

YORKTOWN MIDDLE SCHOOL HANDBOOK

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GENERAL INFORMATION

Welcome and Introduction

Welcome to Yorktown Middle School. The teachers, support staff, and administrators are proud of our academic performance and educational opportunities. Our middle school philosophy is based on the belief that pre and early adolescents are unique individuals who are confronted with specific physical, emotional, and social changes. It is essential that the school provide facilities, staff, and appropriate programs that help students of differing abilities and aptitudes to understand and deal effectively with these changes. The middle school strives to provide knowledge and the skills necessary for preparation for a proper, rewarding role in the community, state, and country. In addition to this, the middle school strives to help students develop a sense of responsibility and sound attitudes concerning citizenship, leadership, human relations, moral values, and personal welfare. It is also our intent to prepare students for future educational opportunities while developing a desire for continued self-improvement and lifelong learning.

To help provide a safe and productive learning environment for students, this handbook is updated annually. Following these guidelines and procedures will help ensure a positive experience. Our handbook is accessible on our school website at <https://yms.yorktown.k12.in.us>. Students and parents have the right and obligation to know and understand the guidelines contained in our handbook. Please read the handbook guidelines carefully and then review and discuss them with your child. Failure to read the handbook will not be accepted as a valid excuse in any situation. This handbook is based in significant part on policies adopted by the Board of School Trustees and administrative guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in law and other circumstances. Therefore, recent changes may not be reflected in this document. If you have questions or would like more information about a specific issue or document, please contact Mr. Todd Strong, Principal.

SCHOOL CONTACT INFORMATION

Yorktown Middle School
8820 W. Smith Street
Yorktown, IN 47396
(765)-759-2660
Fax (765)759-3243

PRINCIPAL

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(765) 759-2660
tstrong@yorktown.k12.in.us

ASSISTANT PRINCIPAL

Mr. Kyle Hall
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MISSION STATEMENT

The mission of Yorktown Middle School is to provide a safe, orderly environment where students develop their academic and social skills allowing the smooth transition from childhood to adulthood in order to become lifelong learners and productive citizens.

VISION STATEMENT

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

BELIEFS OF YORKTOWN MIDDLE SCHOOL

The Yorktown Middle School community believes:

- Students can learn.
- Students have the right to learn.
- Students should work in a safe and secure environment.
- Students learn in an environment that is inviting, stimulating, and conducive to learning.
- Students possess different learning styles.
- Students benefit from a curriculum that provides opportunities to develop positive emotional, physical, social and intellectual qualities in each student.
- Students benefit from exploratory programs that support a variety of interests and abilities.
- Parent involvement impacts student performance.
- The staff must serve as exemplary role models.
- Teachers should use a variety of teaching methods to address student learning styles.
- Diversity enhances learning opportunities.

2023-2024**SCHOOL CALENDAR**

August 8	First Day of school
September 4	Labor Day – NO school
September 5-8	Parent Teacher Conferences - PM
October 9-13	Fall Vacation – NO school
November 6	E-Learning
November 22-24	Thanksgiving Break – NO school
Dec. 21 – Jan. 3	Winter Break – NO school
January 3	Teacher Work Day – No School
January 19	Martin Luther king Jr. Day – NO school
February 20	President’s Day – NO school
March 22-Apr 1	Spring Break – NO school
May 23	Last Day of School for Students
May 24	Last Teacher Day

SCHOOL DAY SCHEDULE

Students may begin arriving at 7:40a.m. and must be in their class by 8:05 a.m. Students arriving to school or class at 8:05 a.m. or after will be considered tardy. Students are dismissed at 2:45 p.m.

- 7:40 a.m. – school opens; students report directly to the gym or to the cafeteria for breakfast
- 8:05 a.m. – doors close & lock, the tardy bell rings, **students not in their classroom are tardy**
- 2:45 p.m. – dismissal bell rings

SCHOOL CLOSING/DELAY INFORMATION

In the event that it becomes necessary to cancel or delay school because of severe weather conditions or any other emergency, the following are ways you MAY be notified: a call/text through our automated phone system, a posting on our school social media/website (<https://yms.yorktown.k12.in.us>), an update on a local (Indy-based) television station, an announcement on local radio stations: WLBC -104 FM, and WTHR Channel 13.)

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All perimeter school doors are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.
- A limited criminal background check and 24-hour notice is necessary for consideration of parent/guardian classroom visits. There is NO guarantee that permission to visit classrooms will be granted.
- Students may not bring visitors to school without first obtaining written permission from the building principal or designee.
 - All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
 - The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

EMERGENCY PREPAREDNESS DRILLS

A plan for fire, severe weather and other emergencies will be discussed during the first few days of school. Drills will be conducted periodically throughout the school year, and students should take these drills seriously. Follow the instructions given to you by your teacher.

CHARACTER EDUCATION

Yorktown Middle School has adopted a Character Education program as part of our school-wide discipline plan. The words “Kindness, Respect, Trustworthiness, Fairness, Responsibility, and Citizenship” are emphasized every day with students. Students can be recognized by classroom rewards, as well as, being honored as a “Student of the Month”.

FLAGS, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

The United States flag shall be displayed in classrooms and a daily opportunity will be provided for students to voluntarily recite the Pledge of Allegiance. IC 20-10.1-4-0.5

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

ENROLLMENT, TRANSFER & WITHDRAWAL

Enrolling

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

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities
- custody papers (if appropriate)
- proof of residency
- proof of immunizations

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another accredited school must have an official transcript from the sending school.

Homeless students

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

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

For additional information contact the principal.

Transfer/Withdrawal

The procedure for withdrawal is as follows:

- Contact the front office to notify of intent to withdrawal
- Obtain appropriate forms for withdrawal from the front office
- Have the forms signed by all appropriate personnel.
- Return all school books and property, and pay all fees.
- Return completed forms to the office.
- Failure to withdraw properly will result in problems for the student when enrolling at the new school.

PARENT COMMUNICATION

The following are used by Yorktown Middle School to communicate with the home about the students and school: report cards every nine weeks; attendance letters; PTO meetings; “Good News” cards; parent teacher conferences; principal/assistant principal -parent conferences; meet the teacher night; incoming sixth grade parent night in the spring; parent newsletter at the first of each month; and telephone calls. The parent newsletter is a vital link for the parents. To be fully informed, parents should plan to read and save the newsletter. We would like to keep classroom interruptions to a minimum. Parents who need to leave non-emergency messages or packages for their children should be aware that students are not available to deliver these to classrooms. It is the responsibility of the parents to properly communicate with their children in order to save the school’s time in sending messages. Emergency messages will be delivered immediately. We are attempting to preserve as much teaching and learning time as possible.

VOLUNTEER & BACKGROUND CHECKS

The Yorktown Community Schools welcome the involvement of parents, and their efforts as volunteers are invaluable. The purpose of the volunteer background check procedure is to help ensure the safety and security of our students at Yorktown Community Schools. A complete background check will be required once every three years if a volunteer is directly supervising students; traveling with students; or repeat volunteer in classrooms, library, etc. Background checks must be submitted and approved prior to any volunteer activity taking place in the Yorktown Community Schools.

Volunteers will be required to:

- Complete an Expanded Criminal History Check
- Complete the mandatory bullying prevention training
- Complete the Volunteer Agreement & Wavier

The volunteer expanded background check is conducted by Safe Hiring Solutions, LLC.

- Go to the corporation website to begin the process
- Provide your name and email address and click the “login” button
- Click on the empty drop-down box and select “Volunteer”
- Continue by following the remaining directions on the page. Click the “Submit” button when finished.

Please note that you will need a debit or credit card to complete this process. There is a charge which is non-refundable.

The Expanded Criminal History Check for volunteers will include the same search criterion which is applied to perspective YCS employees. This check does require a fee and the cost is the responsibility of the volunteer applicant.

The Expanded Criminal History Check shall include but not be limited to:

1. National criminal history check (as defined by I.C. 20-26-2-1.5) of criminal history record system maintained by the Federal Bureau of Investigation is based on finger print identification or another method of positive identification;
2. Search of the national sex offender registry maintained by the United States Department of Justice.

All information regarding the applicant will remain confidential.

HONORS AND AWARDS

YMS believes in providing positive student recognition in curricular and extracurricular activities. Numerous awards are given throughout the year. An eighth-grade honor day program is held each year. Special awards given at this program are: Mr. Pugsley Award, Mr. Uptgraft Award, YMS Citizenship Award, English Award, Science Award, History Award, Math Award, Band Award, Academic Excellence Award, Presidential Scholar Awards, Spell Bowl Award, Academic Team Award, Tiger Paw Athletic Awards, Attendance Awards, and others. At eighth grade honors day program is held on the last day of school each year. Parents are invited to attend.

NON-CUSTODIAL PARENT RIGHTS

If a non-custodial parent is not to visit or see records of a student, a court order must be on file in the school office.

REPORTING OF CHILD ABUSE OR NEGLECT

The Board of Education is concerned with the physical and mental well-being of the children who attend this school district and will cooperate in the identification of cases of child abuse and neglect in accordance with Indiana law.

Each staff member employed by the school district shall be responsible for reporting immediately every case in which the staff member has reason to believe that a student has been the victim of child abuse or neglect. This report shall be made to the school building administrator or principal designee who, in the presence of the staff member, shall immediately call the child protective services or law enforcement agency to report the alleged child abuse and neglect.

Information concerning alleged child abuse or neglect is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

Indiana law provides that any person who makes or causes to be made a report that a child is the victim of child abuse or neglect is immune from any civil or criminal liability in connection with this report unless that person acted maliciously or in bad faith. I.C. 31-33-5 I.C. 31-33-6

STUDENT INSURANCE

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

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.

UPDATING STUDENT INFORMATION

It is very important to notify the school, in writing, whenever a change is made to address, phone number, employment, medical, or any other information that might be useful in an emergency or the daily care of your student.

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.

RELEASE OF STUDENT DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and

Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

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

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

EQUAL EDUCATIONAL OPPORTUNITY

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

DISABILITIES ACT

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

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

Yorktown Community Schools

8800 West Smith Street

Yorktown, IN 47396

Phone (765) 759-2720

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the Yorktown Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent/guardian or eligible student, the School Corporation will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/ guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses, without consent, educational records, including discipline records, to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

ACADEMIC INFORMATION

CURRICULUM

The curriculum of Yorktown Middle School is based upon the standards set by the Indiana Curriculum Proficiency Guide and is approved by the Board of Trustees for the Yorktown Community School Corporation. The curriculum includes all of the planned learning experiences provided by the school. A variety of learning experiences are used, including team teaching, group work, mainstreaming and enriched courses.

COMMUNICATION

Contacting Teachers

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

- You may call a teacher at any time to set up a conference (759-2660 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.

GRADES & GRADING SCALE

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

Grading Scale Grades 6 through 8

A	93	100	<i>Excellent Achievement</i>
A-	90	92	
B+	87	89	<i>Good Achievement</i>
B	83	86	
B-	80	82	
C+	77	79	<i>Satisfactory Achievement</i>
C	73	76	
C-	70	72	

D+	67	69	
D	63	66	<i>Minimum Acceptable Achievement</i>
D-	60	62	
F	0	59	<i>Below Passing</i>

Middle School teachers will use plus (+) and minus (-) grades. The actual numbers for these grades may vary and will be based on the teachers' professional judgments.

The semester grade for each student for each of his/her subjects will be computed with the use of the quarter marking period grades plus the grade on a semester exam, if given.

Interim Progress Reports are an important communication tool between the home and the school. Grade sheets are sent home with students during the week following the end of the nine weeks' grading period. If parents do not receive these reports, they should call the Guidance Office. Watch the parents' newsletters for the date of grade report distribution.

**Any classes taken at Yorktown Middle School for high school credit will follow the guidelines, expectations, and grading practices established by Yorktown High School. These can be found in the YHS Course Description Guide located at www.yorktown.k12.in.us.

HONOR ROLL

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

"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.

REPORT CARDS

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

HOMEWORK POLICY

Homework is an out-of-school assignment that contributes to the educational process of the student; it is an extension of the learning experience and given at the discretion of each teacher. Late assignments may be accepted at each teacher's discretion and in accordance with classroom policies. Students are encouraged to attend Homework Help, Tuesday – Thursday in the YMS Library from 3:00-4:00pm. Students must have a Homework Help permission slip on file to be able to attend. Yorktown Middle School may implement mandatory interventions to help students with homework help and completion.

- **Study Tables** – students failing to meet homework & academic expectations may be required to attend after school study tables
- **Working lunches** – students failing to meet homework & academic expectations may be required to attend working lunches during their lunch period

MAKE-UP WORK

All academic course work will be left to the discretion of the individual teacher. If a student is absent from school, they need to fulfill their teacher's individual requirements. Course work can be accessed through Canvas and is expected to be completed upon returning to school. Students are encouraged to actively communicate with their teachers through Canvas. If tests/quizzes are missed due to absences, students are expected to communicate with their teacher(s) and arrange to make-up the test/quiz. Students will not be penalized for completing an assessment late due to absences.

Late work will also be accepted at the discretion of the individual teacher. Students are expected to adhere to each course requirement.

FIELD TRIPS

Yorktown Middle School believes that relevant field trips are essential to a child's education. In order for their child to go on a field trip, a parent permission slip must be on file with the school. These slips will be sent home with the student so that parents may complete the form and return it to school the next day. Failure to return the form by the date designated by the teacher may result in the child not participating in the field trip. School administration may

limit student participation for safety and disciplinary issues.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to pass the ILEARN Test & other standardize state assessments. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

RETENTION

The Indiana legislature has mandated that all students are expected to meet minimum academic standards, as set forth in the Indiana Academic Standards for each grade level and subject area.

The Yorktown Community School Corporation believes that assessment of each student's mastery of the minimum standards should be integral in determining the individual's grade placement. The teacher(s) and principal will assess the student's progress, provide standards-based reporting for parents/guardians and students, and make the professional recommendation for the student's readiness to work at the next level. If a retention is recommended, the parent/student may appeal to the Superintendent. The decision of the school officials regarding placement is final.

CONTROVERSIAL ISSUES

The School Board believes that the consideration of controversial issues has a legitimate place in the academic 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 formulating and evaluating a position. The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

1. is related to the instructional goals of the course of study and level of maturity of the student.
2. does not intend to indoctrinate or persuade students to a particular point of view.
3. encourages open mindedness and is conducted in a spirit of scholarly inquiry.

When controversial issues or the use of controversial materials are planned, the teacher must send home form 2240F1 five school days prior to the presentation. When a parent withholds permission for the child to attend a presentation involving a controversial issue, the parent must sign the notice, return it to school and the student will be excluded from the presentation. The student will not be excused from participating in the course and must be provided and must complete alternate assignments during this requested absence.

SPECIAL EDUCATION

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

ATTENDANCE

STATEMENT OF ATTENDANCE EXPECTATIONS

Yorktown Schools insist that students be punctual and regular in school attendance. A positive correlation exists between formal learning and attendance. A day lost in the classroom, with its activities, insights and interactions, can never be fully retrieved nor duplicated in any other fashion. The purpose of this policy is to encourage academic effort by discouraging unacceptable absenteeism. Effective July 1, 2006, in order that Yorktown Community School Corporation follow compliance with HEA 1288-2005, SECTION 17, it is expected that all students attend 180 days of school.

ATTENDANCE TERMS DEFINED

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

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

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

Habitual Truancy: "when a student is absent from school without the permission of parent/guardian." Effective July 1, 2013, SEA 338, a child is designated a **habitual truant** when having more than ten (10) days **unexcused** absences in one (1) school year." Under I.C. 20-33-2-25, the Superintendent or an attendance officer having jurisdiction shall report a child who is **habitually absent or habitually truant** from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

Late Arrival: Arriving to school more than 10 minutes late

Tardy: late to any class 10 minutes or less

STUDENT AND PARENT RESPONSIBILITIES

The student and his/her family or legal guardian has the primary responsibility for ensuring school attendance. Students with absences for any reason are expected to make up work.

- 1.) Students may go to the classrooms at 8:00 a.m. 1st period will begin at **8:05am** and all students should be in the classroom at that time. The only exception is for a late bus. Students are considered tardy to class if they are less than 5 minutes late. Students are considered tardy to school if they are not in their classrooms by 8:10 a.m. **Students must come to the office and sign in any time they arrive at school after 8:10 a.m.** Parents/Guardians are encouraged to take advantage of the corporation provided transportation if getting students to school on time is a problem.
- 2.) Attendance Procedures
 - i.) Parents are to notify the school of any student absence by calling the school at 759-2660 the day of the absence.
 - ii.) When students are absent, they are expected to complete the make-up work that the teacher deems necessary in the same number of days as the duration of the absence.
 - iii.) Students are expected to utilize Canvas to access missing and make-up work when absent and adhere to individual teacher requirements.
- 3.) Late Arrival/Early Dismissal
 - i.) Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day: the parent must write a note to the school prior to the appointment stating the reason to be dismissed from school; the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported for the appointment; and the student shall report back to school immediately after his/her appointment if school is still in session. If parents do not provide prior notice, they must come into the building and sign out their child. The

student will not be able to leave class prior to the parent signing them out of school.

- ii.) Students arriving late to school should report immediately to the office. If students arrive to school late because of a professional appointment, they should provide the required documentation upon arrival. Students will sign in on the attendance register and ask for a pass to class.
- iii.) Students needing an early dismissal should come to the office first thing in the morning with a note from a parent and ask for an early dismissal slip. Students will come to the office when it is time to leave for the appointment, sign out on the attendance register and wait for their parents. Whenever students leave the school building during the school day, they must have parental and administrative permission. Students leaving school without permission are considered truant. When returning to school, students will sign back in on the attendance register.
- iv.) Students are not to leave school grounds without permission. No student will be allowed to leave school prior to dismissal time without either a.) A written request signed by the parent or a person whose signature is on file in the school office or b.) The parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization. The school administration reserves the right to verify such authorization.

4.) Truancy

A student who is absent from school without the consent of his/her parent and the school is truant. Truancy is defined as “when a student is absent from school without the permission of parent/guardian.” Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as “a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.”

Under SEA 1, the Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

The absence will be counted as unexcused and the student will not be allowed to receive credit for work missed during the absence.

A student who is out of class without legitimate reason may be counted as absent for that period and may be referred to the assistant principal for truancy.

Students who are classified as habitually truant (3 truancies) may be recommended for driver’s license/permit restriction (PL121-1989) (IC 9-24-2-1).

5.) Tardiness

Students are to be in their classroom before it is time for class to begin. A student who arrives late to any class will be counted as tardy to that class. Teachers will advise students of each tardy. When a student is tardy for the third time in a particular class, the student’s parents will be contacted by phone/letter. When a student is tardy for the fourth and subsequent times, the teacher will submit a disciplinary referral to the assistant principal for review. All student tardies to class will restart at the beginning of each nine weeks.

A student who is absent at the beginning of the school day for more than five minutes will be counted as tardy to school. When a student is tardy to school for the third time, the student’s parents will be contacted by email or letter. When a student is tardy for the fourth and subsequent times, the student will be referred to the assistant principal for tardiness and the student will be assigned to after school detention or Friday School. A student who is riding a bus that arrives late will be admitted to class without being counted as tardy. All student tardies to school will restart at the beginning of each semester.

SCHOOL RESPONSIBILITIES AND ACTIONS

1. YMS will provide incentives for student attendance by providing a rich and varied learning environment.
2. YMS will maintain records and utilize a system for monitoring attendance and tardiness and for discouraging absenteeism.
3. YMS will verify all attempts to contact parents and students in order to plan how to avoid more serious attendance problems.
4. YMS will identify students who have a pattern of poor attendance and/or excessive tardiness and will work with parents for improvement. However, note below that excessive attendance issues may result in a referral to the Delaware County Prosecutor’s Office for educational neglect.
 - a) The school will send letters home at 5, 10, 15, 20 days/times absent/tardy. Also, for every fifth occurrence after 20 days/times.

- b) The school will arrange a parent meeting/call at 10 days absent.
- c) The Superintendent or designee may report a child who is habitually truant, defined by 10 unexcused days, or habitually absent, defined as 10% of the school year, from school to an intake officer of the juvenile court or the department of child services.
- d) **The school will send a letter at 15 requiring a physician excuse for every absence thereafter.** If a physician's excuse is not provided, the absence will be recorded as an unexcused absence.
- e) The school may send a letter to the Prosecutor for any absences between 15-20 not supported with physician's documentation.
- f) The school may send an affidavit for Juvenile Services to the Delaware County Juvenile Services at 20 absences.
- g) The school may refer students with further absences (at the discretion of the administration) to Juvenile Probation.

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

Parent/Guardian Legal Duty

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

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

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

TARDY CONSEQUENCES

A. All students who are not in class when the bell rings will be marked tardy. If a student is more than 10 minutes late to class, the tardy is then considered an absence.

B. Consequences for Tardiness every semester are as follows:

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

LATE ARRIVAL CONSEQUENCES

If a student comes to school after 8:10, he/she must report to the office to sign in and justify the late arrival. Students riding on a late arrival bus will be admitted directly to class as they arrive.

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

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

1ST – 3 RD LATE ARRIVAL	WARNING
4TH - 5TH LATE ARRIVAL	1-HOUR DETENTION REFERRAL FOR EACH
6TH - 7TH LATE ARRIVAL	2-HOUR DETENTION REFERRAL FOR EACH
8TH - 9TH LATE ARRIVAL	IN SCHOOL SUSPENSION FOR EACH
10TH+ LATE ARRIVAL	OUT OF SCHOOL SUSPENSION FOR EACH

ATTENDANCE AWARDS

Perfect Attendance

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

- a. The student has not been tardy.
- b. The student is present and attends every day that school is in session.

Excellent Attendance

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

- a. The student has been tardy less than (3) times.
- b. The student may receive no more than three (3) absences for the following reasons and still retain qualification for Excellent Attendance:
 - Doctor or dental appointment
 - Absence due to bereavement
 - Legal appointments and court hearings
 - Religious holiday

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 pursuant 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.

STUDENT CODE OF CONDUCT-IC 20-33-8

INTRODUCTION

Yorktown Community Schools has a code of civil law, not criminal law. However, we are required by law to report criminal activity. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority. School rules are primarily for protection, not punishment. Pursuant to compliance with IC 20-33-8-13.5, Discipline rules must be adopted by the governing body of a school corporation under section 12 to (1) prohibit bullying; and (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention. The discipline rules must 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.

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. The grounds for suspension or expulsion apply when a student is (1) on school grounds immediately before or during school hours, or 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; or (3) traveling to or from school or a school activity, function, or event.

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.

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.

GENERAL BEHAVIOR GUIDELINES

Yorktown Middle School's purpose is to provide a positive atmosphere for educational activities. Students are expected to conduct themselves with mature behavior at all times at school and at school functions. This means being courteous to and respectful of fellow students, teachers, and other adults. Any type of activity or behavior, which interferes with the purpose of education, shall be construed as misconduct. Student discipline policies are effective whenever the student is in the building, at school functions, on field trips and attending summer school, summer enrichment or summer band programs. As a school, administration or their designee have the right prior to parent notification to observe, discipline, detain, advise/warn, question, search, interrogate, and seize. These actions can pertain to the student, their property, or school property which the student utilizes that might yield evidence of a school violation.

1. Students are to behave in a safe manner in hallways and restrooms. Loud and unruly behavior shall not be tolerated. Students should walk, not run, in hallways and on stairwells. They should not block passage of other people and should sit only on the benches that are available for student use. Students must refrain from activities that could potentially cause injury to others and/or destruction of property.
2. Food is permitted only in the cafeteria during the student lunch period. Teachers may get approval from administration to have food in classrooms for special occasions. Students may carry clear water bottles, designated for water only. Water bottles and water is permitted throughout the school. Teachers and Administrators may limit the use of water bottles at any time throughout the school year if needed. Teachers may seek permission from administration for allowing food in the classroom.
3. Students are to treat all schoolbooks, equipment, and facilities with respect. They are to keep classrooms, hallways, restrooms and all other areas of the school clean. Damaging school property will be considered an act of vandalism.
4. Students are to treat other students with respect. Name calling, pushing, shoving, tripping, fighting, or intimidation of any kind will not be tolerated.

****Indiana Code gives the following definition for bullying: Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including:**

- Verbal or written communications transmitted;
 - Physical acts committed; or
 - Any other 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.
5. Students are to use appropriate language at all times. Vulgar language and profanity are not to be used.
 6. Students are to secure backpacks, gym bags and other carry bags in their lockers upon arrival at school.
 7. Students are to keep their lockers neat, clean and locked at all times. They should check for obstructions before shutting locker doors and should not slam the door shut. Students are not to share lockers or combinations with other students.
 8. Students are to respect the property and lockers of other students. Taking items from another student or student's locker will be considered an act of theft.
 9. Physical displays of affection (hand holding, kissing, hugging etc.) are not permitted.
 10. Students will not engage in harassment of another person, which includes, but is not limited to, threats, intimidation, force or physical violence. Students will not engage in sexual harassment of another person, which includes, but is not limited to, sexually related verbal statements, gestures, or physical contact. Any student who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person associated with the corporation should notify the Principal or Assistant Principal. The student may make contact either by a written report, by telephone, or by personal visit.
 11. Students are not to be in school hallways or stairwells during class time. Students who need to leave class for any reason must sign out on the classroom destination sheets. Students are to go directly to their assigned destination and return directly to class in a timely manner. Students who are called to the office will be returned to class with a timed and signed pass.
 12. Students are not permitted to sell candy or other fundraiser items at school unless the school sponsors the fundraiser or the student has the principal's permission.

13. Students are encouraged not to bring extra money or other valuable expensive items to school. If students do bring valuables to school, they should keep the items with them and should not leave them unattended. The school assumes no liability for the loss, theft, or damage of such items left in any area of the school or on school grounds.

14. Cell phone usage is not permitted inside Yorktown Middle School during the school day. Students are to leave their personal cell phones in their lockers during class time hours. From 8:05am – 2:45pm students are not permitted to be in possession of their cell phones. During the school day students are permitted to store their phones in their lockers for before and after class hours usage.

Administration, Faculty, and Staff may request a student cellphone for violations at any time. Teachers may request permission from Administration to utilize cell phones for a specific academic purpose inside their classroom during a specific class time.

In case of an emergency, YMS Students may request to use a telephone in the Main Office. YMS families may contact the YMS Main Office if their student needs to be reached due to an emergency.

The following may occur upon a student's violation of this policy:

A) First incident – Cell phone is brought to the main office by teacher, student pick-up at the end of the day. Parent/Guardian Notified.

B) Second Incident – Parent/guardian required to pick up cell phone from front office.

C) Third Incident – Parent/guardian required to pick up cell phone from front office. Phone contract will be established, leaving the phone in the main office daily.

E) Fourth and Subsequent Incidents - Consequences will be assigned at the discretion of the administration

15. Students should come to class with all needed assignments and materials. They are expected to do all work that is assigned to them.

16. Students are to do their own work. Copying the work of other students, copying test answers, providing answers to others, plagiarizing or in any way using the work of others without proper citation will be considered cheating.

17. Students are to use school technology only under the supervision of a teacher to complete school assignments. Students should only access school provided e-mail services and should not access instant messaging systems and may not access web sites that are inappropriate to school purposes. Students are not permitted to take personal pictures with school issue devices.

18. Students are to respect all school staff members, guests and substitute teachers. They are to address all adults as Miss, Mrs., Mr., or Ms.

19. Students are to know and obey the classroom rules of their teachers.

20. Candy may be permitted in the classroom only with a teacher's permission.

21. Earphones & Earbuds will only be utilized at the teacher's discretion within the classroom.

STUDENT DRESS CODE

Yorktown Middle School is concerned with the appearance as well as the behavior of students. Students are to dress and conduct themselves in a manner appropriate for an educational environment. If a student is wearing a garment or accessory that is unacceptable in a school situation or deviates from the norm to such a degree as to draw undue attention, the student will be directed to see the Assistant Principal and/or Guidance Counselor and the situation will be remedied.

1. Students may not wear clothing, jewelry, piercings or hairstyles that are profane, indecent, lewd, vulgar, offensive, contain sexual innuendo or are distracting or disruptive to the educational process.

2. Students may not wear any clothing, jewelry or objects saying profane words or promoting alcoholic beverages, tobacco products, or drugs and drug paraphernalia.

3. Students must wear shirts with sleeves.

4. Shirts may not be backless, have open armpits, leave a bare midriff, allow undergarments to be seen or have a low-cut neckline.

5. Students may not wear short shorts, short dresses, short skirts or pajama items.

6. Pants may not sag and must completely cover underwear or boxer shorts.

7. Students are required to dress in a manner that does not endanger the health or safety of the student or others. Shoes with wheels are not permitted.

8. Students may not wear sunglasses, hats, or coats.

9. Backpacks and large packs are not permitted during the school day. Students may use backpacks and large packs arriving to school and departing from school.
10. Or any other inappropriate dress as defined by the administration.

DISCIPLINE CONSEQUENCES & PROCEDURES

If a student violates the discipline standards set forth, a variety of consequences will be made available for the school's use in correcting and redirecting the student's misbehavior. The range of consequences used with the students will depend on the history of the student's behavior, the severity of the misbehavior, and the total situation. Corporal punishment is not used at Yorktown Middle School. Expulsion is only used in the most severe disciplinary cases and always as a last resort. Our corrective and re-directive measures include, but are not limited to, reprimand, written warning with a copy sent to parents, removal of privileges, teacher or administrative conferences with parents and students, restitution, assigned school/community service, loss of credit for assignments, loss of technology privileges, after-school detention, class period suspension, lunch time isolation, in-school suspension, out-of-school suspension, and expulsion.

Demerits - Teachers are responsible for enforcing school, class and team rules within their classroom and on school premises. Students engaging in minor infractions will be corrected by the teacher in a manner appropriate to the offense. Continued infractions will result in a demerit (written warning).

When a student receives his/her first two demerits, the student will be reprimanded by the individual teacher and parents will be notified. Each time a student reaches three demerits per individual teacher for infractions or when major incidents occur, the teachers will file a disciplinary referral with the assistant principal. All student demerits WILL RESTART at the beginning of the second semester.

Class Period Suspension – An administrator may remove a student from class or activity for up to 2 school days. The student will be assigned regular or additional work to be completed in the Middle School Main Office

Removal From Class or Activity – Administration may remove a student from class or activity at their discretion for violation of school or classroom policy. The following will occur upon a student's removal from class:

- a) First Incident-Conference with principal or assistant principal upon immediate removal from class; student will be permitted to return to class at the administrator's discretion.
- b) Second Incident-Conference with parent or guardian; class removal policy is discussed and parents are made aware of consequences for next removal from class.
- c) Third incident-When a student is removed from any class for the third and subsequent times that student will be assigned one (1) day ISS or appropriate consequence. If possible, the student will serve the ISS the same day immediately following the third removal.

***Out of class removals restart at the beginning of each semester.

After-School Detention (ASD) - Students may be detained after school on Tuesday or Thursday for one hour as a disciplinary consequence. The detention area is a quiet place where students are expected to study, do homework, read appropriate materials, or participate in community service. Students who do not bring appropriate work will be required to complete a written assignment that is related to their disciplinary violation. Students are to be in their assigned seats by 2:55. Dismissal is at 3:55. Parents will be notified in advance by telephone or by written notice so that they may arrange transportation. Students are to be picked up at YMS following detention.

Failure to report to ASD will result in the following:

- a) First Incident-Student will make up ASD with one (1) additional ASD added.
- b) Second Incident-Student will make up ASD and Friday School assigned.
- c) Third Incident-Student will make up ASD; one (1) day ISS or appropriate consequence and parent conference.
- d) Fourth Incident-Student will make up ASD; three (3) days ISS or appropriate consequence.
- e) Fifth Incident-Student will make up ASD; three (3) days OSS and student will be placed on an alternative behavior plan.

Friday School – Students may be detained after school on Friday for two hours as a disciplinary consequence for more severe or cumulative misbehavior. The detention area is a quiet place where students are expected to study, do homework, read appropriate materials or participate in community service. Students who do not bring appropriate work will be required to complete a written assignment that is related to their disciplinary violation. Students are to be in their assigned seats by 2:50. Dismissal is at 4:55. Parents will be notified in advance by telephone or by written notice so that they may arrange transportation. Students are to be picked up at YMS following detention

Failure to report to Friday School will result in the following:

- a) First Incident-Student will make up Friday School and assigned two days of ASD.
- b) Second Incident-Student will make up Friday School; one (1) day ISS or appropriate consequence.
- c) Third Incident-Student will make up Friday School; three (3) days ISS or appropriate consequence.

Suspension Procedures/Due Process - The principal or designee may impose an in-school suspension (ISS) of one to five school days or an out-of-school suspension (OSS) of one to ten school days. The administrator shall notify the student's parents or guardians of the suspension by telephone or by regular mail and shall notify the student. No student may be suspended without a meeting unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing or meeting. In such instances, the necessary notice and meeting shall follow as soon as practical. The principal shall provide the student with an oral or written notice of the charges against him/her and shall provide a meeting for the student before a suspension is ordered so that the student has a full opportunity to state why he/she should not be suspended. This informal meeting shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate meeting.

When assigned in-school suspension (ISS), assignments will be provided to the student by the student's teachers for the number of days assigned. Assignments are to be completed while in school and the student will receive credit for the completed assignments. Class participation, laboratory assignments, Physical Education activities, group activities, hands-on projects set up for a limited time cannot be made up. Suspended students may have alternate assignments given in place of these activities. Credit will be given for the alternate assignments.

When assigned out-of-school suspension (OSS), assignments will be provided to the student by the student's teachers for the number of days assigned. Students are responsible for obtaining their make-up work and completing it during their suspension. Assignments are due upon their return to school. Parents may contact the school to arrange for assignments to be picked up from teachers. Class participation, laboratory assignments, Physical Education activities, group activities, and hands-on projects set up for a limited time cannot be made up. Suspended students may have alternate assignments given in place of these activities. Credit will be given for the alternate assignments.

Expulsion Procedures/Due Process - The principal or designee may recommend to the Superintendent that a student be expelled for one or two semesters. The following will be contained in the request for expulsion: rule alleged to have been violated; the charges against the student; approximate date of the violation; recommendation for expulsion; copy of suspension pending expulsion; chronology of disciplinary/corrective actions and witness statements. Upon request the principal shall also submit transcript of grades; attendance records; letter to parents; statements from professional staff regarding student's efforts, attitudes, or particular problems; and statement from counselor regarding help to the student and attempts at correction. The Superintendent shall review the case and may appoint an expulsion meeting examiner. The parents shall be sent a meeting notice and parents may respond to the request for appearance at the meeting. Upon completion of the meeting, the meeting examiner will prepare a written summary of the evidence heard at the hearing. The examiner will then make a determination whether or not to expel the student and will notify the student of the decision. The parents and student have a right to appeal the decision to the Board within ten days of receipt of the decision.

GROUND FOR SUSPENSION AND EXPULSION

Grounds and procedures for student discipline including suspension and expulsion will be in accordance with Indiana Code 20-33-8. The grounds for expulsion or suspension in this section apply when a student is

1. on school grounds immediately before, during, and immediately after school hours and at any 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
4. during summer school.

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled, subject to the procedural provisions of the law, include, but are not limited to:

1. Using violence, force, noise, coercion, hazing, threat, intimidation, harassment, 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 not limited to the type of conduct prohibited by this rule:
 - a. Occupying any part of the school building or school grounds, with the intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or hall or room with the 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. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
 - f. Knowingly aiding or encouraging an act of violence, including a fight. This includes filming or photographing violent acts.
2. Causing or attempting to cause damage to school and/or private property, stealing, or attempting to steal school and/or private property.
 3. Causing, threatening or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
 4. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the person.

****Indiana Code gives the following definition for bullying: Sec. 0.2. As used in this chapter, “bullying” means overt, repeated acts or gestures, including:**

- Verbal or written communications transmitted;
 - Physical acts committed; or
 - Any other 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.
5. 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.

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

- 1st infraction- notification call to parent
 - 2nd infraction - notification call and letter to parent.
 - 3rd infraction –notification meeting with parent of expulsion.
6. 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.
 7. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 8. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 9. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropalamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 11. 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.
 12. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 14. Aiding, assisting or conspiring with another person to violate these student conduct rules or state or federal law.
 15. 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. Engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures, or physical contact.
 - c. Disobedience and/or disrespect of administrative authority.
 - d. Willful absence or tardiness of students.
 - e. Engaging in speech or conduct, including clothing, jewelry or hair style that is profane, indecent, lewd, vulgar or offensive to school purposes.
 - f. Wearing clothing that promotes drugs, violence, alcohol, etc.
 - g. Failing to tell the truth about any matter under investigation by school personnel.
 - h. Engaging in gambling, forgery or extortion.
 - i. Possessing or using a laser pointer or similar device.
 16. Possessing or using on school grounds during school hours an electronic paging device or a handheld, portable telephone in a situation not related to a school purpose or educational function.
 17. Possessing a Firearm or a Destructive Device on school property or at a school sponsored event. The penalty for possession of a firearm or destructive device is suspension up to 10 days and expulsion 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. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. The following are considered to be firearms or destructive devices under this rule.
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch
 - b. the frame or receiver of any weapon described above.
 - c. any firearm muffler or firearm silencer.
 - d. any destructive device which is an explosive, incendiary, poison gas bomb or overpressure device that is configured as a 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, Molotov cocktail or any device that is substantially similar to an item described above.
 - e. 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.
 - f. an antique firearm.
 - g. a rifle or shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
 - h. any toy that is presented as a real weapon or imitated to be a real weapon, or any object that is converted from its original use to an object used to threaten or injure other people(s).
 18. Possessing a Deadly Weapon on school property or at a school sponsored event. The penalty for possession of a deadly weapon is up to 10 days suspension and expulsion from school for a period of up to one calendar year. The following are considered to be deadly weapons as defined in I.C. 35-31.5-2-86
- Sec. 86. (a) Except as provided in subsection (b), "deadly weapon" means the following:
- (1) A loaded or unloaded firearm.
 - (2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it:
 - (A) is used;
 - (B) could ordinarily be used; or
 - (C) is intended to be used;
 is readily capable of causing serious bodily injury.
 - (3) An animal (as defined in IC 35-46-3-3) that is:
 - (A) readily capable of causing serious bodily injury; and
 - (B) used in the commission or attempted commission of a crime.
 - (4) A biological disease, virus, or organism that is capable of causing serious bodily injury.

(b) The term does not include:

- (1) a taser (as defined in IC 35-47-8-3);
- (2) an electronic stun weapon (as defined in IC 35-47-8-1);
- (3) a chemical designed to temporarily incapacitate a person; or
- (4) another device designed to temporarily incapacitate a person;

if the device described in subdivisions (1) through (4) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

As added by P.L.114-2012, SEC.67.

19. Engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons or school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

20. "Sexting" is using a cell phone or other personal communication device to send text or email messages or possession text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at school sponsored (or related) function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal law will be referred to law enforcement authorities.

Sexting is defined as taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting). Such conduct may constitute a crime under federal and/or state law.

Any student taking, disseminating, or sharing obscene, pornographic, lewd, or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state and federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution, and inclusion on sex offender registries.

21. 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.

ALCOHOL, DRUG AND TOBACCO POLICY

In accordance with Federal Law, the Yorktown Community School Board has established a drug free zone that extends 1000 feet beyond the school boundaries as well school-approved vehicles, or off school grounds at any school-related event. Yorktown Middle School prohibits the sale, use, consumption, possession, concealment, or distribution of alcohol, drugs and tobacco products by students on school grounds, in school or school-approved vehicles, or at any school-related event. Alcohol/drugs include any prescription or non-prescription drug including but not limited to alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or the use (in vaping devices) or possession of CBD oils that carry trace amounts of THC, whether prescription or sold over-the-counter (without a prescription) or any substance represented by the provider to be any of the listed substances. Possession of drug paraphernalia is also prohibited. The prescribed use of a drug authorized for that particular student by a medical prescription from a physician is not in violation of this rule so long as it is dispensed through the school clinic. Furthermore, the term "drug" includes any anabolic steroid, inhalant, dangerous controlled substance as defined by State statute, drug paraphernalia or any substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. YMS administration may utilize law enforcement to test substances. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school.

ALCOHOL

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

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

DRUGS

The sale, distribution, possession, use, misuse, or abuse of any substance that causes impairment: controlled or scheduled substances, prescription medications, Over-the-counter medications or treatments, natural intoxicants, impairing chemicals, or any other intoxicating substance is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. This prohibition also applies to any type of drug-related paraphernalia. If there is reasonable suspicion that a student is possessing, using, transmitting, or under the influence of a prohibited substance, the student, his/her belongings, locker 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 & VAPE

SMOKING DEVICES - TOBACCO Use and/or possession of a tobacco product on school grounds during school hours or at school functions—this includes cigarettes, e-cigarettes, vape pens, paraphernalia (lighters, papers, pipes etc.), smokeless tobacco, pipe tobacco, etc. Use or Possession of a Vape pen, e-cigarette, Juul, CCell devices, etc. or any device used to heat a liquid or drug into vapors that is ingested into the lungs is prohibited on all YCS properties. These types of devices can be used to ingest illegal substances such as, but not limited to THC, CBD, marijuana dab, and marijuana shatter. The presence of one of these devices or paraphernalia associated with an item listed above found on a student or in his/her book bag, locker or personal belongings establishes possession by that student: On the first offense, the student will be suspended out of school for three days. On a second offense, the student will be suspended out of school for 5 days. In the case of a third offense within a school year, the student will be suspended pending a recommendation for expulsion. In the case of tobacco paraphernalia & smoking devices, administrators may test residue or substances to confirm tobacco or other substances.

E-Cigarette Regulations as defined by Indiana Code

- Electronic Cigarette –
 - Ind. Code §§ 35-46-1-1.5; [24-3-7-4 \(2019\)](#)
- Electronic Delivery Device
 - Ind. Code § 24-3-7-5 (2019)
- E-Liquid –
 - Ind. Stat. § 7.1-7-2-10 (2019)

The Board of School Trustees for the Yorktown Community School Corporation has enacted a new policy prohibiting all tobacco use on school grounds, inside or outside of corporation-owned buildings. This policy specifically bans any chewing, maintaining in one's mouth, and/or smoking of tobacco by a student, visitor, or employee.

Students who violate the alcohol and drug regulations for the first time in their middle school career may be eligible for the Yorktown Middle 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 middle school careers, at the expense of the parents/guardian. Parents and student must agree to attend counseling sessions as specified by the sponsoring agency. In addition, the student must serve a ten (10) day out of school suspension. Details are available in the Superintendent's office. This policy does not supersede the YCSC policy for ECA participants and student drivers.

STATEMENT CONCERNING SECLUSION AND RESTRAINT

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

ACADEMIC DISHONESTY-CHEATING

First offense in any class:

- Teacher notifies student. Teacher notifies parent. Gives the student an opportunity to redo assignment for ½ credit.

Second offense in any class in any year:

- Teacher notifies student. Teacher notifies parent. Gives the student a 0 on the assignment.

- Teacher submits a referral to the office.

Third offense in any class in any year:

- Teacher notifies student. Teacher notifies parent. Gives the student a 0 on the assignment.
- Teacher submits a referral to the office.
- An administrator will hold a conference with the teacher, student and parent/guardian.

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. The 'extent' of the plagiarism may be considered in the discussion of the incident.

First offense in any class:

- Teacher notifies student. Teacher notifies parent. Gives the student an opportunity to redo assignment for ½ credit.

Second offense in any class in any year:

- Teacher notifies student. Teacher notifies parent. Gives the student a 0 on the assignment.
- Teacher submits a referral to the office.

Third offense in any class in any year:

- Teacher notifies student. Teacher notifies parent. Gives the student a 0 on the assignment.
- Teacher submits a referral to the office.
- An administrator will hold a conference with the teacher, student and parent/guardian.

HARASSMENT: THREATS, HAZING, INTIMIDATION AND BULLYING

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

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

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

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

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

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

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

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

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

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

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

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

Bullying

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

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

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

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

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

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

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

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

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

First incident	Verbal and/or Written Warning
Second incident	Office Referral, Parent Conference
Third incident	1 Day of ISS (In-School Suspension)
Fourth incident	3 Days of OSS (Out of School Suspension)
Fifth incident	3-5 Days of OSS at Priority School (Out of School Suspension)
Sixth incident	Expulsion

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

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

Post investigation actions and communication

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

STUDENT SEARCHES & SEIZURE

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

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

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

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

Some searches by the principal or designee or by a law enforcement officer are based on **probable cause**. Searches of the person of a student which require the removal of clothing other than a coat or a jacket shall be done only with probable cause and with the cooperation and consent of the student. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than two additional persons of the same sex as the student being searched shall witness but not participate in the search.

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

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

PHYSICAL AGGRESSION POLICY

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

INAPPROPRIATE CONDUCT: SPEECH, DRAWINGS, OR WRITINGS

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

INAPPROPRIATE SCHOOL DEVICE USAGE

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

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

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

SCHOOL VEHICLES AND BUSES- STUDENT CONDUCT REGULATIONS

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

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

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

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

B. During the trip each student shall:

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

C. Leaving the bus each student shall:

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

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

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

1. The driver is responsible for maintaining proper discipline and control on the school bus. If a driver experiences discipline problems with a student, the following shall be used:
 - a. The driver shall discuss minor incidents as they occur with the student. If appropriate, the driver shall also inform the student's parent of the misbehavior.
 - b. If the student continues to misbehave and in the case of a serious incidents of misbehavior, the driver shall complete a Discipline Referral Form provided by the Director of Transportation
 - c. The driver shall deliver a copy of the completed Disciplinary Referral Form to the Principal or the Principal's designee.
 - d. The principal or designee shall contact the student's parent, provide a copy of the Disciplinary Referral Form to the parent and determine whether or not to suspend the student from the bus. The principal or designee shall communicate his/her decision in writing.
2. The following suspension guidelines apply during one continuous annual school term. During one annual school term the principal, the principal's designee or the Superintendent may suspend a student from riding the bus after a serious offense or upon written warning from the bus driver for a period of:
 - a. First offense - suspension for a maximum of five school days.
 - b. Second offense - suspension for a maximum of ten school days.
 - c. Third offense - suspension for 20 school days.
 - d. Fourth offense - suspension for remainder of the school term.
 - e. First severe offense - suspension for the remainder of the school term.
3. The administrator intending to assign a suspension must send a copy of Form 5610 F3, NOTICE OF INTENDED BUS SUSPENSION or the discipline referral to the student's parent and the bus driver.
4. The administrator who removes a student from a bus in an emergency situation must send a copy of Form 5610

FI, NOTIFICATION OF EMERGENCY REMOVAL, or the discipline referral, to the parents.

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, Dean of Students, or building Principal, 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.

Multi-Tiered System of Supports (MTSS) – RTI

Multi-Tiered System of Support (MTSS) or Response to Intervention (RTI), provides a framework that focuses on a system level approach across the classrooms, schools, and district to meet the academic and non-academic needs of all students. It guides both the provision of high-quality core educational experiences in a safe and supportive learning environment for all students who experience difficulties, and for students who have already demonstrated mastery of the concept and skills being taught. The flexible tiers represent a robust and responsive educational environment that provides students with a continuum of multiple supports to meet their needs. The tiers represent increasing intensity of academic and non-academic support and interventions. There is flexibility of the system and the programming to allow movement between the tiers (to both a more or less intensive type of support/intervention). It is a goal all students will receive “Core Instruction” with appropriate accommodations and differentiation. This would be considered Tier 1. It would be expected that 80% of all students fall into this Tier 1. Some students have or will receive additional small group instruction to support their growth called “Tier 2 Intervention” which would be expected to be about 15% of all students. A small percentage of all students may require intensive instruction with additional supports and intervention. This is considered “Tier 3 Intervention” and it would be expected to encompass about 5% of all students.

The academic and non-academic core components of MTSS are:

- High quality core curriculum and instruction implemented with fidelity
- Research-based and/or Evidence-based academic interventions and assessment practices
- Research-based and/or Evidence-based behavioral interventions and supports
- Universal screening and progress-monitoring
- Collaboration and communication between educators and parents

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

PBIS stands for Positive Behavioral Interventions and Supports. PBIS implements a multi-tiered system of support to teach behavioral expectations and social culture needed for all students in a school to achieve social, emotional, and academic success. PBIS is a team-based, school-wide approach that focuses on prevention and intervention in all settings. PBIS is a component of the larger system of multi-tiered systems of support (MTSS) that is in place to address academic and behavioral needs.

Yorktown Middle School has clear expectations that will be taught and modeled for all students. The expectations are students will be safe, respectful, and responsible. These behaviors will be reinforced across all settings and by all staff.

EXTRACURRICULAR

ACADEMIC COMPETITIONS

Yorktown Middle School sponsors both team and individual academic competitions. Individuals may compete in local, regional and statewide competitions as a part of the Hoosier Spell Bowl. A team of students competes in the Academic Super Bowl that tests knowledge in Language, Mathematics, Science and Social Studies.

ATHLETIC PROGRAM AND ATHLETIC GUIDELINES

The purpose of the Yorktown Middle School Athletic Program shall be to encourage, unify and give direction to the wholesome amateur interscholastic athletic competition for Yorktown Middle School students. All such interscholastic athletic competition shall be subservient to and complementary to the academic curriculum and classroom instruction that are the primary functions of Yorktown Middle School.

Yorktown Middle School is a member of the Delaware County Junior High Athletic Association (DCJHAA) and the middle school level of the Hoosier Heritage Conference (HCC). The school offers a variety of athletic programs for both boys and girls that stress participation and learning over competition.

The following interscholastic sports or activities are offered:

Boys: Football, Cross Country, Basketball, Swimming, Wrestling, Track, & Baseball

Coed: Golf, Soccer

Girls: Volleyball, Cross Country, Basketball, Swimming, Track, Cheerleading, & Softball

Students must display a high standard of personal conduct and meet minimum academic standards in order to maintain athletic eligibility. Specific eligibility requirements are described in the YMS Athletic Guidelines and Athletic Code of Conduct.

Guidelines for all athletes

1. Yorktown Middle School student athletes will follow IHSAA participation guidelines as per the Yorktown Community Board of School Trustees.
2. An athlete must have a completed IHSAA sports physical on file to ensure fitness for participation in any sport as well as a completed travel form.
3. Students with Multiple Failing Grades (F's) will be deemed ineligible. Students may gain or lose eligibility at both midterm reports and report cards; however, students may regain eligibility pending a two-week grade check following mid-terms and report cards. When a student loses eligibility, that student may continue to practice but will be unable to attend athletic competitions as a member of that team. In addition, ineligible students may not ride team buses to competitions.
4. Student athletes must follow individual team rules set at the discretion of that team's coach.
5. After school detention (ASD) or Friday school assigned to a student currently participating in an extra-curricular activity or sport will be addressed in the following manner:
First ASD or Friday school: verbal warning to student-athlete.
Second ASD or Friday school: student-athlete will be suspended from participation in his or her next game/event.
Third and subsequent ASD or Friday school will result in, but not limited to, a conduct review and may lead to dismissal from his or her team for the remainder of that particular season at the discretion of the principal or assistant principal/athletic director.
6. A student-athlete who does not participate in P.E. for any medical purpose may not be allowed to participate in any after-school event unless cleared by a physician.
7. Athletes receiving in-school suspension or out-of-school suspension will not be eligible for any practice or games/meets that day. Repeat offenders will be subject to playing time penalties as well, even if the suspension is not served on a game/meet night.
8. YMS Administration will review all disciplinary infractions involving athletes. In situations where conduct is deemed detrimental, athletes may be immediately removed from the team.

***Students must arrive by 11:30am to participate in all corporation athletic activities.

ACTIVITIES

Yorktown Middle School provides a variety of activities that complement the curriculum and emphasize participation. These activities, offered to all students, provide opportunities for students to develop intellectually, physically, emotionally and/or socially.

Academic Team Competition

Art Club

Band

Comic Club

Dances

Reading Club

Student Council (by election)

Spell Bowl Competition

*** Students receiving in-school suspension or out-of-school suspension will not be eligible for any practice, games/meets, or any after school function listed in the "ACTIVITIES" section above on the day of detention/suspension. Suspensions carrying over from one week to the next will exclude that student from participating in all school-related weekend activities (e.g., A student is suspended for three days with the suspension beginning on Thursday or Friday will prohibit that student from participating in any school-related activities on

Saturday or Sunday). Chronic offenders, with a minimum of 4 or more detentions/suspensions, during their season may be dismissed from their team/club at the discretion of the principal or assistant principal.

***Students must arrive by 11:30am to participate in all corporation extra-curricular activities.

STUDENT SERVICES

LOCKERS

Every student will be issued a hall locker for storage of personal items and school materials. The lockers are the property of the school and are to be kept in a clean and orderly condition by the student. School administrators may inspect them at any time. Students are cautioned against sharing their locker or combination with other students. Students who experience problems with their locker should inform the school administration immediately. Yorktown Middle School will not be responsible for lost or stolen items in a locker.

FOOD SERVICES

The Yorktown Middle School Cafeteria offers a child nutrition breakfast, lunch, salad meal and premium meal. A-la-Carte items are available for purchase as well. Students may bring their lunch to school and eat in the cafeteria. Candy and soda should not be sent in a home lunch, nor is food to be ordered in from restaurants and eaten in the cafeteria at lunchtime.

LUNCHROOM GUIDELINES

Students at each grade level eat lunch together in the cafeteria. Students are to proceed to the cafeteria in an orderly manner and be seated at the lunch tables. When released to go through the lunch line, they are to remain orderly and not, “cut” in front of other students.

- Students are to use good table manners at all times. Playing with food and talking loudly will not be tolerated.
- All food is to be consumed in the cafeteria, unless allowed by school administration.
- Students are to keep their lunch table clean.
- Students may not leave the cafeteria to go to other parts of the building.
- Students are to remain at lunch tables, unless directed to move around by the cafeteria supervisor.
- Students may go to the restroom, if they have permission from the cafeteria supervisor.

PROCEDURES FOR STUDENT LUNCH CHARGES

We strongly discourage meal charges, but we understand that an occasional emergency may make it necessary. The school district policy is as follows:

- Students will be reminded daily of their account balance.
- Students may not charge more than three meals.
- All charges must be paid within five days.
- Parents will be notified and prompt payment will be requested after the third lunch charge.
- No ala carte charges will be permitted
- Students whose account is in the negative may not charge a school breakfast.

After the third lunch charge, the food service department will provide the student with a peanut butter sandwich and a carton of milk at a cost of \$0.75. The alternate meal cost will be added to the student’s debt. After five days of non-payment, if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the food service department to make arrangements, the student’s lunch privileges will be stopped.

The food services manager will monitor the student at meal periods to ensure the student is provided a meal by the parent/guardian. The school counselor and the director of food services, will notify the “Child Protective Services” in the event any student is not being provided a lunch by the parent/guardian.

It is strongly encouraged that parent/guardians make meal payments in advance. Please make personal checks payable to Y.M.S. Cafeteria. Students are encouraged to make deposits before the start of the school day. However, for student convenience, lunch money will be accepted through the lunch line as well. For your convenience, an on-line lunch deposit, by credit card, may be made at [www. On-line payments site is www.e-fundsfor-school.com](http://www.on-line-payments-site-is-www.e-fundsfor-school.com). You may review your student’s lunch account and set up an email lunch account balance alert at this site as well.

Meal assistance applications are made available during registration and throughout the school year. An application may be downloaded and printed from the food services link located on the corporation website:

www.yorktown.k12.in.us. For assistance, please contact Amber Swinehart at aswinehart@yorktown.k12.in.us or the Food Services secretary at (765) 759-2550 ext. 1024

LOST AND FOUND

Students should always keep valuable possessions with them or leave those items at home. No purse or wallet should ever be left unattended anywhere in the building. Students who have items missing or stolen should report the incident to the assistant principal. Lost and found items are housed in the main office. Clothing that has been found is located in a marked box in the main lobby. Clothing items left at the end of the school year will be donated to a local charity for distribution. Parents are invited to periodically check with the office and the lost and found clothing box for articles belonging to their children. YMS is not responsible for lost or stolen items.

THE DEN

The Den provides a host of academic services for all students at Yorktown Middle School, which include computer access, independent study, remediation, test make-up, and oral presentation of materials. The students can make use of the computers, individual study areas, or come with a group to work. The staff provides support to those students who may need additional academic assistance. This service delivery environment allows students to access accommodations determined by the following plans: 504, GEI, and IEP.

PSYCHOEDUCATIONAL SERVICES

Students who are experiencing learning difficulties may be referred, with parent permission, to the school psychologist for a psycho educational evaluation. The school psychologist, in conjunction with a team of other educational professionals, will evaluate the student's ability and achievement levels and make recommendations regarding the student's educational program. If needed, the student's evaluation may also include an assessment of emotional and behavioral concerns. The school psychologist is also responsible for consulting with teachers, counselors, administrators, and parents regarding concerns that impact students during the school day.

SPEECH AND LANGUAGE THERAPY

Speech and language therapy is provided to students who qualify with documented speech, language or hearing disorders. Specific areas addressed through speech therapy include articulation, expressive and receptive language, fluency, phonological awareness and auditory processing. Therapy is generally provided in small group environments with the individual goal of each student addressed. Students learn to follow written and verbal directions, increase comprehension of verbal information, increase vocabulary, and many other academic skills needed to succeed in school. Hearing tests are provided to all 7th graders and to any student as needed.

COUNSELING SERVICES

A professionally trained individual, whose primary obligation and loyalty is to the pupils of our school, staffs the Counseling Department at Yorktown Middle School. The counseling program is designed to present developmentally appropriate information in individual, small group, and classroom settings. Although information received in the counseling process is considered confidential in accordance with legal and ethical standards, the counselor feels strongly that to effect any significant change the parent must be involved. Students are always encouraged to share feelings and concerns with their parents. Students can see the counselor on an emergency basis at any time. For non-emergency situations, appointments should be made. The counseling office is a link between home and school. If parents desire information about student records, or if they have other concerns about their student, they should feel free to contact the counseling office.

Based on 511 IAC 4-1.5-1-8 part of the pupil personnel services, parent permission is not required for "brief individual and or group counseling that is provided to students and/or families who need help with personal concerns or developmental problems".

STUDENT ASSISTANCE PROGRAM

The student assistance program is designed to identify students who may be struggling with issues that are impacting his/her ability to regularly participate in the school setting. Yorktown Middle School utilizes team teaching to help identify these students. The first level of the identification process is the student's team of core and encore teachers. The team works with the student to help him/her with the particular problem. Parents may be contacted at this stage. If the team believes the student requires additional assistance, the student is referred to the school counselor. The counselor, assistant principal, and principal form the secondary level of assistance. At the secondary level, some counseling may occur, further contact with the parents will be made and, if needed, referrals to the appropriate agency will be made. Agency names and telephone numbers are provided at the parent's request at any time.

STUDENT HEALTH TOPICS

INTRODUCTION

Although YMS staff shall not be responsible for the diagnosis and/or treatment of student illness, we do want to give our students the best care possible. Yorktown Community Schools require that parents complete a form for emergency medical information for each child enrolled. The form will be distributed to all students at registration time. The form contains vital information that is important for us as we care for your child.

A physical examination is recommended for each child entering grades six (6) and nine (9), and for each child entering the Yorktown Community Schools for the first time.

SCHOOL NURSE AND YMS CLINIC

YCS have a registered nurse who is on duty all day. As a rule, the clinic is open from 7:40-3:00 and staffed by a nurse's aide. Students feeling ill should report to the clinic. Students should report to the Main Office when the nurse is not available. All student visits to the clinic are recorded in PowerSchool and, except in case of any emergency. An ill student will not be sent home unless parents have been contacted. Students should bring doctor's absence notes or procedural modification requests to the front office and clinic. It is the responsibility of the parent to be sure the written communication to the nurse is mailed or delivered directly to the nurse. Accident reports are filled out on students injured at school or school events where injuries required outside medical attention. A parent will be contact by phone, email, or a note sent home with the student. Students should be fever free, (100°) or lower, vomit free, and diarrhea free for 24 hours before returning to school.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	

MEDICATION POLICY

It is preferred that medication **NOT** be administered at school if possible. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when the student's physician has determined that failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours. If such is deemed necessary, school policy and Indiana State Board of Education standards dictate that medication

cannot be dispensed at school unless the medicine is sent to the school in its original container labeled with the student's name, name of the medicine, and the correct dosage. A completed and signed Authorization for Medication Form (5330 F1) must accompany the medication. Most pharmacies will provide a second container, free of charge, to send to the school upon request.

Students are to keep all medication, including aspirin and Tylenol products, in the clinic 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. Students who fail to secure or use prescription medication in the clinic 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.

In the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the school nurse. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

In accordance with Indiana Code 20-8-13, A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician written statement must include:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

Students who may require administration of an emergency medication may have such medication stored in the clinic office and administered in accordance with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician, the student may retain possession of the self-administered medications.

In accordance with Indiana Code 20-8.1-7-22, the school may not send home with a student medication that is possessed by the school for administration during school hours or at school functions. Medication that is possessed by the school for administration during school hours or at 32 school functions for a student may be released only to the student's parent or an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana Board of Health and Indiana Code (IC20-34-4-2) that all immunizations required by law are current.

When a student enrolls in the Corporation, the parent guardian will provide:

- A. Documentation that the student is fully immunized against diphtheria, whooping cough (pertussis), tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis A and B, varicella, and meningococcal;
- B. Documentation that the immunizations are in process; or
- C. Either a medical or religious written objection to immunization.

No student will be permitted to remain in school beyond twenty (20) days following enrollment without written documentation that the student meets the immunization requirements (I.C. 20-34-4-2) set by the Indiana Department of Health. Exemptions to these requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State. Any questions about immunizations or exemptions should be directed to the principal.

HPV

The Indiana Department of Health requires school districts to inform parents of the importance of immunizing their child against Human Papillomavirus (HPV). HPV infection is one of the most common sexually transmitted diseases. It is recommended to talk to your health care provider about the risks, treatment, and prevention of HPV. A vaccination is recommended for all 11–12-year-old girls and boys. Further information is available on the CDC Website <https://www.cdc.gov/vaccines/vpd/hpv/public/index.html>

MENINGITIS INFORMATION

Indiana Code IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness at the beginning of each school year. Meningococcal Disease is caused by the bacterium *Neisseria meningitidis*. Infections can lead to meningitis or a bloodstream infection. Symptoms include: Headache, stiff neck, nausea and vomiting, confusion, and sleepiness. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria are spread through air droplets or by means of direct contact with an infected person's saliva.

There are 2 vaccines to prevent this disease, MCV4 (Menactra) and Men B. The CDC recommends vaccination against this disease for all children and adolescents 11-18 years of age. Children ages 2-10 who have sickle cell anemia or problems with their immune systems should also receive this vaccine.

Routine vaccination with MCV4 (Menactra) is required for students in grades 6-12. Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccines. Additional information may be found on the CDC's Website.

<https://www.cdc.gov/vaccines/parents/diseases/mening-basics-color.pdf>

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASE AND PEST

The Corporation has an obligation to protect staff and students from noncausal-contact communicable diseases.

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

Noncausal contact communicable disease include sexually transmitted disease, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the Indiana Department of Health.

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

CONTROL OF VERMIN

YCS Head Lice Policy

While head lice are a nuisance, they do not spread disease and are not considered a health issue. Parents have the primary responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when they have a confirmed case.

Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation (locating 1 or more live lice and live nits located within 1 cm of the scalp) and bring it to the child's parent's attention.

The student is required to stay home until the first treatment. Please contact the school nurse if you are treating lice at home. Parents, students, and school staff will be educated about head lice identification, treatment and prevention as needed.

If at all possible, students will not be excluded during the day from school for having head lice, as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case-by-case basis by the school nurse.

The decision is based on information outlined by the American Academy of Pediatrics, the National Association of School Nurses, Delaware County Health Department, the Center for Disease Control, and the Harvard School of Public Health. Resources: <http://www.cdc.gov/lice/head/factsheet.html#what>

YCS Bed Bug Procedure

Students dealing with a bed bug infestation in their home may show signs of bites. Different people react differently to bed bug bites, some people do not react at all and others have severe allergic reactions. Depending on the student's immune response to bed bug bites and the severity of the infestation there may be a few or many welts on the face, torso and limbs. Bed Bugs tend to bite on skin that is exposed during sleep or rest. The visible marks and itchiness may make the student very uncomfortable. Students may also display anxiousness and/or sleepiness due to interrupted sleep as a result of bed bugs biting them.

Bed bugs are not associated with uncleanness or socioeconomic status, but this insect has a substantial social stigma.

The most common way for bed bugs to enter a school is through "hitchhiking" from an infested site. Usually this will be from a student, staff or teacher's home which has a bed bug infestation. Should a case of bed bugs be brought to the attention of the school, the school nurse will confirm the presence of bed bugs and notify the child's parents/guardians. Education on pest control options will be provided to the family. If an infestation at home is confirmed, the child's belongings will be placed in a plastic container while at school until the parent/guardian notifies the school that the infestation at home has been professionally treated.

Resources:

<https://www.bedbugs.umn.edu/public-facilities/school-setting>

REQUIRED SCREENINGS

Hearing Screening

Indiana Code (IC 20-34-3-14) requires hearing screening at grades one (1), four (4), seven (7), ten (10) and all new students.

Vision Screening

Visions is required according to Indiana Code (IC 20-34-3-12). Vision Screening shall be provided for all students in grades one (1), three (3), five (5), eight (8) and all new students.

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

WELLNESS STATEMENT

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

- A. Providing a school environment that promotes and protects student health.
- B. Encouraging good nutrition, healthy eating habits, and physical activity.
- C. Offering healthy food choices before, during and after school.

TECHNOLOGY

TECHNOLOGY USAGE AGREEMENT

Internet/Network

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy [5136](#)).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious

comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The following shall not be accessed, created, transmitted, or stored on the district's electronic and communication resources:

- a) Accesses, upload, download, or distribute pornographic, obscene or sexually explicit materials.
- b) Transmission pornographic, obscene, abusive or sexually explicit materials, or "stalk" or harass others.
- c) Create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language.
- d) Information that enables or supports the commission of a crime or an act that would endanger the user or others or damage property.
- e) Use the network to violate local, State or Federal statutes or school policy.
- f) Vandalize, damage, disable or "hack" the files of others. Creation of a "virus" is considered vandalism.
- g) Information that hides or attempts to hide the identity of the sender, or represent the sender as someone else or from another user.
- h) Logging under another user's ID or access another user's files, information, or software without prior authorization from Technology Department. Keep all passwords secret and contact a staff member immediately if another person has learned a password.
- i) Damage, disable, or otherwise disrupt the operation of the Network.
- j) Use of teacher or administrator devices by students without permission from Technology Department.
- k) Upload, download, or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
- l) Violation copyright laws or otherwise use the intellectual property of another individual or organization without permission of the owner. The network cannot be used for commercial activities, product advertisement, or political lobbying without superintendent approval.
- m) Using the network in a way that would waste system resources, disrupt the use of the network, or disruption of learning by others. This includes but is not limited to unnecessary printing, file storage, and high bandwidth activities.
- n) Sharing or use of other student's accounts or passwords.

The Superintendent or designee may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines. The Board designates the Superintendent and Technology Coordinator as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

DISCLAIMER CONCERNING USE OF ON-LINE SERVICES

The YCS, its employees and agents, make no warranties of any kind, whether expressed or implied, concerning the on-line access it is providing. Furthermore, the YCS will not be responsible for:

1. Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer "viruses";
2. The accuracy, nature, or quality of information stored on diskettes, hard drives or servers provided by the YCS;
3. The accuracy, nature or quality of information gathered through the on-line access, stored on any storage device, hard drives, or servers provided by the YCS;

4. Personal property used to access computers, networks or the on-line access provided by the YCS;
5. Unauthorized financial obligations of a student, or his or her parent or guardian, resulting from the on-line access, network or Internet, provided by the YCS.

RULES OF ON-LINE NETWORK ETIQUETTE

- a) Be polite. Do not be abusive in your messages to others.
- b) Use suitable language. Do not use profanity, vulgarities, sexually-oriented or other inappropriate language.
- c) Do not reveal your personal address or phone number, or that of anyone else.
- d) Remember that electronic mail messages are not guaranteed to be private. Those who operate the various on-line services have access to all messages and can report to the authorities' messages which support illegal activities.
- e) Immediately back out of any unacceptable web pages that are accessed and delete any unacceptable files and/or messages that are received. Report any such activity to YCS staff member as soon as possible. Staff will report to administration.
- f) Prior to publication on the Internet, home pages that are intended to represent any school or department of YCS and those created as part of the classroom or work assignments for the District, YCS, must be approved by administration. Student names, images, or work may be published on the YCS web pages, which may be linked to other Internet sites, in support of educational goals. Parents and guardians may complete a form with the school office if they are opposed to such publication for their children. Student addresses and phone numbers will never be published on the web pages.

LIST OF PROHIBITED USES OF THE ON-LINE SERVICES

The following uses of any on-line services are prohibited by the YCS. Moreover, this prohibited activity may be illegal and subject the offending user to criminal prosecution.

- a) Do not accesses, upload, download, or distribute pornographic, obscene or sexually explicit materials.
- b) Do not transmit pornographic, obscene, abusive or sexually explicit materials, or "stalk" or harass others.
- c) Do not use the network to violate local, state or federal statutes.
- d) Do not vandalize, damage or disable or "hack" the files of others. Creation of a "virus" is considered vandalism.
- e) Do not access the files, information, or software of others without prior authorization.
- f) Do not upload, download or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
- g) Do not purchase any goods or services through any on-line service Do not use the network in a way that would disrupt the use of the network by others.
- h) Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not download any files without prior authorization.
- i) Do not upload or download any software.
- j) DO NOT violate any local, state, or federal statute, or other school policy.
- k) Do not access any program or part of a program not assigned by the YCS staff member. Students may not access any email account not assigned by YCS using YCS computers unless granted an exception by administration.
- l) Do not use USB drive or other removable media without direct consent of YCS staff member.
- m) Do not login under another user's ID or access another user's files, information, or software without prior authorization from YCS staff. Keep all passwords secret and contact a staff member immediately if another person has learned a password. Do not vandalize, damage, or disable the files of others.
- n) Do not use the network in a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to unnecessary printing, file storage, and high bandwidth activities.
- o) Do not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission of the owner. The network cannot be used for commercial activities, product advertisement, or political lobbying without superintendent approval.
- p) Do not purchase goods or services through YCS network.
- q) DO NOT reveal personal name, address, phone, bankcard information, etc. or those of anyone else via the network. Report any suspicious, unsolicited on-line contact and/or communication to staff.

Standards for Proper Device Use and Care

General Information

The purpose of the technology program at Yorktown Community Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. At YCS we are committed to offering an appropriate balance of teaching and learning tools and techniques for all of our students. Technology is simply one more tool that allows us to provide students a well-rounded learning experience. Students will learn collaboration, communication, creativity and critical thinking skills in a variety of ways throughout the school day.

The standards of use and care outlined in this document apply to all laptops used by YCS students. Teachers may set additional requirements for use in their individual classrooms in an effort to deliver the highest quality instruction.

1. General Laptop Care

Each student is responsible for the general care of the laptop that he/she has been issued. Laptops that are damaged or fail to work properly must be taken to the designated tech assistance area in each building for an evaluation of the equipment. MacBooks are school property and all users must follow the standards outlined in this handout, as well as the Technology Usage Agreements (Internet/Network and Devices) for Yorktown Community Schools.

1.1 Clean the laptop screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Laptop screens can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

1.2 Laptops must be kept in the school provided case, unless otherwise approved by the Tech Department. Laptops must be returned in the original case provided, or the user will be billed for the cost. Laptops, cases must remain free of any writing, drawing, stickers, or labels that are not the property of YCS. The bar code that is placed on the back of each laptop must be left intact for identification purposes.

1.3 Students should always completely close the lid and wait for the laptop to enter sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient; there is little reason to actually shutdown the laptop except for during extended days of inactivity.

1.4 Do not attempt to remove or change the physical structure of the laptop,

including the keys, screen cover or plastic casing. Students who permanently alter the laptop in any way will be responsible for replacing the damage at full cost.

1.5 Do not attempt to repair the laptop. Report all laptop issues to the YCS Tech Department.

1.6 Do not store laptops in a vehicle when weather conditions can cause harm to the computer.

1.7 There should not be food or drink around the laptop.

1.8 Laptops must never be left in an unlocked locker, unlocked car, or any unsecured area. Keep the laptop locked in a school locker, at home, or in another secure place where others do not have access, or attended (with you or within your sight) at all times.

2. Using Laptops at School

Laptops are intended for use at school each day as a learning tool for students to access academic content, school messages, announcements, calendars and schedules. Students should also utilize laptops to communicate with teachers and peers. Students are responsible for bringing the laptop to all classes, unless specifically instructed not to do so by the teacher. Students are expected to bring a fully charged laptop to school each day.

2.1 Laptops Left at Home

If a student leaves his/her laptop at home, he/she responsible for getting the course work completed as if the laptop had been present.

2.2 Laptops Undergoing Repair

A loaner laptop may be issued, when available, to a student when they leave their school-issued laptop for repair. Students borrowing a loaner laptop will be responsible for any damage to or loss of the loaned device.

2.3 Laptop Repair

If a laptop has been broken, students are responsible to take the device to the designated tech assistance area for an evaluation of the equipment. If a student breaks a device on more than one occasion, a designee (administrator) from the building will meet with the student and go over best practices for device use.

2.3 Charging Laptop Battery

Laptops must be brought to school each day fully charged. Students need

to charge laptops each evening. If a battery seems to not hold charge, students should have the device inspected by the Tech Department. In cases where the use of the laptop has caused the battery to become low, students will be permitted to access a power outlet in class as approved by the teacher. Students should not let the laptop battery completely drain. If unable to connect to a charger, students should shut down the device completely. Closing the laptop lid when it is not in use will help conserve battery.

2.4 Backgrounds

Inappropriate media may not be used as a screensaver or background photo. Presence of, including but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang related symbols or pictures will result in disciplinary actions.

2.5 Laptop Functions and Games

- ♣ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ♣ Inappropriate use of laptop functions, including, but not limited to games, music, camera/video (Taking unwarranted pictures or video.), and messaging will result in disciplinary action.
- ♣ File sharing, including downloading music, movies, or any other activity that violates copyright laws is not permitted.

2.6 Laptop Supervision

Laptops left in bags and backpacks, or in empty classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be the full financial responsibility of the student/family. When the school is conducting an emergency preparedness drill or a necessary emergency procedure of any kind, there may be

times when laptops are left “unattended”. In these situations, staff will be responsible to lock the door and/or secure the laptops as best possible.

3. Using Laptops at Home

Laptops are issued to students as a device for take-home use. Students should adhere to the rules outlined for school use of the laptop when using their device at home in addition, the following should be considered.

3.1 Permitted Use

The laptop is meant for student use only. It is not intended to be a family device or to be used by siblings in any way.

3.2 Internet Filtering

While YCS provides filtering systems that monitor and restrict Internet usage off campus, parents are responsible for supervising student device use at home.

3.3 Device Tampering

The laptop comes pre-loaded with all of the software students need for classes. Students are not allowed to uninstall or modify school loaded software, or wireless configurations in anyway. In addition, using devices to deliberately alter the school network, other devices, or infrastructure is prohibited. Not complying with this standard will result in disciplinary action.

3.4 Network Tampering

Students are not allowed to attempt to modify any network configurations used by the YCS Tech Staff. Deliberately attempting to alter any network configurations or use any outside device on the Yorktown networks. Not complying with this standard will result in disciplinary action.

4. Device Insurance

- ♣ A device insurance plan is available for purchase. This plan will help defer costs for damaged screens, keyboards, cases, cables, etc. The Insurance Repair Plan costs \$45 per student per school year. For more information, please see the device insurance repair plan on the YCS website.
- ♣ Device Insurance does not cover intentional vandalism, lost, or stolen items.

5. Loss or Theft of Laptop

- ♣ A student laptop that comes up missing for any reason will be reported to the school office and/or resource officer as soon as possible.
- ♣ If a student laptop is lost, the school principal must be notified and the student/parent/guardian is responsible for the remaining payments of the device. Device insurance does not cover lost or stolen laptops.
- ♣ A laptop that fails to be returned on the final day that the student is enrolled with YCS, or as requested, can be reported as stolen and a police report will be made.

6. Privacy

- ♣ Students should have no expectation of confidentiality or privacy with

respect to any usage of the laptop, regardless of whether that use is for school-related purposes or not, other than specifically provided by law. YCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student laptop at any time for any reason related to the operation of the district. Teachers, school

administrators, and the Technology Department may use monitoring software that allows them to view the screens and activity on student laptops.

7. Managing and Saving Work

- ♣ It is highly recommended to save work in Google Drive or using Google Filestream to back up your desktop.
- ♣ Students should always remember to save frequently when working on digital media.
- ♣ YCS is not responsible for the loss of any student work.

8. Roles and Responsibilities

8.1 Student Responsibilities

- ♣ Students will use devices in a responsible and ethical manner.
- ♣ Students will obey general school rules concerning behavior and communication that applies to the laptop.
- ♣ Students will keep their files backed up regularly via Google Drive or Canvas.
- ♣ Students will follow the Technology Usage Agreements (Internet/Network and Devices)
- ♣ Students will help YCS protect its computer system/devices by contacting the Tech Department or building administrator about any security problems they may encounter.
- ♣ Students will monitor all activity on their account(s).
- ♣ Students will always-safe guard the laptop when they are through finished working, to protect work and information.
- ♣ If a student should receive email or other communication containing inappropriate or abusive language or if the subject matter is questionable, he/she should report the material to the appropriate teacher/administrator.
- ♣ Students are responsible for all activity conducted on the assigned laptop. Students are responsible for laptops left unattended, used by another student, and/or the material downloaded by a user other than the student assigned to the laptop.
- ♣ Students are responsible for safe guarding the laptop. Avoid use in situations that are conducive to loss or damage. Students should never leave laptops in unlocked cars, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
- ♣ Students are responsible for backing up data. Never consider any

electronic information safe when stored locally on your device. Use your school-provided network drive and/or your learning management system (Canvas) on a regular basis. A flash drive may also be used to backup work.

8.2 YCS Responsibilities

- ♣ YCS will provide Internet and email access to its students while in the school building.
- ♣ YCS will provide filtering of inappropriate materials in accordance with CIPA.
- ♣ YCS will promote digital citizenship through instruction and example.
- ♣ YCS will provide staff guidance to aid students in doing research and help

assure student compliance of the Technology Usage Agreement (Internet/Network).

8.3 Parent/Guardian Responsibilities

- ♣ Parents will monitor how students are using the laptop at home, including Internet searches.
- ♣ Parents will model good digital citizenship for students. This includes using social media sites, email, Internet webpages and other digital functions appropriately. For resources to guide you in speaking to your child regarding digital citizenship and cyber-bullying, visit commonsensemedia.org.
- ♣ Parents will accept financial responsibility for the damage/repair of their child's school issued laptop.

Reminders:

- ♣ Adhere to YCS's Technology Usage Agreements (Internet/Network and Devices) at all times and in all locations. When in doubt about acceptable use, ask administration.
- ♣ Students are responsible for backing up data. Never consider any electronic information safe when stored locally on your device. Use your school-provided network drive and/or your learning management system drive on a regular basis.
- ♣ Loss or damage resulting from failure to abide by the standards above may result in your full-financial responsibility.

Following these standards will lead to a laptop that will run smoothly and serve as a reliable, useful, and enjoyable learning tool.