appointment. For more detailed information please visit [YHS School Counseling Website](#).

The counselors assist students in:

- Recommending materials students may use to improve study habits.
- Planning schedules and school program.
- Making realistic curriculum selections and suitable plans for the future.
- Offering aid in problems of adjustments.
- Student awareness of scholarships and financial aid opportunities.

#### **COURSES, SCHEDULING, CREDITS & REQUIREMENTS**

Course offerings and additional information may be found in the annually produced [Course Description Guide](#). This can be found at the [YHS website](#).

##### **AP & Honors Courses**

AP and/or Honors Courses are available in all core content areas at Yorktown High School. With exception of English and math courses, students may choose the courses they would like to take as long as prerequisites have been met. Rigor with reality should be considered when making this decision. Rigor with reality means that students should choose the most rigorous courses in light of the reality of their ability and motivation. Enrollment in an AP course requires students to participate in the AP exam. Students have an opportunity to earn college credit(s) by earning a certain AP exam score. AP exams do have a fee for families. The Indiana Department of Education does cover the fee for some AP courses depending on a few factors. Students may contact the AP Coordinator for questions regarding which exam fees are covered by IDOE. Students may contact their counselor regarding how college credits are earned through AP exams.

Students who sign up for AP, honors, or a full year courses may not drop the class unless the academic policy of earning a grade of C- or lower has been activated. At this time, a student will be enrolled in a comparable class if space is available at the end of the 9 weeks. If no comparable course is available, the student will be removed at the semester.

If students qualify, the [AP/Dual Credit Release Form](#) must be filled out for permission to be excused from ELC.

### **Dual Credit**

Dual credit courses are offered at YHS. Dual credit courses offer the student the ability to earn college credit at the same time they are earning high school credit. Enrollment in a dual credit course may carry an additional fee. This fee usually does not exceed \$25 per college credit hour. Dual credit fees are typically paid by the family directly to the university instead of to YHS. Enrollment in dual credit courses may have prerequisites.

### **Course Retake Policy**

Students shall be allowed to retake a class for which they already received credit if the original grade earned was less than a B+. Both the original grade and the grade when retaken will be reflected on the student's transcript and will factored into their cumulative GPA. The student's entrance into the class will be based on availability and the student's curricular need.

### **Correspondence Credit**

A maximum of four credits of correspondence study may be counted toward the awarding of a diploma to any pupil less than twenty-one years of age. The maximum number of units of correspondence study that may be counted toward the awarding of a diploma to persons over twenty-one years of age shall be eight (8) credits.

### **Diploma Alternatives and Requirements**

Please see the Course Description Guide, available on the YHS website, for up to date information regarding Diploma requirements.

### **Scheduling**

Schedules are provided to each student at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. All students will be enrolled in seven classes and one extended learning center (ELC). ELC may be waived if the master schedule indicates there is room in available classes. The administration will consider all requests for waivers from the requirement to be enrolled in one ELC on a first come, first served basis. If a student's enrollment falls below five credit classes because of disciplinary or attendance reasons, the student will be subject to expulsion from school.

### **Schedule Changes**

Requests for schedule changes should be made during the course drop/add period. The course drop/add period is typically the first five days of each semester. Students wishing to withdraw after the 10th day of the semester will receive a WF grade for the semester for any reason other than a medical reason certified by a physician. Changes will be considered when a student:

1. Has a schedule conflict with another course.
2. Has failed a required course and needs the course to graduate.
3. Has other reasons deemed appropriate and necessary by the administration.

Requests for schedule changes following the beginning of each semester are as follows:

1. Within 5 days of the beginning of a semester, students with reasons deemed legitimate by their counselors, teachers or administrators may withdraw from a course and enroll in another course, depending upon current enrollment in the class. (If students are enrolled in a yearlong course, they must withdraw within the first 5 days of semester 1 of that yearlong course)
2. Students withdrawing after the 10th day will receive a W/F grade for the semester for any reason other than a medical reason certified by a physician.

## **ENROLLMENT, TRANSFER & WITHDRAWAL**

### **Enrolling**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. A student seeking enrollment at Yorktown High School must enroll within the first 10 school days of the semester, if the student is not enrolled in and attending another school during that time. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities,
- or custody (if appropriate),
- proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Office will assist in obtaining the transcript, if not presented at the time of enrollment. New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

## Homeless students

Homeless students who meet the Federal definition will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

For additional information contact the Principal.

## Transfer to Another School & Withdrawal

The procedure for withdrawal or transfer is as follows:

Students Must:

1. Secure authorization for withdrawal, or transfer note from a parent/ guardian and the Principal.
2. Obtain appropriate forms for withdrawal or transfer in the counseling office.
3. Have the forms signed by all teachers, return all school books and property, and pay all fees.
4. Have appropriate office personnel sign forms.
5. Take completed forms to counseling office for final signature.
6. Failure to withdraw properly will result in problems for the student when enrolling at the new school.

## Withdrawal

This section applies to students

- (1) who:
    - (A) attends or last attended a public school;
    - (B) is at least sixteen (16) years of age but less than eighteen (18) years of age; and
    - (C) has not completed the requirements for graduation;
  - (2) who:
    - (A) wishes to withdraw from school before graduation;
    - (B) fails to return at the beginning of a semester; or
    - (C) stops attending school during a semester; and
  - (3) who has no record of transfer to another school.
- (b) An individual to whom this section applies may withdraw from school only if all of the following conditions are met:
- (1) An exit interview is conducted.
  - (2) The individual's parent consents to the withdrawal.
  - (3) The school Principal approves of the withdrawal.
  - (4) The withdrawal is due to:
    - (A) financial hardship and the individual must be employed to support the individual's family or dependent;
    - (B) illness; or
    - (C) an order by a court that has jurisdiction over the child.

The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job. According to IC 22-4.1-18-1, a superintendent must also recommend that the individual withdraw and participate in the GED testing program. A superintendent is not obligated to provide a recommendation for a student less than 18 to take the GED test if the student doesn't meet the requirements for exit in IC 20-33-2-9 (c) or if it is determined to be a poor option for the student.

## FINAL EXAM SCHEDULE

The last days of each semester will be used for semester/final exams. If a student misses a final exam it will be recorded as a zero unless approved as an incomplete by administration. **Students who do not take a final exam or complete a final project will fail the course for the semester.** Final exams are not taken early without prearranged administration approval as a result of a documented medical situation or other item deemed permissible.

All exams must be made up upon return to 2<sup>nd</sup> Semester or by returning after the last scheduled student day.

## GRADES & GRADING

Since grades play such a significant role in the life of a student, it is imperative that the Board's grading policy be implemented with as much professional expertise as can be applied. In determining grades at the various levels, staff should observe the following administrative guidelines.

## Grading Scale Grades 3 through 12

A	93	100	Excellent Achievement
A-	90	92	
B+	87	89	Good Achievement
B	83	86	
B-	80	82	
C+	77	79	Satisfactory Achievement
C	73	76	
C-	70	72	
D+	67	69	Minimum Acceptable Achievement
D	63	66	
D-	60	62	
F	0	59	Below Passing
P			Passing
I			Incomplete
M			Medical
WF			Withdrawn Failing

### General Grade Considerations

A. Students will receive one (1) grade per subject at the end of each grading cycle.

B. The final semester grade for each student for each of his/her subjects will be computed with the use of the two nine weeks' grades and the final exam grade. Each nine week grade will be weighted as 45% of the final grade. The remaining 10% of the final grade is the final exam grade. The final semester grade is recorded on each student's transcript.

C. **Homework** is an extension of the learning experience students have during their instructional day and is at the discretion of the individual teacher. Homework is designed to aid the students in achieving classroom and school goals. Students are provided a syllabus for each class which articulates the grade value of homework in the course as well as the expectations for completion. Teachers consider the grade level of the student and rigor of the course when assigning homework. **An expectation exists that each student will seek out extra help from peers or staff as needed. Habitually not completing homework will be considered a violation of class rules and insubordination.** The homework given will most often fit into one of these five categories:

1. Remedial Drill - This homework is an individualized drill activity designed to help strengthen the student's weak areas. Flash cards, multiplication facts, and vocabulary are examples.
2. Research - This work involves reference material and is often given on an extended time basis for upper grade students.
3. Unfinished Work - This work is not completed during the given time in class and is within the student's responsibility to finish at home.
4. Review - Students will need to spend time at home studying and preparing for tests.
5. Nightly Readings - Students will need to spend time at home each evening reading silently.

D. Incomplete grades may be assigned to students who have had an extended illness for a grading period or semester. Incomplete grades are not assigned for reasons such as incomplete or missing projects or reports. Students must remove incomplete grades by completing all assigned school work within two weeks following the end of the grading period or semester. Incomplete grades not converted to passing grade within the two-week time limit will be converted to an "F" for the grading period or semester.

### Grade Point Average and Class Rank

At the end of each semester, each student is ranked according to grade point average. Grade points are assigned for each grade according to the scale below:

A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	
	B- = 2.667	C- = 1.667	D- = 0.667	F = 0.000

The grade point average is determined by dividing the total number of points earned by the credits attempted. All subjects for which a student receives a grade are used in figuring grade point averages. The official ranking of the graduating class is done at the close of the eighth semester.

### Midterm Reporting

Grade information is available on PowerSchool. At the midterm, the fifth week of a grading period, teachers are asked to have grades updated. The purpose of midterm is to notify parents of their student's academic standing. If you do not have access to PowerSchool and would like a midterm report mailed home, please make a request to the Guidance Office. Midterm report dates will be publicized at the beginning of each school year.

### Report cards

Report cards will be issued approximately one week following the end of the nine-week or semester grading period.

## Student Learning Objectives (SLOs)

Student Learning Objectives are teacher and administrator defined targets of student growth and achievement set at the start of the school year that teachers and students work towards throughout the year.

## GRADUATION/SENIOR YEAR RELATED INFORMATION

### Graduation Requirements

Graduation Requirements are located in the Course Description Guide found online at <http://www.yorktown.k12.in.us/YHS/> . Go to the Guidance area and look in the Class and Graduation Information subheading.

### Scholarships

Many scholarships are offered to students who are planning to attend college. The PSAT Merit Scholarship is given each year to junior students who wish to try for the National Merit Scholarship. The results of ACT and SAT, the student's rank in class, and financial need determine, to a great extent, the choice of scholarship winners. Students must understand the semester grades for the full four years of high school work are averaged to find the final class rank. Most scholarships are awarded through a college after a student has applied and been accepted. Scholarships and financial aid are also available for students who choose to attend a technical or vocational school. Local organizations also give financial aid to those who can qualify. Visit the YHS website for information regarding scholarships.

### Commencement Participation

Participation in commencement exercises is a privilege that seniors earn by completing all necessary academic requirements and by discharging all other debts and obligations. **In order to participate in ceremonies, each senior must participate in the MANDATORY graduation practice session and sign a participation agreement that indicates agreement with and adherence to the graduation policy as established.**

**Any senior whose record indicates that the state or school credit requirements for graduation have not been met may not participate in commencement exercises.**

### Designations of Academic Achievement for Graduating Seniors

Yorktown Schools value and promote academic excellence and support the freedom of the student to choose courses that best suit his or her personal career goals. A varied and rigorous set of course offerings are led by highly trained staff members that are passionate about their subjects. To award the high achievement of students who have taken such varied course loads, Yorktown High School chooses not to recognize an individual Valedictorian and Salutatorian. Rather, YHS has incorporated the familiar designations of Summa Cum Laude (with Highest Distinction), Magna Cum Laude (with Great Distinction) and Cum Laude (with Distinction). These tiers are delineated by a minimum required GPA, a minimum number of advanced courses, and a required diploma type.

Summa Cum Laude “with highest distinction”	<ul style="list-style-type: none"><li>• Academic Honors diploma candidate</li><li>• &gt; 4.000 and up</li><li>• 9 AP and/or Dual Credit Recognition Points</li></ul>
Magna Cum Laude “with great distinction”	<ul style="list-style-type: none"><li>• Academic Honors/Technical Honors diploma candidate</li><li>• 3.850 and up</li><li>• 6 AP and/or Dual Credit Recognition Points</li></ul>
Cum Laude “with distinction”	<ul style="list-style-type: none"><li>• Academic Honors/Technical Honors diploma candidate</li><li>• 3.700 and up</li><li>• 4 AP and/or Dual Credit Recognition Points</li></ul>

**A Recognition Point is earned by completing a full-year AP course and corresponding exam or by enrolling in and completing a 3-5 credit hour dual credit course. For example:**

AP Chemistry-1 and AP Chemistry-2 plus the AP Chemistry Exam= 1 Recognition Point  
English 12-1/Vincennes University and English 101= 1 Recognition Point

### Transcripts

Transcripts are available to both current and former YHS students through an online provider, Parchment. A link to Parchment is provided at the

YHS website.

### **NATIONAL HONOR SOCIETY MEMBERSHIP**

Membership in the National Honor Society is based upon excellence in four areas:  
(Effective Fall Semester 2006):

**Scholarship** – Applicant must have a grade point average of 3.700 or higher on a 4.000 scale after the student's fifth or seventh semester of high school.

**Leadership** – Applicant must show evidence of leadership within the school and community by participation in at least two school or community organizations, holding a leadership position in at least one. Memberships and leadership positions must be verified by a supervising adult.

**Service** – Applicant must show evidence of consistent, ongoing service work within the community for a period of two or more years. Service must be verified by a supervising adult.

**Character** – Applicant must show evidence of good character within the school and community. The application must not have record of any major violations of the student handbook within the last year or any known criminal activity. The application must be accompanied by at least four letters of recommendation from adults that are not related to the applicant and that can attest to the applicant's good character. Two letters must come from teachers within the high school and two must be from persons who have worked with the applicant outside of the school corporation.

\*Students are considered for nomination based upon their scholastic standing at the beginning of their sixth semester of high school and the beginning of their eighth semester in high school. Eligible students will be asked to apply for membership in the National Honor Society. Final selection is determined by a vote of the National Honor Society Faculty Council. Students must maintain their 3.700 minimum grade-point average and live up to character, leadership, and service ideals of the National Honor Society in order to maintain membership.

### **Academic Award for Excellence**

Students attaining a minimum grade-point average of 3.840 (on the four-point grading system) are eligible to receive an Academic Award for Excellence. Student eligibility is determined by his or her grade-point average at the end of seven semesters for senior students; at the end of five semesters for junior students; and at the end of three semesters for sophomore students. Freshmen are not eligible for the award. Students will be awarded a pin for the first achievement and an academic letter for the second. Any senior who has achieved a minimum grade point average of 3.840 at the end of the seventh semester will be a member of the Academic Hall of Fame.

### **SPECIAL EDUCATION**

In compliance with federal and state laws, Yorktown High School provides special education services for students with disabilities and their families. Working with families, the Blackford-Delaware Special Education Cooperative, medical professionals, and community agencies, the YHS special education personnel develop and implement individualized programs to help students to achieve academic success and to develop skills for becoming productive, **independent** members of society. A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. Anyone seeking more information about special education laws, policies, or procedures, including information about specific programs or grievance procedures should contact the building Principal or the office of the Director of Special Services.

## **IV. EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

### **ATHLETICS**

Current athletic event schedule information can be accessed by going to the school web site. The following athletic activities are available to YHS students:

Baseball, Basketball (Boys & Girls), Cheerleading, Cross Country (Boys & Girls), Football, Golf (Boys & Girls), Soccer (Boys & Girls), Softball, Swimming (Boys & Girls), Tennis (Boys & Girls), Track (Boys & Girls), Volleyball, Wrestling

### **Athletic Statement**

Participation in a sound athletic program contributes to the development of health, physical skills, emotional maturity, social competence and self-discipline. The athletic program at Yorktown High School is an optional program which any student is at freedom to reject or request. However, in choosing to participate in the program each individual will need to make the sacrifices required for successful participation during their years at Yorktown High School. In order to represent Yorktown High School in any interscholastic competition, a student must meet all eligibility requirements of the Indiana High School Athletic Association as well as those of Yorktown High School. In accordance with IHSAA guidelines Consent and Release Certificates (physicals) must be completed between April 1 and students first practice in preparation for inter-school athletic participation:

- A. The student shall have had a physical examination by or shall provide certification from a physician holding an unlimited license to practice medicine.
- B. The parent or guardian shall give written consent for such participation unless emancipated.
- C. The parent or guardian shall consent to the disclosure by the school, to the IHSAA, of all requested detailed financial (athletic or otherwise), scholastic and attendance records of the school, including records which may concern or be related to the student unless the student is



emancipated in which event the student shall give consent.

The Consent and Release Certificate shall be on file in the Principal's office prior to the student's first practice. Such certificate may suffice for the entire school year. This rule cannot be waived. Students properly certified to participate in inter-school athletic activities, who are absent from school for five consecutive days due to illness or injury or who are physically unable to practice for five consecutive days due to illness or injury, must present to their Principal a statement from a physician, holding an unlimited license to practice medicine, that they are again physically fit to participate in inter-school athletics. To be eligible scholastically, students must be currently passing at least five full credit subjects or the equivalent. Semester grades take precedence. For detailed information refer to the YHS Athletic Constitution. In addition, a student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for inter-school athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for inter-school athletic competition in that sport.

### **EXTRA-CURRICULAR STUDENT ACTIVITY OPTIONS**

Academic/ Competitions: DECA (Business & Marketing), Spell Bowl, Skill Bowl, Super Bowl, Department Teams (English, Math, etc.)  
Clubs: Art, FCA, Fishing, Government, GSA, Key, National Honor Society, POP, Project US, Publications, Spanish, Ultimate Frisbee, Wrestling  
Performing Arts: Choir, Dance Team, Drama Club, Concert Band, Jazz Band, Marching Band, Winter Guard, Winter Percussion  
Other Student Mentors /Assistance: Ambassadors (assisting new students), Dance Marathon, KOM (assisting freshman), Student Council

### **Scheduling ECA Events**

All extra-curricular activities must be approved and scheduled, at least one week in advance, by the Head Secretary. Once the activity is posted on the school calendar, the activity becomes an official school function. All activities which take an organization or club away from school must be properly chaperoned. Transportation must be in a school vehicle.

### **FUND-RAISING PROJECTS**

Any student fund-raising must either be approved by the Athletic Director, Assistant Principal or be sponsored by one of the school-recognized adult booster groups. Students involved in fund-raising projects not sponsored by an adult booster group must have a faculty sponsor.

### **PRACTICE AND REHEARSAL TIME**

When a practice is held on an evening prior to a school day, the practice must end no later than 9:45 p.m. and the building must be cleared no later than 10:00 p.m. When a practice is held on an evening when there is no school the next day, the practice must end no later than 10:30 p.m. and the building must be cleared no later than 10:45 p.m. No student is to be given permission to remain in the building or on school grounds unless he/she is with a group supervised by a teacher or an adult who is in charge of students.

### **YORKTOWN SCHOOL CORPORATION POLICY**

#### **DRUG AND ALCOHOL RANDOM TESTING FOR HIGH SCHOOL EXTRACURRICULAR PARTICIPANTS AND STUDENT DRIVERS**

##### **A. RATIONALE**

1. Any extracurricular student who has consumed alcohol or uses illegal drugs presents a real and substantial danger to his/her own health as well as that of others around them. Drugs or alcohol may reduce one's motor coordination, or alter one's mood to the degree that participation in extracurricular activities is unsafe for the individual as well as those around them. Extracurricular participation at Yorktown High School is an extension of one's formal educational experience. We must ensure that our young adults exercise both mind and body in a healthy way.
2. Many students at Yorktown High School choose to drive to and from school each day. Many students also choose to drive to many of our extracurricular activities that take place outside of the school day. Driving for teenagers is a hazardous activity. Students who have consumed alcohol or used an illegal drug jeopardize the health and life of themselves as well as other persons on the road.
3. Yorktown High School has taken a firm stance against students who are involved with either illegal drugs or alcohol. Yorktown High School must continue to strive to create the safest and healthiest educational environment for our students and student drivers. The purpose of this policy is to protect our extracurricular participants and drivers as well as those who interact with them.
4. It is the purpose of this program to prevent students from participating in extracurricular activities and/or operating a motor vehicle to and from school while he/she has drug/alcohol residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle.
5. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries, as well as to any school activity and transportation to and from a school event. This means that any activity – the sale, possession, consumption, distribution, or use of drugs, alcohol, consumption of drugs, steroids, inhalants, or look-alike drugs is prohibited. This prohibition also applies to any type of drug-related paraphernalia. If caught, the student will be suspended or expelled and law enforcement officials will be contacted.

The sale, possession, use, or distribution of tobacco, alcoholic beverages, and drugs is prohibited during the following locations and times:

1. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a group;
2. Off school grounds at a school activity, function, or event, or;
3. Traveling to or from school or a school activity, function, or event.

##### **B. RANDOM DRUG TESTING POLICY**

1. Participation in extracurricular activities as well as driving to and from school is a privilege. This program applies to all Yorktown High School students in grades 9-12 who wish to participate in extracurricular activities during the current school year. It also includes any student who wishes to drive to and from school during the current school year. Any YHS student who refuses will not be permitted to participate in extracurricular activities

and/or drive to and from school. Extracurricular participants and drivers will be subjected to a random chemical test to determine if the student has drug residues in his/her body or is under the influence of alcohol and/or other illegal drugs and substances as defined by Indiana law.

2. **DRUG EDUCATION** The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy and the policy will be explained to them at this time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

3. **TEST PROCEDURES** The testing facility shall implement a procedure for the method of random selection of students involved in the program as well as procedure to be used in the collection and testing of samples.

4. **CONSEQUENCES OF A POSITIVE TEST RESULT** A student who tests positive for drug and/or alcohol use will be subject to the following:

(a) **FIRST OFFENSE:** The student will be allowed to select one of the following two (2) options:

(1) Immediate suspension of extracurricular and/or driving privileges (whichever applies) for a period of five (5) weeks (this includes, meetings, practices and games). During this time frame the student must complete a drug education program approved by the school administration and paid for by the student or student's parent(s). The student shall also be subject to additional unscheduled drug/alcohol tests. If a student selects this option and fails to complete the approved education program within the specified time frame or fails a drug test during the five (5) week period, then Option 2 shall be imposed.

(2) The student will be immediately suspended from all extracurricular activities for a period of one (1) calendar year. The student will not be permitted to drive to and from school for a period of one (1) calendar year.

(b) **SECOND OFFENSE:** If a student fails a second random test during his/her high school career then Option 2 shall be imposed.

(c) **THIRD OFFENSE:** If a student fails a third random test during his/her high school career that student forfeits all extracurricular and driving privileges for the remainder of his/her high school career.

5. **REFUSAL:** A student who refuses to submit to a chemical test when required to do so shall be subject to suspension from extracurricular participation for a period of one (1) calendar year. The student will lose all driving privileges for a period of (1) one calendar year. If the student is unable to complete the chemical test, the student will be required to return to the testing location, prior to the conclusion of the testing facility's completion of collection of samples, to provide the required specimen. If the student is still unable to complete the chemical test he/she shall be deemed as having refused to take the random drug test.

6. **PARENT NOTIFICATION & TEST RESULTS:** If a student tests negative for drug and/or alcohol use the student and his/her parent will be notified as soon as practical by the testing agency. If a student tests positive for drug and/or alcohol use, the Yorktown High School administration (Principal, Asst. Principal, and Athletic Director) will notify parents of the results. The results of all testing shall remain confidential and no record of the student's test will be made a part of his/her permanent record. The administration shall arrange a meeting with the student and his/her parent(s) or legal guardian(s) to discuss the consequences of the positive test result and discuss the appropriate counseling or treatment. In the event a student has a positive test he/she shall be subject to future testing at the discretion of the administration for the next calendar year. At the end of the calendar year, the student's name would go back in the random pool.

1. **LEGITIMATE EXPLANATION:** Within twenty-four (24) hours of being informed of a positive test result, the student may present evidence to the test administrator that the positive test result was caused by the legitimate use of a prescription or non-prescription drug or activity other than illegal drug or alcohol use. If the test administrator determines the result to have been caused by legitimate activity, then the test result will be disregarded and any record of the positive result shall be removed.

2. **INDEPENDENT ANALYSIS:** A student who receives a positive test result will be permitted to retain an appropriately licensed laboratory to conduct an independent chemical analysis. This will be at the student's expense. If such a request is made, the laboratory used by the school will forward the specimen directly to the laboratory of the student's choice. If it is found that the student had access to the sample prior to it being tested by the independent laboratory, then any result from the lab will be disregarded. The laboratory of the student's choice shall employ the current and most accurate methods for detection of the drugs previously found to be in the specimen. If the laboratory records a negative result, the student's record shall reflect that result and the suspension shall be revoked. Any results obtained by the laboratory of the student's choice must be in the possession of the school within seven (7) days of the initial test results or they shall be disregarded.

No employee, officer, or agent of the laboratory selected by the student shall in any way be associated with the student or any member of the student's family. If such an association exists, then any negative results from the laboratory shall be disregarded.

3. **CONSENT FORM:** In order to ensure that all interested persons are fully informed of the requirements of the *Yorktown High School Extracurricular Activities and Student Driver Drug and Alcohol Random Testing Program*, all extracurricular participants and drivers will be required to complete and sign a consent form. This consent form must be signed by the student and his/her parent(s) or legal guardian(s) to acknowledge they have read the Policy, agree to all terms of the Policy and consent to the student providing a urine sample should he/she be required to do so. No student shall be allowed to participate in any extra-curricular activity or operate a motor vehicle to and from school or to after-school activities until a signed consent form is on file with Yorktown High School.

10. **CONFIDENTIALITY:** Under this drug testing program, any staff, coach, or sponsor of Yorktown Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Yorktown Community Schools' commitment to confidentiality with regards to this program.

11. **EXPULSION FOR DRUG/ALCOHOL OFFENSES:** If a student is expelled from Yorktown High School because of possession, distribution, or under the influence of drugs and/or alcohol, the student will be subject to random testing upon their return to Yorktown High School. Students will be placed in the random pool for a period of one calendar year.

12. **IN POSSESSION OR UNDER THE INFLUENCE:** Students who are called to provide a urine specimen and upon arrival at the testing site it is discovered that the student is in possession of an illegal drug/alcohol or under the influence, is subject to the disciplinary action provided for such incidents without regard to participation in the testing program.
13. **VOLUNTEER PARTICIPATION:** Students who do not meet the mandatory guidelines for testing may also participate in the random testing program. If a parent/guardian decides that they would want their son/daughter to voluntarily participate in the drug-testing program (students under the age of 18), the student will be made part of the random pool for one calendar year. If the student is called for testing, the parent/guardian will be required to compensate MPTCSC for the cost of the test.
14. **VOLUNTARY REPORTING OF DRUG OR ALCOHOL DEPENDENCE:** Students who voluntarily report to the Counselor, Nurse, Coach, or Building Administrator, their dependence on drugs/and or alcohol, will be required to complete a drug education program approved by the school administration and paid for by the student or student's parent(s). The student shall also be subject to additional unscheduled drug/alcohol tests. If a student utilizes this option, and fails to complete the approved education program within the specified time frame (5 weeks) or fails a drug test during the five (5) week period, then he/she will immediately fall into the FIRST OFFENSE category of the CONSEQUENCES OF A POSITIVE TEST RESULT.

### **C. TESTING FACILITY AND SCHOOL TESTING PROCEDURE**

#### **A. Selection of students**

1. A list of all student drivers and ECA participants- STN (student tracking number) and full legal name- and forwarded to the testing facility.
2. Once a month the testing facility randomly selects 25-40 students by identification number: 15 to be tested and alternates (should any of the first 15 be absent).
3. This monthly list is forwarded to one of our school corporation's certified DERs (trained to manage the process and record keeping for the testing facility) within 24 hours of the scheduled test.

#### **B. Preparation and testing of students**

1. This list is brought to the high school. We send for the students, and in the conference room, they are given a verbal description of the purpose and process by a DER.
2. Students are walked to a waiting area near the testing facilities collection vehicle.
3. Students are taken two at a time, same gender, to the collection vehicle.
4. In the vehicle, collection personnel guide the student through the process (enclosed sheet).
5. The testing company matches the STN on the collection vial with that on the student pass.
6. After sample collection, the student returns to the office for a pass to class.

#### **C. Results**

1. In 4-5 days the school's DER receives the results from the testing facility.
2. If a student has tested positive, the parent is called by a testing facility MRO (medical review officer) prior to school notification.
3. Upon receipt of the report back from the lab with the results, the Principal sends a letter to the parents/guardians of the student.

## **V. OTHER GENERAL INFORMATION**

### **BOOK RENTAL**

At the beginning of each school year, students must pay rental fees which are a percentage of the cost of the books or software/web based curricular resources used in their courses. Charges are also made for laptops, workbooks, reading and reference materials, consumable items and agendas. At the end of the year the books are collected by the issuing teacher. If a book has had excessive wear, the student is charged an additional fee. Students who lose a textbook will be assessed a replacement fee. Parents may make arrangements to pay for their student's books and fees on a deferred payment plan. Parents who wish to do this must make prior arrangements with the building Principal.

***The Yorktown Community School Corporation participates in the free textbook, fee and supplies program provided by the state legislature. Children from families whose income is at or below certain levels are eligible for free textbooks. To apply at any time during the school year for free textbooks, fees and supplies, obtain an application from the Main Office.***

### **BOOK RENTAL REFUND POLICY**

In the event that a schedule change occurs during the first two weeks of the fall semester, the textbook rental and fees will be refunded, applied, or adjusted with respect to the newly scheduled course or courses. This process may result in a refund or an additional payment due. If the change causes the student's spring semester schedule to change, the same process will be followed. If a student withdraws from a course or from school after the first two weeks of first semester, withdraws textbook rental and fees for first semester will not be refunded; however, second semester textbook rental will be refunded. If a student withdraws from a course two weeks after second semester, textbook rental and fees will not be refunded. Course materials and supplies are purchased by the school corporation during the summer and based up-on anticipated enrollment. If schedule changes are made because of counseling or administrative action or error, fees will be returned, applied, and/or adjusted with respect to the new course selection.

### **CONTROVERSIAL ISSUES**

The School Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formatting and evaluating positions. The Board will permit the

introduction and proper educational use of controversial issues provided that they are used in the instructional program:

- A. Is related to the instructional goals of the course of study and level of maturity of the student,
- B. Does not intend to indoctrinate or persuade students to a particular point of view;
- C. Encourages open-mindedness and is conducted in a spirit of scholarly inquiry controversial issues,
- D. If the use of controversial materials is planned, the teacher must send form 2240 F1 to parent or guardian about the controversial issue five (5) school days prior to the presentation. This notice, form 2240 F1, must contain a description, date, and time of the presentation. When a parent or guardian withholds permission for his or her child to attend a presentation involving a controversial issue or the use of controversial material, the parent or guardian must sign the notice that states that the parent or guardian wishes the student to be excluded from the presentation. The school will honor the written request for his or her child to be excused from the presentation. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during the time of the parent or guardian requested absences.

## **DANCES**

- A. All school dances must be scheduled and approved by the Assistant Principal.
- B. Dances will be scheduled to end at 11:00 PM. Any deviation from this time must be cleared with the Administration. Dances following home athletic contests will begin approximately five minutes after the end of the contest.
- C. Because a dance is a school sponsored event all rules and regulations of YHS will be in effect. Admittance/Attendance at Yorktown High School dances is a privilege, not a right, which may be revoked for lack of responsibility at school including but not limited to: unfulfilled detentions, serious or chronic discipline issues, unsatisfactory school attendance as defined by the student handbook, or failing grades. By choosing to attend a dance students agree to the guidelines listed below. For students refusing to comply with these guidelines: parents will be notified, and he or she will be directed to leave the dance after parents have been notified. In the case of the Wellness guideline, he or she may be questioned by local authorities. Refusal to comply with administration or chaperone directions may result in disciplinary action as it constitutes insubordination. No reimbursement or refund will be given when asked to leave the dance for not following the guidelines. Note: if your date or ride is removed from the dance and you do not have another way home (approved by a parent) you will be removed from the dance as well with no refund. The guidelines are subject to changes and modifications by the administration as deemed necessary.

### **Dance Guidelines**

- Attendance-** I understand that I must attend the entire dance: arrive no more than 30 minutes late, and leave no earlier than 15 minutes before the end. Any exception to this would need to be cleared with the administration by parent communication.
- Attire-** I will wear clothing that is appropriate for a public school dance (i.e. not revealing or suggestive in nature.) The theme of the dance will guide the acceptable dance apparel with respect to style. Formal attire dances allow for sleeveless and spaghetti straps.
- Dance Etiquette-** I will dance in an appropriate manner: No 'grinding' (rear-end movement in partner's pelvic area or pelvic to pelvic contact.) No leg or hip riding.
- Discipline & Academic Standing-**
  - I will have served any pending detentions prior to attending the dance.
  - With administrative verification, I am passing 5 classes as of 3:00pm the last school day before a dance (confirmed in PowerSchool).
- Wellness-** I will not be in possession of, use, nor be under the influence of alcohol or any illegal substance.
- D. All students must present their school ID to be admitted to the dance.
- E. No students below the 9th grade will be admitted to the high school dances. Current YHS students may bring one guest (non-YHS student under the age of 21) who will be admitted only if he or she has completed a permission slip form agreeing to dance guidelines, and the YHS student has signed up the guest in advance.
- F. No students may leave the building after being admitted to a school-sponsored dance unless parent permission is given (phone call). **Unless previously arranged, no one will be admitted to a dance after the first hour of the dance has elapsed.**
- G. YHS reserves the right to deny entry to non-YHS students if warranted.

## **DISABILITIES ACT**

YORKTOWN COMMUNITY SCHOOL CORPORATION POLICY ON THE DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS DISABILITIES ACT

It is the policy of the Yorktown Community School Corporation not to discriminate against otherwise qualified individuals with disabilities solely by reason of his/her disability, in admission or access to, or treatment of employment in, any program or activity sponsored by this school corporation. Inquiries regarding compliance with this policy should be directed to the Section 504/ADA coordinator of:

### **Yorktown Community Schools**

**8800 West Smith Street**

**Yorktown, IN 47396**

**Phone (765) 759-2720**

**or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.**

Civil Rights Compliance Officer- Superintendent, Jennifer McCormick (765) 759-2720

## **FEES**

Students are expected to pay all student fees and monies owed from school events and activities in a timely fashion. If a student still has a balance at the end of their senior year, they will not be allowed to participate in the commencement ceremony until the outstanding balance is paid.

## **FLAGS, ALLEGIANCE PLEDGE, MOMENT OF SILENCE**

1. The United States flag shall be displayed in classrooms and a daily opportunity will be provided for students to voluntarily recite the Pledge of Allegiance. IC 20-10.1-4-0.5
2. A daily observance of a moment of silence will be provided each student so that each student may, by individual choice, meditate, pray, or engage in other silent activity that does not interfere with, distract, or impede another student's individual choice. IC 20-10.1-4-3.5

## **LOCKER INFORMATION**

Each student is assigned a locker for the storage of books and equipment. Under no circumstances are students to share lockers. It is the student's responsibility to see that his or her locker is kept locked and in order at all times. Report all locker problems to the front office. Since lockers are a permanent part of the building, students are expected to keep them in good condition. A locker clean-out will be held during the last week of school. At that time, students are responsible for having the assigned locker in the same condition in which it was issued. Fines and charges will be levied for damage or cleaning made necessary by improper use of the locker. In those buildings providing facilities for the temporary storage of student possessions, such facilities shall be made available for the convenience of and as a service to the student. The provisions of the facilities shall in no way be interpreted as diminishing or abrogating the Principal's authority or control over the use of the lockers. The Principal or designee shall possess the authority to examine the contents of any locker located on school premises which he/she has reasonable suspicion to believe that the contents of the locker may include elements which:

1. Presents an immediate threat to the health, safety and welfare of students or staff.
2. Are illegal to possess.
3. Would contribute to the disruption of the normal education program.
4. Have been reported stolen or lost.

### **The student is presumed to have no expectation of privacy in that locker or its contents.**

Students desiring to make use of school lockers will be advised at the time of acquiring the privilege of locker use, that such use is a privilege granted by the school system. The students will also be advised of the conditions specified for such use. Failure to comply with the conditions of use will result in revocation of the student's permission to use a locker. The decision to examine a student's locker will be made by the Principal or designee. The search shall, whenever possible, be conducted in the presence of the student and a least one adult witness. In the event of an emergency that threatens the safety of students, the Principal or designee may search lockers without student present. Discovery of illegal or dangerous materials will be reported to the parent, the Superintendent of YCS and, if necessary in the opinion of school official, to law-enforcement officials.

## **LOST ITEMS**

We make every effort to return lost textbooks to the rightful owner. All lost books are returned to the Main Office. Office personnel will record the name and book number and then place it in the department heads' mailbox for return to the student or teacher. Students who find lost articles are asked to bring them to the Main Office. Students who have lost articles are requested to claim them in the Main Office.

## **FOOD SERVICES**

The Yorktown High School Cafeteria offers a traditional breakfast, a school meal, a salad meal, and a premium meal. Ala-carte items are available for purchase as well. Students may bring their lunch to school and eat in the cafeteria.

## **LUNCH**

During lunch, students are to remain in the cafeteria (or Senior Courtyard when open). Students are not permitted to leave the café area without permission from the lunch supervisors, **i.e. they are not allowed to go to their locker nor down any other hallways.** As a matter of policy, students are not allowed to leave Yorktown High School during their lunch period. If students leave, they will be considered truant. In addition, students will not be allowed to have lunch delivered from outside establishments or persons. Permission to go outside for any reason must be secured from an administrator or a lunch area supervisor. In keeping with the policy on visitors, visitors other than parents are not permitted during lunch time.

The Yorktown High School Cafeteria serves traditional school lunches, an optional lunch, and a' la carte items. Students should finish all food in the cafeteria and dispose of their own trash. Students who violate this policy may be assigned After School Detention. Cost of a student lunch will be posted and subject to change.

## **Lunch Payment Guidelines**

Lunch account deposits will be accepted during these times:

YHS Cafeteria - 7:30 A.M. - 8:15 A.M.

Front lobby /drop box – by 10:30 A.M.

By mail – checks made payable to YHS Cafeteria.

Student lunch balance can be reviewed by setting up an account at [www.lunchprepay.com](http://www.lunchprepay.com).

## **PROCEDURES FOR STUDENT LUNCH CHARGES**

No breakfast or ala-carte charges are allowed. However, if a student does not have the funds in their account to purchase a traditional school meal, they will be allowed to use the "courtesy card" to purchase one school meal. The courtesy card allows a student to purchase a regular meal. Students will not be permitted to use the "courtesy card" again until the lunch charge has been paid in full. The parent/guardian will be notified and a request for payment will be made. (Student will not be allowed to use the courtesy card the final two weeks of school.)

It is strongly encouraged that lunch payments are made in advance. Students are encouraged to make a deposit to their account in the cafeteria before the start of the school day. However, students may submit their payment in the drop off box, located in the front office, by 10:30 AM daily. If submitting a cash deposit, the funds must be submitted in a sealed envelope, clearly marked with the student's name. Lunch deposits will be accepted through the lunch line as well. For parent(s) convenience, an on-line payment, by debit or credit card, may be made at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). You may view your student's lunch account, and set up a lunch account balance reminder at this site as well.

Meal assistance applications are available throughout the school year. An application may be downloaded and printed from the food services link located on the corporation website: [www.yorktown.k12.in.us](http://www.yorktown.k12.in.us). For assistance, please contact Amanda Allen at 765.759.2542 or at [aallen@yorktown.k12.in.us](mailto:aallen@yorktown.k12.in.us).

## **MARRIED STUDENTS**

Married persons are permitted to attend public schools in the State of Indiana. However, the Board of School Trustees of Yorktown Community Schools reserves the right to consider all factors in each situation in which married students wish to continue their schooling and rule accordingly.

## **PASSES**

Anytime that a student is out of a class or an assigned area, that student must have a pass. Students are to use the regular passing period to use restroom facilities, visit lockers, and perform other tasks. Any student in the hall during class time without a pass will be handled as outlined in the discipline policy.

## **PUPIL RESEARCH OR EXPERIMENTAL PROGRAMS**

In accordance with the "General Education Provisions Act" Section 439, the following provision shall apply.

All instructional material, including teacher manuals, films, tapes, and YHS workbooks or pamphlets, which will be used in conjunction with any research or experimental program or project shall be available for inspection by the parents or guardians of the children engaged in such program or project. For the purpose of this section "research or experimentation program or project" means any program or project in any applicable program designed to explore or develop new or unproved teaching methods or techniques; provided, however, that this section shall not be construed to include new subjects or courses utilizing traditional or proven methods or techniques of instruction.

## **SAFETY AND SECURITY**

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. Yorktown Community School's Indoor Air Quality (IAQ) Coordinator: Mr. Rusty Byard: 765.759.2720

## **DRILLS**

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students should immediately stand and leave the room. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given by the Principal or his authorized representative to return to the building. Fire drills are scheduled at least once a month and Man Made Emergency and Tornado drills are scheduled once each in the fall and spring in accordance with local and state guidelines.

## **SCHOOL SONG**

*Onward Tigers, Onward Tigers, Onward Tigers, Onward Tigers,  
Fight for your defense, Fight for Yorktown's fame,  
Take the ball across the floor. Fight Fellows, fight.  
And make the score immense. And we will win this game  
Rah Rah Rah*

## **STUDENT HEALTH TOPICS**

Although YHS staff shall not be responsible for the diagnosis and/or treatment of student illness, we do want to give our students the best care possible. Yorktown Community Schools require that parents complete a form for emergency medical information for each child enrolled. The form will be distributed to all students at registration time. The form contains vital information that is important for us as we care for your child. The form will be kept in a file in the nurse's office. Students will be excluded from school if required immunizations are not done and the verification is not on file.

### **School Nurse and YHS Clinic**

Yorktown Community Schools have a registered nurse who is on duty all day. As a rule, the clinic in the high school is open from 7:30 to 3:00 and staffed by a nurse's aide. Students feeling ill should report to the clinic. Students should report to the Main Office when the nurse is not available. All student visits to the clinic are recorded on a daily log and, except in case of any emergency, students must have a pass from their classroom teacher to come to the clinic. An ill student will not be sent home unless parents have been contacted. Students should bring doctor's absence notes or procedural modification requests to the front office and clinic. It is the responsibility of the parent to be sure the written communication to the nurse is mailed or delivered directly to the nurse. Accident reports are filled out on students injured at school and at school events. A parent will be contacted by phone or a note sent home with the student.

### **Medication Policy**

It is preferred that medication not be administered at school if possible. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when the student's physician has determined that failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours. If such is deemed necessary, school policy and Indiana State Board of Education standards dictate that medication cannot be dispensed at school unless the medicine is sent to the school in its original container labeled with the student's name, name of the medicine, and the correct dosage. A completed and signed Authorization for Medication Form (5330 F1) must accompany the medication. Most pharmacies will provide a second container, free of charge, to send to the school upon request.

Students are to keep all medication, including aspirin and Tylenol products, in the health clinic office where it can be taken under the direction of the school staff. All medication given during school hours will be administered according to the above policy. According to IC 20-8.1-5.1-7.5 section 3, any student carrying an inhaler or Epi-pen will need to have a form on file in the clinic completed by the parent. See clinic personnel for details.

**Students who fail to secure or use prescription medication in the Nurse's Office are at risk of violating the school's drug policy. No student is allowed to provide or sell any type of over the-counter medication to another student. Students violating this policy will be considered in violation of the school's drug policy.**

Parents, or students authorized in writing by the physician and parents, may administer medication or treatment. Students with inhalers may use them as needed outside of the health clinic if written permission to do so is on file in the health clinic. IN the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the school nurse. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

In accordance with Indiana Code 20-8.1-7-22, the school may not send home with a student medication that is possessed by the school for administration during school hours or at school functions. Medication that is possessed by the school for administration during school hours or at school functions for a student may be released only to the student's parent or an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.

### **Immunizations**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school Principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Principal.

### **Meningitis Information**

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness at the beginning of each school year. One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by these bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease. There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over the age of 2. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination against this disease for

all children and adolescents 11-18 years of age. Children ages 2 -10 who have sickle cell anemia or problems with their immune systems should also receive this vaccine.

One dose of Menactra is required for students in grades 6 – 12. This is a legal requirement (Indiana Administrative Code 410 IAC 1-1-1). All students entering grades 6-12 will need to have documentation of this immunization provided to the school. The Delaware County Health Department will provide this vaccine free of charge.

Additional information about meningococcal disease can be found at:  
The Indiana State Department of Health <http://www.in.gov/isdh/22121.htm>  
The Centers for Disease Control and Prevention  
<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

### **Control of Casual-contact Communicable Disease and Pests**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **Control of NonCasual-contact Communicable Disease and Pests**

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **STUDENT INSURANCE**

Yorktown High School carries no insurance on any students. Insurance coverage is the responsibility of the parent or guardian.

### **STUDENT NON-REQUIRED EXPENDITURES**

In the fall of each school year, students are given the opportunity to purchase such items as pictures, class rings, graduation announcements, etc. The only required payment for items of this nature comes in the senior year when seniors participating in commencement exercises are required to buy a cap and gown. Commencement announcements and other graduation memorabilia are ordered by those seniors wishing to do so in the fall of the year. Again, there is no requirement on the part of the student to purchase these items. Underclassmen are given the opportunity to purchase pictures at the time their pictures are taken for the yearbook. All students' pictures appear in the yearbook, regardless of whether or not the student purchases the pictures. Seniors must pay a minimal sitting fee for their pictures to appear in the yearbook. Underclassmen are also given the opportunity to purchase class rings through a company under contract with the school, although students are free to purchase rings, if they wish to do so, wherever they choose. The amount of money that a student spends on the above varies greatly from student to student. Students receive information about the items and their prices prior to the date on which orders must be placed and are encouraged to discuss any purchase with their parents in advance of this date.

### **STUDENT RECORDS POLICY**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232, accomplishes three things concerning students' rights to privacy in the area of their school records:

1. It provides parents access to their children's records.
2. It provides for a hearing in which parents may challenge the contents of such records.
3. It spells out who may have access to records without parental permission and when parental permission is required.

During the student's school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, and the students' or parent's right to correct inaccurate data is necessary. The school system is adopting this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C. 1232g). To prevent confusion when filling out information forms, students will be asked to observe the following rules:

1. Use given name, including middle name or initial, as it appears on birth certificate.



2. Do not use nicknames or abbreviated names for official records.
3. Print all pertinent data such as student's name, parent's information and address.

### **SUBSTITUTE TEACHERS**

Substitute teachers allow the continued smooth operation of school when the regular teacher is absent. When a substitute teacher is conducting a class, students are expected to behave themselves as well as they would for the regular classroom teacher. Failure to do so will be considered a major violation of the discipline policy and students who do not comply with this policy may be subject to disciplinary consequences.

### **TELEPHONES IN THE BUILDING**

**Students are not to use the telephone in any school office or classroom without permission.** A phone is available in the front office for emergency student use. Since classes cannot be disturbed except in case of emergency, parents are urged not to call the school to talk to students.

### **VALUABLE ITEMS**

Students should not bring items such as jewelry, expensive clothing, large amounts of money, or other valuable items to school. Students, who bring such items to school, do so at their own risk. Students who bring such items to school may leave the items in the Main Office. However, the school assumes no liability for any loss, theft, or damage of such items left in the office or any other area of the school or school grounds.

**LOCKERS SHOULD ALWAYS BE LOCKED WHEN NOT IN USE. STUDENTS SHOULD NOT GIVE THEIR LOCKER COMBINATION TO ANYONE ELSE. STUDENTS SHOULD NOT LEAVE MONEY OR VALUABLES IN LOCKERS AS LOCKERS ARE NOT THEFT-PROOF.**

### **VISITORS**

Visits by parents or guardians of Yorktown High School students are encouraged at the parents' convenience. While making prior arrangements would be appreciated, notice of a visitation to the office by a parent is not required. All visitors of YHS must register in the Main Office and pick up a Visitor's badge as soon as they arrive at the building. Additionally, be aware that visitors may be asked to show a photo ID.

In order to minimize disruption to the school day, visitors other than parents or guardians will not be permitted unless approved by the Principal. Former students wishing to visit a teacher should make arrangements to do so after school hours.

If a parent or guardian intends to visit a **classroom**, they must first complete the volunteer paperwork (limited criminal background check), second provide 24 hours' notice to the building principal, and third have the confirmation from the principal that the visit is approved. There is no guarantee that permission to visit **classrooms** will be granted.

### **WELLNESS STATEMENT**

Yorktown High School is committed to supporting student wellness. This is accomplished by:

- A. Providing a school environment that promotes and protects student health.
- B. Encouraging good nutrition, healthy eating habits, and physical activity.
- C. Offering healthy food choices before, during and after school.
- D. Encouraging students, parents, and staff to plan celebrations that are consistent with the wellness guidelines. Guidelines are available on the corporation website.
- E. Guiding students in accepting responsibility for making healthy decisions. Good health fosters good mental and physical development of our students. Children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive. Success in the classroom and in life can be attributed to healthy choices and smart decisions!

### **WORK PERMIT CERTIFICATE: DENIAL: DISTRIBUTION:**

#### **APPEALS INDIANA CODE 20-8.1-4-12 AND 20-8.1-4-32**

- A. A student applying for a work permit must show a birth certificate and intent to employ form before the permit will be issued by the high school.
- B. **An issuing officer may deny a certificate to a child (1) whose attendance is not in good standing; (2) or, whose academic performance does not meet the corporation's standard.**
- C. Within five (5) days, the issuing officer shall send a copy of the employment certificate to the department of labor. A copy is kept on file in the issuing corporation's office.
- D. A student may appeal the revocation of employment certificate under subsection (a) or the refusal to (b) reissue an employment certificate under subsection (c) to the school Principal.