

# YORKTOWN HIGH SCHOOL

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!

This handbook was prepared to assist you in making your years at Yorktown as rewarding as possible. 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!

Mrs. Kelly Bright Wittman, Principal

Please read your handbook carefully, share it with your parents, and use it to manage your time efficiently. This material is presented in an effort to be fair with everyone involved. Failure to read the handbook will not be accepted as a valid excuse in any situation.

## 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.

## MOTTO

Every one, Every day, All it takes.

## THE YHS COMMUNITY BELIEFS:

1. All students can learn and should be held to as high a standard as their individual abilities allow.
2. Students are responsible for what they learn.
3. Parents should share responsibility for their students' education.
4. Success requires a strong work ethic.
5. Best practices enhance student learning.
6. Standards-based curriculum holds teachers and students accountable for learning.
7. Learning is exciting, relevant, and challenging for students and teachers.
8. Mentoring and professional development is vital for effective student learning.
9. Diversity and inclusion enrich and strengthen our school and community.
10. A safe and nurturing environment is essential to learning.
11. Community resources help meet individual needs.
12. Integrating technology into student learning is essential in the 21<sup>st</sup> century.

## SCHOOL IMPROVEMENT GOALS

- All students will improve their organization of information and higher order thinking skills across the curriculum.
- All students will improve their writing development skills across the curriculum.
- All students will understand the need to choose culturally competent behaviors defined as the ability to form authentic and effective relationships across their differences.
- All students will increase their daily attendance rate at school (AYP).

## 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 will receive a call on the automated system and school officials will notify the following local radio stations:

WLBC - 1340 AM, 104 FM    WMDH - 102.5 FM    WERK - 99 AM, 104.9 FM

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 DAY SCHEDULES

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

## SCHOOL DELAYS AND OFF SITE STUDENTS-

Cadet Teaching-	attend all YHS classes, notify your mentor teacher
Mentoring-	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 classes per above schedule
PM MACC-	attend block 1 & 2 classes, leave for MACC when finished

## Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Mount Pleasant Township 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 Mount Pleasant Township 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 Mount Pleasant Township 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 Mount Pleasant Township Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## I. ATTENDANCE

### ATTENDANCE POLICY

Effective July 1, 2005, in order that Mt. Pleasant Twp. Community School Corporation follow compliance with HEA 1288-2005, SECTION 17, it is expected that all students attend 180 days of school.

- A. When a student accumulates more than **five (5) absences**, excused and/or unexcused, in any course(s) in one semester, the attendance committee (principal, assistant principal and guidance counselors), may consider if the situation warrants a waiver to continue in the class or if the student should be withdrawn for no credit from the course. 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.
- B. Waiver form: Upon reaching a 5<sup>th</sup> absence, the student and parent/guardian should complete and return the waiver form, available in the front office, with required documentation to the assistant principal within five (5) days of the 5<sup>th</sup> absence or on or before the day requested by the school.
- C. Additional days beyond the established limit (5 days) may be granted by the attendance committee if the following conditions have been met:
1. Two (2) or more absences are "**exempt absences**": personal illness requiring doctor care, emergency illness in the family where other arrangements could not be made, medical or dental appointment, family death or funeral, required religious observance or court summons. **All exempt absences must be documented.**
  2. Not more than four (4) absences are "**non-exempt absences**": are personal illnesses not requiring doctor's care, or any unexcused absence.

3. If the request is approved, a set number of days will be granted. Should a student exceed this extension, the entire appeal process will need to be repeated.

### **ABSENCE REPORTING**

- A. Parents/guardians are asked to notify the school of their student's absence in person, by note or phone call, **by 8 am the day following the student's absence or the absence will be considered unexcused.** You may call 759-2550 or 759-2637 and leave a message 24 hours a day.
- B. 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.
- C. 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.

### **MAKE-UP WORK**

After every absence all work is to be completed. Students may have the same number of days absent in a class to complete their assignments missed or to make arrangements with the instructor(s). However, after being absent one day students should make every effort to have assignments ready the next time those classes meet. Parents are encouraged to call the school and have work and books/materials made available for pickup on the day of an absence. Students participating in school sponsored field trips are responsible for class work during their absence.

### **ABSENCES**

- A. Excused absences: An excused absence is a child's personal illness, illness in the family, quarantine of the home, death of a relative, observance of religious holidays, doctor or dentist appointments, serving as a page in the Indiana General Assembly and 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).
  1. UNDOCUMENTED: reported to the school by the student's parent or legal guardian.
  2. DOCUMENTED: verified in writing by an appropriate professional. After three consecutive days of an absence a physician's certification must accompany the child's return to be considered an "excused" absence.
- B. Unexcused absences: An unexcused absence is any absence which does not qualify as either type of excused absence. Other examples of unexcused absences are: absences due to car trouble, late ride, missing the bus, family vacations and oversleeping.
- C. Truancy: Truancy is an absence without prior parental and school knowledge and consent. It will subject the student to disciplinary action (detention, in-school suspension, out-of-school suspension or expulsion). Legal authorities may be contacted. Under no circumstances are students allowed to leave the school building and/or property without administrative approval. Any student who comes to school but fails to attend an assigned class or ELC shall be counted truant even though he/she remains in the building or on school grounds.

### **TARDINESS- TARDY TABLE PROCEDURE**

- A. If a student comes to school after 8:20 a.m., he/she must report to the office to sign in and justify the tardiness. Students riding on a late arriving school bus will be admitted directly to class as they arrive. Excessive late arrivals to school (five in a semester) will result in loss of riding/driving privileges to school.
- B. 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.

C. Consequences for Tardiness every 9 weeks are as follows:

1<sup>st</sup> - 3<sup>rd</sup> Tardy: warning

4<sup>th</sup> - 6<sup>th</sup> Tardy: referral for each for a 1 hour of detention and parents will be notified

7<sup>th</sup> - 9<sup>th</sup> Tardy: referral for each for a 2 hour detention and parents will be notified

10<sup>th</sup> - 11<sup>th</sup> Tardy: \*In School Suspension for each and parents will be notified

12<sup>th</sup> + Tardy: Out of School Suspension for each and parents will be notified

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

### ATTENDANCE AWARDS

A. Perfect Attendance

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

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

B. Excellent Attendance

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

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

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

### 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.**

### DISCIPLINARY CONSEQUENCES

#### DETENTIONS

The purposes 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.

A. Before-School Detentions are held every morning from 7:30 - 8:00 am.

B. After-School Detentions are held on Monday and Wednesday from 3 - 4 pm.

C. Two Hour detentions will also be held, usually on Thursday or Friday 3 - 5 pm.

#### 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.

## GROUNDS FOR STUDENT SUSPENSION OR EXPULSION

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.

## IN-SCHOOL SUSPENSION

The in-school suspension 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.

- A. Students may be assigned to in-school suspension from one (1) period up to ten (10) days at a time based upon the severity of the student action.
- B. Students are responsible for contacting teachers for assignments. Assignments completed while in in-school suspension should be returned to teachers daily and will count towards a student's grade.
- C. Students in in-school suspension will not pass with the regular bell schedule but will have one break period in the morning and in the afternoon.
- D. Students in in-school suspension will not attend pep sessions, convocations, etc., unless special permission is granted by the administration.
- E. Students assigned to in-school suspension will not be permitted to participate in any athletic/extracurricular activity or practice on the day(s) of the suspension. A student who is assigned to in-school on Friday as well as Monday shall not be permitted to attend any extra-curricular or athletic activities during that week-end or on those days of assignment to in-school suspension.
- F. No suspension may be made without affording the student an informal hearing.
  - a. A written or oral statement of the charges against him or her; and
  - b. If he or she denies the charges, a summary of the evidence against him or her; and,
  - c. An opportunity to explain his or her conduct.
- G. 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.
- H. Students may be assigned to additional days or removed to Out of School Suspension if they misbehave, do not complete assignments satisfactorily or if they arrive late to in-school suspension.

## OUT OF SCHOOL SUSPENSION

Although keeping students in school for a suspension is preferable to maintain academic progress, occasionally, student actions warrant an Out of School Suspension. During an out of school suspension:

- A. The school will gather the student's assignments for parent pick up. Assignments will count toward the student's grade.
- B. Students assigned to out of school suspension will not be permitted to participate in any athletic/extracurricular activity 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 extra-curricular or athletic activities during that week-end or on those days of assignment to out of school suspension.

## PRIORITY SCHOOL

Any student who receives a suspension of three or more days is hereby advised of the possibility

of being assigned to the Priority School, if there is a second suspension of three or more days. Priority School is located on the grounds of the Youth Opportunity Center on Kilgore Avenue. It is staffed by employees of the YOC and the Muncie Schools, assignments are provided by Yorktown High School. The program is being provided as an educational alternative during the time of suspension. Failure to report to the Priority School will result in notification to Juvenile Probation. Additional information regarding Priority 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 longer period of time. Loss of credit will occur during expulsions. Completion of course credit may take place at the Priority Expulsion School.

- 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) Out-of-School suspensions, expulsion will be recommended.

### 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. 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 issued 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.
- B. a student has had at least two (2) suspensions or an expulsion from school. IC 20-33-8-14,15
- C. 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
- D. a student is considered a dropout. IC 20-33-2-28.5
- E. 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.

### STUDENTS RIGHTS AND RESPONSIBILITIES

- A. 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.
- B. 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:

- a. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
  - b. 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.
  - c. Setting fire to or damaging any school building or property.
  - d. 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.
  - e. 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 caffeine-based substances, 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:
    - a. engaging in sexual behavior on school property;

- b. disobedience of administrative authority;
- c. willful absence or tardiness of students;
- d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
- e. 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:
  - 1. On school grounds immediately before, during, and immediately after school hours and at anytime 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.

### 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, or use of drugs, alcohol, steroids, inhalants, or 'look-alike' (counterfeit) drugs 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 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 In-School Suspension for the first violation of this rule. A second violation will result in a three (3) day Out of School Suspension. Any student accumulating a third tobacco violation within a school year will be suspended out of school 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. 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 supercede the MPTCSC policy for ECA participants and student drivers.

### APPEARANCE

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 for an educational environment. This manner of appearance statement does not attempt to set all stipulations of dress and grooming. If a student is wearing a garment or accessory that is unacceptable in a school situation or deviate from the normal to such a degree as to draw undue attention or to interrupt the educational process will be dealt with by the Administration and will be subject to disciplinary consequences and/or remedy the appearance violation.

1. 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.
2. 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 wearing apparel bearing controversial slogans or symbols of hate speech such as swastikas and confederate flags, including concert t-shirts.
3. 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.
4. Students must wear shirts with sleeves.
5. Shirts may not be backless, have open armpits, leave a bare midriff, allow undergarments to be seen or have low cut neckline.
6. Students may not wear short shorts, short dresses, or short skirts. Hemlines must be no more than 4 inches above the knee.
7. Pants may not sag and must completely cover under garment,
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 are 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.

### BACKPACKS

To facilitate hallway and classroom movement and safety, do not bring backpacks or purses to class.

## CHEATING

### First offense in any class:

- A. Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.

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

- A. Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- B. Teacher submits a referral to the office.

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

- A. Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- B. Teacher submits a referral to the office.
- C. An administrator will hold a conference with the teacher, student and parent/guardian.

## COMPUTER CODE OF ETHICS & RESPONSIBILITIES

- A. As a computer user, students agree to abide by the following code of behavior while using computers at Yorktown High School:
  1. All users of corporation computer facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7 (b) with regard to copyrighted software.
  2. All students are required to have an Internet access agreement on file, signed by the student and parent. Students will not have access to the Internet if a current, signed Internet agreement is not on file.
  3. Unauthorized copies of any software on computers belonging to the school are prohibited.
  4. Installing, copying, altering, or tampering with data files, software programs, or system settings on any school computer is not permitted.
  5. Unauthorized persons may not use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
  6. Every effort will be made to keep all searches as short as possible.
  7. Anyone witnessing the violation of any of the above provisions should immediately report the violation to the teacher or administrator in charge.
  8. All hardware problems should be reported immediately as they occur.
  9. Students are not permitted to use e-mail or e-mail systems while at YHS without permission.
  10. Students are not to play computer games or access non-curricular Internet sites.
- B. Any violation of the above policies will be viewed as a disruption of the educational process or destruction of school property, and may result in disciplinary action including, but not limited to, loss of privileges, detention, suspension, or expulsion.

## ELECTRONIC DEVICES, ENTERTAINMENT & GAMES

- A. Guidelines
  1. Entertainment technologies (iPods, MP3 players, CD players, hand held gaming systems, laser pointers, etc.) are prohibited at school.
  2. Cell phones are not to be kept in a student's possession during the school day (8:20 am-2:55 pm). If brought to school they must be kept in a locker or vehicle during school hours on silent/vibrate.
  3. Card playing (except for classroom educational purposes determined by teacher) is prohibited.
- B. Students in violation of these policies will receive disciplinary action as well as have the device confiscated, and it will be held in a secure place until the student's parent(s) arrange to pick up the item from the school.

## 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.

### **EXTENDED LEARNING CENTER GUIDELINES**

- A. The ELC atmosphere will be structured to provide a quiet and orderly study environment.
- B. Students should bring assignments and supplies to work for all 85 minutes- no sleeping.
- C. No games or personal entertainment devices other than for educational purposes.
- D. Students may work together quietly in the classroom at the discretion of the ELC teacher.
- E. Between ELC halves students may stop for restroom breaks and the water fountain.
- F. 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.
- G. 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.
- H. 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 AND BULLYING**

It is the policy of the Corporation to maintain a learning environment free from the unlawful discrimination including harassment. It is a violation of school rules for students to engage in harassment toward others. 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 the Corporations 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. Pursuant to compliance with IC 20-33-8-13.5, 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.

Bullying is defined as "overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. IC 20-33-8-0.2

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

First incident	Detention 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.

This school takes bullying very seriously and all acts of bullying and harassment are strictly forbidden. Students should report any incidents of bullying to the administration. After investigation of the incident and subsequent discipline, parents will be involved in the intervention education of students involved in any acts of bullying. 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 PUBLIC SHOW 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.

### **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.

### **PLAGIARISM**

Definition: 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.

First offense in any class:

- A. Teacher records a grade of "F" for the assignment, or a "0" if points are regularly used for grading in that class.
- B. Teacher submits a referral to the office.
- C. An administrator will conference with student and notify parent(s) and consequences for

offense(s) will be given.

- D. When determining the nine week's grade consideration must be taken so that the score is only part of the total grade for the grading period. Note: it is possible for a student to earn a passing grade even though they received an "F" or a "0" for plagiarized work.

Second offense in any class in any year:

- A. Teacher submits a referral to the office.  
B. A grade of "F" will be recorded for the nine week's grading period in which the plagiarism occurred. If it occurs during the first nine weeks, it may be possible for the student to recoup enough points to earn a passing grade for the semester. If it occurs in the second nine weeks, the student may have already earned enough points to receive a passing grade for the semester.  
C. The student is to remain in the class and receive the benefit of the instruction presented for the duration of the semester.

Third offense in any class in any year:

- A. Teacher submits a referral to the office.  
B. Student will be withdrawn from the class.  
C. Student will be reassigned to an ELC with no option to work as a student aide in the building.

### POSSESSING A DEADLY WEAPON

- A. No student shall possess, handle or transmit any deadly weapon on school property.  
B. "Deadly Weapon", as defined by Indiana Codes 35-41-1-8, means/includes the following:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner 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.
- C. 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.*

### POSSESSING A 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.***

### **STUDENT CONDUCT ON SCHOOL VEHICLES AND BUS REGULATIONS**

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.
- 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 (Form 5500B).
    - 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, mail 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 and 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 to the student's parent and the bus driver.
4. The administrator assigning a suspension must send a copy of Form 5610 F4, NOTICE OF BUS SUSPENSION, to the student's parent and the bus driver.
5. 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, to the parents.

### STUDENT DRIVERS

A. 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 in the windshield. Unregistered 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 or loiter 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 or truant.
5. Students are to arrive on time, leave their vehicles and the parking area immediately and enter the school.
6. Violations of regulation will result in the suspension of driving privileges.

**First offense:** The student will receive one after school detention. \*

**Second offense:** The student may be ticketed by local authorities and/or serve two after school detentions. \*

**Third offense:** The student will lose his or her driving privileges for the remainder of the school year and may be ticketed or towed by local authorities.

B. \*Flagrant violations may result in an In-School Suspension or loss of driving privileges on school grounds.

### 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.

### **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:
1. Evidence of a violation of the student conduct standard contained in the Student Handbook.
  2. 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:
1. Searches of the pockets and shoes of the student.
  2. Any object in the possession of the student such as a vehicle, purse, backpack or briefcase.
  3. A "pat down" of the exterior of the student's clothing.
  4. A balance and a 'gaze nystgamus' test, i.e. follow the pencil.
- 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 three 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.

### **UNLAWFUL ACTIVITY**

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.

### **CHARGES BY A STUDENT**

When a student or his parent believes that the student is being improperly denied participation in any educational function of the school corporation, or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statute of the United States, by the Constitution of the State of Indiana or of the United States the student shall, if unable to work out the problem with the members of the administrative staff be entitled to initiate a hearing by filing a charge with the Superintendent in the same manner as a charge is initiated by the Principal under hearing provisions described in Indiana Code. The ruling of the hearing examiner and determination by the Superintendent shall, with respect to the participation in educational function, be denied or granted in whole, or granted subject to limitations, and with respect to that validity of a rule or standard and its application, to a recommendation that it be changed.

An appeal from such decision and determination may be made to the Board either by the student

or by the Superintendent, such appeal to be undertaken within thirty (30) days. In any case involving the validity of a rule or standard or its application, the matter shall be automatically appealed to the Board which shall make the final administrative determination. Nothing in this section shall limit the power of the Board to make or change any rule or standard on its own motion, all subject to such rules relating to administrative procedure as the Board shall adopt in connection therewith. In the event the Board changes a rule or standard, or its application, it shall not be limited to the record. A student or parent is not entitled, under this procedure, to initiate a hearing involving a grade or grades given the student for courses taken.

**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.

**RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-8.1-5.1-1

**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	Alt. 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	X	X
Inappropriate Speech	X	X	X		X	
Incorrigibility	X	X	X	X	X	X
Insubordination	X	X	X	X	X	X
Missed Detention		X	X			
Out of Area	X	X			X	
Pass Abuse	X	X			X	
Plagiarism	X	X	X		X	
Poss. Firearm			X	X	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
Vandalism	X	X	X		X	

### III. ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

#### UPDATED ATHLETIC EVENTS

Current athletic event schedule information can be accessed by going to the school web site.

## 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 May 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 ACTIVITIES BEFORE AND AFTER SCHOOL

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.

### **The following organizations and activities are available to YHS students:**

Academic Teams, Ambassadors, Art Club, Book Club, Distributive Education Clubs of America (DECA), Fashion Club, German Club, Government Club, Key Club, Kick Off Mentoring, National Honor Society, Peer Tutoring, Radio Club, Spanish Club, Speech Team, Student Council

### **The following performing arts activities are available to YHS students:**

Choir, Concert Band, Color Guard, Jazz Band, Marching Band, Percussion, Piano, Theater & Tiger Dance

### **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

## CLASS SPONSORS

### Class

Senior  
Junior  
Sophomore  
Freshman

### Sponsor

Stephanie Murray, Judy Scott  
Cheryl Trauthwein  
Mike Wilhelm  
Pam Richards

## 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.

## PROCEDURES FOR EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities must be approved and scheduled, at least one week in advance, by the Assistant Principal. 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.

## SCHOOL DANCES

- A. All school dances must be scheduled and approved by the Assistant Principal.
- B. When possible, dances will be scheduled to end at 11:00 PM. Any deviation from this time must be cleared with the Assistant Principal. 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.
- 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. Non-YHS students will be admitted only if they are accompanied by a current YHS student and the YHS student has signed the guest up in advance (One guest per YHS student).
- 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.

## MT. PLEASANT TOWNSHIP COMMUNITY 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 extra-curricular 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 anytime 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 extracurriculars 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.

7. **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.

8. **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.

9. **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 Mt. Pleasant Twp. 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 Mt. Pleasant Twp. 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.

## IV. GUIDANCE AND GRADES

### PARENT-TEACHER-STUDENT COMMUNICATION & CONFERENCES

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

- Of course you also may call a teacher at any time to set up a conference (759-2550 and you will be forwarded to their voice mail).
- 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 [jdoe@yorktown.k12.in.us](mailto:jdoe@yorktown.k12.in.us).
- Parents may contact the guidance office to receive a password for access to their students grades, assignments and attendance on Power School.

### 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. All Academic Awards will be distributed during the Awards Convocation held at the end of the school year.

### AP & HONORS COURSES

Students must apply for these courses. Selection criteria include the student's past academic performance, teacher recommendations and standardized test scores. Details are available in the guidance office.

### CLASS RETAKE POLICY CHANGE/ADD SPECIFICITY

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 shown on the student's transcript and will be reflected in their GPA for the class. The student's entrance into the class will be based on availability and the student's curricular need.

### 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 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.**

### 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.

### COUNSELING DEPARTMENT

The purpose of the counseling service is to help each student in his social, educational, vocational, and personal development. Counselors may be seen daily from 7:30 to 3:00. Student-Counselor conference request slips are available in the Counseling Department. Conferences with students receive first consideration of the counselors' time and are scheduled whenever necessary.

The counselors assist students in:

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

### DIPLOMA ALTERNATIVES AND REQUIREMENTS

Please see the Course Description Guide, available in the Guidance Office or on the guidance area of the YHS website, for up to date information regarding Diploma requirements.

### ENROLLMENT DEADLINE

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.

### ENROLLMENT MINIMUM

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.

### 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 an incomplete. **Students who do not take a final exam or complete a final project will fail the course for the semester.**

### 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.

#### Communication with Parents and Students

Each principal shall send a copy of the grading scale to all parents of students in grades Kindergarten through Grade Twelve. The principals shall ensure that the grading scales are the basis for discussion and decision making at all parent conferences.

#### Grading Scale Grades 3 through 12

Reporting in grades 3 through 5 will be by report card using the following marking system:

A	93	100 Excellent Achievement
A-	90	92
B+	87	89

B	83	86 Good Achievement
B-	80	82
C+	77	79
C	73	76 Satisfactory Achievement
C-	70	72
D+	67	69
D	63	66 Minimum Acceptable Achievement
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. 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.
- C. 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. For the purpose of determining certain scholarship recipients, commencement speakers, valedictorian, salutatorian, and other academic awards, the seventh semester grade point average and the length of the student's attendance at Yorktown High School are taken into consideration. The official ranking of the graduating class is done at the close of the eighth semester.

### **HONOR ROLL**

In order to qualify for one of the honor rolls, a student must be enrolled in the equivalent of at least four solid subjects. The honor roll is based upon nine-week grades only, not on semester grades.

"A" Honor Roll - Students must make grades within the "A" range, regardless of the number of credits attempted to be listed on this honor roll.

"A - B" Honor Roll - Students must make grades within the "A-B" Range.

All grades will be used to determine the honor roll.

### **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.

### **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 and be in the top 15% of the class 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.

### **REPORT CARDS**

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

### **SCHEDULE CHANGES**

Requests for schedule changes made after the month of June for the next school year will only be approved when a student:

1. Has a schedule conflict with another course.
2. Has failed a required course and needs the course to graduate with a Standard, Academic Honors, or a Core 40 diploma.
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.
2. Students withdrawing from a course between the 6th and 10th day of a semester will be assigned to an ELC.
3. 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.

### 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. Contact your counselor for further information.

### TRANSCRIPTS

Transcripts are available from the Counseling Office. An adult's signature or a student's (eighteen years or older), is needed before a transcript can be sent. Contact the Counseling Office for complete details.

### WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transferring is as follows:

Students Must:

1. Secure authorization for withdrawal, or transfer note from a parent/ guardian or the Assistant 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.

## V. GENERAL

### ARRIVAL

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 and leave them in your locker.

### BOOK RENTAL

At the beginning of each school year, students must pay rental fees which are a percentage of the cost of the books used in their courses. Charges are also made for workbooks, test sheets, consumable items, handbooks, student identification cards, and the school newspaper. 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 Mt. Pleasant Township 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.

### **COMMITTEES AT YORKTOWN HIGH SCHOOL**

AdvancEd (SIC, PL 221)	Culture & Climate
Data Collection	RTI
Safety	Student Culture and Climate
Wellness	

### **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.

### **DISABILITIES ACT**

MOUNT PLEASANT TOWNSHIP 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 Mount Pleasant Township 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:

Mount Pleasant Township 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.

## FLAGS, ALLEGIANCE PLEDGE, MOMENT OF SILENCE

1. The United States flag shall be displayed in each classroom 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

## LEGAL SETTLEMENT

Under IC 20-33-8-17. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

## 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 Attendance Secretary. Since lockers are a permanent part of the building, students are expected to keep them in good condition. During the last week of school a locker clean-out will be held. 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 Mt. Pleasant Schools and, if necessary in the opinion of school official, to law-enforcement officials.

## LOST BOOKS AND OTHER 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.

## LUNCH

The Yorktown High School Cafeteria serves traditional school lunches, an optional lunch, and a la carte items. All food must be eaten in the cafeteria, and students are expected to clean up after themselves. Students who violate this policy may be assigned After School Detention. Cost of a student lunch will be posted and subject to change. 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, all students will remain in the building during lunch and 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.

## Lunch Card Guidelines

1. You must have your card
  - If you forget your card you are to go to the end of the line.
  - If you lose your card – please inform the cashier who will request a replacement for you. You may be charged for multiple replacements.
2. You must have money on your card. NO charges are allowed, however, you may go to the end of the line and pay cash. Additionally, you may put money on your card:
  - Before school 7:30am-8:15am
  - By mail with a check – attention YHS Cafeteria
  - Anytime in front office drop box
3. If you have a negative balance you will be offered a cheese sandwich and milk and your account will be charged a minimal fee.
4. You may not let anyone else use your card
5. Lunch balances can be checked using Power School at any time by parents or students via the web.
6. For your convenience, Mt. Pleasant Schools will begin accepting MasterCard or Visa for lunch account payments.

## MARRIED STUDENTS

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

## MEDICATION POLICY

It is preferred that medication not be administered at school if it can be avoided. However, if it is absolutely necessary, school policy, as well as Indiana State Board of Education standards, requires 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 Epipen 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.**

### **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 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 NURSE**

Mt. Pleasant Township Schools have a registered nurse who is on duty all day. As a rule the Nurse's Office 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. Students should bring doctor's absence notes or procedural modification requests to the front office and clinic.

### **SCHOOL SONG**

*Onward Tigers, Onward Tigers,  
Fight for your defense,  
Take the ball across the floor  
And make the score immense*

*Rah Rah Rah*

*Onward Tigers, Onward Tigers,  
Fight for Yorktown's fame,  
Fight Fellows, fight.  
And we will win this game*

### **STUDENT 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.

### **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 or better than 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

**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 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. Visitors other than parents or guardians will not be permitted unless approved by the principal.

### WELLNESS STATEMENT

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

1. Providing a school environment that promotes and protects student health.
2. Encouraging good nutrition, healthy eating habits, and physical activity.
3. Offering healthy food choices before, during and after school.
4. Encouraging students, parents, and staff to plan celebrations that are consistent with the wellness guidelines. Guidelines are available on the corporation website.
5. 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.