

Yukon High School



2013-2014

Yukon Public Schools Notice to Students and Parents

2013-2014 Handbook

The High School Handbook can be found on the www.yukonps.com website under the high school tab. We suggest that students and parents read the handbook.

Carefully read this page, complete the information requested, share with your parent/guardian, sign, and then CUT it out to give to your **English teacher**.

Student's Name (Please Print)

Grade

English Teacher

(CUT OUT PAGE)

I hereby acknowledge that I have accessed and read the High School Student/Parent handbook and have discussed it with my parents/guardian.

I understand that the rules and regulations for our school are explained in this handbook and know that I will be held responsible for respecting and following these rules and regulations.

Student's Signature

Date

Parent/Guardian Signature

Date

This student handbook is designed to inform you of school policies and procedures. There may be instances in which it becomes necessary to revise policies and procedures without notification.

Yukon High School will empower the students of today,
so they will inspire the world of tomorrow.

1777 S. Yukon Parkway
(405) 354-6692—Principals' Offices
(405) 354-8580—Counselors' Offices

Principal: Melissa Barlow

Associate Principal: Lisa Megli

Assistant Principals:

Joe Billington (K - P)

Binet' Castleberry (A - D)

Kristi Kargl (E - J)

Thad McCormick (Q - Z)

Counselors:

Lance Chapman (Virtual/Testing)

Lisa Haddad (A - Co)

Carey Hutter (Cr - Ha)

Jamie Kale (He - Mc)

Nancy Rogers (Se - Z)

Mandy Theimer (Me - Sc)

BELL SCHEDULE

1st Hour	7:35 - 8:29
2nd Hour	8:35 - 9:35
3rd Hour	9:41 - 10:37
1st Lunch	10:37 - 11:29
4th Hour	11:35 - 12:35
4th Hour	10:43 - 11:43
2nd Lunch	11:43 - 12:35
5th Hour	12:41 - 1:35
6th Hour	1:41 - 2:35
7th Hour	2:41 - 3:35

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INTRODUCTION

These policies and procedures should be valuable in helping students adjust to Yukon High School and become an integral part of it. This handbook is not all-inclusive but is intended to be a guide to the policies and regulations of Yukon High School. **It is the student's responsibility to read and know the content of this handbook.**

Participation in school activities will prepare students to live a better life. A student's success in school is directly proportional to his efforts.

Scope of Authority

Every student enrolled in Yukon Public Schools is responsible for appropriate behavior as outlined in this handbook when involved in:

- School activities on property owned by the Board of Education
- Travel on school buses
- Off-site school-sponsored activities
- On-site or off-site school-related problems which are the result or cause of disruptive behavior on school grounds, or
- Violent acts of behavior, which occur off school property, that pose a threat to the safety of students and faculty or that disrupt the learning environment.

The student may be removed from school if, in the judgment of the principal, the student's presence in the building poses a threat to the safety of students and faculty or disrupts the learning environment.

Academic Guidance

ACE EXAMS

Achieving Classroom Excellence Act (ACE) exams are state mandated criterion-referenced tests to be given to each student who completes instruction in English II, English III, U. S. History, Algebra I, Algebra II, Geometry and Biology I. Students must take these tests before they can receive a YHS diploma.

The score of Advanced or Proficient for the ACE tests will be recorded on the student's official academic transcript.

A student must score Proficient or Advanced on ACE exams for Algebra I and English II plus two of the additional five ACE exams in order to graduate.

ACT/SAT TESTS

ACT/SAT National Test Dates are set on Saturdays. Yukon High School is an ACT test site. Students should check with a counselor or at www.act.org for these test dates. A student taking residual tests, at college sites, on school days will have that day counted toward the total absences for the semester. This can affect semester test exemptions and possibly loss of credit (see attendance policy and semester test exemption policy).

ADVANCED PLACEMENT (AP and Pre-AP) PROGRAM

College Board AP Courses challenge and enrich college-bound students to expand their education beyond the typical secondary program. Courses are taught using college level curricula/materials and strategies that will prepare students to take College Board Advanced Placement Examinations. Success requires student commitment to the expectations of the Pre-AP/AP Program.

Students will be expected to: learn, analyze, synthesize, and manipulate knowledge and skills; think critically; budget time effectively and efficiently (daily homework); develop successful study skills; commit to a daily academic action plan; engage in electronically-assisted research and/or communications; develop advanced content area vocabulary; utilize community resources; develop multi-media and oral presentations; and commit to an agreement supporting the Pre-AP/AP Program and expectations.

STUDENT RESPONSIBILITIES: Organize time and effort to successfully complete the Pre-AP/AP course(s); read the course overview; understand the workload; agree to the requirements of the class; notify the teacher immediately if begin to fall behind in class readings or assignments. **To receive the HCA (1.0) for the second semester of an AP class, the student must take that subject's AP exam.**

PARENT RESPONSIBILITIES: Be familiar with the Pre-AP/AP course requirements; help student organize study time in support of class assignments; notify the teacher immediately of any concerns relating to the Pre-AP/AP class or student's progress.

TEACHER RESPONSIBILITIES: Agree to teach the Pre-AP/AP course at a college level and pace appropriate to the grade level as outlined by the College Board; advise students and parents within the first three weeks if the student's work is not adequate; report student progress with the normal progress report and report card cycle.

ADMISSION POLICY: Any student in the Yukon Public School district may have the opportunity to enroll in Pre-AP/AP courses.

TEST PARTICIPATION: If a student receives a qualifying score of a 3, 4, or 5 on their exam, they may earn college credit, placement or both.

WITHDRAWAL POLICY: All Pre-AP/AP schedule changes for the upcoming year must be made by the last day of the current school year. Pre-AP/AP classes may NOT be dropped due to failure to complete summer assignments, incomplete work, poor grades, extracurricular or employment conflicts. Once the current school year has started, students may request alternative placement in a non-AP comparative course. Students and parents must request in writing this alternative placement and meet with a principal appointed AP committee to be comprised of at least three staff members. The decision of the committee is final.

CLASS RANK -- VALEDICTORIAN CRITERIA

It is the policy of the Yukon Board of Education that the following shall govern the selection of students for Valedictorian recognition.

Grade point average of grades earned in the 9th, 10th, 11th, and first semester and third 9 weeks of the 12th grade will constitute the composite score. Advanced placement and honors courses will have additional weight in the computation of the grade point average.

To be eligible for consideration, students must:

- All transcribed grades of 'A' in all course work in grades nine through twelve.
- Successfully complete 15 Pre-Advanced Placement and/or Advanced Placement (AP) classes grades nine through twelve. At least five (5) of the 15 classes must be AP classes.
- Achieve Satisfactory and/or Advanced on all End-of-Instruction exams.
- Not enroll in a non-credit or non-graded (pass/fail) course in the 9th-12th grades, including office aides, concurrent travel time, etc.
- Not receive less than six (6) credits per semester.
- When a concurrent class is part of the required six (6) hour day, the student must submit an official letter grade to be recorded on the high school transcript.

One student will give the Valedictorian address. This speaker will be selected by a vote of all seniors meeting the Valedictorian criteria. The speech must receive prior approval from the Administration.

COMMENCEMENT POLICY

The Yukon Board of Education, the administration, and the faculty of Yukon High School view the annual commencement ceremony as a formal celebration of students' accomplishments. Many family members and friends of the graduates, as well as guests from the community, look forward to this significant event. Graduating seniors are asked to display appropriate and controlled behavior during the speakers' presentations and during the awarding of diplomas to ensure those in attendance have an enjoyable experience and the commencement ceremony proceeds in an atmosphere of pride and dignity.

The Board of Education approves the following policies for participants in commencement:

- A student shall be a graduate of Yukon High School and be entitled to a high school diploma when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.
- Special provisions are made for students enrolled in Project Connect through Canadian Valley Technology Center, for students enrolled in a Yukon Alternative School Program, and for students who have completed graduation requirements the previous semester.
- The valedictorian(s) will wear white graduation gowns and will lead the processional line. The class officers will immediately follow.
- A student participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Handbook.
- A student will not engage in any disruptive activity which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

CONCURRENT ENROLLMENT

Students who meet certain qualifications may take college courses during the school day for college credit. These courses will also count toward the high school credits required for graduation and are used to calculate one's GPA. Courses taken in concurrent enrollment will be counted as elective

credit toward graduation. No credit for concurrent courses will be posted to the transcript until an official transcript is received from the college or university. Time is allowed from the regular school day for the student to attend college classes. If a student is interested in concurrent enrollment, he should see his counselor for details. **State law requires a student to be in attendance for six hours per day. If a student drops a concurrent course, the student is required to be on the high school campus for the time allotted for the concurrent course.**

CORRESPONDENCE COURSES

A student may take course work for credit at Yukon High School through correspondence school in accordance with state regulations. Advance permission must be granted by the building administrator for a student to take correspondence courses. A senior taking correspondence work during the second semester must have the course completed and the grade reported to the guidance office no later than the first school day of May for the course to count toward graduation. Students should see a counselor for further information.

ENROLLMENT REQUIREMENT

To enroll in Yukon High School, the student's parent or guardian is required to personally enroll the student. Each must show documentation of residency and a photo I.D. The Yukon Public Schools Enrollment Center is located at 1000 Yukon Avenue and can be reached at 265-1300.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students are accepted to our school in accordance with adopted school policy. These students are guests of the district, and every effort is made to provide a well-rounded experience in high school. Foreign exchange students must be affiliated with a legitimate exchange agent who accepts ultimate responsibility for the individual while in this school. Foreign exchange students are required to abide by the school rules. Foreign exchange students are given credit for the work they complete at Yukon High School and an official transcript is available upon request of the student or the parent/guardian. However, foreign exchange students are not issued a Yukon High School Diploma even though they are invited to participate in the commencement exercises at the end of the school year.

GRADUATION FOR OKLAHOMA HIGH SCHOOL STUDENTS

YUKON HIGH SCHOOL DIPLOMA TOTAL OF 23 UNITS + 1 ART COMPETENCY REQUIRED

Yukon High School graduation requirements meet the State of Oklahoma academic graduation requirements but may not meet college admission standards

YHS students must satisfactorily complete the following courses to graduate. 23 total units are required for graduation. This is the college preparatory curriculum required by law. A parent or legal guardian may "opt" their student out of the college preparatory curriculum.

UNITS REQUIRED

Four (4) units of English to include the following:

English I/Grammar & Composition English II/World Literature
English III/American Literature English IV/English Literature

Three (3) units of Science to include the following:

Physical Science Biology
The third unit from:
Chemistry Zoology Environmental Science
Physics Anatomy/Physiology Biology II

Four (4) units of Mathematics to include the following:*

Algebra I
The second, third and fourth units from:
♦Intermediate Algebra
Geometry Pre-AP Pre-Calculus
Algebra II Calculus
Algebra III ♦Mathematics of Finance
 AP Statistics
♦Intermediate Algebra & Math of Finance are not college preparatory courses.

Three (3) units of Social Studies to include the following:

Oklahoma History World History U. S. History Government

2 units of the same Foreign Language or non-English language or 2 units of Computer Technology approved for college admission.**

1 additional unit listed above or career and technology education courses approved for college admission.**

0.5 unit of Keystone*/elective

17.5 total units + 5.5 elective units = 23 total units

NOTE: The State also requires successful completion of one unit in Fine Arts. This unit is integrated in English and History. This fulfills the requirement for arts competencies.

EVERY STUDENT WHO COMPLETES THE INSTRUCTION FOR THE SPECIFIED SECONDARY LEVEL COMPETENCIES SHALL COMPLETE AN ACHIEVING CLASSROOM EXCELLENCE (ACE) EXAM IN ORDER TO GRADUATE FROM HIGH SCHOOL.

No more than four (4) units of physical education/athletics may be counted toward the units required for graduation.

*By board policy YHS exceeds state requirements in this area.

**With parent permission a student can opt out of this requirement.

Successful completion of concurrent enrollment in core areas of ENGLISH, MATH, SCIENCE, SOCIAL STUDIES or the ARTS may count as free electives toward completion of the High School Diploma.

NOTE: DUE TO SOME DIFFERENCES IN HIGH SCHOOL GRADUATION REQUIREMENTS AND COLLEGE ADMISSION CURRICULUM REQUIREMENTS, SOME STUDENTS MAY SUCCESSFULLY COMPLETE THE HIGH SCHOOL GRADUATION REQUIREMENTS BUT NOT MEET THE CURRICULUM REQUIREMENTS FOR COLLEGE ADMISSION. SEE YOUR GUIDANCE COUNSELOR FOR MORE SPECIFIC INFORMATION.

Students may earn a **Certificate of Distinction** by completing the following requirements:

- Four (4) units of English
- Four (4) units of mathematics
- Four (4) units of social studies
- Four (4) units of science
- Two (2) units of foreign language
- Two (2) units in the area of technology, the humanities, or the arts (the two art competencies required for the graduation will fulfill this requirement.)
- ½ unit of Keystone

The student must also have a minimum 3.25 GPA on a 4.0 scale and achieve a satisfactory (or advanced) score, or its equivalent, on all State end-of-instruction exams.

Please note that this Certificate of Distinction is not a diploma. However, satisfactory completion of these requirements will be noted on the student's diploma

No senior will be awarded a diploma with less than the required number of units.

At least two of the last three units completed must be from Yukon High School. Courses taken in an accredited school will be accepted as resident credit. **YUKON HIGH SCHOOL STUDENTS WHO WISH TO TAKE COURSES AT SUMMER SCHOOL OR AT NIGHT SCHOOL OTHER THAN AT YUKON OR THROUGH CORRESPONDENCE MUST RECEIVE PERMISSION FROM THE BUILDING ADMINISTRATOR PRIOR TO REGISTERING. OTHERWISE THE COURSE(S) MAY NOT BE COUNTED TOWARD GRADUATION REQUIREMENTS OF YUKON HIGH SCHOOL.** For information concerning the participation in graduation exercises, please see the section entitled, "Commencement Policy."

GUIDANCE COUNSELORS

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study tips, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Appointments can be made by submitting a counselor request form to the counseling office.

The district offers a Student Assistance Program (SAP). The coordinator may be contacted at 354-6692 or by submitting a counselor request form.

HIGH SCHOOL STATUS

To receive sophomore status, a student must have successfully completed three (3) units of required courses.

A student must successfully complete a minimum of nine (9) units to be classified as a junior. Junior status may be denied if the administration believes it is in the best interest of the student.

To be classified as a senior, a student must have successfully completed sixteen (16) units of credit prior to the first day of the school year and have a reasonable expectation of completing the number of units required for graduation by the end of the summer term immediately following the current school year.

HOMEBOUND STUDENTS

Students who are physically unable to attend regular classes should contact the counseling office. Arrangements for a homebound teacher may be made by obtaining a doctor's statement and meeting state and local requirements if the absence is expected to be longer than three (3) consecutive weeks.

NCAA ELIGIBILITY

See NCAA website: www.eligibilitycenter.org for the Quick Reference Guide

PROFICIENCY BASED PROMOTION

Proficiency Based Promotion is a system which awards credit for students' knowledge in the core curriculum areas. All students in Yukon Schools are eligible for Proficiency Based Promotion if they perform at the 90% or higher level on designated assessments. Upon request of a parent or guardian, a student will be given the opportunity to begin the process to demonstrate proficiency. The testing time will allow for appropriate decisions to be made regarding the placement of students for the next school year. Timelines for testing and application forms may be obtained at the District Administration Office.

Proficiency tests are based on the Priority Academic Student Skills. These skills are available for review in the school office. Yukon Schools will not be responsible for providing any materials for tutoring students for the purpose of proficiency testing. Please contact the counseling office if more information is desired.

PROGRESS REPORTS

Progress Report Dates

MASTERY WINDOW		PROGRESS REPORT DATE	DAYS TAUGHT
Aug. 15 - Sept. 16		Sept. 18	21
Sept. 17 - Oct. 18		Oct. 22	20
Oct. 21 - Nov. 18		Nov. 20	21
Nov. 19 - Dec. 20		Jan. 10*	21
			83 Days
Jan. 6 - Jan. 28		Jan. 30	16
Jan. 29 - Feb. 20		Feb. 24	16
Feb. 21 - Mar. 14		Mar. 27	16
Mar. 24 - Apr. 22		Apr. 24	22
Apr. 23 - May 22		May 28*	22
			92 Days

* Report Card Dates

Mastery Window: Period of time that students are receiving instruction and assessments prior to Progress Report or Report Card dates.

SCHEDULE CHANGES

Schedule changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Students will not be moved to a class considered to be 'below' the intellectual capability of that student.

Schedules may be adjusted if any of the following criteria exist and space is available:

- Incomplete schedules or computer errors.
- Duplication of courses.
- The student does not meet prerequisites or does not have teacher approval.
- Acceptance to a special program (Canadian Valley Technology Center, etc.).
- Enrolled in a course with a teacher with whom the student previously failed.
- Dropping PE for band or team sports.
- Dropping a course taken during previous summer or night school (see policy concerning correspondence and summer schools).
- Taking a more challenging course (no reversal at a later date).

SCHOLASTIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Section 1: SEMESTER GRADES

- A student must have received a passing grade in any five (5) subjects counted for graduation he/she was enrolled in during the last semester he/she attended fifteen (15) or more days.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six week period.

Section 2: STUDENT ELIGIBILITY DURING A SEMESTER

- Scholastic eligibility for students will be checked at the end of the third full week into the semester and each succeeding week thereafter.
- A student must be passing all subjects in which he/she is enrolled during a semester. If a student is not passing in all subjects in which he/she is enrolled at the end of a week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, the student will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility.
- Eligibility will be determined each week from lists submitted by teachers. If the name of a student appears on the probation list, he/she may participate in extracurricular activities. If the name of a student appears on the ineligible list, he/she may not participate in any activities for that eligibility period (one week). Raising a grade to passing in the middle of an eligibility period does not reinstate the student until the next eligibility period (Monday through Sunday).

Section 3: SPECIAL PROVISIONS

- A 12TH GRADE STUDENT MAY MAINTAIN ELIGIBILITY IF HE/SHE IS PASSING THE CLASSES REQUIRED FOR GRADUATION. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).

- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his eligibility by achieving the minimum scholastic standard at the end of a three-week period.
- Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-C) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster. Board policy allows a maximum of two weeks to apply this exception).
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-A for the end of spring semester.
- The school may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- Students participating in school activities will not be allowed to participate in these activities after missing any class more than ten (10) times during the school year. Participation in district, regional, or state sanctioned OSSAA competition does not count toward the ten days.

VIRTUAL SCHOOL

Yukon Public Schools offers an internet-based instructional program (Virtual School/e2020) for high school grade level credit. See the counseling office for more details.

Attendance

ATTENDANCE

It is the intent of the Yukon Board of Education to fully comply with state law in the matter of student attendance. It shall be unlawful for a parent, guardian, custodian, or other person having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. (70 O.S. §10-105)

- Will follow Oklahoma State Laws Title 10 A O.S. § 1-1-1-5 & Title 70 O.S. § 10-106.
- In order for a school to excuse an absence there **shall** be **documentation** of a valid excuse (Examples of acceptable documentation are doctor notes, funerals, religious holidays (this is a non-exhaustive list).
- If a child is absent three or more days due to illness, a doctor's note shall be provided to the school.
- Absences in which the school is notified by the parent **shall** be treated as verified until documentation is received.

Attending class is a key factor in student achievement. Thus, any absence from class represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize

absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities. The superintendent is directed to develop, for board approval, regulations, which support this policy.

ABSENCES

Student responsibility to attend class is a recognized part of the secondary school *academic* process. The entire academic process is an integral part of each class during each instructional period, regardless of whether tests or any other graded work are submitted to the instructor or performed during a particular class.

The student is expected to assume the responsibility for maintaining the continuity of learning while they are absent.

To be excused from school, a child must meet guidelines established by state law. An excused absence will be granted for the following reasons:

- Personal family illnesses/injuries
- Medical and dental appointments
- Legal matters, including service on a grand, multi-county grand, or petit jury
- Funerals
- Observance of holidays required by student's religious affiliation with written notification to principal one (1) week prior to holiday.
- Extenuating circumstances deemed necessary by the principal

If a child is to be absent for any reason, it is the responsibility of the parent(s), guardian, or other person having charge of that child, to notify the school. Notification should be by telephone at the beginning of each school day in which the absence is to occur. If a parent or guardian has not notified the school, an automated call will notify a parent that the child is absent. If no contact is made, the parent must call the day the child returns before the student can be excused.

No Credit (NC) for the semester will be given to a student who exceeds ten (10) absences per class during the semester. The high school will provide notification to the parent or guardian any time a student is to receive a NC due to attendance. This NC may be appealed in writing to the building principal.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year. Documentation of such must be submitted annually.

After a student is absent for any excused reason, all work missed must be made up. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. The student will be given the number of days to make up the work equal to the number of days absent, and work is due immediately for all days of absences at the end of this time. It will be

entered at full credit. A student will be required to submit long term assignments on time with the exception of an assignment which is made during the time the student is absent from school. Any exception to this timeline can be made only by the building principal, and only for extenuating reasons which can be substantiated. If a student is absent for 3 or more consecutive days, please call the counselor's office to make arrangement for pickin up make-up work. Teachers are given 24 hours to put together necessary make-up work.

Lengthy absences, which fall into other categories, must be verified by a note or telephone call to the principal from a parent or guardian. The principal will then allow the student to ask his/her teachers for assignments in advance. These assignments are due when the student returns to school. Any variance will be at the principal's discretion.

ACTIVITY ABSENCES

YHS will recognize two types of activity absences – one for OSSAA sanctioned events and one for all other school related activities such as assembly set up and practice, event practice(s) and rehearsal(s), certain field trips, non-OSSAA sanctioned contests and competitions, Renaissance activities, Terry's Kids, etc. These absences do not count against a student's exemptions from nine weeks tests

There will be a maximum of ten (10) activity absences allowed per class per school year for school-related activities.

Requests for exemptions to this policy must be made in writing to the principal and reviewed by the Internal Activities Review Committee. No more than five (5) additional days will be granted.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

- A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
- In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
- Absences by arrangement will count against a student's exemption from semester tests.

Community Service

- student mentoring
- school sponsored hosting of parties for disadvantaged youth
- school sponsored volunteering at a food bank or shelter
- activities/events approved by the building principal

Extracurricular Activities

Any student absent three or more hours during the school day will not be allowed to participate in any extracurricular activities that day, including practices, unless cleared in advance by the principal. This means that a student who is ill during the school day may not participate in an event held that day. The principal's judgment in these matters is final.

Truancy/Unexcused Absence

Truancy/unexcused absences are a very serious matter. It is governed by state law and Yukon Public Schools Board Policy. Truancy may preclude a student from achieving academic credit. CITATIONS MAY BE GIVEN FOR TRUANCIES.

A student is considered truant/unexcused when absent from the classroom without the knowledge/permission of either the school or the parent. School work missed due to truancy cannot be made up and a grade of zero will be given.

If a student is absent from school four or more days or parts of days within a four-week period without a valid excuse or is absent without valid excuse for ten (10) or more days or parts of days during a semester, the school principal will notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county in which the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (See also policy FOE.)

A student is truant from school without permission from either the parent/guardian and/or the school. The following constitute other examples of truancy/unexcused absences:

- Leaving school without checking out through the attendance office
- A student that is verified to be on campus during class time but absent from class without staff permission is truant. *A parent phone call cannot excuse this type of absence.*
- Becoming ill and going to the restroom and never reporting to the attendance office, a teacher or a principal
- Not reporting to the location stated on a hall pass or not reporting in a timely manner
- Oversleeping
- Not being present for more than half of a class period
- Attending a private driver education school/class during YHS class time
- Work related absences
- Hair, tanning, portrait or other non-medical appointments
- Loitering in the parking lot during class time
- Car trouble
- "Skip days" and "Cutting class"
- Missing the bus or ride
- Trespassing at other school sites
- Shopping
- 9th and 10th grade students who go off campus at lunch
- Fraudulent or fake phone calls to have a student dismissed from class
- Being in a restricted access area such as the stadium during the school day.

This list is not meant to be all-inclusive.

In addition, the following consequences will be in effect for being truant:

- 1st Offense During the School Year = 3 Days of lunch detention
- 2nd Offense During the School Year = citation, 1 day after hours (3:45-5:45)
- 3rd Offense During the School Year = citation, 2 days after hours (3:45-5:45)
- 4th Offense During the School Year = citation, 3 days ISI
- 5th Offense During the School Year = citation, 5 days ISI, referral to OJA

More severe consequences may be assigned for excessive truancy including contacting the District Attorney. **The principal's decision about whether or not an absence is a truancy/unexcused absence is final.**

Tardies

Tardies are disruptive to the classroom and also have an adverse effect on a student's educational progress. Students arriving late must report to the attendance office before going to the classroom and before attending class. **THERE ARE NO EXCUSED TARDIES.**

- A student not in the classroom when the bell rings is tardy and must go to the attendance office for an admit slip.
- A student who misses more than one-half of the hour will be counted absent; less than one-half of the hour will be a tardy.
- Tardies per class will result in the following disciplinary actions:
 - 1st tardy: Warning
 - 2nd tardy: 1 day detention.
 - 3rd tardy: 1 day after hours detention (3:45-5:45) to be served within a week
 - 4th tardy: 2 days after hours detention (3:45-5:45) to be served within a week
 - 5th tardy: 3 days ISI

Tardies will reset on the first day of the month, but will accumulate for semester test exemption purposes.

ATTENDANCE APPEALS

Appeals dealing with attendance will be heard by a principal appointed committee consisting of at least three members. A request for an appeal must be made in writing and submitted to the building principal within two (2) weeks after the end of each semester. Documentation should include reasons for each absence, not just those that are beyond the 10 days. Any medical notes not previously provided need to be provided at this time.

The committee will determine if there are extenuating circumstances for the student's failure to meet attendance requirements and determine if absences may be excused. **THE DECISION OF THIS COMMITTEE IS FINAL.**

CHECK OUT PROCEDURES

No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that he needs to leave school, a parent must phone or come by the office to check out the student. AN **EARLY DISMISSAL FORM** WILL BE ISSUED TO THE STUDENT. **A student who fails to check out when leaving school anytime during the school day will be disciplined for truancy.** No student will be allowed to leave school unless a parent has been contacted.

PARENTAL PHOTO IDENTIFICATION WILL BE REQUIRED WHEN CHECKING OUT A STUDENT IN PERSON.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Yukon High School during the school term, he/she should report to the counselors' office on the morning of the day he/she leaves, to fill out a withdrawal form and complete requirements set forth by the school. Students will not be withdrawn until contact has been made with the parent or guardian.

Student Expectations

ANNONYMITY (REFUSAL TO IDENTIFY SELF)/STAFF QUESTIONING OF STUDENTS

School personnel have the right to know the identity of all persons on the school premises. Students must identify themselves upon request of school personnel or duly assigned and identified monitors on school premises, to and from school during school hours, or during the time of school-sponsored or authorized functions. Upon entering any school premises visitors must immediately report to the office. The principal or any faculty member, after establishing that a person is 1) not a student or employee of the school, or 2) has no proper business at the school, will direct such person to leave immediately.

Principals and their designees shall have the authority and duty to conduct investigations and to questions students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way which does not unduly interfere with school activities. Students are expected to cooperate. Failure to do so could result in disciplinary action.

Principals and their designees shall determine when the necessity exists to contact law enforcement officers, when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

ASSEMBLIES

Assembly programs and pep assemblies are held for several purposes: to teach, to entertain, to honor, to display school spirit, etc. Good student behavior and responsibility in assemblies is of the utmost importance. We would hope that students would always show extreme courtesy and attention in assemblies. Each student should observe appropriate rules of etiquette so that the school tradition will be held in high esteem. Attendance at assemblies is required. Seating will be assigned by administration. **FAILURE TO REPORT TO YOUR ASSIGNED SEATING AREA WILL RESULT IN AN ABSENCE AND POSSIBLE DISCIPLINARY ACTION.**

Additionally, as young adults, you are expected to:

- Follow assembly instructions as given to you by a teacher or administrator.
- Sit where you are assigned to sit. Sit only with the class with which you go to the assembly.
- Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate (ex: The National Honor Society induction requires silence; pep rallies require audience participation). Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
- Honor and respect the dignity of the program.
- Remember that you are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.
- Disciplinary action will be taken against those students who are disruptive or uncooperative. Assemblies, pep rallies, etc. may be discontinued if the behavior continues to be inappropriate.

These expectations apply to all school sponsored activities including athletic contests.

BUS POLICY

The school may legally provide transportation to and from school for those students who live more than one and one-half (1½) miles from school. Individual bus routes and time schedules can be obtained from the Director of Transportation (354-6667). Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations. Yukon Public Schools will not provide transportation for transfer students. Students on early schedule must ride the early bus, etc.

The school bus driver is the sole authority for the passengers on the bus. Any misbehavior that distracts the driver and jeopardizes the safety of everyone is a **VERY SERIOUS VIOLATION**. A bus with students “out of control” may return to school so the principal may take immediate, appropriate action. The Yukon School District disciplinary program is a reflection of its interest in the safety of all children who ride the bus; therefore, the following procedures will be implemented:

- Bus rules and procedures will be reviewed with the students by the principals.
- All students will be assigned seats; bus-seating charts will be utilized on the first day of school.
- Drivers will remind students and sponsors that there is “no eating or drinking on the bus including candy” to and from school.

- No “guest riders” allowed unless a parental written request is submitted to school site administration 24 hours in advance. Permission is subject to bus space availability.

Students will be cited for the following:

- Refusing to obey the driver
- Failure to remain seated
- Use of tobacco
- Profanity
- Fighting
- Spitting
- Throwing objects
- Vandalism
- Hanging out of window
- Violation of gang policy
- Use or possession of controlled and/or dangerous substances
- Violating the rights of others
- Eating or drinking on the bus
- Lighting matches, lighters, etc.
- Walking in front of the bus without driver permission
- Feet in aisle
- Scooters, skateboards, etc. are not allowed on buses.
- Disrespectful to driver or school staff
- Tardiness to bus stop
- Bullying, intimidation, harassment of student or staff
- Threatening any student or staff
- Possession of items considered to be contraband by the school

If a student is reported for any of the above violations, the principal may take the following action:

1st Offense: A conference with the student and a report to the parents. *

2nd Offense: Automatic denial of riding privileges for a minimum of five (5) school days and a conference with parents. *

3rd Offense: Automatic denial of riding privileges for ten (10) school days and a conference with parents. *

*School policy will be followed. Suspension may be possible depending on the severity of the offense and/or danger to the student or others. THE PRINCIPAL’S DECISION IN THESE MATTERS IS FINAL.

Denial of bus riding privileges will carryover from one semester to the next or one school year to the next. We hope you will understand this system to be a reflection of our interest in the safety and well being of your children.

CARE OF SCHOOL PROPERTY/VANDALISM

Students of Yukon Schools should take great pride in buildings and equipment. Others will follow in the use of the same buildings and equipment, and those that follow will appreciate the care that has been given their school.

All students should guard against marking on buildings, desks, and equipment. You are urged to cooperate to the maximum with the custodians in keeping the buildings and grounds clean. Shoe polishing of cars while on the school grounds during school or after school is prohibited. The pupil responsible shall pay for books belonging to the school that are lost, stolen or damaged.

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the principal. Failure to make such payment shall be cause for suspension.

CHEATING/ACADEMIC DISHONESTY

In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means.

More specifically, cheating involves, but is not limited to the following actions:

- To use the work of another person as your own.
- To copy information from another student's test, examination, theme, book report, term paper or notebook (unless allowed to do so by teacher).
- To plagiarize – plagiarism means using another person's idea, expression of words without giving the original author credit.
- To prepare for cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or examination, (3) talking while taking quizzes, tests or examinations.
- To fail to follow test procedures or instructions announced by a teacher (such as no turning around in seat, raise hand to ask questions, clear your desk, etc.)
- To furnish another student information which can be used to cheat.

If caught cheating, the student(s) will be given a grade of zero for the assignment or exam. The offending student(s) is/are also subject to disciplinary action. Students should be aware that many school organizations have additional consequences for cheating.

CITATIONS/TICKETS

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal citation. Citations could be issued for trespassing, truancy, tobacco, alcohol, drugs, profanity, assault, fighting, harassment and creating a disturbance among other rule(s) violations.

CLOSED CAMPUS

Students in 9th & 10th grades must adhere to a closed campus policy. Students have specific areas they are assigned throughout the day and are expected to be in those areas only. During lunch, 9th and 10th grade students are to be in the Cafeteria or the courtyard area. At lunch, students are not allowed anywhere else on campus without staff permission. 9th and 10th students are not allowed in the parking lot or the hallways. Parents who wish for their student to be released during the school day must properly check their student out in the office. During lunchtime, **NO FRESHMEN OR SOPHOMORE STUDENT WILL BE ALLOWED TO EXIT THE CAMPUS FOR ANY REASON** except when physically checked out by and leaving with a parent or court recognized guardian. Parents may not check a student out over the phone during lunch.

CONDUCT GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

During the school year, students will have many opportunities for involvement in extra activities. Students are representing the Yukon School District during the school day and during school sponsored activities. Acceptable behavior is required. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude, and behavior. This applies to all school related activities.

CONTRABAND IN STUDENT VEHICLES

It is the responsibility of any student driving a vehicle onto school property to insure that the vehicle does not contain alcohol, controlled substances(s), weapons, or any other item banned by school policy. These vehicles will be subject to random searches. Violations will result in disciplinary action and possible police referral.

DEROGATORY LANGUAGE/SYMBOLS

Derogatory racial, ethnic, profane, obscene, indecent or sexual language, verbal or nonverbal, intended to offend or abuse is not allowed and subject to disciplinary action.

DETENTION

Principals use detention as a disciplinary action. This is a mandatory STUDY TIME; therefore, all students must bring homework or study materials to detention. **Failure to attend detention at the appointed time will result in a minimum of 3 days of ISI.**

DIGITAL CITIZENSHIP (Computer use, sexting, cyberbullying)

Any electronic resource provided to or owned by students will be used in accordance with YPS District policy. This includes but is not limited to any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, or images; the internet; on-line bulletin boards; blogs.

When using an electronic resource students should not:

- Disclose any sensitive, proprietary, confidential (including names) information about be discourteous and/or impolite.

- Post any material including photos and texts that is obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity. This includes, but is not limited to, YPS and/or its students, employees and patrons.
- Violate copyright, trademark and fair use laws.
- Access web sites and/or download any text, picture, or online conferring that includes material that is considered to be obscene, derogatory, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.
- REMEMBER, POSTS SHOULD BE FACTUAL AND IN GOOD TASTE. EVERYTHING YOU POST ONLINE STAYS ONLINE FOREVER.

Activities commonly associated with computer “**hacking**” are not allowed and are subject to staff interpretation and disciplinary consequences.

Neither the school’s network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called **cyberbullying**, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, insulting, mocking, demeaning, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from school.

Sexting is the sending, forwarding, displaying, posting, storing or receiving of sexually-explicit or sexually-suggestive images or video via a computer, cell phone, social networking sites, email, instant messaging programs, and video chat. Not only is sexting socially inappropriate, it could result in disciplinary actions by the school and/or criminal charges and detrimentally affect the personal safety and well being of individuals.

Students engaged in extracurricular activities are representing the District and often serve as role models for others. The District desires to educate and protect students from activity which may negatively impact the student and/or the District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including the possibility of removal from the team by the Head coach and/or the Director of Athletics.

DRESS CODE/APPEARANCE

A student's personal appearance is the responsibility of the student and their parents, but becomes the responsibility of YHS when the mode of dress or personal grooming habits are disruptive to the functioning of the school. Students should present themselves neatly and well-groomed.

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Cleanliness - Clothing and grooming must be such that they do not constitute a health or safety hazard.
- Clothing - Attire must be adequate to insure a decent appearance. Traditional footwear must be worn at all times. No house shoes/slippers allowed.
- Educational Consideration - Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. With ever-changing styles, additional guidelines are established to help maintain high standards. Standards of dress are provided so clothing does not distract from the educational process.
- Apparel with slogans, which promote activities prohibited by the school district code of conduct is not permitted.
- Pants, trousers, jeans, walking shorts, etc. are to be worn at the waistline and belts are to be buckled. Pants with holes/frays above the knees are not permitted.
- Appropriate undergarments should be worn at all times and be in good taste (modesty is the key). Clothing designed as undergarments must not be worn as outer garments.
- Waistbands must be above the buttocks. Pants and jeans must be high enough to cover undergarments when seated. "Sagging" is not permitted.
- Short shorts, gym shorts or Soffe style shorts, spandex shorts, bodysuits, boxer shorts will not be considered appropriate school attire.
- Skirts, dresses and shorts must be fingertip or longer in length.
- Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing, racer backs and backless articles are not considered appropriate school attire. SHOULDERS MUST BE COVERED and one's cleavage unexposed. Bare midriffs are not permitted. Dresses and skirts should be modest in appearance and will be held to the same standard as tops.
- Clothing and/or jewelry that relate to violence, gang activity, drugs, alcohol and/or tobacco and clothing which has suggestive writing and/or pictures are not permitted.
- Garments, jewelry, belt buckles, tattoos, etc., that tend to promote the idea of alcohol, illegal substances/use, display vulgar or suggestive language/symbols, or promote animosity between groups or individuals are not acceptable.
- Headgear, hats and caps are not permitted.
- Accessories such as bandannas, furry tails, gloves, chains, ropes, straps, headscarves, spiked jewelry, sunglasses (inside buildings), etc. are not permitted.
- Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, pom team and band uniforms, and team shirts/uniforms.
- Any attire that exposes one's undergarments is not permitted.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. The judgment of the principal's office concerning the appropriateness of clothing is final.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. This could result in an unexcused absence. Failure to meet dress code regulations will be grounds for disciplinary action.

GANGS, GANG ACTIVITY, HATE GROUPS

Any act/acts of gang activity or any public school secret society will be considered gross insubordination and subject to suspension and/or expulsion. This includes the following behavior committed by a student on school grounds, school buses, or at a school-sponsored event, or traveling to and from school:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badge, symbol, sign, tattoo, trademark, manner of grooming, or anything which is evidence of membership or affiliation in any gang.
- Committing any act or omission or using any speech, either verbal or nonverbal (including gestures, handshakes and hand signals), showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - Committing any other illegal act or other violation of school district policy.
 - Causing graffiti to be exhibited on school property or school work.
- Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or mental harm to students are prohibited.
- Causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

IN-SCHOOL INTERVENTION (ISI)

The objective of this program is to provide an alternative to out of school suspension for those students who fail to function acceptably in the educational setting. ISI is in lieu of the regular school day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the In-School Intervention program and its policies/procedures. When a student is suspended out of school (OSS) while in ISI, he will return from OSS to complete the remaining portion of ISI.

ANY STUDENT PLACED IN ISI WILL NOT BE ALLOWED TO PARTICIPATE IN ANY SCHOOL ACTIVITY, INCLUDING PRACTICE, WHILE IN ISI, AND WILL LOSE SEMESTER TEST EXEMPTION(S).

Tardies during the student's stay in ISI will result in one additional day in ISI. If a third tardy occurs, the student will be suspended (OSS) for the remainder of the days accrued. A TRUANCY FROM ISI COULD RESULT IN A CITATION (TICKET).

OUT OF SCHOOL SUSPENSION (OSS)

An administrator shall determine the suspension of a student due to violation of school rules, and parents will be notified immediately. If a student is to receive academic credit for the days suspended, he must attend the assigned OSS "After Hours". Failure to attend results in the student receiving zeros for all days suspended. The suspended student shall have the right to appeal the decision of the principal to the designated hearing officer and may appeal a suspension longer than ten (10) days to the Board of Education. The Board's decision to uphold or alter the terms of the suspension shall be final. Students who are suspended for the remainder of the semester or longer could be referred to the Canadian County Juvenile Justice Education Center to receive educational services.

A student may be suspended for violation of school policies and procedures during the regular school day, at/or in route to school, a school activity either on the Yukon campus or at a campus where Yukon is participating. A suspended student is not eligible to attend or participate in any school activity and is not to be on any Yukon campus during the period of the suspension. OSS will result in the loss of all exemptions, with the exception of those earned by passing ACE exams.

The following are some reasons for which a student may be suspended from school:

- Disobeying the reasonable request of a teacher or administrator
- Creating or attempting to create a classroom disturbance
- Fighting
- Bullying, Intimidation, Harassment, Sexting
- Excessive tardies and/or absences
- Persistently violating the school rules or regulations
- Using profanity, vulgar language or vulgar expressions or gestures, and/or rude, degrading, derogatory or harassing comments or symbols
- Throwing objects during sporting events, assemblies, or school performances
- Assault and/or battery on a student or staff member
- Possession or use of any dangerous weapon including replicas
- Possession, consumption, or being under the influence of any alcoholic beverage, narcotic drug, stimulant controlled substance, barbiturate, or paraphernalia
- Possession or use of tobacco on the school grounds
- Inciting, encouraging, promoting, or participation in attempts to interfere with the normal educational process
- Engaging in lewd, vulgar, or immoral acts
- Possession of vulgar or obscene material
- Inappropriate public displays of affection (PDA)

- Vandalism to school property or to personal property on school grounds or during school activities
- Computer tampering, hacking, social networking or electronic device policy violation
- Theft
- Sexual harassment
- Cheating
- Threatening other students or staff
- Hazing
- Violation of Gang Policy
- Stealing school, staff and/or student property or possession of stolen property
- Adjudication as a delinquent
- Violations of District Transportation Policy

NOTE: This list is not meant to be all inclusive.

PUBLIC DISPLAY OF AFFECTION

The school will insist that all couples conduct themselves at school in such fashion that attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending pupils will have the necessary disciplinary action taken.

STALKING

A person commits stalking when he or she transmits to another person a threat with the intent to place that person in reasonable apprehension of death, bodily harm, sexual assault, confinement or restraint, and in furtherance of the threat knowingly does any one or more of the following acts:

- Follows the person, other than within the residence of the defendant;
- Places the person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant.

Out-of-school suspension, possible police referral, and/or parent conference could result.

TRESPASSING

Students are not allowed on any district or other school district campus, other than their home school, without permission from that site's principal. To do so is trespassing and is subject to disciplinary action. Once permission is received, the visiting student must immediately report to that site's main office.

Under Oklahoma law, a superintendent, principal, or other person in charge of a school has the right to order any person out of school buildings and off school property when it appears that the presence of the person is a threat to the peaceful conduct of school business, school classes, and school activities. **CITATIONS MAY BE GIVEN FOR TRESPASSING.**

School Policies

ACTIVITY FUNDS

All money-raising projects by classes, clubs, or any group **must be approved in advance by the principal and superintendent**. All activity money must be deposited in the Student Activity Fund. All money should be receipted. These funds may only be used for academic or related school functions. Approved purchases made by organizations will be paid by check from the Activity Fund.

STUDENTS WILL NOT BE DISMISSED FROM CLASSES TO SELL OR DISTRIBUTE PRODUCTS. The school will not be responsible for any purchase by students, staff, or other individuals who do not have a properly signed and approved purchase order from Yukon High School **in advance of the purchase**.

INDIVIDUALS WILL NOT BE PERMITTED TO SELL OR DISTRIBUTE ITEMS FOR PERSONAL GAIN ON SCHOOL PROPERTY.

ACTIVITY/ FIELD TRIPS

The principal must approve all activity/field trips. A parent or teacher is required to be in each school vehicle utilized for the activity/field trip for the safety and welfare of each of our students.

STUDENTS ARE NOT PERMITTED TO DRIVE A VEHICLE TO OR FROM A SCHOOL-SPONSORED ACTIVITY OR FIELD TRIP IN WHICH THEY ARE REPRESENTING THE SCHOOL.

With permission from the coach or advisor, a student may ride to or from a school-sponsored event with only his parent or guardian. Arrangements must be made in advance, and the student will be dismissed by the sponsor directly to his parent or guardian. **It is YPS Board Policy that no student is permitted to ride with another parent to or from a school-sponsored event in which he is representing the school.**

Students riding buses will return on the same bus, unless directed otherwise by the sponsor. Conduct on activity/field trips will be in accordance with school rules and regulations. Students are to follow the directions of the adults in charge. No food or drink will be permitted on bus routes or activity/field trips. **The sponsor will assign seats to the students.** The sponsor will sit in the rear of the bus. If two sponsors are on the bus, one will sit in the rear and one in the middle of the bus. The sponsor and driver will check the bus after each activity/field trip.

ANNOUNCEMENTS

Announcements are distributed through E-mail to all classrooms. Only those announcements approved by the principal and submitted by 2 P.M. on the previous day will be included in the daily bulletin. The Pledge of Allegiance and Moment of Silence shall be included as part of the announcements.

Only those student announcements approved by the sponsor will be made. A printed copy of the daily announcements will be posted outside the office each day. Announcements are made daily.

CLASS OFFICERS

Serving as a class officer is both a privilege and a responsibility. A class officer is expected to be an individual who is able to set an example for fellow classmates and who is able to represent the school as a student in good standing. Good standing includes but is not limited to the following:

- Students must have a cumulative GPA (grade point average) of 2.5 or better.
- Students may not have had any suspensions (ISI or OSS) during the previous two semesters.

REMOVAL FROM OFFICE

A class officer may be removed from office permanently if:

- Student is suspended.
- Student is on the "Ineligible List" for more than three consecutive weeks in any class.

Any exceptions to the above are subject to review by the class advisor(s) and the principal/designee. The decision of the principal will be final.

CLOSING OF SCHOOL

If school is to be closed because of inclement weather or other unexpected reasons, it will be announced on television (CHANNELS 4, 5, & 9). DO NOT CALL SCHOOL OFFICIALS. (Many times a decision cannot be made until the morning of the school day in question.) School closings will be announced by the 6:30 a.m. news. Closings will also be posted on the school district website.

DISTRIBUTION OF MATERIALS ON CAMPUS

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet the guidelines as established by the state and federal court system. All posted items must be approved in advance by the building administration.

ELECTIONS

Several elections will be held during the school year. Before an election is held, sponsors must submit election qualifications, election rules, and election dates to the principal for approval. A copy of the written rules may be obtained from the sponsor.

Written ballots must be prepared for all elections. Two or more sponsors will tabulate ballots for any election. No student can be elected president of two school organizations. Candidates for any office including queens/kings or attendants must meet the following qualifications:

- Maintain a 2.5 GPA average with no failing grades through the last full semester.
- Have good school attendance.
- Be free of serious or chronic disciplinary reports within the previous two semesters.
- Not be a queen/king of any other organization or activity.

- If an officer of a club or organization is suspended out-of-school, he will automatically forfeit his office.
- A student may be selected as a King or Queen only once per school year.

NOTE: In the event Yukon is eligible to have an All-State Queen, a committee consisting of the principal, the athletic director, and the coach of the sport or sports involved will be responsible for determining criteria for the selection of the representative.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Each honor, office, and activity has rules of eligibility which students must meet. Extracurricular activity eligibility generally conforms to the OSSAA regulations as listed below. Students must maintain eligibility for participation.

A student is NOT eligible for extracurricular activities if he:

- Is 19 years of age before September 1st.
- Has not attended each class 90% of the time for the current semester, or if he has any questionable absences.
- Has been disqualified from a contest because of unsportsmanlike conduct or a flagrant foul or is under school discipline.
- Has participated in a contest where professionalism was being practiced or cash or merchandise prizes were offered, given, or paid to individuals or to the team.
- Has participated in a contest under an assumed name.
- Has attended school 8 semesters or parts of semesters in grades 9 through 12.
- Has participated in the sport four seasons, or has had three seasons of opportunity after attending the 9th grade.
- His parents are not bona fide residents of the Yukon School District.
- Has participated in athletics at any school other than the public high school of the district where his parents reside.
- Has participated in organized practice or a game of football or basketball before the season opens or after the season closes.

In addition:

- Any student truant for one (1) or more hours may not be eligible to participate in the next event.
- Any student absent three (3) or more hours in one day may not be permitted to participate in any extracurricular activity that day, including practice.
- Any student who is on the ineligible list.
- **If the ineligible student is overlooked by the coach/sponsor, it is the student's responsibility to inform the coach/sponsor of the ineligibility.**

Eligibility runs Monday through Sunday and is in effect for the entire week.

FUNDRAISERS

The principal and superintendent **MUST** approve all fundraisers. Certain courses may require students to solicit advertisements. **However, selling advertising cannot impact the grade a student receives.**

HEALTH REQUIREMENTS, ILLNESS AND ACCIDENTS

Oklahoma law requires students meet certain immunization requirements to be eligible to attend school. If these requirements are not met, the student will not be allowed to attend school. If the student develops an illness after reaching school, an attempt will be made to notify the parent. The school does not diagnose diseases and gives no internal medicine, including aspirin. In case of severe injury or broken bones, parents or a doctor will be notified immediately. The school will administer only emergency first aid in case of injury.

ID (STUDENT)

Students are responsible to have their student ID in their possession at school and at school activities. Failure to present their student ID to any staff member upon request will result in disciplinary action. Any student who loses or misplaces their ID will be required to notify the office and pay a replacement fee. Failure to carry your ID card may result in disciplinary action. Juniors and Seniors may be required to show their ID to school staff when leaving campus for lunch.

INSURANCE

Insurance will be made available to students through the school. It is not compulsory, and the school is not responsible for payment of claims to students or parents.

LOCKERS

Lockers are provided to each student upon request and are subject to the following:

- **Lockers are school property.** All lockers assigned to students are the property of the school district. Students have no expectation of privacy with regard to items kept in school lockers.
- **Locks.** The school principal shall have custody of all combinations and copies of keys to all locks on lockers. Students are prohibited from placing locks on any locker without the advance approval of the school principal. Only locks owned by the school can be used on lockers.
- **Legitimate use of lockers.** Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use their lockers to store contraband—meaning illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal to be a potential threat to the safety or security of others.
- **Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal.**

- **Random or blanket search of locker contents.** Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental/guardianship or student consent, and without reasonable suspicion of the presence of contraband. The principal or designated employee may request the assistance of a law enforcement officer in conducting a locker search. The principal or designated employee shall respect the privacy rights of the student regarding any items discovered that are not contraband.
- **Search of particular locker.** In addition to conducting blanket or random searches, the school principal or his/her designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.
- **Seizure.** When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or the student if he or she is 18 years of age or older, shall be notified by the school official of items removed from the locker.
- **Vandalism to the locker,** including writing or damage of any kind will result in disciplinary action.
- Under no circumstances should money or valuables be kept in lockers.
- Disappearance of materials, including textbooks, from a locker is the sole responsibility of the student.
- The locker is to be clean of any writing and/or posters before the student is cleared at the end of school year or upon withdrawal.

LOST AND FOUND

The Lost and Found is maintained in the school's office. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere should be taken to the Lost and Found. **The school assumes no responsibility for items left unattended in classrooms, locker rooms or other areas, or in lockers.** Under no circumstances should students leave personal items unattended or unsecured on campus. Articles not claimed by June 1 will be donated to a charity.

LUNCH PROGRAM

- When students finish eating, they will remain seated in the cafeteria or they may go outside in the courtyard area. Students must remain in the courtyard area and are not to go around the building for any reason.
- Students will leave the cafeteria and courtyard in a clean and neat manner. Trays are not to be taken outside to the courtyard area. Trays must be returned to the tray return and trash placed in the proper receptacles.
- **Ninth and tenth grade students will not be allowed to leave campus. Leaving campus will be considered a truancy and will be treated according to the handbook. There may be a monetary fine imposed.**

- Duty teachers will dismiss students in time to return to class.

Online Prepayment:

Features and advantages of this service include:

- Convenient, easy and secure online service for busy parents.
- Funds can be deposited into the child's school meal account at any time.
- A website (www.myschoolbucks.com) allows parents to check their child's account balance.
- A report of the child's eating history can be printed by the parent.
- Students spend less time in the serving line and have more time to eat with friends.

To access these services:

- Simply go to the school district web site at www.yukonps.com
- Click on Food Service link.
- Create a new student account using the child's name, student ID number and school zip code.

General Information:

- Parents with more than one child in the District can prepay using one online account.
- Payments may be made through an existing PayPal account, a major credit or debit card.
- To use the online prepayment service, a nominal fee of 1.75 per deposit transaction is assessed to cover bank fees.

It is the desire of the Yukon School District to provide nutritional meals to all pupils and the district will not discriminate against any child because of inability to pay the full price of the meal. The following guidelines will be followed to assist the Food Service department:

- Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
- Students will not be denied access to any meal as a result of a disciplinary action.
- Students will be allowed to charge after attempts to contact parents are made.
- No charging will be allowed during the last two weeks of school.

Please help us keep the Cafeteria and Court Yard clean and attractive.

FREE AND REDUCED LUNCH BENEFITS

- **ACT:** Students will receive a total of 2 free ACT fee waivers for their junior/senior years. The student may use them at any time during their junior or senior years for regular registration. A fee waiver may not be used for late registration. **See your counselor for more information.**
- **AP:** College Board pays \$22 per test and the State of Oklahoma covers the remaining \$64 with the school district forfeiting the \$8 rebate.
- **PSAT:** Yukon High School is awarded fee waivers based on the number of students on Free and Reduced lunches. In the past, we have had difficulties using all of the fee waivers.

- **SAT:** Students can receive up to four fee waiver cards – 2 for the SAT and 2 for Subject tests – to cover both junior and senior years. Fee waivers cover the test fee only. Each Subject test fee waiver card covers up to 3 Subject tests for each registration.
- **College Application Fee Waivers:** Counselors can write a letter to the college to request a waiver for the application fee. It is not guaranteed but it is highly likely.
- Free and Reduced applications are now accessible online at www.yukonps.com

MEDIA CENTER (LIBRARY)

The Media Center is open from 7:30 a.m. until 4:00 p.m. each school day. A variety of learning resources are available for student use.

Students wishing to use the Media Center are to present their student I.D.'s for checking out materials. An exclusive I.D. number will be issued to each student.

Students visiting the Media Center with a class should come prepared with pencil/pen, notebook paper and/or note cards, and his student I.D. card. Students are encouraged to use the library for recreational reading, self-help, and resource.

MEDICATION

Nonprescription medication may not be taken by a student without written authorization by the parent/legal guardian. Parents/legal guardians must fill out a Yukon Schools Consent to Administer Medication Form (requiring parent/legal guardian and physician signatures) in order for students to take any form of prescription medication at school. It is recommended that parents bring medication to the school office whenever possible. Medication will not be sent home with students.

MESSAGES

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later.

Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before the student arrives at school. Any non-emergency notes or deliveries will be made between classes via the intercom.

Outside deliveries will not be made to students during the school day nor will they be accepted. This includes, but is not limited to, flowers, balloons, candygrams, etc.

NATIONAL HONOR SOCIETY

To be a member of the National Honor Society, a student's GPA must be at least a 3.75 on a 4.0 basis. Averages are based on cumulative grades beginning with the first semester of the freshman year. Students will be expected to meet other criteria such as leadership, service, and character. Students will first be eligible for NHS upon completion of the first semester of the sophomore year and by meeting application requirements.

ORGANIZATIONS SPONSORED BY YHS

PLEASE NOTE: All organizations and associations of Yukon Public Schools must be approved and sanctioned by the administration and Board of Education. In addition, all school-sponsored organizations must have a faculty sponsor.

Sponsors/facilitators must approve all club and class meetings. The president should contact the sponsor and get permission for a meeting. The sponsor will then contact the principal to obtain final approval for a date and place the activity on the official calendar. Sponsors/facilitators must attend functions of their groups.

PARKING LOT

The high school has two School Resource Officers. This individual has the authority and backing of our school district. Failure to follow his/her directions will be considered insubordination and violators will be referred to the building administration for possible disciplinary action.

For the safety of all, vehicles must be registered with the school. Students who have vehicles on the school grounds without a parking sticker may have driving privileges revoked and/or vehicle impounded. The following are basic parking guidelines:

- **Parking permits are required yearly and cost \$20.00.**
- **Staff parking spots are labeled with "STAFF" and a number.**
- Only licensed drivers will be allowed to park in the school parking lot.
- The speed limit in all areas of the parking lot will be 15 mph.
- The areas parallel to the curbs are not parking zones.
- Curbs are painted to indicate no parking zones.
- Cars must go in the entrance and out the exits as marked and should not block either of the two.
- Cars shall occupy only one parking space.
- Students and faculty should park only in designated areas.
- Handicapped parking is available. Parking illegally in handicapped spaces will be monitored and may be ticketed by the Yukon Police Department.
- The parking decal is to be placed on the inside of the front windshield, at the lower corner on the passenger side.
- The parking lot is off limits to all 9th and 10th grade students the entire school day.
- Any student needing to return to their vehicle must obtain written permission from the office.
- No parking or driving on grass.
- No driving during class breaks.

- No backing into parking spots.

Upon arriving on campus, all students are to vacate vehicles. Failure to do so could result in disciplinary action. No students will be permitted to remain in vehicles for any reason. This includes waiting for rides or riders for the Canadian Valley Technology Center.

All vehicles brought onto a YPS campus are subject to random searches.

SCHOOL RESOURCE OFFICER (SRO)

Uniformed officers are employed for campus safety and security during the school day, for school sponsored activities and at other necessary times. School Resource Officers have the authority of the school to maintain order whenever they are on duty.

SEMESTER TESTS AND EXEMPTIONS

All high school students are required to take comprehensive semester tests each semester of the school year unless exempt. *Semester tests will count 20% of the semester grade.*

- If a student has been assigned OSS, they will not be exempt from any semester tests, with the exception of those earned by passing their ACE exams.
- If a student has been assigned ISI, the absences count as absences for the class.
- No student will be allowed to take a test prior to the scheduled time and day. In extenuating circumstances, make-up tests may be taken after the time and day of the scheduled test.
- When calculating absences, three (3) tardies shall equal one absence.

1st Semester Exemptions:

All Students (9th-12th)

Students may exempt a semester test if they have...

- An "A" in the course and no more than three absences in that course.
- A "B" in the course and no more than two absences in that course.
- Students may not exempt a semester test for an EOI subject (Algebra 1, Geometry, Algebra 2, English 2, English 3, US History and Biology).

2nd Semester Exemptions:

9th-11th grade Students

Students may exempt a semester test if they have...

- An "A" in the course and no more than three absences in that course.
- A "B" in the course and no more than two absences in that course.

12th grade Students

Students may exempt a semester test if they have...

- A "C" or better grade average in the course.

- No more than three absences in the course
- Three (3) tardies equal one (1) absence.
- No ISI or OSS for any class.
- No outstanding financial obligations, including textbooks, to Yukon Public Schools.

A student can earn an exemption for the ACE course by achieving a raw score of 75% or higher on the ACE exam for that specific course.

An AP student can be exempt from their AP course semester test, if the student takes the AP exam for that course.

STUDENT COUNCIL

Your Student Council serves as a training experience for both leaders and followers, promotes the common good, and gives students a share in the management of the school. It also develops high standards of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration. The Student Council shall be composed of representatives from the freshman, sophomore, junior and senior classes.

SUBSTITUTES

Substitute teachers are to be accorded the same respect as regular classroom teachers. They have the same authority as a regular teacher. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. The responsibility is with the student to treat a substitute with the respect and courtesy that is due all persons.

TEACHER/OFFICE AIDES

Generally, students must be in class for credit six class periods per school day. However, under certain circumstances, students may elect to serve as office or teacher aides. Office aides receive pass/fail credit for the class.

A student may qualify for being an aide if he/she meets the following criteria:

- The student must have a minimum 2.00 grade-point average on the regular school scale and be approved by the receiving supervisor.
- The student must have no serious disciplinary action on his record, i.e. ISI or OSS. (Being placed in ISI or being suspended OSS may be grounds for being removed from the aide position and being placed in supervised study for the remainder of the semester.)
- The student must agree to follow the directions of the supervising staff member and abide by the school tardy and attendance policy.
- A student may serve as an aide only one period during the school day.

Teacher Aides

One student aide is permitted per department and will work under the supervision of the department chairperson. The only exception may be in the area of science where the department may have two aides per semester. No credit is received for being a teacher aide.

Office, Counselor, Library Aides

Each office may have no more than two aides per hour. Exceptions to this must be made by the building principal.

TELEPHONES

The office telephone was installed for conducting school business. Students will not be given a pass during class to use the phone. Students must use the phone in the office when they are ill. A student placing an unneeded 911 call will be suspended. Police and parents will be notified. All emergencies should be directed through the office.

TESTING SECURITY

Responsible measures will be taken to insure the security of all district testing.

Students should adhere to the following prohibitions:

- Never copy, reproduce, or use in any manner inconsistent with test security rules, all or any portion of any secure testing material.
- Never share questions/answers with other examinees' in any way.
- Never fail to follow security rules before, during and after testing.
- Never participate in, direct, aid, counsel or encourage any of the acts prohibited in this section.

Any student found to be in violation of these prohibitions shall be subject to disciplinary action.

TEXTBOOKS

Students are encouraged to take textbooks home for study. In case of damage or loss of a textbook, the student will be expected to replace it; therefore, we urge students to cover textbooks to avoid damage.

VARSITY SPORTS

Yukon High School participates in a wide variety of varsity sports for both men and women as a Class 6A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the OSSAA.

VISITING SCHOOL

Parents/Guardians: You are encouraged to visit your children's schools from time to time; however, we ask that you comply with our policy requiring **all** visitors to go first to the front office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers. We also expect parents to be polite and civil in their dealing with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and will not tolerate it from parents.

District Policies

Background Checks--Volunteers (Board Policy DABC)

Yukon Public Schools will require a background check on all parents, guardians or other responsible person for a child's well-being while volunteering for a school function or trip. This includes but is not limited to YPS Volunteers, Mentors, Field Trip Sponsors, and Parent/Teacher and Booster Club board members such as treasurer, fundraising chair, etc.

Background check information is public record, but because of the sensitivity of the materials and the confidentiality of the person's identity information, Failed Background Checks will only be discussed with the applicant who filled out the background check form and the Principal/Designee of the school that the applicant wishes to volunteer.

Confidentiality

All filled out background checks are to be kept in a safe, secure, locked cabinet.

Criteria for Passing Background Checks:

The criteria for passing is:

- Criminal - clear record or misdemeanors that occurred more than ten years ago; not sex-related violence against a person or drug-related. Note: If a misdemeanor occurred more than ten (10) years ago that was sex-related, violence against a person or drug-related, the applicant will be deferred to the school district. (See Deferred to the School District section below.)
- Child Abuse and Neglect - no findings
- Driving - clear record; or no more than two minor moving violations in the past three years. Note.- Applicants with more than two minor moving violations in the past three years will be deferred to the school district. (See Deferred to the School District section below.)
- Sex Offender Registry - Not found on currently accessed state registries

Criteria for Failing Background Checks

The criteria for failing a background check is any one of the following:

- Criminal - any felony within the past ten (10) years; or misdemeanor within the past ten (10) years that was sex-related, violence against a person or drug-related. Note: If a misdemeanor occurred more than ten (10) years ago that was sex-related, violence against a person or drug-related, the applicant will be deferred to the school district. (See Deferred to the School District section below.)
- Child Abuse and Neglect - any confirmed report
- Driving - currently suspended - license; or DUI conviction within the past three year Note: If a DUI occurred more than three (3) years ago, the applicant will be deferred by the school district. (See Deferred to the School District section below.)
- Sex Offender Registry - listed on a currently accessed state registry Deferred to the School District.

Fail:

If the applicant fails screening, he or she will receive a letter from Yukon Public Schools Volunteer Program, explaining the reason the application was denied.

SCHOOL DISTRICT DEFERRAL

Occasionally, background checks reveal information that falls somewhere between a clearly defined pass and fail. Sometimes it is not possible to screen a potential volunteer at a level that meets Yukon Schools established standards; i.e., an applicant has recently moved from another state where background information is not available; more than two minor moving violations in the past three years; any major moving violation not triggering automatic fail; or any DUI that occurred more than three years ago. Thus the decision could be deferred to YPS Administration. If the decision regarding the applicant's suitability is deferred to the school district, YPS Schools District Coordinators are strongly urged to use a greater level of diligence in determining the suitability of the applicant, based on the screening results.

Factors to consider in resolving this position of deferred applicants include:

- The length of time passed and circumstances surrounding the conduct in question
- The individual's age at the time of the offense

The decision of the District is final.

School District Employee Exemption

With an agreement signed by the school district superintendent, any employee within that school district (i.e., paraprofessional, classroom aide, teacher, administrator, substitute, etc.) who has been deemed acceptable for direct placement with students by the district administration, may be placed as a Yukon Public School Volunteer/ Mentor or Field Trip Sponsor or Parent/Teacher Board Member without undergoing additional screening.

Final Screening Step

As soon as all screening results for an individual are completed and if the Principal has not received information from the YPS Volunteer Office that indicates a fail, the volunteer is ready to be placed in the position for which they have volunteered.

Applicant Interviews

Face-to-face interviews and/or reference checks will be conducted by the YPS Helping Hand Volunteer Office.

CELL PHONES (Board Policy FNG, FNG-R1)

It is the policy of the Yukon Board of Education to delay the privilege of possessing a wireless telecommunication device until students are in fourth grade.

Students in fourth grade and above may possess a wireless telecommunications device on their person or within immediate reach while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

No permission is needed for possession of a wireless telecommunication device for functions sponsored or authorized by the school held after the school day or off-district premises.

Prohibited usage may include but not be limited to instant messaging, using as photographic equipment, sending/receiving unauthorized infrared transmission, or other activities which may interrupt the normal course of instruction. Use of the wireless devices is prohibited in halls, classrooms, or any school premises during the school day. During this time these devices must be turned off. NOTE: Under a teacher direction, cell phones may be used during class time.

For high school students, the following rules and prohibitions apply:

- A high school student having a wireless telecommunication device must keep the device turned “off” and out of sight during class time or while in the media center or office areas unless a teacher (at the teacher’s discretion) or administrator grants a specific occasion exception. When the personal devices is permitted/requested during class time, no student is to be penalized for not having a device within his/her possession.
- Refusal to give up a cell phone upon request will result in suspension.
- During all assemblies the device must be turned off.
- The device may be stored in a backpack, purse, pocket or other place where it is not visible during class time.
- Use of a wireless communications device during a test (i.e., text messaging, image photographing) will be considered cheating, and proper action will be taken.
- Wireless device photography is prohibited in restrooms and locker rooms at all times.

Student’s misuse of wireless telecommunication devices during the regular school day on school premises shall be in violation of district policy unless prior consent has been granted. Disciplinary actions will be determined by the nature, severity, and frequency of such violations. Disciplinary actions will include but not be limited to: collection of the device by an administrator, detention, suspension, and/or removal of privileges.

1st OFFENSE: Phone will be retained by the school for the remainder of the school day and will be released to the student at the end of the school day. Student may be assigned detention and/or other disciplinary action.

2nd OFFENSE: Phone will be retained by the school for the remainder of the school day and parent/guardian must pick up after the student’s school day. Student will be assigned three days of detention.

3rd OFFENSE: Phone will be retained by the school for the remainder of the school day and parent/guardian must pick up after the student's school day. Student may be assigned five (5) days of detention or other disciplinary action.

Additional cell phone policy violations will be treated the same as the third violation or a more severe disciplinary action may be imposed.

YHS ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN CELL PHONES.

DRUG/ALCOHOL TESTING (Board Policies FNCE, FNCF, FO-R3)

In order to safeguard the individual and general welfare of all students, the Yukon Public Schools may administer an alcohol test as a condition of admission to a school-related activity to any student and/or his/her guests. It may also administer such a test at any time during the school day and/or activity.

The YPS administration will determine at which school-sponsored events the alcohol test procedures will be used. These events will include, but are not limited to: proms, dances, concerts, overnight activities, optional field trips, athletic events, etc .

The administration will determine the manner by which the students will be tested: entire group, predetermined random selection, or based on individualized reasonable suspicion. The trained administrator or trained staff member present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test upon entering the event.

Students exhibiting signs of having consumed alcohol (reasonable suspicion) including, but not limited to: glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor, may be requested to take an alcohol test administered by a school administrator/designee. If a student tests positive for alcohol, he or she will receive one additional opportunity to take the test. Students who test positive for alcohol or students who refuse to take an alcohol test upon reasonable suspicion that they have consumed alcohol will be subject to all school rules relating to the use and/or possession of alcohol.

If a student does not pass the alcohol test, his/her parents will be notified and must come to pick them up. If a parent/guardian cannot be reached, the student will be placed in protective custody by the police department in the town where the event is located until a parent/guardian can pick up the student. Law enforcement will be notified if the student is still in possession of alcohol. Students who test positive for alcohol or who refuse to take the alcohol test upon determination that there is reasonable cause to suspect that they have consumed alcohol will be subject to all school rules relating to the use and/or possession of alcohol. Any student suspected of using, possessing or distributing drugs or alcohol will be referred to the principal or designee. If the student is determined to be in violation, the student will be suspended from school and/or co-curricular activities for a

period of up to two semesters. The superintendent or designee, the Student Assistance Program, the parents and the police will be notified.

The Alcohol Testing Protocol shall apply to all students and guests, regardless of age.

POSSESSION OR USE OF CONTROLLED SUBSTANCES, ILLICIT DRUGS, DRUG PARAPHERNALIA, AND ALCOHOL (FO-R3)

While on school property or at school-sponsored events, students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale or be under the influence of alcoholic beverages; illicit drugs, illegal, controlled, addictive, or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect and synthetic marijuana known as K2 or spice); items represented to be any of the above substances; and/or drug paraphernalia. (See also policy FNCF.)

ILLICIT DRUG DEFINITION IS AS FOLLOWS:

- Any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
- Any prescription drug possessed in violation of school policy
- Any non-prescription drug possessed in violation of school policy
- Any substance which is represented to be a prescription or nonprescription drug
- Any inhalant
- Any other chemical, synthetic or natural substance which is capable of producing injury and is misused by a student.
- Anabolic steroids

ALCOHOL IS DEFINED AS FOLLOWS:

- Any intoxicating beverage as defined by Oklahoma law
- Any low-point beer as defined by Oklahoma law
- Any non-intoxicating beverage as defined by Oklahoma law

DRUG PARAPHERNALIA IS DEFINED AS FOLLOWS:

All equipment, products and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a controlled dangerous substance in violation of the Uniform Controlled Dangerous Substances Act. Oklahoma Statute – Title 63.

USE OR POSSESSION OF ILLICIT SUBSTANCES ON SCHOOL PROPERTY DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY.

Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during school,

while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

FIRST OFFENSE

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- Out-of-school suspension for not less than the current and succeeding school semesters. The suspension may be reduced to five (5) days if the student and parent/guardian agree to complete voluntary counseling and urinalysis. Elementary school students are exempt from taking a urinalysis.
- The counseling will consist of a six (6) hour course in a school approved chemical dependency education program or a comparable program approved by the administration, and six (6) additional hours to be spent with a Yukon Public Schools Student Assistance Counselor.
 - Student assistance program options may include, but are not limited to:
 - assessment
 - individual and/or family counseling
 - attendance at education series
 - attendance at 12-step meetings
 - community service
 - support groups
 - Costs of such activities shall be borne by the individual, parent or guardian.
 - Failure to complete required activities within the prescribed time will result in reinstatement of the full suspension.
- The random urinalysis will be required throughout the term of suspension (a minimum of once per month). These tests will be conducted on school premises by the certified laboratory conducting the Yukon Public Schools activity drug tests. The random urinalysis will begin 30 calendar days after the first day of the suspension.

If one of these random tests has an abnormal reading, or if in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, or if the student refuses to take the test, the full term of the suspension will be reinstated. If the student/parent/guardian disagrees with the result he/she may request, at their own expense, that this urine specimen be tested by another certified laboratory. If a different result is obtained, then an appeal may be made to the administration within five (5) school days of notice of the second test finding. Administration will determine if the original finding was justified.

SECOND OFFENSE

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- If the second offense occurs within 24 calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.

- Continued counseling will consist of a six (6) hour course in a school approved chemical dependency education program or a comparable program approved by the administration, and six (6) additional hours to be spent with a Yukon Public Schools Student Assistance Counselor.
 - Student assistance program options may include, but are not limited to:
 - assessment
 - individual and/or family counseling
 - attendance at education series
 - attendance at 12-step meetings
 - community service
 - support groups
 - Costs of such activities shall be borne by the individual, parent or guardian.
 - Failure to complete required activities within the prescribed time will result in reinstatement of the full suspension.

APPEARANCE OR BEING UNDER THE INFLUENCE (Reasonable Suspicion)

If a student exhibits and/or appears to evidence intoxication by alcohol, illicit drugs, or over-the-counter medication at school or at a school-sponsored event, the parent(s), custodian, or legal guardian of such student will be notified immediately so that medical attention may be obtained, if necessary.

Any teacher who has reasonable cause to suspect that a student may be under the influence of or has possession of non-intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify an administrator. The administrator shall immediately notify the superintendent and the student's parents, custodian, or legal guardian. (See also policy FNCE.)

SALE OR DISTRIBUTION

Any student who sells, distributes, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the counter substances which may have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

DRUG TESTING (Board Policy FNCFB)

The Yukon Board of Education in an effort to protect the health and safety of its extracurricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Yukon Public School District, has adopted the following policy for drug testing of activity students.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities that involve competition and upon the positive image these students project to other students and to the community on behalf of students in extracurricular activities. The Yukon Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities which involve competition in grades 7-12.

All Activity Students will be required to sign a “Student Drug Testing Consent Form” before the student may participate in an extracurricular activity covered under this policy. A student who moves into the district after the school year begins will be required to sign a “Student Drug Testing Consent Form” before they will be eligible for participation.

Drug use testing for Activity Students will be chosen on a random selection basis from a list of all Activity Students who are involved in off-season and in-season activities. The Yukon Public school district will determine a monthly number of student names to be drawn at random from each grade level to provide a urine sample for drug use testing for illegal drugs.

In addition to the random drug test required above, any Activity Student may be required at any time to submit to a test for illegal drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance enhancing drug use by that particular student.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.

If in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, the specimen will be treated as positive and policy consequences will be in effect. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of one year. Positive student records will be kept on file for five years. Requests for additional testing will be at the expense of the parent/guardian.

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

FIRST OFFENSE:

The parent/guardian will be scheduled with the student, parent/guardian, athletic director/designee, director of student assistance programs, and/or principal/designee to discuss the positive test result. The student will be suspended from participation in all activities covered under this policy for ten (10) school days. After this ten-day period, the student may resume participation once they have provided proof to the school that they have completed four (4) hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity the cost of which will be paid for by the parent/guardian. Additionally, the student will be tested for the remainder of

that semester plus the following semester. The time and date will be unknown to the student and determined by school personnel.

These requirements and restrictions shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

SECOND OFFENSE (in the same school year):

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is longer.

Appeal:

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and her/his decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Refusal to Submit to Drug Use Test:

A participating student who refused to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year or eighty-eight days whichever is the longer. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Voluntary Parental Referral

Parents may voluntarily place their students in the random pool for testing.

INTERNET (Board Policy EFBCA)

The Yukon Board of Education believes that the use of the Internet will further education by promoting the exchange of information and ideas by providing statewide, national, and global opportunities for students and staff.

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of material which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and

other users will refrain from accessing and/or downloading any text, picture, or online conferring that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the service will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use that violates the copyrights.

All users must agree to attend an Internet orientation which will address the issues of appropriate use of the Internet, copyright laws, and Internet etiquette.

Violation of the Internet Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

NON-DISCRIMINATION POLICY (Board Policy DAA)

It is the policy of the Yukon Public Schools, District I-27, to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap in its educational programs and activities. This includes, but is not limited to, admissions and educational services. Inquiries concerning application of this policy may be referred to the Coordinator of Title IX and Section 504 at the District Office at 600 Maple (350-1341).

SEXUAL HARASSMENT (Board Policy DA)

The Yukon School District will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

PROHIBITIONS

- Unwelcome Conduct of a Sexual Nature
 - Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding” “teasing,” double meanings, and jokes.
 - Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcome.
 - A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcomed in order for any such subsequent conduct to be deemed unwelcome.

- **Sexual Harassment**

For the purpose of this policy, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student;
- The conduct substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive environment;
- A person uses his/her authority to solicit sexual favors or attention from a student when the student's failure to submit will result in adverse treatment, or when the student's acquiescence will result in preferential treatment; or
- A student subjects another student to any unwelcome conduct of a sexual nature.

REPORT, INVESTIGATION, AND SANCTIONS

- It is the express policy of the Yukon Board of Education to encourage victims of sexual harassment to come forward with such claims.
 - Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student's work performance or creates a hostile or offensive working or educational environment.
 - Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
- Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

SMOKE FREE WORKPLACE POLICY (Board Policy CKDA)

The YPS Board of Education is committed to providing a tobacco-free environment for students employees, and patrons. In accordance with the *Smoking In Public Places Act*, the use of tobacco and/or nicotine products at school is prohibited at all times.

STUDENT SEARCH/PRIVACY RIGHTS (Board Policy FNFR/State Law HB 1284)

"The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property."

“Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by the pupil suspended under this section.”

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.” (70-24-102)

TOBACCO (Board Policy CKDA)

State law and board policy prohibit the use or possession of tobacco on the school campus. Students are not permitted to use or have in their possession tobacco in any form while on school grounds, or at school activities. This includes but is not limited to: cigarettes, dip, e-cigarettes, vapor-atomizers, “trippy stix”, and nicotine oil. Students in violation of this policy will be dealt with in the following manner:

1st offense: 3 days detention plus parental contact*

2nd offense: ISI (In-School Intervention)*

3rd offense: OSS (Out-of-School Suspension)*

*Law enforcement will be contacted if circumstances warrant involvement and a citation issued. Cigarette lighters are not permitted on school grounds and will be confiscated.

VIDEOING

Yukon Public Schools possesses the ability to videotape students on school property and to videotape students (including audiotape) while on its school busses. At the discretion of the superintendent, or his designee, video may be used for disciplinary purposes.

WEAPONS

It is the policy of the Board of Education (Board Policy #FNCG, FNCGA) that possession of dangerous instruments or weapons on school property, or other property adjacent to school property, at school sponsored functions, or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury.

Possession of weapon replicas shall be in violation of this policy. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended out-of-school and the police notified.

Other District, State and Federal Policies

BULLYING, INTIMIDATION, HARASSMENT (Board Policy FNCD, FNCD-P)

According to **Oklahoma State Law 70 O.S. 20015**, bullying, harassment, and intimidation are specifically prohibited “at school.”

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical act.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Harassment, intimidation and bullying set forth above may include, but is not limited to the following:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, etc.;
- Demeaning jokes, stories, slurs, rumors, or activities directed at the student;
- Unwelcome physical contact.
- Cyberbullying.
- Sexting
- Physically harming an individual and/or their property.
- Pranks, cartoons and drawings of a harassing nature.
- Improper use of videography.

This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities or school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

FERPA (Board Policy FL-R)

(Notification to Parent: Review of Student Records)

In the course of the child's education, the school district will keep records as deemed necessary to provide programs to meet his needs and interests. Under the Family Educational Rights and Privacy Act (FERPA), a parent has the RIGHT TO:

- Inspect and review his child's education record within 45 days of the day the District receives a request for access.
- Request amendment of education records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- Consent to disclose education records, except where consent is not required authorizing disclosure.
- File complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CRF99.1-00.67); and
- Obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Parents have two weeks on receipt of the records to advise the Superintendent, in writing, of any items they designate as not being directory information for that child. The following items are considered by the Yukon School District to be "DIRECTORY INFORMATION:"

The student's

- Name
- Name of parents
- Place and date of birth
- Class designation (i.e., first grade, tenth grade, etc.)
- Extracurricular participation
- Achievement awards or honors
- Weight and height if a member of an athletic team
- Photograph
- Previous school district
- Address
- Telephone listing
- Dates of attendance
- Student statements, photographs, audio or video-tapes which identify the student's participation in/and or achievements gained in enrolled courses or officially recognized activities.
- Ungraded student work

All rights and protection given parents under FERPA and this policy transfer to the student when he reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "Eligible Student." Certain qualifications apply in the case of handicapped students, which may affect their being an "Eligible Student." If a parent/guardian has any questions regarding FERPA, he may contact the child's school. **Translations of this notice will be arranged, in the native language, of non-English speaking parents.**

In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See *34 CFR § 99.31(a)(10) and § 99.36*. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

IMMUNIZATIONS

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth grade for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. (To be in compliance with this law, students must present proof of (3) doses DPT/DT, (3) doses Polio for grades 10 through 12, (5) doses DPT/DT and (4) doses Polio for grade 9, (2) , doses of MMR, a (2 or 3) dose series of Hepatitis B vaccine and a (2) dose series of Hepatitis A, and (1) dose Varicella (chickenpox) for grades 9 through 12. No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for school entry.

SPECIAL EDUCATION

The Yukon Public School District Special Education Department seeks to provide a free and appropriate public education for all children with disabilities, from three years of age through the completion of the twelfth grade.

PUBLIC LAW 94-142 and its revision, IDEA '97, mandates a free and appropriate public education for all disabled children with disabilities. This law makes educators and parents responsible for developing an educationally appropriate program for each child who qualifies.

Qualification for special education services is based on the results of a comprehensive evaluation. A multidisciplinary team of knowledgeable persons, including the parent, will review the evaluation components. This team will determine if the child is eligible under one of the following categories: Autism, Deaf-Blindness, Deafness/Hearing Impairment, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Emotional Disturbance, Speech/Language Impaired, Specific Learning Disability, Traumatic Brain Injury, Visual Impairment, or Developmental Delays.

For any child needing special education, the following questions should be addressed:

- (1) Does the child have a disability?
- (2) Due to this disability, does the child require specially designed instruction?

For information concerning special education or referral procedures, contact your school counselor or the Director of Special Education (350-1341).

Section 504 of the Rehabilitation Act of 1973

In an effort to comply with procedural requirements of Section 504 of the Rehabilitation Act of 1972, it is the intent of Yukon Public Schools to not discriminate on the basis of disability and to ensure that students who are disabled, with the definition of Section 504, are identified, evaluated and provided with appropriate educational services.

Section 504 mandates that, "No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service. (29 U.S.C. Sec. 790)

Qualification for 504 eligibility is based on the results of an evaluation that accurately and completely assesses the nature and extent of the disability, and provides sufficient information to determine appropriate services. Determination of eligibility and services must be made by a group of persons knowledgeable about the student. A person is considered to have a disability under Section 504 if:

- The person has a physical or mental impairment which substantially limits one or more of such person's major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- Has a record of such an impairment;
- Is regarded as having such impairment.

Examples of students who might be eligible for special accommodations due to a substantial limitation could be students with conditions such as cancer, juvenile diabetes, asthma, ADD/ADHD, or Tourette's Syndrome. It is the responsibility of the school site team to gather and review data, consider the impact upon the student in the educational setting, and to make the necessary accommodations and/or modifications for the student to receive services comparable to those of his/her non-disabled peers.

For information concerning Section 504 or referral procedures, contact the District Section 504 coordinator, Special Education Director, 600 Maple Street, Yukon, OK 73099 at (405) 350-1341.